



**CITY COUNCIL REGULAR MEETING
TUESDAY, APRIL 23, 2024 AT 6:00 P.M.
PUBLIC WORKS BUILDING**

Mayor, Richard Wolff

Councilman, Jerry Smith

Councilwoman, Linda Hamilton

Councilman, Jason Adams

Councilman, Tim Linderman

Tim Sloan, Interim City Attorney

Chris Hubbard, City Administrator

City Clerk, Tammy Brunson

This meeting will be live streamed on the City of Mexico Beach Government Facebook page. If you have any questions or comments on the agenda, please email them up to 2 hours prior to the meeting at city@mexicobeachfl.gov

I. CALL TO ORDER

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. OTHER BUSINESS

1. Explanation of Council – Administrator Form of Government – City Attorney

2. Selection of Mayor Pro-Tem

- a. Open Public Discussion
- b. Close Public Discussion
- c. Discussion
- d. Motion to Approve Selection of Mayor Pro-Tem

3. Appointment as the City Council Liaison to the Mexico Beach CDC – City Administrator

4. Appointment of 2024-2025 Committee Assignments – City Administrator

- a. Open Public Discussion
- b. Close Public Discussion
- c. Discussion
- d. Motion to Approve Selected Appointments

5. Consideration of the Finance Director Job Description – City Administrator

- a. Open Public Discussion
- b. Close Public Discussion
- c. Discussion
- d. Motion to Approve/Deny

6. Project List – City Administrator

7. Information for New Elected Officials - City Administrator

8. Known Tentative Agenda Items for the May 14th Council Meeting - City Administrator

VI. CITIZEN COMMENTS

1. Speaker must come to the podium and state name and city of residence.
2. Comments are limited to 3 minutes.

VII. MAYOR COMMENTS

VIII. COUNCIL COMMENTS

IX. STAFF COMMENTS

1. City Attorney
2. City Administrator

X. ADJOURNMENT

Emailed to interested parties and posted on the city website on: 04/18/2024

Note: Copies of the Agenda items are posted on the City's Website mexicobeachfl.gov This meeting will be recorded on the website.

*You are hereby notified that in accordance with Florida Statutes, you have a right to appeal any decision made by the Council with respect to any matter considered. You may need to ensure that a verbatim record of the proceedings is made which may need to include evidence and testimony upon which the appeal is based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact Tammy Brunson, City Clerk, at 201 Paradise Path, Mexico Beach, Florida 32456; or by phone (850) 648-5700 at least five calendar days prior to the meeting. If you are hearing or speech impaired, and you possess TDD equipment, you may contact the City Clerk using the Florida Dual Party Relay System, which can be reached at 1-800-955-8770 (TDD)



CITY OF MEXICO BEACH CITY COUNCIL

Agenda Abstract Form

Meeting Date: April 23, 2024
 Department: City Council
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
 AGENDA ITEM #

<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chris Hubbard, City Administrator

ITEM TO BE CONSIDERED

Subject:
Selection of a Mayor Pro Tem

Attachment(s):
 None

Brief Summary:
 The City Council needs to select a new Mayor Pro Tem to chair the Council should the Mayor be unavailable.

Action Requested:
 Appointment a Mayor Pro Tem

ISSUE OVERVIEW

Background Information & Issue Summary:
 The City Council needs to select a new Mayor Pro Tem to chair the Council should the Mayor be unavailable.

Financial Impacts:
 None

Staff Recommendations/Comments:
 Appoint a Mayor Pro Tem



CITY OF MEXICO BEACH CITY COUNCIL

Agenda Abstract Form


 Meeting Date: April 23, 2024
 Department: City Council
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chris Hubbard, City Administrator

ITEM TO BE CONSIDERED

Subject:
Appointment of the City Council Liaison to the Mexico Beach CDC

Attachment(s):
Letter from Kimberly Shoaf, President of the Mexico Beach Community Development Council

Brief Summary:
Councilman Adrian Welle was the previous Council liaison to the Mexico Beach CDC but, with his term ending as an elected official, this position is now open. The CDC Board met on April 18th and nominated Councilman Tim Linderman to fill the vacant liaison position.

Action Requested:
Appointment a Council liaison to the Mexico Beach CDC

ISSUE OVERVIEW

Background Information & Issue Summary:
Councilman Adrian Welle was the previous Council liaison to the Mexico Beach CDC but, with his term ending as an elected official, this position is now open. The CDC Board met on April 18th and nominated Councilman Tim Linderman to fill the vacant liaison position.

Financial Impacts:
None

Staff Recommendations/Comments:
Appoint Councilman Tim Linderman as the Council liaison to the Mexico Beach CDC



April 18, 2024

City of Mexico Beach
201 Paradis Path
Mexico Beach, FL 32456

Dear Mayor and City Council,

During the April 18, 2024 Board of Directors meeting for the Mexico Beach Community Development Council (MBCDC) the City of Mexico Beach representative seat was discussed as it will need to be fulfilled. The Board of Directors unanimously voted to nominate Councilman Tim Linderman to fill this seat. Mr. Linderman has stated that he is willing to serve as the City's representative on the Mexico Beach Community Development Council, INC.

A formal appointment will come from the Bay County Board of County Commissioners at the request of the MBCDC Board of Directors. If appointed, Mr. Linderman will serve in the seat for the remainder of its term. On behalf of the Board of Directors for the Mexico Beach Community Development Council, I thank you for your regard to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly Shoaf". The signature is fluid and cursive.

Kimberly Shoaf
President
Mexico Beach Community Development Council, Inc.
kimberly@mexicobeach.com
850-648-8196

Mexico Beach Community Development Council
102 Canal Parkway, Mexico Beach, FL 32456



CITY OF MEXICO BEACH CITY COUNCIL

Agenda Abstract Form

Meeting Date: April 23, 2024
 Department: City Council
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chris Hubbard, City Administrator

ITEM TO BE CONSIDERED

Subject:
2024 Committee Assignments

Attachment(s):
 Brief Committee Descriptions

Brief Summary:
 There are several opportunities for Councilmembers to represent the City of Mexico Beach with various committee assignments in the local area.

Action Requested:
 Appointment (or volunteer) of a Councilmember to each of the committee vacancies

ISSUE OVERVIEW

Background Information & Issue Summary:
 There are currently open positions on the MAC, Bay County League of Cities, TPO, and SASJB Estuary Program committees. Having representation from the City of Mexico Beach on these committees is beneficial in many ways and shows the City's willingness to be involved in Bay County and the community.

Financial Impacts:
 None

Staff Recommendations/Comments:
 Recommend appointment or volunteers of a Councilmember to each of the open committee assignments.

Bay County Transportation Planning Organization (TPO)

The Bay County Transportation Planning Organization is the local, intergovernmental transportation policy board for Bay County, Fla. The board is comprised of local government officials who make decisions regarding transportation at a regional level. The Bay County TPO is required by state and federal law to establish a cooperative, comprehensive, and continuing planning process. The TPO also works to increase safety, security, accessibility, mobility, and connectivity for people and goods. The Bay County Transportation Planning Organization typically meets six times a year on the fourth Wednesday of the month at 3:30 p.m. The TPO has two advisory committees, the Citizen Advisory Committee, and the Technical Coordinating Committee. The TCC meets at 11 a.m. and the CAC meets at 1:30 p.m. on the same day as the TPO board.

Florida League of Cities – Bay County Chapter (BCFLC)

For more than 100 years, the Florida League of Cities has been the united voice for Florida's municipalities. The League's mission is to serve the needs of Florida's cities and promote local self-government. We support local voices making local choices to protect and enhance Florida's communities. The League provides members with tailored advocacy tools and training programs designed specifically for municipal officials. It also serves as administrator for the Florida Municipal Insurance Trust, offers innovative financial solutions to Florida's local governments, and provides contractual support services to several statewide municipal and professional associations.

Military Affairs Committee – Tyndall Air Force Base (MAC)

The Military Affairs Committee, also known as MAC, was started in 1946 and is the Bay County Chamber of Commerce's largest committee. The purpose of MAC is to promote development of Bay County's military community, defined as the military installations located in Bay County, the military and the civilian personnel assigned to those installations and their departments. The military community is a valuable contributor to the economic, civic and cultural life of Bay County. MAC hosts many social events, recognizing new and departing leadership from our area bases, welcoming distinguished visitors, as well as celebrating accomplishments of our local installations. The committee is nationally recognized for their success and support of the military. Many communities around the country model their groups after our MAC. This committee is a great way to show support to a sector of Bay County that is vital to its economy and network with like-minded community members.

St. Andrews & St. Joseph Bays Estuary Program (SASJBEP)

The St. Andrew Bay Watershed in the central Florida Panhandle covers 1,156 square miles that includes the interconnected estuary system of both St. Andrew Bay (West, North, and East bays) and St. Joseph Bay. This gem of an estuary and watershed is one of the most biologically diverse bays in North America and the only watershed in Northwest Florida located entirely in the state of Florida. Its lakes, streams, and coastal waters sustain numerous species of fish, shellfish, and wildlife. Its wetlands and coastal barriers provide resiliency against storms and coastal change. This interconnected estuary provides significant ecological, economic, social, and recreational benefits to those living, working, or visiting the region. It also offers an essential resource supporting the area maritime industry and naval operations, economic development, tourism, and a range of recreational activities. A 69,000-acre estuary is one of the most biologically diverse bays in North America and St. Joseph Bay has the richest and most abundant concentrations of marine grasses along the Northwest Florida coast. The bays are also an essential resource to area maritime and naval operations as well as tourism.



