



MINUTES

SPECIAL CITY COMMISSION BUDGET MEETING

MONDAY, SEPTEMBER 27, 2021, AT 5:01 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080

I. CALL TO ORDER

Mayor England called the meeting to order at 5:01 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor England led the Pledge of Allegiance.

III. ROLL CALL

Present: Mayor England, Vice Mayor Samora, Commissioner George, Commission Rumrell and Commissioner Torres.

Also, present were City Manager Royle, Assistant City Attorney Taylor, Police Chief Carswell, Police Commander Harrell, City Clerk Raddatz, Finance Director Douylliez, Building Official Law, and Public Works Director Tredik.

IV. REVIEW OF FISCAL YEAR 2022 BUDGET

A. Discussion of Proposed Budget, Millage and Final Reading of Ordinance 21-11: to Adopt Operating and Debt Millage (Presenters: Patricia Douylliez, Finance Director)

Mayor England introduced Item IV.A. and then asked Finance Director Douylliez for her report.

Finance Director Douylliez advised at the last meeting the tentative millage was set at 2.45 mills. She explained that the budget was proposed at 2.47 mills and the staff made changes to the budget to adjust the millage to 2.45.

Mayor England commented that in the Commission's packets there was a memo from Finance Director Douylliez where she showed the changes to expenses and the contingency funds to bring the millage to 2.45 and balance the budget.

Mayor England opened the Public Hearing. The following addressed the Commission:

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, read the Florida Taxpayers Bill of Rights that were mailed to homeowners from the St. Johns County Tax Collector. He explained that the regulations say there should have been a public notice to the residents 20 days prior to the public hearing and no notices were sent. He asked

the Commission to reconsider their actions on the non-ad valorem assessments on solid waste, collection, and recycling.

Mayor England closed the Public Hearing and asked for any further Commission discussion.

Commissioner George asked if non-ad valorem assessment letters were sent to the residents.

Finance Director advised that last year there was a notice of a public hearing sent to all residents. The City placed a range in those notifications and the Tax Collector advised that as long as the City stayed within that range, no new public hearing notifications needed to be sent.

Commissioner George asked City Attorney Taylor if no notice requirements were correct according to the law.

City Attorney Taylor advised the range is correct. He commented that he would have to research if the City should have sent another public hearing notice or not.

Mayor England explained that there were several meetings where this topic was on the agenda.

City Attorney Taylor commented that the City meets the requirements for the Tax Appraiser's Office because they are the department who care about the range, but he was not certain whether or not another public hearing or notification was required when the range was set.

Commissioner George advised that this was a good question that Mr. Binder brings up and she would like to have clarity on this issue. She explained that even if the letter of the law was met, she feels from Mr. Binder's request that the Commission overlooked the spirit of the law. She explained that postage she knows it is expensive to mail notices and the City does advertise in many ways as well. She asked if this point would affect the setting of the millage and budget.

Finance Director Douylliez advised that the City has to certify the tax rolls by the 15th of September. The certification was sent and accepted by the Tax Collector with the updated rates on September 14th. She commented that the discussions with Dennis Hollingsworth, St. Johns County Tax Collector, last year was that if the City set a range, the City would not have to do a public notice or send out individual notices every time the rates change if it was within the range already established. She explained that that was the whole intent on setting a range. She remarked that the tax notices are being printed now with the current information.

City Attorney Taylor agreed that there would not be a problem with the tax but is not sure if the adjustment would hold or not. He said that he would have to check if setting

the range should have been at a public hearing or not.

Mayor England advised that the range was set at a public Commission meeting and the agenda was published.

City Attorney Taylor advised that he would research what the agenda item was published and whether or not it meets the requirements to the public that the non-ad valorem assessment rate change.

Mayor England advised that the non-ad valorem assessment was a separate issue, and the Commission needs to move forward with the passing of the millage rate and budget. She then asked City Attorney Taylor to read the ordinance in its entirety.

