



## **Finance Committee**

City Hall, Council Chambers  
116 First Street, Neptune Beach, Florida 32266  
**Wednesday, February 24, 2021, 10:00 AM**

### **Meeting Summary**

#### **Members In Attendance:**

Councilor Lauren Key, Chairman

#### **Staff In Attendance:**

Stefen Wynn, City Manager  
Carl LaFleur, Chief Financial Officer  
Megan Steward, Mobility Management Director  
Colin Moore, Grant and Resiliency Coordinator  
Richard Pike, Chief of Police  
Gary Snyder, Police Commander  
Catherine Ponson, City Clerk

Councilor Key called the meeting to order at 10:00 a.m.

#### **Old Business**

##### **Status of Jarboe Park Costs**

City Manager Stefen Wynn reported the trails are prepared to receive pavement. Public Works Director Jim French stated that a rough Gantt chart has been prepared to show the schedule and the cost breakdown. It is a planning document so that we can track both the schedule of items and budget items. He added this is a live document that is tracking the items. Mr. Wynn stated that there will be a budget adjustment this year. Since there was no contract entered into, the funds will have to be reappropriated.

Councilor Key requested an overall budget for the entire project, estimated and actual. Mr. Wynn pointed out that one of the main pieces of the Park is currently out for bid. This includes all of the sports courts. Once that price comes in, there will be a better understanding of the final project cost. Councilor Key requested a line item document for all of the associated costs with this project.

Mr. Wynn pointed out that what was approved in the CIP for this year for the courts was \$350,000. That is the number being given to the bidders for that RFP. This is a for a full depth reconstruction.

Councilor Key questioned how and why decisions are being made on items, such as lighting

Mr. Wynn assured her that anything moving forward will definitely be brought to Council.

##### **Status Update on Senior Center Completion**

Mr. Wynn reported that on February 16, 2021, he made a recommendation for a design-build for the completion of the Senior Center. Due to the costs involved, he may recommend at the March 1st Council meeting, having someone design something final and use a combination of internal staff and external contractors.

The HVAC wall-mounted units will come off and we are waiting on two more quotes for that portion. The City is still working on electrical and would go into design work once quotes are received.

Councilor Key asked when a rendering could be available to the neighbors so they will know what it will look like. Mr. Wynn stated he anticipated something like that at the end of April or beginning of May due to the process of hiring someone and then giving them time to design something.

#### **New Business**

### Department CIP Status

Public Safety, Community Development, Parking and Public Works gave an update of their department, including budget and staffing updates.

### **Future Business**

#### Council Roundtable Discussion

Mr. Wynn reported that there are eight major projects going at the same time. He recommended having a roundtable discussion that will include goal setting and priorities. The budget would develop around that. He would like to have it in the next couple of months.

#### FY22 Budget Process Recommendation

Mr. Wynn stated he has been researching Best Budget Practices. He asked that this item be moved to the next Committee meeting so we can talk more in depth.

CFO Carl LaFleur commented that he usually gives a budget package to the department heads and lets them know what is expected. The earlier we get started the better. Included in that package is a calendar. He wants to have everyone be familiar with where we are in the process.

Councilor Key stated that in the process moving forward breaking down the projects and what amount is coming from what funds will help in transparency. Tracking budget amendments is another item to be addressed.

### **Public Comment**

Scott Wiley, 723 Davis Street, Neptune Beach, questioned the items in Jarboe Park that were already budgeted. He asked about the Dover, Kohl budget in FY 20. He also stated that the Better Jax money used for the parking program should be reimbursed.

Councilor Key stated that this goes back to having a breakdown of costs to get a clear picture from a budget perspective.

Mr. Wynn stated that the items listed are from the change orders directly related to the trails, bridge and sitework. There are also the playground funds that are strictly for that item. He added that in order to get reimbursed, the Park must be open and it will be in phases

The Committee Meeting adjourned at 10:43 a.m.

The video recording of this committee meeting can be found at:

<https://www.ci.neptune-beach.fl.us/minutes-and-agendas>