

FINANCE & BUDGET REVIEW COMMITTEE MEETING MINUTES

August 2, 2023 – 3:00 P.M.

PRESENT: Joanne Melodayo, Chair
Natalie Conner, Vice Chair
Jack Samorajczyk, Member

EXCUSED: Amy Auerbach, Member
Jack Rader, Member

STAFF PRESENT: Sheila Dalton, Finance Director
Ginny Bodkin, Deputy City Clerk

Chair Melodayo called the meeting to order at 3:00 PM.

1. **Approval of the Agenda** – Chair Melodayo pointed out that the recommendation of the millage rate was overlooked at the budget meeting; also the City Manager was going to discuss Fleet and Capital issues today but was not present.

Motion: Member Samorajczyk moved, and Chair Melodayo seconded to recommend maintaining the 3.15 Millage Rate as it is and has been for ten years, to the City Commission; the motion passed unanimously by voice vote.

CFO Sheila Dalton added that a unanimous vote of the City Commission will be required to maintain the 3.15 rate.

Motion: Member Samorajczyk moved, and Vice Chair Connor seconded to approve the agenda with the change; the motion passed unanimously by voice vote.

2. **Audience Comments** - There were no audience comments.

3. **Action Items**

- a. Approval of Minutes: Regular Meeting 5/03/23, ACFR Review 5/26/23, CIP Ranking Workshop 6/27/23, Budget Workshop 7/12/23

Member Samorajczyk moved, and Vice Chair Connor seconded to approve the minutes for the May 3rd and May 26th, 2023 meetings as presented; the motion carried unanimously.

Regarding the June 27th minutes, Chair Melodayo asked about the priority rank numbers; the Deputy City Clerk explained that those were the priority ranking numbers that the Committee gave in the meeting that day, using the ranking sheet provided by the CFO. The CFO later entered those rankings into an Excel spreadsheet, which is part of the meeting record.

Vice Chair Connor moved, and Member Samorajczyk seconded to approve the minutes for June 27, 2023; the motion carried unanimously.

The Committee briefly discussed the upcoming Freebee renewal/RFP, Looper services, and related expenses, and what the Commission had discussed at their budget meeting.

Regarding the July 12th minutes, Chair Melodayo suggested adding that the former Finance Director resigned, and the Accounting Manager was moved to a CFO position as a replacement.

She also suggested the inclusion of numbered incremental departmental staff increases/decreases, that Shell Alleys were moved to CIP projects, and a potential increase in reclaimed water fees.

Member Samorajczyk moved, and Member Connor seconded to approve the minutes for July 12th with the discussed additions; the motion carried unanimously.

b. Fiscal Year 2024 Third Quarter Financial Report

Ms. Dalton began her review of the Third Quarter Financial report; the report is part of the meeting record. She encouraged questions and input throughout her presentation. She mentioned that this is the first quarterly financial report prepared through the new Central Square financial software. Her comments included:

Budget Status

- With 75% of the fiscal year complete, the City recorded 56% of budgeted revenue and spent 38% of budgeted expenditures; Ms. Dalton indicated that this is typical due to capital projects that are reimbursed after the fact.

General Fund Revenue

- Taxes and fees at 91%
- 205% Miscellaneous driven mostly by interest earnings (donations also in Miscellaneous)
- Licenses & Permits – Fire Inspection Fees up
- Plan review fees are split 50/50 between General and Building Funds
- Service Charges - Parking always does well

Parking Fees were discussed.

General Fund Expenditures (by Department)

- New Procurement Manager in Q3 under Administrative Services

Enterprise Funds

- Interest revenue above estimated
- Proposed Stormwater and Wastewater increases

Capital Project Status

- Listed Projects from Generator Power and above are currently being worked on; what hasn't been spent in FY 23 will move to FY 24
- Listed Projects from Seawall down to Parking Improvements are in progress; any projects that are either 55-100% complete will be reviewed to close out
- St. John's partnership funds have been allocated to Egan Park
- Electric Utility Conversion Project has been allocated to Gulfwinds Street Lights Project
- The Commission will approve allocations at their budget meeting

Ms. Dalton encouraged the Committee members to email any questions to her.

The City Commission has budget meetings set for September 11th and 23rd at 9:00 AM.

Committee discussion followed regarding whether to spend money or increase reserves, pension funds, and credit card fees (negotiating on them). Ms. Dalton will check into when/if there will be a pension fund report to the Commission.

4. Adjournment – Next meeting November 1, 2023

Member Samorajczyk moved, and Vice Chair Connor seconded adjournment at 3:52 PM.

These minutes were approved at the August 7, 2024 Finance and Budget Review Committee meeting.