City Attorney Taylor advised that during the tentative public hearing the ordinance numbering was off, so Ordinance 21-11 is the correct number regarding the millage rate. He then read the Ordinance 21-11 in its entirety.

Mayor England asked for a motion and roll call.

Motion: to approve Ordinance 21-11 as read. **Moved by** Commissioner Rumrell, **Seconded by** Vice Mayor Samora.

City Clerk Raddatz read the roll call:

COMMISSIONER TORRES	YES
COMMISSIONER GEORGE	YES
COMMISSIONER RUMRELL	YES
VICE MAYOR SAMORA	YES
MAYOR ENGLAND	YES

MOTION PASSED 5 TO 0.

Time millage rate was adopted was 5:13 p.m.

Mayor England moved to Item IV.B.

- B. Ordinance 21-12, Final Reading: to Adopt FY 2022 Budget (Presenter: Patty Douylliez, Finance Director)

Mayor England introduced Item IV.B and asked Finance Director Douylliez to explain the changes in the budget to the Commission and audience.

Finance Director Douylliez advised that \$5,000 was included in the budget for the Sustainability and Environmental Planning Advisory Committee (SEPAC), which was taken out of line item Garbage Other Contractual Services. She reduced the millage rate from 2.47 to 2.45, which was a \$30,000 reduction in the contingencies or the City's

reserves. She explained that according to legislation in 2021, a new fund was established for impact fees. Normally impact fees are included in the General Fund; however, with the legislative changes they were not allowed to be included and would have to be tracked in a separate Impact Fee Fund. Because of those adjustments, the revenues had to be increased to balance the budget at 2.45 mills. To do that, she increased the ad valorem tax collection rate from 95% to 98%. She explained that the ad valorem rate is being collected at a higher level, so she increased it to 98%. She advised that she increased the non-ad valorem taxes to 98% as well. She commented that she decreased what was going into the reserves by \$65,700 to balance the budget and create the Impact Fee Fund. She remarked that this would affect FY 2021 because of the changes in the legislature. This reduced the amount that was going into the reserves; however, expenses that were not used this year would go into the reserves as well.

Mayor England commented that this was brought to the City's attention by the City's auditors.

Finance Director Douylliez advised that the auditors are scheduled for their audit the week of October 11th. She commented that she feels comfortable in moving the expected receipts for collection to 98%.

Mayor England commented that the Commission has approved a step-plan for employees of 3% with a 1.4% COLA in this budget. She reminded the City Manager and staff that each individual employee should be looked at to see if they should get the increases as well as whether the employee is in their range. Increases to employees should be judged by the employees' performance, range, etc. before giving an employee an increase. She asked City Manager Royle if he agreed.

City Manager Royle advised yes.

Mayor England opened the Public Hearing. Being none, Mayor England asked City Attorney Taylor to read Ordinance 21-12 in its entirety.

City Attorney Taylor explained that in the tentative budget hearing the ordinance numbering was off, but Ordinance 21-12 is the correct number. He then read Ordinance 21-12 in its entirety.

Mayor England asked for a motion to adopt the FY 2022 Budget.

Motion: to approve Ordinance 21-12. **Moved by** Commissioner Rumrell, **Seconded by** Vice Mayor Samora.

Mayor England asked for a roll call vote.

City Clerk Raddatz read the roll call:

COMMISSIONER RUMRELL YES

VICE MAYOR SAMORA YES

MAYOR ENGLAND YES

COMMISSIONER TORRES YES

COMMISSIONER GEORGE YES

MOTION PASSED 5 TO 0.

V. ADJOURNMENT

Mayor England asked for a motion to adjourn the meeting.

Motion: to adjourn the meeting. **Moved by** Mayor England, **Seconded by** Commissioner Rumrell.

Meeting was adjourned at 5:20 p.m.


Margaret England, Mayor

Attest:


Beverly Raddatz, City Clerk