

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

March 27, 2019

5:00 p.m.

City Hall Training Room

1. CALL TO ORDER

Mr. Scott Cichon, Vice Chairman, called the meeting to order at 5:07 p.m.

Those present were board members Vice Chairman Scott Cichon, Bill Harper, Ken Kimble, and Kevin Tilley, and Finance Director Kelly McGuire.

2. APPROVAL OF MINUTES OF JANUARY 30, 2019

Mr. Ken Kimble moved, seconded by Mr. Kevin Tilley, to approve the minutes of the January 30, 2019, meeting. The motion passed unanimously.

3. PUBLIC COMMENTS

Mr. Bill Denny, 1027 North Halifax Drive, attended the OB Life meetings and the Strategic Planning Workshop, and wanted to see how the items discussed would be integrated into the upcoming year's budget.

4. DISCUSSION OF FINANCIAL TRENDS WORKSHOP AND FY 2019-20 OPERATING BUDGET PREPARATION

Mr. Cichon noted the City Commission requested certain items be reviewed by the Budget Advisory Board at the Financial Trends Workshop; whereby, Ms. Kelly McGuire, Finance Director, stated that was correct.

Ms. McGuire reviewed the budget schedule, noting the proposed budget would be ready in June, and presented to the Commission in July. She stated one of the issues was personnel related, but was unsure of the second; whereby, Ms. Wendy Nichols, Recording Secretary, stated the other issue involved fund amounts.

Ms. McGuire stated that staff discussed succession planning with the Commission, since there would be many individuals retiring in the upcoming months and years. She emphasized the need for support staff already in place when those retiring left, in order to avoid workload issues.

Mr. Tilley requested an organizational chart, with the number of years of service to the city for each person, and an individual from Human Resources

to review the information with them; whereby, Ms. McGuire stated she would have that available.

Mr. Cichon thought the Commission was asking the board to give an estimate of the number of positions needed for the succession plan, and the amount of money that would cover those positions; whereby, Ms. McGuire thought that was correct, noting the city personnel numbers were lean, and gave the example of adding two positions a year over a certain period of time.

Mr. Cichon noted they should look for redundancy in the organizational chart, and suggested cross training be included in their discussions.

Discussion ensued about assistive technology, repurposing positions, and potential elimination of positions; whereby, Ms. McGuire stated she would have the personnel information available at the April meeting for the board to review and discuss.

Ms. McGuire stated the next issue referred to the allocation of the dedicated millages in regards to the Facilities Renewal and Replacement millage, the General Capital Improvement Fund, the General Vehicle and Equipment Replacement Fund, and the Transportation Fund. She reviewed the details of the millage rate, the relation to those funds, and the process that started the funds. She thought the board would need to view the Capital Improvement Plan (CIP) in order to provide guidance on any changes. She noted the General Capital Improvement Fund and the General Vehicle and Equipment Replacement Fund projects were suffering due to a lack of funds.

Mr. Tilley wondered if they should take into consideration the half-cent sales tax that would be on a ballot for voters in May; whereby, discussion ensued on the tax and its relation to the city's projects.

Ms. McGuire noted the funds allocated in the Transportation Fund were for separate projects than those listed for the half-cent sales tax funds. She stated the details from the CIP would assist in dictating where the priorities should be.

Mr. Tilley decided they should exclude the half-cent sales tax projects in their future discussions; whereby, Ms. McGuire agreed.

Mr. Tilley discussed an issue with a local Homeowners Association (HOA), where internal roads were considered private and the responsibility of the HOA, but a thorough search of records indicated they were actually the responsibility of the city. He noted that necessary work would not be completed immediately on those roads, and had no estimate at that time. He thought there were other potential situations like that across the city.

Mr. Cichon asked for clarification on what information the Commission wanted in regards to the millages; whereby, Ms. McGuire stated they wanted to know if the millage dollar amounts were accurate or would need to be updated.

Mr. Cichon stated the specific requests involved reviewing wages, why employees left, and training costs; whereby, Ms. McGuire noted it would be difficult for the board to review some of those situations.

Discussion ensued on why employees left jobs and wage comparison in Volusia County.

Ms. McGuire thought they should mainly concentrate on general wages for the police department, fire department, trades workers, and skilled clerical positions to address the Commission's concerns. She stated they would review the personnel information at the April meeting, and the millages at the May meeting.

Ms. McGuire stated that she would take the board's recommendations from the personnel and the millage discussions, include them with recommendations for the main operating budget, and provide them to the Commission at one time. She noted she would need assistance from the board in providing multiple options, using multiple millage rates, for the Commission to consider when the operating budget was presented.

5. OTHER BUSINESS

Ms. Nichols reminded the board the next meeting would be Wednesday, April 24, 2019, and the following meeting would be on Wednesday, May 29, 2019. She noted the June and July dates would be set as needed.

6. ADJOURNMENT

Mr. Tilley motioned, seconded by Mr. Kimble, to adjourn the meeting. The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Wendy Nichols, Recording Secretary

Attest:

Rafael Ramirez, Chairman