

MINUTES

CITY OF KEY COLONY BEACH
CITY COMMISSION SPECIAL MEETING
ADOPTION OF FINAL MILLAGE RATE & BUDGET
Thursday, August 27, 2020 1:30 p.m.
Virtually via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance, and Roll Call:** The special meeting of the Key Colony Beach City Commission was called to order by Mayor DeNeale at 1:30 p.m. followed by the Pledge of Allegiance.

Present Virtually: Mayor DeNeale, Vice Mayor Ron Sutton, Secretary/Treasurer Patti Trefry, Commissioner April Tracy, and Commissioner Kimmeron Lisle.

Also Present Virtually: City Administrator Moonis, City Clerk Rebecca Todd, Executive Assistant Saara Staten, Building Official Gerard Roussin, and Police Chief DiGiovanni.

Excused: City Attorney Tom Wright and Fire Chief Johnson.

Public Virtually– 4

2. **Approval of Final Mileage Rate 2020-2021:** Utility Board Treasurer Tom Harding presented the Utility Board budget summary. Mayor DeNeale requested for Treasurer Harding to revise the budget to include details in the excel files and align line item numbers with monthly reports. Building Official Roussin stated Public Works is establishing routine maintenance for landscaping around the plant, cleaning cassettes, etc. The Utility Department should expect more billable hours from Public Works employees. After the Utility Board budget is revised, it will be scheduled for approval on the September 3rd Special Commission Meeting.

3. **Approval of Final Budget 2020-2021:** City Administrator Moonis and City Clerk Todd presented a summary of changes made in the tentative budget. Vice Mayor Sutton requested for City Administrator Moonis to go through each summary page. City Administrator Moonis proposed for the City Commission to consider increasing City Clerk Todd's hourly rate by \$1, also affording her the percentage increase that's coming with the new budget, with the request to establish a plan to complete training opportunities over the next 6 months. If City Clerk Todd meets these goals within the next 6 months, City Administrator Moonis will propose another pay increase of \$1. Vice Mayor Sutton agreed with City Administrator Moonis and supports the increase. Commissioner Tracy expressed concern with the loss of income from COVID-19 and questioned if it is the right time to try and adjust salaries. Commissioner Lisle stated when the Executive Assistant position was being considered, many of these same arguments were made and Executive Assistant Saara Staten is now in charge of doing all the minutes which offloads the City Clerk's responsibilities significantly. Commissioner Lisle continued by stating the Commission requested a week ago for a basic plan on how they can justify a pay increase based on performance, similar to what was done with Building Inspector Greg Lawton and it has not been done. Commissioner Lisle stated she does not think equity-based raises are sensical. Mayor DeNeale stated City Administrator Moonis has always wanted a goal-based system, which has not been implemented. Mayor DeNeale agreed that City Clerk Todd does a good job and is leaning towards Vice Mayor Sutton to approve the raise, however, it must be the last raise given without it being performance based. Commissioner Trefry agreed with Mayor DeNeale. The Commission agreed to the \$1 hourly increase or \$1,920 yearly increase for City Clerk Todd. The Commission and Staff continued reviewing the tentative budget.

4. **Correspondence:** None.

5. **Public Comment:** None.

6. **Adjournment**

The meeting adjourned at 3:33 p.m.

Respectfully Submitted,

Saara V. Staten

Saara V. Staten (on behalf of City Clerk Rebecca Todd)
Executive Assistant