

**MINUTES
FORT MEADE CITY COMMISSION
8 W BROADWAY AVENUE, FORT MEADE, FLORIDA 33841
SPECIAL BUDGET SESSION
THURSDAY, AUGUST 5, 2020
9:00 A.M**

CALL TO ORDER 9:03 AM

ROLL CALL – CITY CLERK

COMMISSIONERS PRESENT:

James Watts, Mayor
Robert Elliott, Commissioner
Samuel Berrien, Commissioner
Via Zoom:
Richard Cochrane, Vice Mayor*9:13 am
Mike Brynjulfson, CPA
Thomas Cloud, City Attorney*
Jackie Cannon, Public Works Director
Pat Wickersheim, CMHP
Cheryl Pierstorff, AR
Tory Dewdney, Community Center
Jan Bagnall, Electric Director
Danelle Holder, Customer Service

STAFF PRESENT:

Danielle J. Judd, City Manager
Breanna Smith, Finance Director
Melissa Cannon, Deputy City Clerk
Marvin Haynes, Code Enforcement
Beisy Hernandez, Human Resources

Invocation and Pledge of Allegiance to the Flag

Mayor Watts led the invocation and the Pledge of Allegiance to the Flag of the United States of America.

PUBLIC FORUM: Citizen comments for items not on the agenda (3-minute maximum length)

NONE

1. Special Presentation and Financial Indicators –*Mike Brynjulfson, CPA, Breanna Smith*

Mr. Brynjulfson presented a PowerPoint presentation to give an overview of the FY 2019 annual audit stating that there was a positive cash flow in the enterprise funds for the first time in many years.

2. General Fund Revenues. *Breanna Smith, Danielle J. Judd*

Ms. Smith explained how the presentation would be presented and gave an overview of the General Fund. Ms. Judd stated that the State Revenues report came in with a decline in revenue of approximately \$270,000.

3. City Commission review of the General Funds Operating Budget (Expenditures) and Capital Improvement Program (CIP). *Breanna Smith, Danielle J. Judd*

a. City Commission

Ms. Judd and Ms. Smith gave an overview and Commission discussion followed.

Commissioner Berrien stated he would like to fund the Youth Council at \$2,500 in the Promotional Activities line item and move the additional \$2,200 to the General fund pot.

b. Deputy City Clerk – *Melissa Cannon*

Ms. Judd and Ms. Smith gave an overview of budget line items. There was discussion of an agenda management system. No changes requested.

c. City Attorney – *Thomas Cloud*

Ms. Judd and Ms. Smith gave an overview of budget line items. Ms. Judd stated that legal fees were budgeted in each department in previous years and has now been moved to its own department.

Mr. Cloud stated that he has held the same rate for many years without an increase. Mr. Cloud stated he will have to come back after the pandemic with a proposed increase. No changes requested.

d. City Manager – *Danielle J. Judd*

Ms. Judd and Ms. Smith gave an overview of budget line items. No changes.

e. Human Resources – *Beisy Hernandez*

Ms. Judd and Ms. Smith gave an overview of budget line items. Ms. Hernandez explained the budget requests. No changes requested.

The Commission went into recess at 11:30 am and reconvened at 12:11 pm.

f. Planning – *Melissa Cannon*

Ms. Judd and Ms. Smith gave an overview of budget line items. Ms. Judd stated that the planners are pursuing a grant to update the outdated land development code. No changes requested.

g. Building – *Melissa Cannon*

Ms. Judd and Ms. Cannon gave an overview of budget line items. Discussion followed about the current service level with Polk County and revisiting the permit fees. No changes requested.

h. Code Enforcement – Marvin Haynes

Ms. Judd and Ms. Smith gave an overview of budget line items. Mr. Haynes explained the budget requests and unmet needs. The Commission thanked Mr. Haynes for his efforts. No changes requested.

2. City Manager and City Attorney Reports and/or Correspondence.

Ms. Judd requested changing the budget workshop of August 11, 2020 to August 13, 2020 to ensure the full commission can attend.

3. City Commission Reports and/or Correspondence.

4. ADJOURNMENT

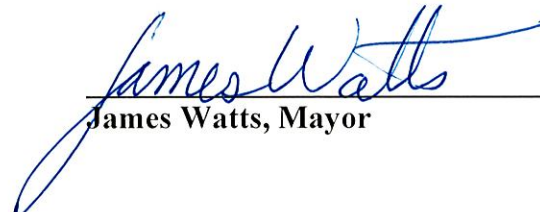
There being no further business to conduct, Motion Commissioner Elliott, second Commissioner Berrien to adjourn the Budget Workshop of August 5, 2020 at 12:45 pm.

Motion to adjourn passed by unanimous vote of 4-0.

ATTEST:



Melissa Cannon, Deputy City Clerk



James Watts, Mayor