



SEBASTIAN BUDGET REVIEW ADVISORY COMMITTEE AGENDA

6:00 P.M. MONDAY – FEBRUARY 12, 2024
CITY HALL
1225 MAIN STREET

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call
- d. Introduction of Members (Name and Appointee)
 - Harry Hall Council Member Jones
 - Bruce Hoffman Vice-Mayor Dixon
 - Terry McGinn Council Member McPartlan
 - Bill Middleton Council Member Nunn
 - Larry Napier Mayor Dodd
 - Amber Cerda At-large Member by Vote of City Council
 - Dave Newhart At-large Member by Vote of City Council
 - Grace Reed Alternate Member by Vote of City Council
 - Vacant Alternate Member by Vote of City Council
- e. Selection of Chairperson
- f. Selection of Vice-Chairperson
- g. Approval of Minutes: Meeting of July 31, 2023
- h. Review Budget Calendar for FY2024-25
- i. Comments by Finance Director Killgore
- j. Announce Next Meeting Date of March 4, 2023
- k. Adjourn

Agenda Attachments:

- Minutes for Meeting of July 31, 2024
- Budget Calendar for FY2024-25

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE HEARD. (F.S.286.0105)

IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA), ANYONE WHO NEEDS A SPECIAL ACCOMMODATION FOR THIS MEETING SHOULD CONTACT THE CITY'S ADA COORDINATOR AT 589-5330 AT LEAST 48 HOURS IN ADVANCE OF THIS MEETING.

ZOOM INFORMATION

Click this link to join the webinar: <https://us02web.zoom.us/j/85013693729>

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**CITIZENS BUDGET REVIEW ADVISORY COMMITTEE
MINUTES OF REGULAR MEETING
JULY 31, 2023**

I. Acting Chairperson Cerda called the Citizens Budget Review Advisory Committee meeting to order at 6:00 p.m.

II. Pledge of Allegiance was recited by all.

III. Roll Call
Present

Mr. Hoffman
Ms. Cerda
Mr. McGinn (Zoom)

Mr. Newhart
Ms. Reed (a)
Mr. Hall

Not Present

Mr. Napier -- Excused
Mr. Middleton -- Excused

Also Present

Mr. Ken Killgore, Administrative Services Director/CFO
Ms. Cindy Watson, HR Director
Mr. Nicholas Ladyman, Help Desk Technician
Janet Graham, Technical Writer

IV. Approval of Minutes: Meeting of July 17, 2023

Everyone having had a chance to review the Minutes from July 17, 2023, Ms. Cerda called for a motion. A motion to approve the Minutes as presented from July 17, 2023 was made by Mr. Hoffman, seconded by Mr. Newhart, and approved unanimously via voice vote.

V. Review and Approval of 3rd Quarter Financial Report

Mr. Killgore reviewed the 3rd Quarter Financial Report. There were a few budget adjustments that were approved by City Council during the quarter. They are listed on Exhibit A (SEE ATTACHED). There was one other expenditure out of the R&R fund for \$1,148.00. He will be asking Council with the adoption of this Resolution to amend the budget for that. There are the adjustments made by the City Manager also shown on Exhibit A.

He reviewed the General Fund Summary, which shows the total revenues were 79.5% collected. Expenditures were 69.2% expended.

The General Fund Balance Forecast (SEE ATTACHED) was also reviewed. He included the expenditures that were made to date out of the R&R Funds

The American Rescue Plan Act, the Stormwater Fund Summary, the Airport Fund Summary, the Golf Fund Summary, and the Building Fund Summary were also reviewed (SEE ATTACHED). Regarding the Golf Fund Summary, it shows expenditures of 53% of the budget. A large part of that is because of the purchase of new golf carts. We have not paid for those carts as yet, and we are in the process of selling the old carts. Those funds will come back to the Golf Course as well.

Mr. Killgore reviewed the Fund Summaries and the Quarterly Investment Report which shows that the City's monies are with Seacoast National Bank (\$20,279,101.54) and the State Board of Administration (\$4,045,948.33). Also on this page are the Interfund Loans Report and the Debt Due to Outside Parties (SEE ATTACHED). The balance of the reports shows the accomplishments and reports for all the departments.

