

Citizen's Budget Review Committee

Minutes

Thursday, November 17, 2022 at 3:00 pm

**Atlantic Room, Building C, 3rd Floor
Government Center, 2725 Judge Fran Jamieson Way, Viera**

Call to Order

The regular meeting of the Citizen's Budget Review Committee was called to order at 3:00 pm on Thursday, November 17, 2022, at the Government Center, 2725 Judge Fran Jamieson Way, Viera.

Roll Call

a) Sign-in sheet was circulated among the attendees.

b) Present:

- 1. D2 - Stephen Burdett**
- 2. D3 – Kevin Gholston**
- 3. D5 – John Silvers**
- 4. Tad Calkins – Director Planning and Development**
- 5. Brian Lock – Assistant Director Planning and Development**
- 6. Keith Neterer – Support Services Manager Planning and Development**
- 7. Billy Prasad –Special Projects Coordinator Planning and Development**
- 8. Katherine Wall – Director Central Services**
- 9. Anthony Hagan – Grant Manager – Central Services**
- 10. Jill Hayes – Budget Office Director**
- 11. Boris Soudakoff – Budget Office, Administrative Assistant**

c) Absent:

- 1. D1 – Eric Hoppenbrouwer**
- 2. D4. – Peter Fusscas**

Approval of minutes from last meeting.

**Minutes approved from the previous meeting on August 25, 2022.
Motion passed 3-0 with no specific comment.**

Open Issues

A. Planning and Development presentation on Contractor Licensing

A presentation was given to the Committee which showed the impact of House Bill 735.

The Department has restructured to gain additional efficiencies, such as increasing contractor enforcement resources, enhancing customer services, promoting employee retention, streamlining the permitting process.

The Committee suggests the concept of a Fee Holiday. It was noted in the presentation that a fee waiver was issued for a period of 90 days resulting from Hurricane Ian.

The Committee discussed the risks associated with unlicensed/uninsured contractors, the need to educate the homeowners and raise the public awareness, through the Citizen's Academy, Mailer, TV ads, Website, etc.

B. Central Services presentation on Grant Manager position

The position was created based on a Committee's previous suggestion.

Anthony Hagan has 13 years of experience, 8 with the State of Alabama, and 7 with the City of Cocoa.

Tracking the departmental grants, and researching additional potential opportunities, triggering increased grant applications, and accelerating the reimbursement process. A grant monitoring report is prepared every 6 months to track expenses and reimbursements.

Consultants are sometimes required for technical expertise involved in drafting the grants' applications.

The Grant Manager is also assisting with the FEMA reimbursement process and American Rescue Plan Act funding.

New Business

A. Open Discussion

1. Public Works:

The Committee requests that Public Works attend the next meeting to provide an update on the Project Management Software and Public Works Fund Balance, and more specifically to be informed on the budget for this software implementation.

2. Focus on clear targets for this year:

The Committee is looking on how to allocate time to formulate recommendations based on meeting's topics and presentations, and to plan for the year in order to sustain the Committee's productivity.

The Committee also targets discussing the Fee Holiday, and the Uniform Fiscal Impact Statement.

B. Next Meeting Date

The next meeting date has been approved as Thursday, February 23, 2023 at 3:00pm in the Florida Room.

Public Comments

- N/A

Adjournment

Meeting adjourned at 5:05pm