CITY OF MEXICO BEACH CITY COUNCIL

Agenda Abstract Form

Meeting Date: April 23, 2024
 Department: City Council
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chris Hubbard, City Administrator

ITEM TO BE CONSIDERED

Subject:

Approval of the Finance Director Job Description

Attachment(s):

Finance Director Job Description

Brief Summary:

At the April 9th meeting of the City Council, discussion was held about hiring an in-house finance director and the Council asked for the job description to be presented at the April 23rd meeting. The attached job description was utilized in the past when this position was advertised.

Action Requested:

Approve the job description or recommend changes so the position can be advertised

ISSUE OVERVIEW

Background Information & Issue Summary:

At the April 9th meeting of the City Council, discussion was held about hiring an in-house finance director and the Council asked for the job description to be presented at the April 23rd meeting. The attached job description was utilized in the past when this position was advertised.

Financial Impacts:

Hiring an experienced, in-house finance director will save money compared to using an outside accounting firm

Staff Recommendations/Comments:

Approve the job description or recommend changes so the position can be advertised



City of Mexico Beach

Job Description

Department: Finance

Position: City Accountant

FLSA Status: Exempt

Job Summary:

This is a highly responsible position in the City's finance department which involves planning, directing, and implementing accounting activities. Work is performed under the primary supervision and direction of the City Council. Duties require attention to detail, accuracy, and time management skills. In addition, the employee must have strong organizational, documentation and accounting skills.

Major Duties and Responsibilities:

- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting and payroll
- Responsible for executing City payroll, including retirement and other benefits management
- Responsible for the preparation of monthly bank reconciliations and general journal entries related to the same
- Supervises the preparation and filing of various regulatory reports including sales tax returns, fuel tax returns, payroll tax returns, arbitrage reports, bond disclosure reports and other reports as required
- Leads the preparation of various financial statements and reports
- Leads review of accounting and administrative controls, establishes controls for new financial systems and develops procedures to improve existing systems
- Leads the coordination and preparation of materials for the City's external audit and annual budget process
- Maintain and review for accuracy the general and subsidiary ledgers including but not limited to accounts receivable, accounts payable, revenue distribution, depreciation, property, operating expenses, and insurance records
- Leads cost analyses and rate studies
- Prepares statements and reports of projected future revenue and expenses
- Assists in the management and tracking of grants
- Routinely presents and explains financial data to the City Council, City Administrator and other decision-makers as needed
- In addition to the major duties and responsibilities, other tasks may be assigned.

Knowledge, Skills and Abilities:

- Knowledge of modern office practices and procedures
- Ability to work with limited supervision, maintain a high degree of accuracy and thoroughness with reasonable speed and compose effective correspondence
- Knowledge of computer operation, typing skills and 10 key by touch
- Ability to understand and carry out moderately complex oral and written instructions
- Ability to maintain productive working relationships and deal in a courteous manner with the public, co-workers, citizens and customers
- Ability to keep records and produce reports from such records
- Ability to communicate clearly and effectively both verbally and in writing

Education and/or Training

- Bachelor's Degree in accounting from an accredited college or university
- Five (5) years' experience in an accounting environment, preferably in the governmental accounting sector either as an employee of a government or an external auditor of governmental entities
- A thorough knowledge of GAAP is required, and a knowledge of GASB standards is preferred
- A comparable amount of training, college education or experience may be substituted for minimum qualifications

Work Environment:

- Office setting

Physical Demands:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Some stressful situations

Supervision Received and Exercised:

- Work is performed under the supervision of the City Council
- Provides supervision to the Staff Accountant

Pay Grade: EX2 (\$50,000 - \$80,000)

Disclaimer:

The position description does not constitute an employment agreement between the city and employee and is subject to change as the needs of the city and the requirements of the job change. Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.



The City of Mexico Beach Projects Update

Project Title	1/16/2024	2/27/2024	4/23/2024
7th Street Bathrooms	<ul style="list-style-type: none"> •Researching updated pricing to dictate if a new bidding process would be beneficial. •Amendment is still under FEMA review. 	<ul style="list-style-type: none"> •Project has been advertised •Bid openings are scheduled for March 9th 	<ul style="list-style-type: none"> •Project had three addendums and bid opening extended until April 22th •Project will be presented for Council action at the May 14th City Council meeting
15th Street Pedestrian Bridge and Sidewalks	<ul style="list-style-type: none"> •Anchor Engineering is reviewing the project and getting documents ready for bid. 	<ul style="list-style-type: none"> •State Appropriations approved funding. •Anchor Engineering is reviewing the project and getting documents ready for bid. 	<ul style="list-style-type: none"> •Anchor Engineering is reviewing the project and getting documents ready for bid.
Boat Ramp Expansion	<ul style="list-style-type: none"> •Additional funding from FWC was approved, waiting on official award letter. 	<ul style="list-style-type: none"> •Additional funding from FWC was approved, waiting on official award letter. 	<ul style="list-style-type: none"> •The City received the updated letter from FWC on March 27th •Bid documents are currently being completed and project will be bid out in near future
Bypass Pumps	<ul style="list-style-type: none"> •Pumps were ordered and received. •Awaiting funding for installation. 	<ul style="list-style-type: none"> •Pumps were ordered and received. •Atkins is filing an amendment to see if FEMA will pay for installation costs. 	<ul style="list-style-type: none"> •Bid documents are being prepared to go out to bid to install the pumps
City Wide Storm Water Repairs	<ul style="list-style-type: none"> •GCUC portion of project is complete. •City staff working on additional issues as they arise. •1st St drainage appears to be resolved. •Robin Ln and Colorado are the next two priorities. 	<ul style="list-style-type: none"> •Robin Lane, Virginia Drive/Florida Ave, and Colorado drainage improvements made •City staff working on additional issues as they arise. 	<ul style="list-style-type: none"> •City employees are working on drainage problems as they arise •Next two large projects will be Joe Drive and the large drainage ditch that feeds into the drain pipes at Under the Palms Park
Dredge Purchase - Expected December 2023 Delivery	<ul style="list-style-type: none"> •Dredge construction is completed and should be delivered soon, weather dependant. 	<ul style="list-style-type: none"> •Dredge has arrived and has been dredging the canal/sandbar 	<ul style="list-style-type: none"> •Dredge is operating as it should and the Canal Department are dredging whenever weather allows •The old dredge has been advertised for auction
Jetty	<ul style="list-style-type: none"> •EA has been completed by MRD. •Next step is Army Corp permitting. 	<ul style="list-style-type: none"> •EA has been completed by MRD; additional environmental assessment studies are required (on tonight's agenda) •Next step is Army Corp permitting. 	<ul style="list-style-type: none"> •Awaiting final approval from FEMA for funding; bid documents also need to be completed so we can go out for bids
Marina Boat Slips Covered with Lifts	<ul style="list-style-type: none"> •No updates at this time 	<ul style="list-style-type: none"> •No updates at this time. 	<ul style="list-style-type: none"> •No updates at this time.



The City of Mexico Beach Projects Update

Project Title	1/16/2024	2/27/2024	4/23/2024
Parker Park	<ul style="list-style-type: none"> • Playground equipment and fencing are installed. • Researching updated pricing for restrooms to dictate if a new bidding process would be beneficial. • Installation of the polebarn will take place after restrooms are completed. 	<ul style="list-style-type: none"> • Playground equipment and fencing are installed. • Atkins is filing an amendment in an attempt to have FEMA provide funding for the restrooms • Installation of the polebarn will take place after restrooms are completed. 	<ul style="list-style-type: none"> • No updates at this time. • Plan on budgeting additional improvements in FY25
Parker Park Waterway	<ul style="list-style-type: none"> • Still under review by developer as they work on permits 	<ul style="list-style-type: none"> • Still under review by developer as they work on permits. 	<ul style="list-style-type: none"> • Still under review by developer as they work on permits.
Pier	<ul style="list-style-type: none"> • Requirements from the City are complete. • Project left mitigation stage on 1/7/24 and has been turned over to Army Corp for approval. 	<ul style="list-style-type: none"> • Requirements from the City are complete. • Project left mitigation stage on 1/7/24 and has been turned over to Army Corp for approval; approximately 18-24 months until goes out for bid 	<ul style="list-style-type: none"> • Requirements from the City are complete. • Project left mitigation stage on 1/7/24 and has been turned over to Army Corp for approval; approximately 18-24 months until goes out for bid • Additional engineering to come before the City Council at the May 14th City Council meeting
Police/Fire/Municipal Building	<ul style="list-style-type: none"> • FEMA obligated \$3.6 million to rebuild st 14th St location. • Currently in FEMA stage 6 of 8 for possible additional funding to relocate. • Site visit to 14th St location planned in the near future. 	<ul style="list-style-type: none"> • FEMA obligated \$3.6 million to rebuild st 14th St location. • Currently in FEMA stage 6 of 8 for possible additional funding to relocate. • Site visit to 14th St location planned in the near future. 	<ul style="list-style-type: none"> • No further updates at this time.
Under the Palms Park	<ul style="list-style-type: none"> • Researching updated pricing for restrooms to dictate if a new bidding process would be beneficial. • Exercise equipment has been ordered. • Pole barn construction should begin any day. 	<ul style="list-style-type: none"> • Atkins is filing an amendment with FEMA in an attempt to get funding for the restrooms. • Exercise equipment should be installed by the end of February. • Pole barn construction is complete 	<ul style="list-style-type: none"> • All exercise equipment, borders, and trees have been installed • Walking track has had holes patched and entire track has received a protective coating • Restroom proposal will be submitted at May 14th meeting of the City Council
Underwater Debris Removal	<ul style="list-style-type: none"> • Permits are still under review • Waiting for task order from KK Storm 	<ul style="list-style-type: none"> • City received ACOE permit • Bid documents being completed so project may be bid out 	<ul style="list-style-type: none"> • Project has been bid out and bid opening is scheduled to occur on April 29th • Will be presented to Council at the May 14th meeting of the City Council
Regional Stormwater	<ul style="list-style-type: none"> • Project was re-bid in July 2023. • Project was awarded to Avcon for the engineering and design phase. • Currently incorporating the info/data from the 2015 Stormwater Master Plan. 	<ul style="list-style-type: none"> • Project was re-bid in July 2023. • Project was awarded to Avcon for the engineering and design phase. • Currently incorporating the info/data from the 2015 Stormwater Master Plan. 	<ul style="list-style-type: none"> • Avcon will be at the April 23rd meeting of the City Council to provide an update



