



**Finance Committee Meeting Agenda
Tuesday, September 9, 2025 at 2:00 PM
City Commission Chambers – 105 S. 2ND Street,
Flagler Beach, FL 32136**

1. Call the meeting to order
2. Approve the minutes from March 11, 2025
3. Ad Valorem Collection History – FY20 through FY24
4. City Tax Bill
5. FY25 General Fund Revenue and Expense Actuals – through 8/31/25
6. Bond Discussion
7. Other Business
8. Adjournment

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at (386) 517-2000 ext. 233 or 235 at least 72 hours prior to the meeting.

Please take notice that individual Elected Officials of the City of Flagler Beach may attend this meeting. Those Elected Officials who attend will not take any action or take any vote at this meeting. This is not an official meeting of the Flagler Beach City Commission. This notice is being provided to meet the spirit of the Sunshine Law to inform the public that Elected Officials may be present and participate in this meeting.



Staff Report

Finance Committee Regular Meeting

September 9, 2025



To: Finance Committee
From:
Meeting Date: September 9, 2025
Item Name: March 11, 2025 Draft Meeting Minutes

Background:

Fiscal Impact:

Staff Recommendation:

Attachments:

1. Draft Meeting Minutes 03112025



Finance Committee Meeting Agenda
Tuesday, March 11, 2025 at 12:00 PM
City Commission Chambers – 105 S. 2ND Street,
Flagler Beach, FL 32136
DRAFT MEETING MINUTES

PRESENT: Chair Boyd Venable, Jacqueline Terry, Jane Mealy, Patti King

EX-OFFICIO: City Manager Dale Martin, Finance Director Hollie Harlan, Assistant Finance Director Rhonda Allen and HR Director Liz Mathis

1. CALL THE MEETING TO ORDER: Boyd Venable called the meeting to order at 12:01 p.m.
2. APPROVE THE MINUTES FROM DECEMBER 10, 2024: Commissioner Mealy asked that the minutes be amended to reflect the correct time for adjournment. Ms. Settle reported it was a typo the meeting ended at 2:12 p.m. Motion by Mr. Venable, seconded by Commissioner Mealy to approve the minutes as amended. The agenda moved to item 10.
3. FY26 BUDGET CALENDAR: Hollie Harlan distributed and reviewed budget calendar. The budget is built on the Strategic Plan and the calendar is posted online.
4. FY25 QUARTERLY FINANCIALS – QUARTER 1: Ms. Harlan reviewed the first quarter but was distributed as more informational for the committee members.

The second quarter report will go before the Commission at the second meeting in April. She reviewed the cash investments and the actual cash at the end of the first.
5. PNC BANK TRANSITION STATUS UPDATE: The update is moving along, and everything is in place for PNC. BS&A is still working on building the scripts. Ms. Harlan was very pleased with PNC's customer service.
6. RFP FOR NEW AUDITORS - 3 YEAR CONTRACT: Ms. Harlan reviewed the Summary RFP with the Committee Members and stressed that the cost cannot be the main driver. She stressed that cost cannot be the main driver. The Audit Committee will be meeting on May 14, 2025.
7. CONSOLIDATE SBA CASH ACCOUNTS + INCREASE TO FMIvT: Ms. Harlan reported the City has a number of cash accounts. For staff, there is a lot to reconcile every month. Her goal is to consolidate the number of cash accounts into one account. She plans to consolidate it all to one account and hoped to have it completed by May.
8. POINT AND PAY – TRUSTLY SERVICE: Ms. Harlan information everyone that the City will be changing their provider for ACH from Trustly to Point and Pay. With Trustly, the City was paying the ACH fees. With Trustly, the fee falls to the client. The 700 utility account holders will be notified of the change tomorrow.
9. FY25 CAPITAL PLAN STATUS UPDATE: Mr. Martin and Ms. Harlan updated the Committee on

the progress of the Wastewater Plant. Mr. Martin reported on the challenge the City has with the aging infrastructure, particularly on the beachside, and the possible strategies to fund the project.

10. PAID TIME OFF (PTO) AND PAYOUT DISCUSSION: Ms. Harlan discussed that members of staff had been discussed adjusting the accrual rate and looking at PTO as one bucket. She explained the city now has vacation, sick, and personal holiday. There have also been discussions in lieu of merit pay, employees would receive a week of vacation. The item will be brought before the Commission in June.

Mr. Martin explained since the hire of new employees, coming from various backgrounds with different benefit packages, he would like the City to consider more flexibility for employee benefits. Commissioner Mealy spoke of her benefits package as a teacher in New York. Mr. Martin also would like to consider a four-day week for employees.

Mayor King wanted to know if this change would create a paperwork tracking issue or will the change be across the board for everyone. Possible exceptions were discussed, Fire, Police, Water and Wastewater employees. Ms. Allen clarified that most of the payroll and timesheets are automated through BSNA. Mr. Martin explained the City would no longer have to pay for Monday holidays. He also hoped more doctor's appointments, etc. needed by staff could be scheduled on a Monday.