Mr. Killgore called for questions/comments from the Committee members.

Mr. Hoffman -- Asked regarding the ad valorem tax collections of 98.7%, and he asked if that is as high as the City has ever been. Mr. Killgore stated there is probably another \$10,000.00 or \$20,000.00 that has come in since the amount shown was received.

Mr. Hoffman asked why the stormwater fee and the ad valorem taxes do not line up with percentages, as they both come on the same bill. Mr. Killgore stated the tax roll for stormwater is a certain amount. The City collects that amount minus 2% that goes to the Tax Collector.

Mr. Hoffman asked regarding the building fund summary, licenses and permits – the revenue is only 55.6% of the budget. Mr. Killgore states that licenses and permits includes business licenses. Business licenses is due in October, so the bulk of those payments comes in at the end of August and into September.

Mr. Hoffman asked how City Council reacted to our recommendation to increase the stormwater fee. Mr. Benton answered this question. He stated he is not comfortable that we have enough time to do an assessment on how much we have to increase the stormwater fees even \$2.00, provide Council with an assessment, and go through the formal process of the Resolution. There are some questions as to whether we have to adjust an ordinance, as it was done by ordinance previously. He suggested that at this time we hold back on that and then proceed with doing a full assessment to be prepared for next fiscal year. Mr. Hoffman agreed.

Mr. McGinn -- Asked regarding the golf course report, it shows the range netting budgeted at \$88,000.00, but none paid. He thought we had already installed that. When

you look at the Airport Summary, it shows range netting for \$36,000.00. Is there range netting charged to the airport that has something to do with different land? Mr. Killgore explained that the \$88,000.00 is for replacing the golf course netting. On the airport property at the same time, we proceeded with \$36,000.00 to replace a netting that protected part of the airport property. It was not part of the driving range netting, but it is on an adjacent lot. The actual expense will be shown on the next quarterly report. It happened after June 30.

Mr. McGinn asked Mr. Benton, when staff is going over the stormwater fee, are you going to look to see if we could do substantially more than \$2.00 since we are going to push it out another year. Mr. Benton stated that the plan is to do a full assessment on what we anticipate our expenditures to be in future years, and what exactly we are going to need after the Stormwater Master Plan is presented. We will have a lot more details and will be better prepared to go forward the next fiscal year with a number that we think is adequate to start those projects. Mr. McGinn asked if there is a goal set for when the Stormwater Master Plan will be completed. Mr. Benton said the City has received a final report from our consultant. Staff is reviewing the document, which is approximately 1,700 pages including all the appendices that are involved. We do anticipate in the coming months to have a presentation before City Council. That will lead us into the potential stormwater fee increase for next fiscal year.

Mr. McGinn asked regarding self-insurance and asked if there is another option where you could greatly increase the deductible on those docks and thereby lower the premium. Mr. Killgore explained that FEMA requires that we have insurance, the best insurance we can find. Increasing the deductible if the insurer will write that kind of policy is a possibility. He is going to be looking at that with the insurance broker. The problem is that we have a very limited market of companies that will even insure docks.

Mr. McGinn asked if it would be appropriate to have one more meeting, given the fact that they are now seriously looking at the final trim notice in the tax increase. Ms. Cerda stated that, as a committee, we can ask for one more meeting. Mr. Killgore said we would have to fit it into the City's calendar, and scheduling might be an issue. Mr. Hall stated that the Committee members were in agreement on the millage recommendation, etc., and he opined that, based on that, there is no need for another meeting.

Mr. Hall -- He asked Mr. Killgore to explain the dock self-insurance as it appears in the fund balance. Is it fully funded out of the adjusted reserves and earmarked for self-insurance, or is it projected as the amount that you want to work towards in the future. Mr. Killgore said that was his plan basically, to have it funded out of the general fund for two years and then switch the \$3 million account to discretionary sales tax. He said he has run into some issues as far as starting a self-insurance program. He has done some research on this, and we would have to put these monies in a separate trust account. So he is not certain that can be done. Mr. Hall asked if the \$3 million is a real number right

now, as available if it were needed. Mr. Killgore stated the budget has not yet been finalized, so he is not sure. There was further discussion among Mr. Killgore, Mr. Hall, and Ms. Cerda regarding this matter, which Mr. Killgore further explained.