The City of Mexico Beach Projects Update

Project Title	1/16/2024	2/27/2024	4/23/2024
Nannook & 14th Street Lift Stations	<ul style="list-style-type: none"> •Bids were received, but project has not need awarded yet. •Working on securing funding since this is not a FEMA project. 	<ul style="list-style-type: none"> •Bids were received, but project has not need awarded yet. •Working on securing funding since this is not a FEMA project. 	<ul style="list-style-type: none"> •Recommendations will be provided to the City Council at the May 14th meeting.
Boat Ramp Sea Wall Repairs	<ul style="list-style-type: none"> •Anchor Engineering reviewing projec 	<ul style="list-style-type: none"> •Anchor Engineering reviewing for DEP permits 	<ul style="list-style-type: none"> •Repairs will be scheduled in conjunction with the project to expand the boat ramp
Mobi/Access Mats	<ul style="list-style-type: none"> •Anchor Engineering reviewing for DEP permits 	<ul style="list-style-type: none"> •Anchor Engineering reviewing for DEP permits 	<ul style="list-style-type: none"> •Anchor Engineering is currently working through the permitting process



CITY OF MEXICO BEACH CITY COUNCIL

Agenda Abstract Form

Meeting Date: April 23, 2024
 Department: City Council
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chris Hubbard, City Administrator

ITEM TO BE CONSIDERED

Subject:
Information for New Councilmembers

Attachment(s):
 New Information Packet

Brief Summary:
 The information is being presented to new elected officials to assist them in moving forward with their duties and responsibilities as members of the City Council

Action Requested:
 None. For informational purposes only.

ISSUE OVERVIEW

Background Information & Issue Summary:
 The attached information is an important first step in acclimating new elected officials to their roles, responsibilities, and other info for their positions. This information would normally be discussed privately—and I encourage all the elected officials to speak to me privately if they have any questions—but, with everything that has been stated over the last year, I thought it would be a good idea to present the information at a public meeting so the citizens would also have access to the info and any conversations surrounding it

Financial Impacts:
 None

Staff Recommendations/Comments:
 None. For informational purposes only.

Information for New Elected Officials

1. Access to Public Records
 - a. Everything except Privacy Act Info is, and has been, available to all elected officials (and anyone else)
 - b. If you ever want anything, all you have to do is ask

2. Springbrook Access
 - a. Let me know if you want training on the software
 - b. If something hasn't been uploaded into Springbrook, let someone know what you want and we'll provide you with hard copies of that information

3. Internal Controls – **Tab 1**
 - a. Given again for informational purposes so you'll have a hard copy
 - b. Numerous people provide oversight and checks-and-balances
 - c. Our internal controls make it very difficult for wrongdoing to occur
 - d. If you have any questions, please don't hesitate to ask

4. FEMA Projects and Revenues/Expenditures – **Tab 2**
 - a. A printout for all FEMA projects as well as the expenses associated with each project is attached.
 - b. This information comes directly from the Florida Division of Emergency Management's (FDEM) website
 - c. If you have any questions, please ask

5. Bank Accounts – **Tab 3**
 - a. A copy of the balances in each of the City's accounts is attached
 - b. Much of those funds are restricted so they are not able to be spent except for specified projects/items
 - c. Will need new signers for the bank accounts

6. Current Revenue vs. Expense report is attached for each of the City's funds – **Tab 4**
 - a. This is subject to change depending upon future journal entries

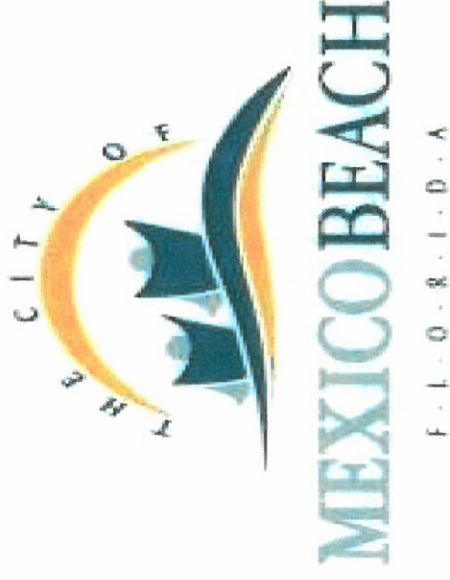
7. Rough Fiscal Year 2024-2025 Budget Schedule – **Tab 5**
 - a. This is a rough guideline based on the schedules for previous years—more definitive dates will be set as we get closer to the budget process

Tab 1

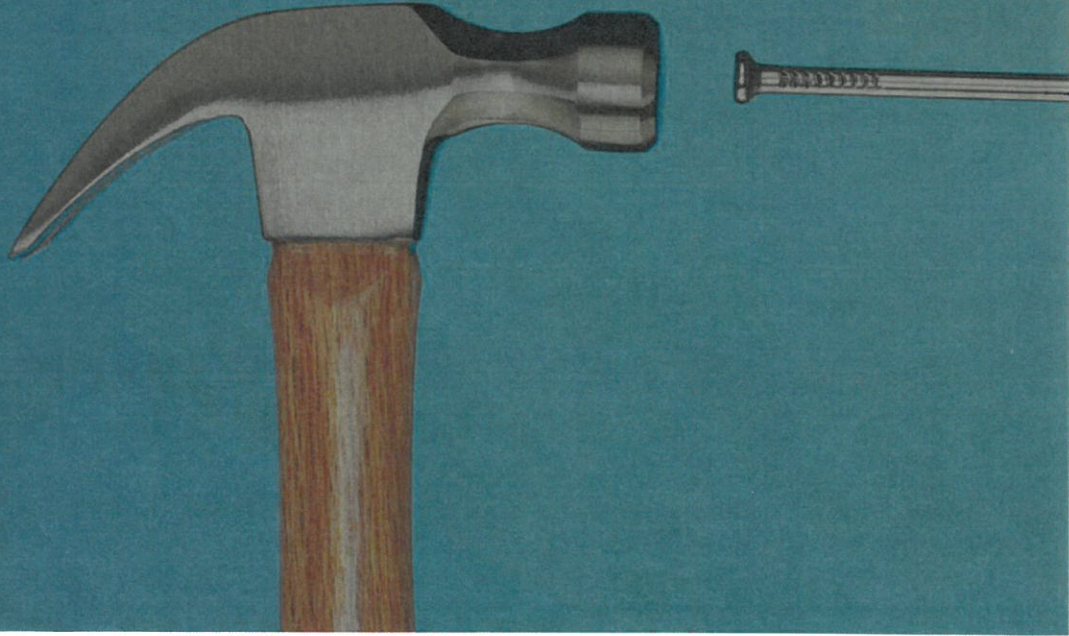
Internal Controls

The City of Mexico Beach's Internal Controls Policy is to establish proper procedures and to safeguard the City of Mexico Beach's assets. This policy applies to all assets whether they are monetary or physical.

The City Council, City Administrator, City Clerk and Departments Heads must use resources efficiently. By optimal use of those resources placed under our control, and effective management of resources, the City can achieve its goals, ensure compliance with all applicable laws and regulations, and ensure reliability in financial reporting.



Purchasing



A public works employee needs to
buy a hammer

Purchasing Process:

Approval and Purchase

- Employee gets verbal approval from their supervisor to purchase a hammer.
- Employee goes to the hardware store, purchase the hammer and receives an invoice from the vendor.
- Employee gives the invoice to their supervisor for signature.

Purchase Requisition

- Signed invoice is given to the Administrative Assistant to create a purchase requisition in Springbrook.
- Staff Accountant reviews the batch to ensure everything is correct and either accepts the requisition or rejects it for corrections.
- City Administrator or City Clerk reviews and commits the batch.
- Once committed, purchase requisition moves to purchase order status.

Purchase Order

- The purchase order is created in Springbrook by the Staff Accountant and is combined with the purchase requisition and original signed invoice.
- City Clerk reviews and approves the purchase orders.
- Staff Accountant commits the batch.
- Once committed, purchase order moves to invoice status.

Purchasing Process continued:

Invoice

- The monthly invoice from the vendor is compared with the purchase orders to verify everything is correct.
- Staff Accountant creates an invoice in Springbrook.
- Invoice is combined with original vendor invoice, purchase requisition and purchase order.
- All backup documentation is scanned and attached to the invoice in Springbrook.
- Invoice is approved by both the City Administrator and City Clerk.
- Once committed, invoice moves to check status.

