

FINANCE & BUDGET REVIEW COMMITTEE MINUTES
Special Meeting January 20, 2023 – 10:00 A.M.
City Hall – Upstairs Conference Room

PRESENT: Joanne Melodayo, Chair
Natalie Conner, Vice Chair
Justin Hilliard, Member
Rebecca Lyons, Member
Jack Samorajczyk, Member

STAFF PRESENT: Vince Tenaglia, Finance Director & Assistant City Manager
Ginny Bodkin, Deputy City Clerk

Chair Melodayo called the meeting to order at 10:00 AM.

1. Action Items –

a. Review of Proposed Budget Re-appropriations

Finance Director/Assistant City Manager Vince Tenaglia explained that this is the first meeting of this type for the Committee; it will benefit the City Commission for an additional complete review. He reviewed the timeline of the budget process in the PowerPoint that had been presented at the last Commission meeting. Reappropriations are basically developed by looking at a snapshot of the prior year end balance and then deploying or retaining funds to maintain balance. A Fund Balance Policy was adopted by the City Commission in January of last year which provides a policy range of 42.7 – 51.7% of General Fund expenditures; it is intended to be an annual transfer of funds.

Mr. Tenaglia's review of the presentation continued to the current financial position, comparing beginning Fund balances for FY 22 and FY 23 with an explanation of contributing factors. A reappropriations summary followed. The spreadsheets from Exhibit A of proposed Ordinance 2023-01 (first reading was on January 10th before the City Commission) were used to illustrate the calculations to the remaining fund balance of \$729,794.

Proposed new expenditures totaling \$1.8 million were reviewed, which included the Boca Ciega/Gulfwinds Drive project, grant-funded expenditures, reclaimed water replacement program, Sunset Way, and contingency funds.

Mr. Tenaglia reviewed the changes that are pending prior to the second reading of the ordinance. The Fire Department contract (the closing of the fire pension and move to the Florida retirement program), disputed invoices, and the health insurance HSA/FSA program were discussed. The new ERP financial program integration has proven more difficult than anticipated and a consultant may be brought on for the second phase.

The members discussed and asked questions regarding the re-appropriations as presented and the ending balance in the event of a disaster or catastrophic event (similar to Ft. Myers). The reimbursement of funds was discussed in the event of emergency transfers. Mr. Tenaglia explained that the Committee could provide staff direction for next year's budget. Member Conner suggested

reaching out to Ft. Myers to get a general idea of funds that have been spent by the city prior to any anticipated reimbursements.

Chair Melodayo moved, and Member Samorajczyk seconded to recommend to the City Commission the acceptance of the proposed budget reappropriations as presented with the consideration of the development of an interfund repayment policy; the motion carried unanimously.

4. Adjournment

Member Samorajczyk moved and Member Lyons seconded adjournment at 11:20 AM.

These minutes were approved at the February 1, 2023 Finance and Budget Review Committee meeting.