Ms. Reed -- She said this projected budget is fine with her. She asked if there will be another meeting before the final version is sent to City Council. Mr. Killgore said there is nothing in the formal budget calendar to have another meeting.

Ms. Cerda -- She is happy with the report.

There being no discussion, Ms. Cerda called for a motion to approve the Third Quarter Financial Report. A motion approving the Third Quarter Financial Report was made by Mr. Hall, seconded by Ms. Reed, and approved unanimously via voice vote.

VI. Adjournment

There being no further business, Ms. Cerda adjourned the meeting at 6:27 p.m.

By: _____ Date: _____

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CITY OF SEBASTIAN - FISCAL YEAR 2024-2025 BUDGET CALENDAR

DATE	DAY	EVENT
01/24/24	Wednesday	City Council @6:00pm - Approve Budget Calendar.
02/12/24	Monday	Budget Review Advisory Meeting @ 6:00pm – Intro and Organizational Meeting.
03/01/24	Friday	Departments Receive Forms and Instructions for Capital Improvement Program.
03/04/24	Monday	Budget Review Advisory Board @ 6:00pm – Review 1st Quarter Budget Report.
03/29/24	Friday	Departments Submit Capital Improvement Program Request to Administrative Services.
04/10/24	Wednesday	Departments Receive Forms and Instructions on Operating Budget Preparation.
05/01/24	Wednesday	Departments Submit Operating Budget Request to Administrative Services.
05/08/24	Wednesday	City Council @6:00pm – Approve 2nd Quarter Budget Report.
05/13/24	Monday	Budget Review Advisory Board @ 6:00pm – Review 2nd Quarter Budget Report.
05/31/24	Friday	Estimate of Property Values Received from Property Appraiser.
06/14/24	Friday	Complete Review of Department Request and Balancing of CIP and Draft Budgets.
06/28/24	Friday	DR-420 Certified Property Values Received from Property Appraiser.
07/10/24	Wednesday	City Council and Budget Review Advisory Board Provided Recommended CIP and Operating Budget documents.
07/11/24	Thursday	City Council Budget Workshop @ 9:00am – Budget Review With Departments
07/15/24	Monday	Budget Review Advisory Board @6:00pm – Presentation of Draft CIP and Operating Budget and Consider Proposed Millage to be Recommended to City Council.
07/22/24	Monday	Parks and Recreation Board @ 6:00pm – Review of Recreation Impact Fee Uses in CIP.
07/24/24	Wednesday	City Council @6:00pm – Receive Budget Review Advisory Board Recommendation and Approve Proposed Millage.
07/25/24	Thursday	Send DR-420 Proposed Millage Form to Property Appraiser.
07/29/24	Monday	Budget Review Advisory Board @6:00pm – Review 3rd Quarter Budget Report.
08/21/24	Wednesday	City Council @6:00pm – Presentation on CIP and Budget Recommendations.
08/28/24	Wednesday	City Council @6:00pm – Approve 3 rd Quarter Budget Report.
09/05/24	Thursday	Anticipated Final Adoption of School Board Budget.
09/11/24	Wednesday	Anticipated First Public Hearing on County Budget.
09/16/24	Monday	City Council @6:00pm – Special Meeting for First Public Hearing on the Millage and Budget - Approval of Capital Improvement Program – Approval of Financial Policies.
09/18/24	Wednesday	Anticipated Final Public Hearing on County Budget.
09/22/24	Sunday	Advertise the Tentative Millage and Proposed Budget Final Public Hearing.
09/25/24	Wednesday	CRA/City Council Meeting @6:00pm – Approval of Community Redevelopment Agency Budget - Public Hearing on Final Millage and Final Budget.
09/26/24	Thursday	Send Resolution Adopting Final Millage to Property Appraiser.

- NOTE 07/11/24 Budget Workshop :**

9:00 am to Noon – Police, Roads, Fleet, Facilities, Cemetery and Community Development.

1:00 pm to Finish - Airport, Golf, MIS, HR, Finance, City Clerk, City Attorney and City Manager/