Checks

- Checks are printed.
- All backup documentation is attached to each check.
- Check register is printed for verification.
- City Clerk reviews each check to make sure check number on register coincides with the check and all documentation is correct.
- City Administrator reviews each check and initials each check stub.
- After review from City Clerk and City Administrator, batch is committed by Staff Accountant.

Signatures & Final Verification

- Two (2) Councilmembers must review documentation attached and sign each check for final verification before check is mailed.
- Electronic and paper copies of all documentation, check stubs and check register are retained by the city per the State of Florida's Records Retention Schedule.

New Employee



New Employee Process

Interview & Prequalify

- Department Head interviews and decides on a new hire.
- Department Head gets approval from City Administrator and reviews salary.
- Application is given to the City Clerk to contact employee and schedule a background check and drug screening.
- Once background check and drug screening are cleared, City Clerk contacts employee to offer the position.

Hire & Paperwork

- Employee meets with the City Clerk to go over all new hire paperwork and benefits.
- City Clerk sets a date for the employee to start work and relays that back to the Department Head.
- City Clerk verifies all paperwork and sends enrollment forms to appropriate vendor.

Employee Record

- In the Springbrook payroll module, the City Clerk sets up an employee record consisting of personal information such as name and address.
- The record includes rate of pay and any payroll deductions such as 1040 claim, insurance, supplemental insurance and retirement.
- Employee is set up with an ACH record that has their bank account information for their paycheck to be deposited into.
- Staff Accountant verifies payroll information to ensure it is correct.



Payroll

Payroll Process:

Timecards

- Print weekly timecard report from uAttend and verify there are no missing punches.
- Create a payroll batch in Springbrook, enter hours worked and benefit time from supervisor signed leave forms.
- Print timecard proof list from Springbrook. Staff Accountant and Administrative Assistant verify it with timecard report from uAttend.
- Reports are given to each Department Head to sign off on their employees' hours worked.
- Once hours worked are verified by Departments Heads and returned to Staff Accountant, process moves to calculating payroll.

Calculation & Verification

- Payroll calculation in Springbrook includes calculations for deductions.
- Staff Accountant prints a check proof list.
- Staff Accountant compares timecard proof list with check proof list for discrepancies.
- Staff Accountant and Administrative Assistant signs report verifying the rate of pay amounts are correct.
- City Clerk verifies, and signs reports that deductions are correct.
- City Administrator reviews and signs the timecard proof list and check proof list.

Deductions Payment

- The GL distribution is printed, which is used for the 941 deposit.
- FICA, Medicare and Social Security are calculated and broken down by department.
- Accessing the IRS website, the Staff Accountant makes the payment for the total amount calculated for federal withholdings.
- The AP distribution list is printed, which is used for court ordered payments and Mission Square Retirement.
- Generating the AP Distribution list automatically generated an invoice batch which will go through the purchasing process for a check remittance to be mailed.
- Once committed, process moves to clearing house stage.

Payroll Process Continued:

Clearing House

- Clearing house proof list is printed. The Staff Accountant verifies it against the check register from the payroll batch.
- The ACH clearing file report for the bank is generated.
- Staff Accountant e-mails the City Administrator and City Clerk the file, all backup documentation with the total amount of payroll for verification.
- The City Administrator uploads the file into Cash Management which starts the process to make ACH payments to employee's bank accounts.
- The City Clerk, using 2 step verification, approves the file for processing.
- Electronic and paper copies of all documentation, check stubs and check register are retained by the city per the State of Florida's Records Retention Schedule.

Accounts Receivable



Billing a homeowner
for culvert installation

Accounts Receivable Process:

Work Performed

- Public works orders supplies for culvert work following the purchasing guidelines.
- Public works employees perform the culvert work and report to the Administrative Assistant that work is complete.
- Administrative Assistant turns in a purchase requisition to the Staff Accountant to pay for supplies.

A/R Processing

- In the accounts receivable module in Springbrook an A/R account is set up in conjunction with the utility billing account for the property requesting work to be done.
- An invoice batch is created and using the account number for the property the information is added to the invoice.
- A GL distribution list is printed showing what GL account the funds will go into when the payment is received.
- Invoice is printed and prepared for mailing.
- Batch is committed.

Payment

- Customer mails or walks in to make a payment on the invoice.
- Payment process is handled following cash receipts guidelines.
- Electronic and paper copies of all documentation, check stubs and check register are retained by the city per the State of Florida's Records Retention Schedule.

UTILITY BILLS

Utility Billing Process:

Electronic and paper copies of all documentation, check stubs and check register are retained by the city per the State of Florida's Records Retention Schedule.

Bills

- Billing Supervisor opens a billing batch in Springbrook and generates a file for Utilities Superintendent to read meters.
- Once meter reads are download and rechecks are entered, Billing Supervisor calculates billing.
- Reports are run to check for high reads, low reads or no usage, which are verified by the Utilities Department.
- Billing register is run and verified by the Billing Supervisor and is signed by either the City Administrator or City Clerk.
- Bills are printed and prepared for mailing to customers.
- Batch is verified and committed by the Utility Billing Admin Clerk.

Adjustments

- Billing Supervisor opens an adjustment batch in Springbrook.
- Billing supervisor enters any adjustments to customer account, such as removing a late fee or crediting water & sewer charges due to a leak.
- An adjustment proof sheet is generated showing the total dollar amount of adjustments and is approved by the City Administrator.
- Batch is verified and committed by the Utility Billing Admin Clerk.

Past Due Notices

- On the first business day after the due date for utility bills, the Billing Supervisor opens a past due batch in Springbrook.
- The Billing Supervisor verifies that all payments and adjustments are posted to customer account and proceeds with processing past due notices.
- A past due proof sheet is generated showing the total dollar amount of late fee's and is approved by the City Administrator,
- Past due notices are printed and prepared for mailing.
- Batch is verified and committed by the Utility Billing Admin Clerk.

Utility Billing Process Continued:

Electronic and paper copies of all documentation, check stubs and check register are retained by the city per the State of Florida's Records Retention Schedule.

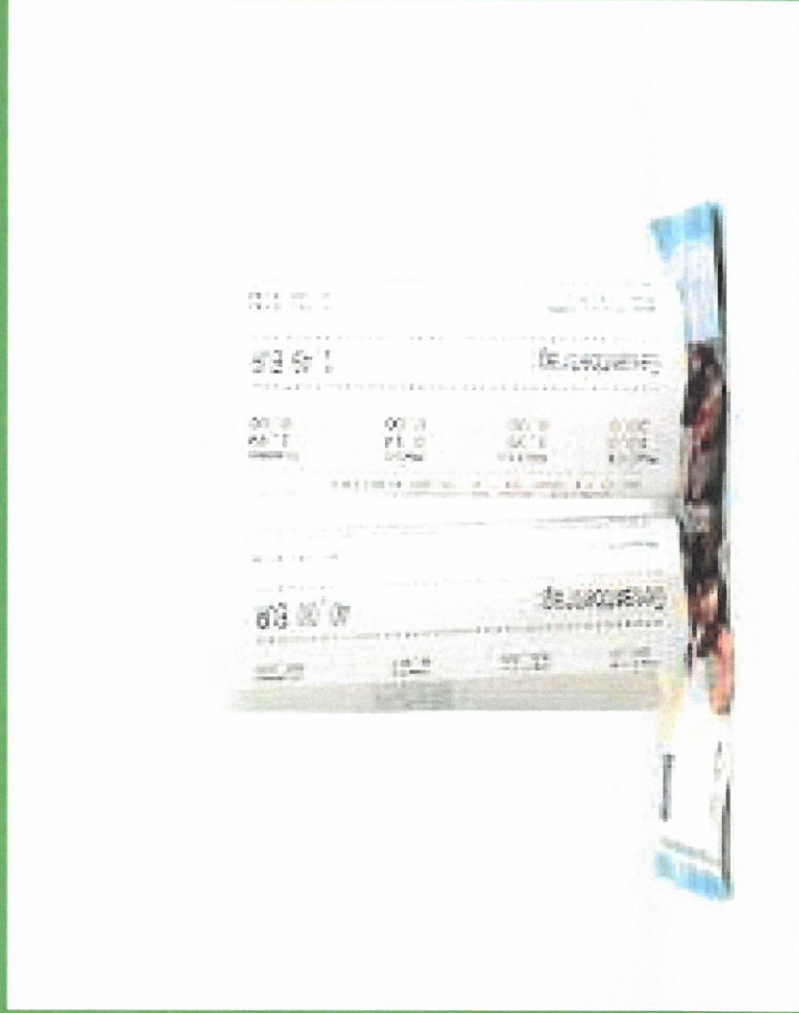
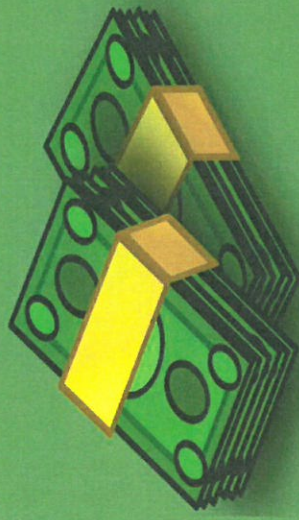
Recurring Website Payments

- On the 20th of each month (due date) the Billing Supervisor opens a cash receipts batch in Springbrook.
- An electronic file is generated of the customer who signed up on the website to have their monthly utility payment automatically billed to their credit card of deducted from their bank account.
- File is verified by Billing Supervisor to make sure amounts look correct and a proof sheet is printed.
- Batch is verified and committed by the Utility Billing Admin Clerk.
- The Billing Supervisor uploads the file to our processing company for processing.

