MINUTES
FINANCE & AUDITOR SELECTION COMMITTEE MEETING
TUESDAY, SEPTEMBER 30, 2025, 8:00 A.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a meeting of the Finance & Auditor Selection Committee was held Tuesday, September 30, 2025, at 8:00 a.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:	IN ATTENDANCE:	STAFF:
	Councilor Brent Rogers, Chair	City Manager Richard Pike
	Lynda Padrta, Member	Senior Accountant Michael Owens
	Jerry Wetzel, Member *(absent)*	Chief of Police Michael Key
		Public Works Director Deryle Calhoun
		Parks and Sustainability Director Colin Moore
		Senior Center Director Leslie Lyne
		HR Coordinator Jillian McCann
		Assistant to the City Manager Cheryl Bäck
		IT Director Ricardo Pizarro
		Commander Gary Stucki
		Sergeant William Torres
		City Clerk Catherine Ponson

Call to Order

Councilor Rogers called the Finance & Auditor Selection Committee Meeting to order at 8:00 a.m.

Approval of Minutes

Made by Padrta, seconded by Rogers.

MOTION: **TO APPROVE THE MINUTES OF JULY 28, 2025, AND AUGUST 29, 2025, FINANCE & AUDITOR SELECTION COMMITTEE**

Roll Call Vote:
Ayes: 2- Padrta and Rogers
Noes: 0

MOTION CARRIED

Subscription Services

Subscription Services. Mr. Rogers stated he had requested a review of the subscriptions currently used by the City. He asked if there is someone who reviews those and checks on unneeded subscriptions.

Senior Accountant Michael Owens reported that licenses are reviewed during the annual audit. Items have been cleaned up. Large subscriptions are the accounting software and permitting software.

City Manager Richard Pike stated that each department monitors and updates subscriptions.

IT Director Ricardo Pizarro commented that any IT software being installed on any computer is reviewed and approved by IT. There were unique software agreements and were being purchased singularly. The City is now included with the State of Florida and receiving a discount. He also stated that the computers are monitored and unauthorized software is removed. Each department selects their own software.

Mr. Rogers requested keeping a consolidated list in order to be aware of the financial commitment and the unused subscriptions.

City Vehicle Management

City Vehicle Management. Mr. Rogers stated that he had questions regarding the City's process for the acquisition, maintenance and disposal of City vehicles.

Mr. Pike reported that the City piggybacks off of the Florida Sheriffs Association contract for pricing. Vehicles are replaced as needed.

Discussion included take home vehicles, mileage reimbursement, insurance, and personal vehicle use.

Paid Parking Management

Paid Parking Management. Mr. Rogers stated there was a transfer out from the paid parking program to the general fund of $295,000. He was told that this was to cover costs of the police sergeant and administrative costs. He asked for a breakdown of that transfer to see the true cost structure of administering the program. He also wanted to have open discussion on whether the police department should administer the program as opposed to being a finance department function.

Mr. Pike explained that he became City Manager, there was a director, who answered to the City Manager, with a similar salary to what a police officer now managing the program is paid. The program was losing money. When that employee left, it was agreed for the police department to take over. The program was originally proposed to be a successful revenue generator.

Chief of Police Michael Key expressed that the system was poorly set up. He commended his staff for their dedication for revitalizing the program and bringing it to where it needs to be. There is a whole team trying to help revive the program which includes all aspects. He thinks it is appropriately placed in the police department as it is an enforcement action on the City. It would be a waste of money to hire someone and give their sole job as a parking administrator.

Discussion included the breakdown of the correct amount of money being transferred, uncollected citations, dedication of the funds, setting the program up as an enterprise fund, parking rates for residents, timeline for implementation of new system, and the Memorandum of Understanding with the City of Atlantic Beach.

Adjournment

The Finance & Auditor Selection Committee meeting adjourned at 8:57 a.m.

Brent Rogers, Chairman

ATTEST:

Catherine Ponson, CMC
City Clerk

Approved: 10-24-2025