

## BUDGET WORKSHOP MINUTES

### FLORIDA KEYS MOSQUITO CONTROL DISTRICT MARATHON OFFICE 503 107<sup>TH</sup> STREET GULF, MARATHON, FL

JUNE 20, 2017

The Board of Commissioners of the Florida Keys Mosquito Control District held a Workshop on Tuesday, June 20, 2017.

**PRESENT WERE:** Phil Goodman, Chairman; Jill Cranney-Gage, Vice-Chair; Brandon Pinder, Secretary/Treasurer; Tom McDonald, Commissioner; Stan Zuba, Commissioner; Andrea Leal, Executive Director and Dirk Smits, Board Attorney.

**EMPLOYEES PRESENT:** Mikki Coss, Director of Operations; Bruce Holden, Finance Director; Chrissy Bloxom, Executive Assistant; Tammy Hollander, Fiscal Assistant

**GUESTS PRESENT:** None

**ROLL CALL:** All Commissioners were present.

**APPROVAL OF AGENDA:** The agenda was approved by unanimous consent.

Chairman Goodman stated that this workshop has been called to discuss the Budget for the Fiscal Year 2017-2018.

#### **DISCUSSION:**

Bruce Holden explained that due to having two new Commissioners on the Board this year, he would use this time to educate and go more in depth about the budget process for the FKMCD.

Bruce explained to the Board the sources of the FKMCD's revenue.

Chairman Goodman asked if the FKMCD were to acquire the contract back with the Navy could it affect this year's budget; Director Leal responded that it would not affect the budget set for FY2017-2018.

Bruce explained how the tax rate affects the tax base. Bruce informed the Board that all of the information about the base tax rate will be in the July workbook. Commissioner McDonald asked Bruce when he would receive the County's base tax rate; Bruce answered that he currently has the base tax rate.

Bruce explained each section in the Budget workbook. Bruce explained the salaries, insurance, operating expenses, repairs, maintenance, the contingency funds and the reserves.

Chairman Goodman explained how the current reserve fund amount was established. Chairman Goodman expressed concern over whether the current amount set for that fund would be sufficient for the current needs of the FKMCD. Director Leal explained that the reserve amount set was based on older information. Director Leal recommended that it would be very relevant to look into the current amount set and start discussions with the Board during the budget process.

Director Leal explained how the chemical budget is based on prior usage.

Bruce recommended that moving forward FKMCD implement several different changes to the budget.

Director Leal explained the process of reaching each department's budget.

Commissioner McDonald explained the importance of a Budget Committee Meeting. Bruce suggested that he would add the budget discussions to their quarterly staff meetings.

Bruce mentioned to the Board that he will have the actual budget amounts and the tax rate prepared for the July workshop. Director Leal explained how referencing FKMCD historical budgets can provide very good information for the future budgets.

Commissioner McDonald explained how important the research and development that has been done by Director Leal is to the FKMCD and could be budgeted in, if necessary.

Director Leal updated the Board on the performance of the software program Fieldseeker.

Bruce updated the Board on the performance of the accounting software.

Bruce mentioned to the Board that we are required to hold two budget hearings in September. After some discussion, it was decided to hold the Tentative Budget Hearing on September 6<sup>th</sup> at 5:05pm, in Marathon. The Final Budget Hearing would be held on September 19<sup>th</sup> at 5:05pm in Marathon.

**ADJOURN:** There being no further business to come before the Board, the workshop was adjourned.

Respectfully submitted,

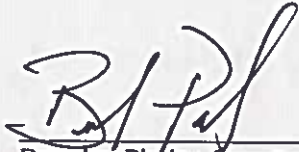


Andrea Leal  
Executive Director

Board of Commissioners  
Florida Keys Mosquito Control District



Phil Goodman, Chairman



Brandon Pinder, Secretary-Treasurer

For more specific information or detail of meeting, please refer to the digital recording of the meeting at [www.keysmosquito.org](http://www.keysmosquito.org).