Recurring ACH Payments

- On the 20th of each month the Billing Supervisor opens a clearing house batch in Springbrook.
- An electronic file is generated of the customers who signed up in house to have their monthly utility payment automatically deducted from their bank account.
- File is verified by Billing Supervisor to make sure amounts look corrected and a proof sheet is printed.
- The file and proof sheet are e-mailed to the City Administrator and City Clerk for verification.
- The City Administrator uploads the file into Cash Management which starts the process to deduct the payment from the customer's account.
- The City Clerk, using 2 step verification, approves the file for final processing.
- Batch is verified and committed by the Utility Billing Admin Clerk.

Cash Receipts



Cash Receipts Process:

In House Batches

- In the cash receipts module, a daily in-house batch is open every morning by the Utility Billing Admin Clerk.
- Batch will remain open until end of business day to allow for any payment received throughout the workday.
- Cash receipt batches can include payments for utility bills, A/R, boat slip rentals, boat ramp permits, golf cart registrations and business licenses.
- Payments are entered and receipts printed as they are received.
- Payments can be made by mail, curbside dropbox or walked into City Hall.

Batch Processing

- At the end of the day the Utility Billing Admin Clerk's batch will be balanced by running a calculator tape on all checks received and matching it to the proof sheet.
- The same process will be done with credit card payments, by running a tape on credit card receipts and matching them to the proof sheet.
- Once the batch is balanced the GL report will be run showing the amount of funds going into each GL. This total must match the proof sheet.
- The Utility Billing Supervisor will commit the batch.

Daily Website Batches

- One time utility payments made on the website are automatically downloaded and batched in Springbrook one time per day.
- The Utility Billing Supervisor will print the proof sheet and GL list to make sure they balance.
- The Utility Billing Admin Clerk will commit the batch.

Cash Receipts Process Continued:

Deposits

- All checks are deposited electronically using a desktop remote capture with Centennial Bank.
- Any cash received will be deposited daily.
- Deposit slips for cash payments must be verify by counting cash and initialing deposit ticket by Utility Billing Supervisor or City Clerk as backup

Documentation

- All receipts, payment checks, reports and any other documentation is retained by the city per the State of Florida's Records Retention Schedule.
- Any miscellaneous payment received is copied and retained by the city for auditing purposes.

Special Instructions

- In the event the Utility Billing Admin Clerk is unavailable, the Utility Billing Supervisor will retain her duties. Verification of batch balancing and batch committing will be done by the City Clerk.

In the case of an absence, the following is a list of backup for a specific role:

- ~ City Administrator - City Clerk
- ~ City Clerk - Deputy City Clerk
- ~ Staff Accountant – City Accountant
- ~ Utility Billing Supervisor – City Clerk
- ~ Utility Billing Admin Clerk – Utility Billing Supervisor



Tab 2

Hurricane Michael

Proj Title	Total Funds	Fed Amt	State Amt	Days Since Step Change	Item Link
68149 - Debris Removal City Wide V1 @ 75% Cost Share	\$2,428,327.87	\$2,081,423.89	\$346,903.98	1887	https://floridapa.org/app/#520283
78054 - EXP - Emergency Protective Measures from Octobe	\$943,075.00	\$808,350.00	\$134,725.00	1852	https://floridapa.org/app/#524986
69997 - 428 PROJECT - Canal Parkway Bridge/Culvert	\$31,587.50	\$27,075.00	\$4,512.50	1852	https://floridapa.org/app/#525825
69133 - EXP Debris Removal from October 24 - November 2	\$3,617,261.38	\$3,617,261.38	\$0.00	1837	https://floridapa.org/app/#528030
78054 - EXP - Emergency Protective Measures from Octobe	\$0.00	\$134,725.00	(\$134,725.00)	1753	https://floridapa.org/app/#535323
78054 - EXP - Emergency Protective Measures from Octobe	\$134,725.00	\$134,725.00	\$0.00	1753	https://floridapa.org/app/#536709
68149 - Debris Removal City Wide V1 @ 75% Cost Share	\$346,903.98	\$346,903.98	\$0.00	1753	https://floridapa.org/app/#537097
68149 - Debris Removal City Wide V1 @ 75% Cost Share	\$0.00	\$346,903.98	(\$346,903.98)	1753	https://floridapa.org/app/#536687
77999 - Bailey Lane Foot Bridge	\$49,036.68	\$42,031.44	\$7,005.24	1700	https://floridapa.org/app/#543032
75566 - MX1, Sewer Lift Station	\$1,222,177.25	\$1,047,580.50	\$174,596.75	1659	https://floridapa.org/app/#549676
78106 - Debris Removal November 25, 2018 - Completion	\$19,000,000.00	\$18,000,000.00	\$1,000,000.00	1638	https://floridapa.org/app/#560997
84671 - 8th Street Bridge Water and Sewer Mains	\$161,209.96	\$138,179.97	\$23,029.99	1610	https://floridapa.org/app/#562460
87263 - Elevated Water Storage Tank (100,000 gallon)	\$389,526.68	\$333,880.01	\$55,646.67	1610	https://floridapa.org/app/#563573
95592 - City Wide Fencing	\$73,676.75	\$63,151.50	\$10,525.25	1593	https://floridapa.org/app/#564846
69133 - EXP Debris Removal from October 24 - November 2	\$2,690,323.68	\$2,690,323.68	\$0.00	1503	https://floridapa.org/app/#579185
78126 - Wooden Seawall - 36th Street North	\$64,102.91	\$54,945.35	\$9,157.56	1503	https://floridapa.org/app/#579417
91122 - Mexico Beach Management Costs	\$375,338.71	\$375,338.71	\$0.00	1497	https://floridapa.org/app/#579658
81047 - Emergency Berm on Beach	\$1,580,607.36	\$1,497,417.50	\$83,189.86	1496	https://floridapa.org/app/#583502
69133 - EXP Debris Removal from October 24 - November 2	\$626,774.32	\$626,774.32	\$0.00	1491	https://floridapa.org/app/#581315
77617 - Dune Access (wooden walk-overs)	\$548,800.88	\$470,400.75	\$78,400.13	1491	https://floridapa.org/app/#581947
91122 - Mexico Beach Management Costs	\$1,169,007.99	\$1,169,007.99	\$0.00	1465	https://floridapa.org/app/#587074
127278 - City Wide Building Safety Inspections (Outside	\$17,955.00	\$17,010.00	\$945.00	1461	https://floridapa.org/app/#590888
75626 - Mexico Beach - City Hall Building	\$6,419.46	\$5,502.39	\$917.07	1461	https://floridapa.org/app/#591095
77976 - City Wide Signage	\$112,262.21	\$96,224.75	\$16,037.46	1461	https://floridapa.org/app/#591059
77982 - Paradise Path Culvert	\$59,030.48	\$50,597.55	\$8,432.93	1461	https://floridapa.org/app/#591099
78121 - City Wide Building Safety Inspections (45 Day P	\$99,362.50	\$99,362.50	\$0.00	1461	https://floridapa.org/app/#590884
77987 - 15th Street Box Culvert	\$86,679.69	\$74,296.88	\$12,382.81	1461	https://floridapa.org/app/#591092
77986 - 428 PROJECT-15th Street Bridge	\$63,885.33	\$54,758.85	\$9,126.48	1461	https://floridapa.org/app/#591100
103206 - City Wide Fire Hydrants	\$108,459.60	\$92,965.37	\$15,494.23	1461	https://floridapa.org/app/#591151
77612 - 428 PROJECT - Sand Bypassing System	\$183,188.43	\$157,018.65	\$26,169.78	1452	https://floridapa.org/app/#593128
81047 - Emergency Berm on Beach	\$1,729,873.22	\$1,638,827.26	\$91,045.96	1438	https://floridapa.org/app/#593642
75546 - Mexico Beach - City Wide Roads	\$381,055.68	\$326,619.15	\$54,436.53	1383	https://floridapa.org/app/#596254
77745 - Citywide Sidewalks & Parking Areas	\$72,580.55	\$62,211.90	\$10,368.65	1383	https://floridapa.org/app/#596261
78106 - Debris Removal November 25, 2018 - Completion	\$7,046,093.80	\$6,675,246.76	\$370,847.04	1383	https://floridapa.org/app/#596721
81047 - Emergency Berm on Beach	\$28,120.00	\$26,640.00	\$1,480.00	1383	https://floridapa.org/app/#596689
77656 - Welcome Center Building & Parking	\$76,589.63	\$65,648.25	\$10,941.38	1383	https://floridapa.org/app/#596698
69997 - 428 PROJECT - Canal Parkway Bridge/Culvert	\$1,035,851.69	\$887,872.88	\$147,978.81	1300	https://floridapa.org/app/#608606
78009 - 428 PROJECT-Water Treatment System and Public W	\$519,365.84	\$445,170.72	\$74,195.12	1300	https://floridapa.org/app/#611077
69997 - 428 PROJECT - Canal Parkway Bridge/Culvert	\$525,574.57	\$450,492.49	\$75,082.08	1243	https://floridapa.org/app/#615220
80825 - Canal Dredging	\$6,140,306.62	\$5,817,132.59	\$323,174.03	1243	https://floridapa.org/app/#615377
78009 - 428 PROJECT-Water Treatment System and Public W	\$20,650.00	\$17,700.00	\$2,950.00	1174	https://floridapa.org/app/#623827
142712 - NOT A 428 PROJECT -A & E Costs Only for Projec	\$130,532.50	\$111,885.00	\$18,647.50	1169	https://floridapa.org/app/#623568

