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# ROCKLEDGE CITY COUNCIL FINANCE & BUDGET COMMITTEE MEETING MINUTES

WEDNESDAY, JUNE 14, 2023 ♦ 5:30 P.M.

MAYOR PRICE, CHAIR; COUNCILMEN DASKI, FORESTER & FERGUSON

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## 1. CALL TO ORDER / ROLL CALL

The Council Finance & Budget Committee met on Wednesday, June 14, 2023, at 5:32 p.m. in the Council Chamber at Rockledge City Hall, 1600 Huntington Lane, Rockledge, Florida.

<b>MEMBERS PRESENT:</b>	Thomas J. Price	Chairman
	Dr. R. Shaun Ferguson	Committee Member
	Frank T. Forester	Committee Member
	Duane A. Daski	Committee Member
	Dr. Brenda Fettrow	City Manager
	Jennifer M. LeVasseur	City Clerk & Public Relations Officer
<b>STAFF PRESENT:</b>	Matthew Trine	Assistant City Manager & Finance Director
	John Cooper	Planning Director
	Joseph P. LaSata	Public Safety Director/Chief of Police
	Victor "VJ" Karycki	Public Works Director
	James Elmore	Wastewater Treatment & Water Reclamation Director
	Jennifer Wagner	Assistant Finance Director

With a quorum present, the meeting was called to order by Chairman Thomas J. Price.

## 2. UNFINISHED BUSINESS

- None

## 3. NEW BUSINESS

### A. Presentations

#### 1. Accomplishments – Fiscal Year 2023

City Manager Fettrow outlined the accomplishments that have taken place throughout the City, to date, during Fiscal Year 2023.

## 2. Draft Budget Review for Fiscal Year 2024

City Manager Fettrow provided a high-level report on the budget for Fiscal Year 2024 and referenced a number of documents the Committee members had before them. The proposed Fiscal Year 2024 budget is formulated utilizing the following parameters:

A millage rate of 5.75.

An elevation of the base hourly pay rate to \$16.00 per hour and consideration for the resolution of any resulting compression issues.

An eight percent salary increase for employees.

An estimated fifteen percent increase in healthcare costs.

Two additional full-time employees (one Finance Specialist and one Multi-Purpose Facility Coordinator).

Committee Members discussed increasing the proposed salary increase to 9 or 10 percent and the handling of any compression issues that may result, as well as the value behind retaining employees. City Manager Fettrow explained the rationale and calculations behind how compression issues will be addressed.

***Committee Member Daski moved to recommend to the full Council a salary increase of nine percent for non-union City employees, with the understanding that negotiations with the unions will be required and to authorize the City Manager to address any salary compression issues that may result from said increases; seconded by Committee Member Forester. The motion passed without objection (4).***

***Committee Member Daski moved to recommend to the full Council authorization for the City Manager to adjust the hourly base rate to \$16.00 and to address any salary compression issues that may result from said increase; seconded by Committee Member Ferguson. The motion carried by unanimous vote (4).***

Committee Members discussed adding an additional full-time employee for the Multi-Purpose Facility to meet the potential demands from usage. Committee Member Forester proposed inviting Public Safety Department staff to work additional hours at the facility in the evenings and on the weekends to provide security and assistance.

***Committee Member Ferguson moved to recommend to the full Council approval of the addition of two full time employees (one Finance Specialist and one Multi-Purpose Facility Coordinator); seconded by Committee Member Daski. The motion carried without objection (4).***

City Manager Fettrow reported that the employee health clinic costs the City approximately \$500,000.00 per year, but the City sees savings from

prescriptions, a lower number of emergency room visits, and other factors. She expressed her wishes to see more employees utilize the clinic and explained that she will bring to the next meeting employee utilization numbers and an analysis of costs in comparison to the City's insurance plan.

a. Fees and Charges

1) Tentative Millage Rate

City Manager Fettrow referenced documents illustrating historic millage rates and property tax revenues, as well as the preliminary millage rate analysis for Fiscal Year 2024. She reported that the budget as presented is built upon a millage rate of 5.75 mills.

***Committee Member Ferguson moved to recommend to the full Council consideration of a tentative millage rate of 5.75 mills; seconded by Committee Member Daski. The motion passed unanimously (4).***

B. Discussion

1. Investment Policy of the City

City Manager Fettrow explained that, pursuant to "Exhibit A" of Resolution No. 2019-818, the City's Investment Policy is to be reviewed annually by the Finance & Budget Committee. If desired, the Committee can make recommendations to City Council for modifications to this Policy, if deemed necessary. City Manager Fettrow summarized the three main elements of the current Investment Policy.

***Committee Member Ferguson moved to accept the investment policy as written; seconded by Committee Member Daski. The motion passed without objection (4).***

2. Capital Improvement Plan

City Manager Fettrow introduced the Capital Improvement Plan and offered an overview of the planned expenditures for Fiscal Year 2024.

***Committee Member Ferguson moved to recommend to the full Council approval of the Capital Improvement Plan as presented; seconded by Committee Member Daski. The motion passed without objection (4).***

3. ARPA Lists

City Manager Fettrow referenced a document illustrating the budgeted ARPA expenditures for Fiscal Year 2024.

***Committee Member Daski moved to recommend to the full Council approval of the American Rescue Plan Act (ARPA) expenditure list;***

***seconded by Committee Member Ferguson. The motion passed unanimously (4).***

City Manager Fettrow referenced a document illustrating City Council/Commission salaries throughout Brevard County. She compared the City's salaries to the other municipalities. Committee Members discussed a salary increase of \$50.00 per month. City Manager Fettrow will bring back to the next meeting an updated budget with the City Council increases included.

City Manager Fettrow reminded the Committee that the next meeting is scheduled for June 21<sup>st</sup> at 4:00 p.m.

#### **4. ADJOURN**

There being no further business to come before the Committee, Chairman Price declared the meeting to be adjourned at 7:22 p.m.

#### **SUBMITTED BY:**

**Jennifer M. LeVasseur**

**City Clerk & Public Relations Officer**