

**MINUTES
ORMOND BEACH BUDGET ADVISORY BOARD
HELD AT CITY HALL TRAINING ROOM**

January 30, 2019

5:00 p.m.

City Hall Training Room

1. CALL TO ORDER

Per Section 2-226(e), *Code of Ordinance*, Ms. Wendy Nichols, Recording Secretary, called the meeting to order at 5:03 p.m.

Those present were board members Scott Cichon, Bill Harper, Ken Kimble, Rafael Ramirez, and Kevin Tilley, Finance Director Kelly McGuire, Assistant Finance Director Chris Byle, City Manager Joyce Shanahan, and Deputy City Attorney Ann-Margret Emery.

2. CALL FOR NOMINATIONS FOR CHAIRMAN BY SECRETARY

Per Section 2-226(e), *Code of Ordinance*, Ms. Nichols called for nominations for chairman.

Mr. Bill Harper moved, seconded by Mr. Kevin Tilley, to elect Mr. Rafael Ramirez as Chairman of the Budget Advisory Board for a two-year term to the first regularly scheduled City Commission meeting in January 2021. The motion passed unanimously.

3. CALL FOR NOMINATIONS FOR VICE CHAIRMAN BY CHAIRMAN

Mr. Rafael Ramirez called for nominations for vice chairman.

Mr. Ramirez moved, seconded by Mr. Harper, to elect Mr. Scott Cichon as Vice Chairman of the Budget Advisory Board for a two-year term to the first regularly scheduled City Commission meeting in January 2021. The motion passed unanimously.

4. APPROVAL OF MINUTES OF JULY 18, 2018, MEETING

Mr. Ken Kimble moved, seconded by Mr. Tilley, to approve the minutes of the July 18, 2018, meeting. The motion passed unanimously.

5. PUBLIC COMMENTS

There were no public comments.

6. REVIEW OF ROBERTS RULES OF ORDER AND SUNSHINE LAW

Ms. Ann-Margret Emery, Deputy City Attorney, stated the Budget Advisory Board was an advisory board to the City Commission and required to uphold the Sunshine Law. She stated that anything discussed before this board had to be done in a public meeting, including potential agenda items. She stated there was no issue in speaking with staff outside of a public meeting. She noted that common violations were replying to all in emails and discussion between members of items before and/or after meetings.

Ms. Emery stated that another item was voting conflict or conflict of interest. She stated the board members could always contact her or City Attorney Randy Hayes prior to meetings regarding voting conflicts. She stated that a voting conflict was when the board member, a member of the board member's family, or board member's employer had a pecuniary interest in the outcome of the vote of the board.

Mr. Ramirez asked if providing information at events outside of city meetings would be a conflict of interest; whereby, Ms. Emery stated a conflict would only involve voting members of the board attending those outside meetings.

7. TENTATIVE 2019 MEETING DATES

Ms. Kelly McGuire, Finance Director, stated the board would meet the last Wednesday of each month from January through July, dependent on the budget needs. She asked if everyone would like to continue meeting on those days; whereby, Mr. Cichon noted his schedule was difficult, but would make it work. All others confirmed they were comfortable with the last Wednesday.

8. TENTATIVE BUDGET CALENDAR

Ms. McGuire stated the Financial Trends Workshop would be on Tuesday, March, 5, 2019, at 5:30 p.m. in Conference Room 103, and all members were needed in attendance. She suggested cancelling the February meeting date and holding the next regular board meeting on Wednesday, March 27, 2019.

Mr. Ramirez stated that was fine as long as they were not needed before that date; whereby, Ms. McGuire stated the Financial Trends Workshop would officially start the budget discussions.

Ms. McGuire noted the discussion in March would involve the audit results for the prior year, and a draft budget should be available for feedback at the June meeting. She stated there would not be regular meeting dates for June and July, as those meetings would be scheduled based on recommendations needed at that time.

Ms. McGuire discussed the Capital Improvement Plan (CIP) Workshop in June, but noted the board members did not need to attend. She stated they

would need to attend the Operating Budget Workshop on Tuesday, July 30, 2019.

Mr. Ramirez requested the tentative budget calendar be sent to the board members; whereby, Ms. McGuire stated she would send it out after the City Commission approved it.

9. HALF CENT SALES TAX UPDATE

Ms. Joyce Shanahan, City Manager, discussed an update on the half cent sales tax, which would potentially be presented to voters on a ballot in the near future. She reviewed the types of projects that would be funded by the sales tax, but indicated that bike paths were only allowed if they were considered to be an integral part of the roadway system. She noted that some projects would involve partnership with the county or sister cities.

Mr. Scott Cichon asked for background on the sales tax and how it would affect Ormond Beach, and Mr. Tilley asked how the bike paths would be handled going forward; whereby, Ms. Shanahan detailed where the tax went and how it would be split between the county and surrounding cities. She noted the city would look for alternate ways to fund bike paths.

Discussion ensued about the sales tax, including what items were taxed, that approximately 40 percent of the sales tax would be paid by the transient population, and why a special election would be held to approve the tax.

Ms. Shanahan discussed OpenGov, a civic engagement platform that had been launched recently, and would be live on February 15, 2019, for feedback from the community.

10. OTHER BUSINESS

11. ADJOURNMENT

Mr. Tilley motioned, seconded by Mr. Kimble, to adjourn the meeting. The meeting was adjourned at 5:38 p.m.

Respectfully submitted,

Wendy Nichols, Recording Secretary

Attest:

Rafael Ramirez, Chairman