142718 - NOT A 428 PROJECT - A & E Costs Only for Proje	\$42,678.13	\$36,581.25	1162	\$6,096.88	1162	https://floridapa.org/app/#623609
91122 - Mexico Beach Management Costs	\$108,091.93	\$108,091.93	1162	\$0.00	1162	https://floridapa.org/app/#624668
77627 - 428 PROJECT- City Marina	\$1,290,903.61	\$1,106,488.81	1146	\$184,414.80	1146	https://floridapa.org/app/#626452
80825 - Canal Dredging	\$0.00	\$0.00	1134	\$0.00	1134	https://floridapa.org/app/#629400
84671 - 8th Street Bridge Water and Sewer Mains	\$0.00	\$0.00	1133	\$0.00	1133	https://floridapa.org/app/#629459
80825 - Canal Dredging	\$0.00	\$0.00	1127	\$0.00	1127	https://floridapa.org/app/#629949
80825 - Canal Dredging	\$0.00	\$0.00	1124	\$0.00	1124	https://floridapa.org/app/#630190
78106 - Debris Removal November 25, 2018 - Completion	\$0.00	\$0.00	1118	\$0.00	1118	https://floridapa.org/app/#630736
77617 - Dune Access (wooden walk-overs)	\$0.00	\$0.00	1106	\$0.00	1106	https://floridapa.org/app/#631588
75566 - MX1, Sewer Lift Station	\$0.00	\$0.00	1099	\$0.00	1099	https://floridapa.org/app/#632237
77617 - Dune Access (wooden walk-overs)	\$0.00	\$0.00	1096	\$0.00	1096	https://floridapa.org/app/#633146
77627 - 428 PROJECT- City Marina	\$0.00	\$0.00	1084	\$0.00	1084	https://floridapa.org/app/#634716
75546 - Mexico Beach - City Wide Roads	\$0.00	\$0.00	1082	\$0.00	1082	https://floridapa.org/app/#634996
78106 - Debris Removal November 25, 2018 - Completion	\$7,962,680.35	\$7,543,591.91	1061	\$419,088.44	1061	https://floridapa.org/app/#631558
77617 - Dune Access (wooden walk-overs)	\$123,474.49	\$105,835.28	1061	\$17,639.21	1061	https://floridapa.org/app/#633237
91122 - Mexico Beach Management Costs	\$469,935.40	\$469,935.40	1061	\$0.00	1061	https://floridapa.org/app/#632268
80825 - Canal Dredging	\$6,091,310.18	\$5,770,714.91	1061	\$320,595.27	1061	https://floridapa.org/app/#630228
142700 - NOT A 428 PROJECT - A & E Costs Only for Proje	\$36,749.95	\$31,499.96	1061	\$5,249.99	1061	https://floridapa.org/app/#629473
78123 - City Wide - Substantial Damage Inspection for F	\$362,706.02	\$343,616.23	1061	\$19,089.79	1061	https://floridapa.org/app/#629235
80825 - Canal Dredging	\$29,091.02	\$27,559.91	1049	\$1,531.11	1049	https://floridapa.org/app/#629976
77775 - 428 PROJECT-Municipal Boat Access and Fish Clea	\$341,750.07	\$292,928.63	1047	\$48,821.44	1047	https://floridapa.org/app/#637288
78123 - City Wide - Substantial Damage Inspection for F	\$11,961.81	\$11,332.24	1033	\$629.57	1033	https://floridapa.org/app/#638930
87210 - NOT A 428 PROJECT- Sewer Lift Stations and Cont	\$466,878.01	\$400,181.15	1004	\$66,696.86	1004	https://floridapa.org/app/#640773
87258 - Municipal Water System, Meters, Meter boxes, Me	\$455,180.37	\$390,154.60	1004	\$65,025.77	1004	https://floridapa.org/app/#640775
77999 - Bailey Lane Foot Bridge	\$7,005.24	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641645
127278 - City Wide Building Safety Inspections (Outside	\$945.00	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641646
95592 - City Wide Fencing	\$10,525.25	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641659
103206 - City Wide Fire Hydrants	\$15,494.23	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641677
77976 - City Wide Signage	\$16,037.46	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641691
75626 - Mexico Beach - City Hall Building	\$917.07	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641697
77982 - Paradise Path Culvert	\$8,432.93	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641712
78126 - Wooden Seawall - 36th Street North	\$9,157.56	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641714
77987 - 15th Street Box Culvert	\$12,382.81	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641717
77986 - 428 PROJECT-15th Street Bridge	\$9,126.48	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641841
69997 - 428 PROJECT - Canal Parkway Bridge/Culvert	\$227,573.39	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641845
77627 - 428 PROJECT- City Marina	\$184,414.80	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641858
77775 - 428 PROJECT-Municipal Boat Access and Fish Clea	\$48,821.44	\$0.00	1000	\$0.00	1000	https://floridapa.org/app/#641863
78009 - 428 PROJECT-Water Treatment System and Public W	\$77,145.12	\$0.00	998	\$0.00	998	https://floridapa.org/app/#642088
84671 - 8th Street Bridge Water and Sewer Mains	\$23,030.00	\$0.00	998	\$0.00	998	https://floridapa.org/app/#642089
80825 - Canal Dredging	\$645,300.41	\$0.00	998	\$0.00	998	https://floridapa.org/app/#642090
78123 - City Wide - Substantial Damage Inspection for F	\$19,719.36	\$0.00	998	\$0.00	998	https://floridapa.org/app/#642091
77745 - Citywide Sidewalks & Parking Areas	\$10,368.65	\$0.00	998	\$0.00	998	https://floridapa.org/app/#642092
78106 - Debris Removal November 25, 2018 - Completion	\$1,789,935.48	\$0.00	998	\$0.00	998	https://floridapa.org/app/#642093
77617 - Dune Access (wooden walk-overs)	\$96,039.34	\$0.00	998	\$0.00	998	https://floridapa.org/app/#642163
87263 - Elevated Water Storage Tank (100,000 gallon)	\$55,646.67	\$0.00	998	\$0.00	998	https://floridapa.org/app/#642165