Liz Mathis spoke with staff and received feedback. Overall staff thought it was a good idea. There are some employees with school-aged children that might need special accommodations.

Discussion included sending out a survey to employees (anonymously) in order for the employees to be more honest with their answers. The agenda moved to Item 3.

11. OTHER BUSINESS: None.
12. ADJOURNMENT: Motion by Mayor King to adjourn the meeting at 1:22 p.m.



Staff Report

Finance Committee Regular Meeting

September 9, 2025



To: Finance Committee
From:
Meeting Date: September 9, 2025
Item Name: Ad Valorem Collection History — FY 20 through FY 24

Background:

Fiscal Impact:

Staff Recommendation:

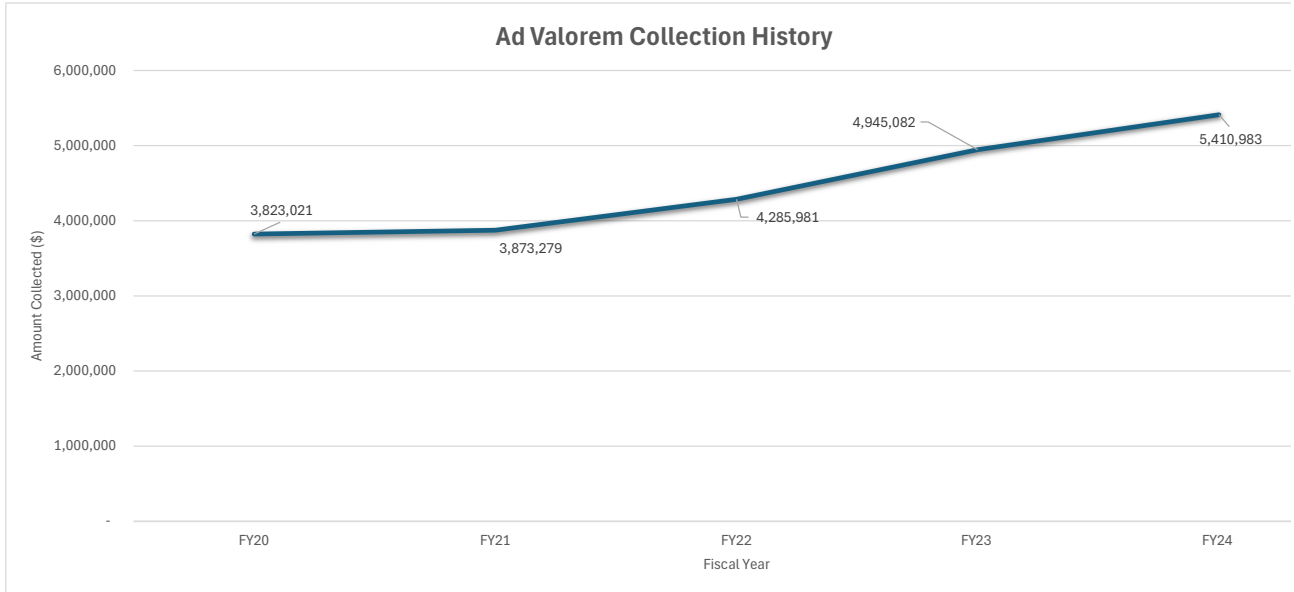
Attachments:

1. Ad Valorem Collection History - FY 20 through FY 24

Item # 3

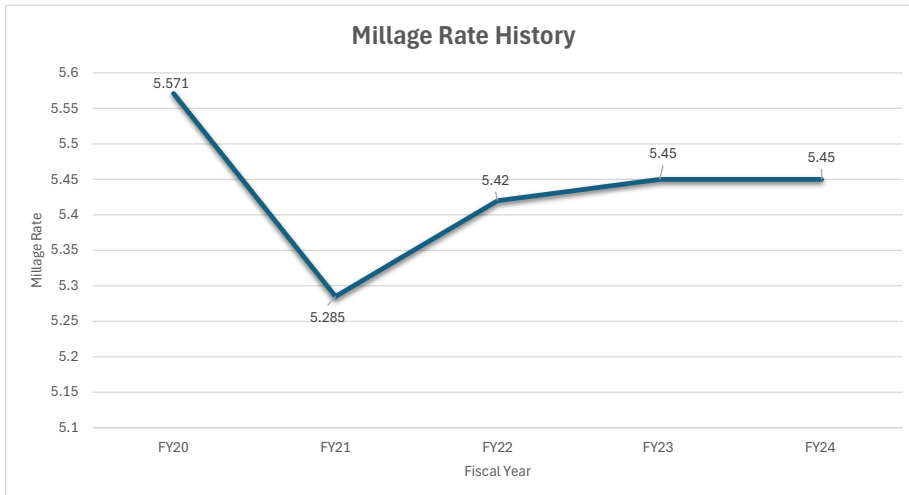
City of Flagler Beach Ad Valorem Collection History

