



CITY COMMISSION BUDGET WORKSHOP MEETING

MINUTES

Wednesday, August 07, 2024 at 5:30 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136

PRESENT: Mayor Patti King, Chairman Scott Spradley, Vice-Chair James Sherman, Commissioners Rick Belhumeur, Eric Cooley, and Jane Mealy, City Manager Dale L. Martin, and City Clerk Penny Overstreet.

1. **Call the meeting to order.** Chairman Spradley called the meeting to order at 5:30 p.m.
2. **Pledge of Allegiance followed by a moment of silence to honor our Veterans, members of the Armed Forces and First Responders.** Commissioner Sherman led the pledge to the flag. **General Business**

*Due to the length and volume of material being reviewed these minutes will reflect discussion, direction and consensuses. *

3. General Business

- a. **Budget Overview:** Mr. Martin reviewed the budget calendar and the Directors' involvement in the budget process. He introduced the Finance Director Hollie Harlan and Assistant Finance Director Rhonda Allen. He reviewed a presentation which included information on the budget schedule, the taxable values for the FY 2024/2025, tentative MIL Rate of 5.45, TRIM Notice from 2023/2024 FY, the FY 2024/2025 proposed General Fund revenues, expenditures, a General Fund Property Tax distribution, Special and Enterprise Funds, organizational changes, organizational chart, staffing changes, the proposed Capital Improvement Budgets for General and the Enterprise Funds, and finally various mileage rates and the revenue they would generate.
- b. **General Fund Review:** Commissioner Belhumeur asked when the Commission would receive the salary schedule. He had a particular interest in Code Enforcement and whether or not there was a need for a part-time Code Enforcement Officer. Mr. Martin stated the budget is balanced today. If there is a consensus of the Commission to add a staff member, staff will work with the numbers and see where they might be able to work it out so that the City can afford another staff member.

Page 1: Mr. Martin stated the CRA revenues from ad valorem is actually 607K the amount and will be corrected by Staff. Commissioner Mealy questioned whether the funds should stay in the CRA. Mr. Martin stated the current fund balance is 285,000, and those funds will be kept in the CRA.

Mr. Martin reviewed the questions submitted by the Commission. The subject of the questions had to do with the following subjects: fire inspections, animal licensing, doggy dining and wayfinding signage.

It was a consensus to look into whether the City is mandated to have animal licensing, and determine if the doggie dining license program can be sunset.

Page 3: No changes. Parking tickets and the potential percentage of income for next fiscal year was discussed. Mr. Martin had Ms. Monroy hand out an excel spreadsheet of the employees and in what department they serve. It was the consensus of the Commission to include a salary schedule with the budget.

Page 5: Commissioner Cooley inquired regarding an increase to the Commissioners compensation. Mr. Martin reviewed the wording in the Charter regarding Commission salaries.

Commissioners Belhumeur and Cooley felt that the Commission should receive medical benefits. Commission Sherman would like to see what the figures would look like and the impact it would have on the budget. Mr. Martin informed the Commission the estimated cost would be \$12,000 per person, per year.

Commissioner Belhumeur asked what is the intention for "reserved for contingencies." Mr. Martin explained it is for unforeseen projects that are not budgeted. The funds are to be used at the discretion of the Commission only.

Page 6: Discussion ensued and included: contingency funds and whether they are needed. Commissioner Mealy suggested removing the \$8k for the annual report.

Page 12: No change. Discussion: Bad Debt Recovery, whether it is worth the effort.

Page 13: No change. Discussion: Radios, change to the Taser Reserve 23,000 not 61,500, two IT agreements, protections for the computers (law enforcement); the Sheriff's IT Department, Leads on Line, concern over the retirement costs for Police. Commissioner Cooley asked for a document on the per day cost of police services for County residents (Flagler Beach Police cost is \$1.10 per day).

Page 15: No Change. Discussion: Decrease in retirement, fire truck reserve, not using unrestricted reserves for safety vehicles, the need for a fleet maintenance program.

Page 16: Commissioner Belhumeur would like to enhance code enforcement. Mr. Martin reviewed the available contingency funds. Commissioner Mealy would like code enforcement to be proactive. Commissioner Cooley asked if there was a staffing issue or an operational issue. Mr. Martin thought it was a little bit of both and referred to the amount of paperwork involved in bringing a case before the Magistrate. Commissioner Cooley suggested training the meter readers and cross train to report violations. Commissioner Sherman asked if Mr. Martin could give the Commission the cost of the training as opposed to hiring part-time and/or full-time personnel. Mr. Martin indicated that he would work with Lupita McClenning and discuss possible staff options.

Chairman Spradley recessed the meeting at 7:24 p.m. The meeting reconvened at 7:38 p.m.

Page 17: No Change. Mr. Martin introduced Scott Coster, IT Coordinator. Commissioner Cooley needed clarification regarding the amount of money spent on IT with the County and now having someone in house. Mr. Martin explained the cost of adding cyber security from the County. Mr. Martin felt there was a need for someone from the City, who had the knowledge to advocate for the City with the County.

Page 22: No Change. Conclusion of the General Fund.

Public comment was opened. No comments were received. Public comment was closed.

- c. Community Redevelopment Agency Fund Review: CRA Executive Director, Caryn Miller, was not available to present at the meeting. The agenda moved to the Building Fund.
- d. Building Fund.

Page 26: No changes. Discussion ensued regarding the repairs and maintenance expenses.

- e. Pier Fund.

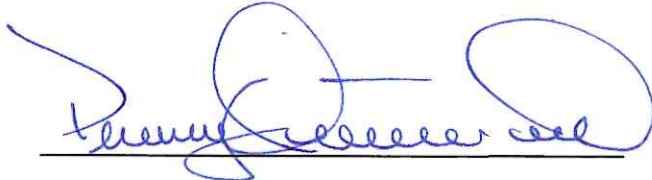
Page 28: Discussion ensued regarding the Beachwalk Improvement Project. Commissioner Cooley stated the Commission previously agreed to \$1.5 for the promenade but not the A-frame, restrooms etc. Mr. Martin stated no formal design has been made, what was presented was conceptual, and we are not

locked into the design. However, if we are awarded the grant, we have to commit to matching \$750K. Mr. Martin requested direction for the grant request to the Flagler County Board of Commissioners. The Commission agreed they want the City Manager to present the same project, and noted the previous consensus that was given to match the \$750K if awarded the grant.

- f. Utility Fund Review
- g. Impact Fees Fund
- h. Sanitation Fund Review
- i. Stormwater Fund Review
- j. Capital Improvement Fund Review

3. **Adjournment:** Commissioner Sherman put forth a motion to adjourn the meeting at 8:26 p.m.

Attest:

A handwritten signature in blue ink, appearing to read "Penny Overstreet", written over a horizontal line.

Penny Overstreet, City Clerk

A handwritten signature in blue ink, appearing to read "Scott Spradley", written above a horizontal line.

Scott Spradley, Chair