81047 - Emergency Berm on Beach	\$175,715.82	\$0.00	\$0.00	998	https://floridapa.org/app/#642166
75546 - Mexico Beach - City Wide Roads	\$54,436.53	\$0.00	\$0.00	998	https://floridapa.org/app/#642169
87258 - Municipal Water System, Meters, Meter boxes, Me	\$65,025.77	\$0.00	\$0.00	998	https://floridapa.org/app/#642171
75566 - MX1, Sewer Lift Station	\$174,596.75	\$0.00	\$0.00	998	https://floridapa.org/app/#642174
142700 - NOT A 428 PROJECT - A & E Costs Only for Proje	\$5,249.99	\$0.00	\$0.00	998	https://floridapa.org/app/#642175
142712 - NOT A 428 PROJECT -A & E Costs Only for Projec	\$18,647.50	\$0.00	\$0.00	998	https://floridapa.org/app/#642180
87210 - NOT A 428 PROJECT- Sewer Lift Stations and Cont	\$66,696.86	\$0.00	\$0.00	998	https://floridapa.org/app/#642181
77612 - 428 PROJECT - Sand Bypassing System	\$26,169.78	\$0.00	\$0.00	998	https://floridapa.org/app/#642183
77656 - Welcome Center Building & Parking	\$10,941.38	\$0.00	\$0.00	998	https://floridapa.org/app/#642185
142718 - NOT A 428 PROJECT - A & E Costs Only for Proje	\$6,096.88	\$0.00	\$0.00	998	https://floridapa.org/app/#642177
80825 - Canal Dredging	\$0.00	\$0.00	\$0.00	985	https://floridapa.org/app/#644352
69141 - Emergency Protective Measures - Operational Per	\$728,349.38	\$655,514.44	\$36,417.47	962	https://floridapa.org/app/#645615
77656 - Welcome Center Building & Parking	\$23,988.00	\$17,991.00	\$2,998.50	962	https://floridapa.org/app/#644568
77627 - 428 PROJECT- City Marina	\$0.00	\$0.00	\$0.00	945	https://floridapa.org/app/#648922
77688 - Mexico Beach Parks	\$34,740.32	\$26,055.24	\$4,342.54	934	https://floridapa.org/app/#648706
69997 - 428 PROJECT - Canal Parkway Bridge/Culvert	\$0.00	\$0.00	\$0.00	921	https://floridapa.org/app/#651252
69997 - 428 PROJECT - Canal Parkway Bridge/Culvert	\$0.00	\$0.00	\$0.00	921	https://floridapa.org/app/#651256
78109 - PPDR Debris Removal City Wide	\$187,103.60	\$168,393.24	\$9,355.18	909	https://floridapa.org/app/#649523
69997 - 428 PROJECT - Canal Parkway Bridge/Culvert	\$3,000.00	\$2,250.00	\$375.00	909	https://floridapa.org/app/#651105
75566 - MX1, Sewer Lift Station	\$0.00	\$0.00	\$0.00	907	https://floridapa.org/app/#652257
77745 - Citywide Sidewalks & Parking Areas	\$0.00	\$0.00	\$0.00	900	https://floridapa.org/app/#652731
87210 - NOT A 428 PROJECT- Sewer Lift Stations and Cont	\$89,538.51	\$67,153.88	\$11,192.31	893	https://floridapa.org/app/#651356
87205 - NOT A 428 PROJECT - Waste Water Collect	\$1,283,478.54	\$962,608.91	\$160,434.82	892	https://floridapa.org/app/#651968
77745 - Citywide Sidewalks & Parking Areas	\$309,985.53	\$232,489.15	\$38,748.19	889	https://floridapa.org/app/#652859
77627 - 428 PROJECT- City Marina	\$0.00	\$0.00	\$0.00	866	https://floridapa.org/app/#655860
78009 - 428 PROJECT-Water Treatment System and Public W	\$569,960.97	\$427,470.73	\$71,245.12	840	https://floridapa.org/app/#654302
87210 - NOT A 428 PROJECT- Sewer Lift Stations and Cont	\$13,160.22	\$9,870.16	\$1,645.03	824	https://floridapa.org/app/#657248
77775 - 428 PROJECT-Municipal Boat Access and Fish Clea	\$0.00	\$0.00	\$0.00	803	https://floridapa.org/app/#659026
80825 - Canal Dredging	\$0.00	\$0.00	\$0.00	797	https://floridapa.org/app/#659360
77656 - Welcome Center Building & Parking	\$0.00	\$0.00	\$0.00	796	https://floridapa.org/app/#659430
77745 - Citywide Sidewalks & Parking Areas	\$4,750.00	\$3,562.50	\$593.75	791	https://floridapa.org/app/#659018
77627 - 428 PROJECT- City Marina	\$0.00	\$0.00	\$0.00	789	https://floridapa.org/app/#659791
77656 - Welcome Center Building & Parking	\$63,543.00	\$47,657.25	\$7,942.87	787	https://floridapa.org/app/#659461
75546 - Mexico Beach - City Wide Roads	\$0.00	\$0.00	\$0.00	783	https://floridapa.org/app/#660075
77627 - 428 PROJECT- City Marina	\$0.00	\$0.00	\$0.00	769	https://floridapa.org/app/#662966
142693 - NOT A 428 PROJECT - A & E Costs for Project 75	\$50,648.50	\$37,986.38	\$6,331.06	768	https://floridapa.org/app/#660042
78109 - PPDR Debris Removal City Wide	\$8,009.55	\$7,208.60	\$400.48	768	https://floridapa.org/app/#659972
87205 - NOT A 428 PROJECT - Waste Water Collect	\$118,242.69	\$88,682.02	\$14,780.34	767	https://floridapa.org/app/#660306
80825 - Canal Dredging	\$0.00	\$0.00	\$0.00	760	https://floridapa.org/app/#663573
77627 - 428 PROJECT- City Marina	\$101,833.06	\$76,374.79	\$12,729.13	747	https://floridapa.org/app/#662973
77627 - 428 PROJECT- City Marina	\$834,632.59	\$625,974.44	\$104,329.07	747	https://floridapa.org/app/#663613
77775 - 428 PROJECT-Municipal Boat Access and Fish Clea	\$0.00	\$0.00	\$0.00	742	https://floridapa.org/app/#664675
78123 - City Wide - Substantial Damage Inspection for F	\$1,250.06	\$1,125.05	\$62.50	738	https://floridapa.org/app/#664095
77675 - NOT A 428 PROJECT - 77675 - Culverts & Embankme	\$129,168.06	\$96,876.04	\$16,146.01	738	https://floridapa.org/app/#663828
77775 - 428 PROJECT-Municipal Boat Access and Fish Clea	\$2,593.94	\$1,945.45	\$324.24	718	https://floridapa.org/app/#664678

78110 - PPDR - Demolition & Removal of Private Resident	\$371,831.79	\$334,648.61	\$18,591.59	718	https://floridapa.org/app/#665089
77617 - Dune Access (wooden walk-overs)	\$57,943.57	\$43,457.68	\$7,242.95	718	https://floridapa.org/app/#665042
77775 - 428 PROJECT-Municipal Boat Access and Fish Clea	\$387,617.56	\$290,983.17	\$48,317.20	718	https://floridapa.org/app/#664914
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$1,076,573.96	\$807,430.47	\$134,571.74	707	https://floridapa.org/app/#666316
77627 - 428 PROJECT- City Marina	\$0.00	\$0.00	\$0.00	704	https://floridapa.org/app/#667320
80825 - Canal Dredging	\$0.00	\$0.00	\$0.00	698	https://floridapa.org/app/#667590
75546 - Mexico Beach - City Wide Roads	\$0.00	\$0.00	\$0.00	684	https://floridapa.org/app/#671602
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$83,816.75	\$62,862.56	\$10,477.09	678	https://floridapa.org/app/#668106
87258 - Municipal Water System, Meters, Meter boxes, Me	\$325,241.86	\$243,931.40	\$40,655.23	678	https://floridapa.org/app/#668043
78123 - City Wide - Substantial Damage Inspection for F	\$112.00	\$100.80	\$5.60	676	https://floridapa.org/app/#667447
75546 - Mexico Beach - City Wide Roads	\$372,582.85	\$279,437.14	\$46,572.86	672	https://floridapa.org/app/#671615
142718 - NOT A 428 PROJECT - A & E Costs Only for Proje	\$384,751.62	\$288,563.71	\$48,093.95	668	https://floridapa.org/app/#672035
78110 - PPDR - Demolition & Removal of Private Resident	\$51,708.54	\$46,537.69	\$2,585.43	636	https://floridapa.org/app/#673086
77987 - 15th Street Box Culvert	\$0.00	\$0.00	\$0.00	633	https://floridapa.org/app/#674417
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$512,711.88	\$384,533.91	\$64,088.99	626	https://floridapa.org/app/#674023
77987 - 15th Street Box Culvert	\$99,062.50	\$74,296.87	\$12,382.81	626	https://floridapa.org/app/#674426
77775 - 428 PROJECT-Municipal Boat Access and Fish Clea	\$0.00	\$0.00	\$0.00	577	https://floridapa.org/app/#677880
78106 - Debris Removal November 25, 2018 - Completion	\$0.00	\$0.00	\$0.00	574	https://floridapa.org/app/#677917
69141 - Emergency Protective Measures - Operational Per	\$113,722.66	\$102,350.39	\$5,686.13	573	https://floridapa.org/app/#675105
91122 - Mexico Beach Management Costs	\$295,651.73	\$295,651.73	\$0.00	573	https://floridapa.org/app/#674704
75546 - Mexico Beach - City Wide Roads	\$881,290.94	\$660,968.21	\$110,161.36	546	https://floridapa.org/app/#677433
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$1,157,617.62	\$868,213.22	\$144,702.20	521	https://floridapa.org/app/#678097
78106 - Debris Removal November 25, 2018 - Completion	\$311,595.30	\$280,435.77	\$15,579.76	521	https://floridapa.org/app/#679283
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$300,000.00	\$225,000.00	\$37,500.00	521	https://floridapa.org/app/#679392
142718 - NOT A 428 PROJECT - A & E Costs Only for Proje	\$49,402.36	\$37,051.77	\$6,175.30	521	https://floridapa.org/app/#680808
87205 - NOT A 428 PROJECT - 87205 - Waste Water Collect	\$2,678.64	\$2,008.98	\$334.83	521	https://floridapa.org/app/#680811
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$500,000.00	\$375,000.00	\$62,500.00	512	https://floridapa.org/app/#682792
77986 - 428 PROJECT-15th Street Bridge	\$0.00	\$0.00	\$0.00	480	https://floridapa.org/app/#686998
77627 - 428 PROJECT- City Marina	\$0.00	\$0.00	\$0.00	444	https://floridapa.org/app/#689459
78106 - Debris Removal November 25, 2018 - Completion	\$259,750.00	\$233,775.00	\$12,987.50	427	https://floridapa.org/app/#688820
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$434,266.09	\$325,699.57	\$54,283.26	427	https://floridapa.org/app/#688589
142700 - NOT A 428 PROJECT - A & E Costs Only for Proje	\$28,280.00	\$21,210.00	\$3,535.00	427	https://floridapa.org/app/#687797
142718 - NOT A 428 PROJECT - A & E Costs Only for Proje	\$25,471.04	\$19,103.28	\$3,183.88	427	https://floridapa.org/app/#687032
77986 - 428 PROJECT-15th Street Bridge	\$73,011.78	\$54,758.83	\$9,126.47	427	https://floridapa.org/app/#683589
78106 - Debris Removal November 25, 2018 - Completion	\$174,840.36	\$157,356.32	\$8,742.02	427	https://floridapa.org/app/#684016
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$500,000.00	\$375,000.00	\$62,500.00	427	https://floridapa.org/app/#697645
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$0.00	(\$8,965.95)	\$4,482.97	238	https://floridapa.org/app/#690856
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$500,000.00	\$375,000.00	\$62,500.00	238	https://floridapa.org/app/#690856
91122 - Mexico Beach Management Costs	\$1,237,983.70	\$1,237,983.70	\$0.00	238	https://floridapa.org/app/#693112
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$574,653.09	\$430,989.82	\$71,831.64	238	https://floridapa.org/app/#694446
87205 - NOT A 428 PROJECT - 87205 - Waste Water Collect	\$55,685.60	\$41,764.19	\$6,960.70	238	https://floridapa.org/app/#695277
78110 - PPDR - Demolition & Removal of Private Resident	\$26,656.62	\$23,990.96	\$1,332.83	238	https://floridapa.org/app/#697482
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$397,566.57	\$298,174.93	\$49,695.82	238	https://floridapa.org/app/#697391
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$90,815.00	\$68,111.25	\$11,351.88	238	https://floridapa.org/app/#700218
142693 - NOT A 428 PROJECT - A & E Costs for Project 75	\$2,668.00	\$2,001.00	\$333.50	238	https://floridapa.org/app/#701414