Year	Amount Collected
FY20	3,823,021
FY21	3,873,279
FY22	4,285,981
FY23	4,945,082
FY24	5,410,983



City of Flagler Beach Millage Rate History

Year	Millage Rate
FY20	5.571
FY21	5.285
FY22	5.42
FY23	5.45
FY24	5.45





Staff Report

Finance Committee Regular Meeting

September 9, 2025



To: Finance Committee
From:
Meeting Date: September 9, 2025
Item Name: FY25 General Fund Revenue and Expense Actuals through 08/31/2025

Background:

Fiscal Impact:

Staff Recommendation:

Attachments:

1. FY25 General Fund Revenue and Expense Actuals through 08-31-25

Item # 5

FY 25 General Fund Revenue and Expense Actuals - Through 8/31/2025

GENERAL FUND REVENUES

<i>Ad Valorem, Sales and Use Tax Revenues</i>	AMENDED BUDGET	ACTUALS	% Collected / Budgeted
AD VALOREM TAXES	\$ 5,812,816	\$ 6,207,700	106.79%
DISCRETIONARY STATE (INFRAS SURT)	\$ 265,806	\$ 215,928	81.24%
FRANCHISE FEES	\$ 420,000	\$ 308,779	73.52%
TECO FRANCHISE FEES	\$ 2,200	\$ 2,386	108.47%
SERVICE TAX FPL	\$ 585,000	\$ 525,400	89.81%
COMM SERV TAX(PHONE,CABLE,SAT)	\$ 206,496	\$ 158,560	76.79%
SERVICE TAX-GAS	\$ 35,000	\$ 30,624	87.50%
UTILITY TAX - WATER	\$ 380,000	\$ 323,735	85.19%
TOTAL AD VALOREM, SALES AND USE TAXES	<u>\$ 7,707,318</u>	<u>\$ 7,773,113</u>	
 <i>Other General Fund Revenues</i>			
LICENSE & PERMITS	\$ 254,950	\$ 207,343	81.33%
INTERGOVERNMENTAL	\$ 773,311	\$ 665,517	86.06%
CHARGES FOR SERVICE	\$ 20,000	\$ 18,960	94.80%
FINES & FORFEITURES	\$ 87,000	\$ 92,349	106.15%
MISCELLANEOUS REVENUE	\$ 558,836	\$ 1,067,232	190.97%
NON - REVENUE (APPROPRIATED FUND BALANCE)	\$ 1,908,600	\$ -	0.00%
TOTAL OTHER REVENUES	<u>\$ 3,602,697</u>	<u>\$ 2,051,401</u>	
TOTAL GENERAL FUND REVENUE	<u>\$ 11,310,015</u>	<u>\$ 9,824,513</u>	86.87%

GENERAL FUND EXPENDITURES

<i>By Department</i>	AMENDED BUDGET	ACTUALS	% Actuals / Budgeted
COMMISSION	\$ 114,326	\$ 94,524	82.68%
EXECUTIVE	\$ 237,286	\$ 202,809	85.47%
CITY CLERK	\$ 271,836	\$ 237,518	87.38%
HUMAN RESOURCES	\$ 174,443	\$ 149,545	85.73%
FINANCE	\$ 387,687	\$ 340,349	87.79%
LEGAL	\$ 233,500	\$ 118,506	50.75%
FACILITIES	\$ 754,298	\$ 581,460	77.09%
GENERAL GOVERNMENT	\$ 665,063	\$ 596,970	89.76%
POLICE DEPARTMENT	\$ 3,081,089	\$ 2,747,867	89.18%
VICTIM'S ADVOCATE	\$ 146,238	\$ 122,456	83.74%
FIRE DEPARTMENT	\$ 1,553,392	\$ 1,405,993	90.51%
PLANNING & ZONING	\$ 562,736	\$ 317,303	56.39%
FUND EXPENSE (TRANSFERS OUT + CONTINGENCY)	\$ 3,003,992	\$ -	0.00%
INFORMATION TECHNOLOGY	\$ 272,915	\$ 218,420	80.03%
ROADS & STREETS	\$ 573,949	\$ 322,087	56.12%
LIBRARY	\$ 197,949	\$ 179,852	90.86%
MUSEUM	\$ 8,560	\$ 5,016	58.60%
RECREATION	\$ 495,956	\$ 431,693	87.04%
TOTAL EXPENDITURES	<u>\$ 12,735,215</u>	<u>\$ 8,072,368</u>	63.39%

General Fund Net
Position as of 8/31/25 \$ 1,752,146

Summary Notes

1. Likely one more budget amendment after year end
2. Fund expense (transfers out) actuals will occur with year end entries
3. Revenues are at 87% of budget with Ad Valorem and Miscellaneous driving collections higher.
4. Expenditures are at 63% of budget, but this is expected to rise once year-end fund expense allocations are recorded.
5. Net Position (Revenues – Expenditures) as of 8/31/25: \$1.75M surplus (collected revenues of \$9.82M vs. expenditures of \$8.07M).