77675 - NOT A 428 PROJECT - 77675 - Culverts & Embankme	\$351,104.20	\$263,328.15	\$43,888.03	238	https://floridapa.org/app/#702089
77675 - NOT A 428 PROJECT - 77675 - Culverts & Embankme	\$431,845.01	\$323,883.76	\$53,980.63	238	https://floridapa.org/app/#702192
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$65,716.72	\$49,287.54	\$8,214.59	238	https://floridapa.org/app/#703226
142700 - NOT A 428 PROJECT - A & E Costs Only for Proje	\$64,720.05	\$48,540.04	\$8,090.01	210	https://floridapa.org/app/#703295
69133 - EXP Debris Removal from October 24 - November 2	\$0.00	\$0.00	\$0.00	179	https://floridapa.org/app/#710931
77612 - 428 PROJECT - Sand Bypassing System	\$0.00	\$0.00	\$0.00	168	https://floridapa.org/app/#712488
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$15,371.00	\$11,528.25	\$1,921.38	110	https://floridapa.org/app/#706444
77612 - 428 PROJECT - Sand Bypassing System	\$209,358.19	\$157,018.65	\$26,169.77	110	https://floridapa.org/app/#712500
77675 - NOT A 428 PROJECT - 77675 - Culverts & Embankme	\$601,406.42	\$451,054.82	\$75,175.80	110	https://floridapa.org/app/#714417
153843 - NOT A 428 Project - Harbor and Canal Dredging	\$0.00	(\$1,474.26)	\$737.13	104	https://floridapa.org/app/#703227
78110 - PPDR - Demolition & Removal of Private Resident	\$10,722.45	\$9,650.21	\$536.12	93	https://floridapa.org/app/#717167
91122 - Mexico Beach Management Costs	\$201,934.53	\$201,934.53	\$0.00	36	https://floridapa.org/app/#722241
Totals:	\$93,789,005.06	\$82,249,454.04	\$5,769,775.50		

Tab 3

Deposit Accounts

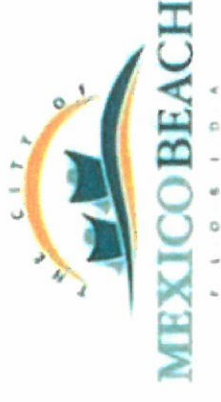
Account Name ↑↓	Account Number ↑↓	Ledger Balance ↑↓	Collected Balance ↑↓	Available Balance ↑↓	Download <input type="checkbox"/>
USDA	500938622	\$207,900.75	\$207,900.75	\$207,900.75	<input type="checkbox"/>
FEMA	503289102	\$624,223.65	\$624,223.65	\$624,223.65	<input type="checkbox"/>
Payroll	540000098	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>
Invoice	540000106	\$8,209.35	\$8,209.35	\$8,209.35	<input type="checkbox"/>
Sewer RECD	540000122	\$59,377.00	\$59,377.00	\$59,377.00	<input type="checkbox"/>
LEE Fund	540000148	\$5,197.39	\$5,197.39	\$5,197.39	<input type="checkbox"/>
SRF Repayment	540000155	\$643.12	\$643.12	\$643.12	<input type="checkbox"/>
Pooled Cash	540000189	\$9,548,659.29	\$9,548,659.29	\$9,554,059.97	<input type="checkbox"/>
Police Impact Fees	540000197	\$67,572.47	\$67,572.47	\$67,572.47	<input type="checkbox"/>
Fire/ESU Impact Fees	540000205	\$134,010.01	\$134,010.01	\$134,010.01	<input type="checkbox"/>
Recreation Impact Fees	540000213	\$417,195.45	\$417,195.45	\$417,195.45	<input type="checkbox"/>
Water Impact Fees	540000221	\$562,708.86	\$562,708.86	\$562,708.86	<input type="checkbox"/>
Sewer Impact Fees	540000239	\$1,299,190.13	\$1,299,190.13	\$1,299,190.13	<input type="checkbox"/>
0556 PAN 6-11 MO 100	800042907	\$1,048,463.32			
0606 PAN 12-17 MO 10	800042910	\$1,032,256.73			
0556 PAN 6-11 MO 100	800042913	\$786,347.49			
0606 PAN 12-17 MO 10	800042914	\$258,064.19			
Totals		\$16,060,019.20	\$12,934,887.47	\$12,940,288.15	<input type="checkbox"/>

Tab 4

General Ledger

Revenue vs Expenses Summary

User: c.hubbard@mexicobeachfl.gov
 Printed: 4/18/2024 - 11:38 AM
 Fiscal Year: 2024
 Fiscal Period: 1 to 12



Fund	Description	YTD Balance Before Period	Revenues for Period	Expenses for Period	Year to Date Amount
001	General Fund	0.00	4,165,552.27	2,523,719.10	1,641,833.17
101	Hurricane Michael Fund	0.00	881,230.26	829,482.53	51,747.73
100	Water Fund	0.00	790,825.59	470,366.56	320,459.03
110	Sanitation Fund	0.00	396,903.84	253,699.44	143,204.40
120	Sewer Fund	0.00	911,009.13	337,188.68	573,820.45
130	Fire Fund	0.00	0.00	0.00	0.00
Report Totals:		0.00	7,145,521.09	4,414,456.31	2,731,064.78

Tab 5

City of Mexico Beach FY25 Budget Calendar

DATE (S)	ACTIVITY
April/May	City Administrator/Department Heads to review budget preparation
May 28	City Council & Public Priority Setting Discussion at Regular Council Meeting
April/May/June	City Administrator to Discuss Operating and Capital needs from Departments
June 1	Preliminary estimate from Bay County Property Appraiser
July 1	Taxable value certified by Bay County Property Appraiser
Mid July (TBD)	First Public Budget Workshop Adopt Tentative Planning Millage Rate <ul style="list-style-type: none"> • Establish Interim Millage Rate • Establish Date and Time for Tentative Budget Hearing
End Of July (TBD)	Second Public Budget Workshop (If needed)
End of July #2 (TBD)	Alternate date for Budget Workshop
August 2	Must return proposed millage rate (DR420) with first public hearing date to adopt tentative millage rate to Bay County Property Appraiser
September 5 (TBD)	Tentative First Public Budget Hearing <ul style="list-style-type: none"> • Tentative Adoption of Millage Rate & Budget • Amends the Tentative Budget • Recalculates the proposed millage rate • Publicly announces the percentage, if any, by which the re-calculated proposed millage exceeds the rolled-back rate
TRIM Process Dates	Newspaper Ad - Within two to five days of the advertisement, the final millage rate must be adopted so the so the ad has to be September 16 th --20 th (TBD)
TRIM Process Dates Possible Dates for Final Adoption	September 23 through September 27 (TBD)



CITY OF MEXICO BEACH CITY COUNCIL

Agenda Abstract Form


 Meeting Date: April 23, 2024
 Department: City Council
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chris Hubbard, City Administrator

ITEM TO BE CONSIDERED

Subject:

Known Tentative Agenda Items for the May 14th City Council Meeting

Attachment(s):

List of tentative agenda items

Brief Summary:

The attached list of KNOWN tentative agenda items is being presented to give the elected officials time to discuss them with the City Administrator and conduct any research they feel is necessary. This list is subject to change between now and the May 14th meeting.

Action Requested:

None. For informational purposes only.

ISSUE OVERVIEW

Background Information & Issue Summary:

The attached list of tentative agenda items is being presented to give the elected officials time to discuss them with the City Administrator and conduct any additional research they feel is necessary. The agenda is subject to change from this list between now and the May 14th meeting.

Financial Impacts:

None

Staff Recommendations/Comments:

STRONGLY recommend all elected officials discuss these items with the City Administrator before the May 14th City Council meeting.

May 14th Regular Agenda Items

1. Employee of the Month
2. Scheduled Presentations
 - a. Dina Bautista, AtkinsRealis
 - b. Tonia Nations, Avcon
 - c. Elizabeth Moore, Anchor Engineering
 - d. Rich Moreira, Carr Riggs & Ingram (prior conflict, may not attend)
 - e. Kimberly Shoaf, Mexico Beach CDC
3. Planning & Zoning Board Recommendations
4. Consideration of the Developer Agreement for Sweetwater Mexico Beach
5. Contract Awards
 - a. Yard Debris Removal
 - b. Disaster Debris Removal
 - c. Disaster Debris Monitoring
 - d. Marine Debris
 - e. 7th Street Restrooms
 - f. Legal Services
6. Consideration to Give the Law Enforcement Impact Fees to the BCSO
7. Financial Report

New Items Requiring Budget Amendments

1. Purchase of Water Meters
2. Under the Palms Park Restroom
3. Pier Engineering
4. Construction of a 60'x40' Warehouse
5. 37th Street Land Appraisal and Purchase