I. Call Meeting To Order  
The meeting was called to order at 1:32 p.m.

II. Roll Call And Declaration Of A Quorum  
Roll was called and a quorum declared.

Committee Members Present: Dave Jacoby, Marty Fluke, Maureen Patton, Joan Marshall and Will Wright.

Staff Present: Kelly de Schaun, Bryson Frazier, Kimberly Danesi, Schel Heydenburg, Sheryl Rozier, Larry Jackson, Michael Woody and Peter Davis.

III. Requests To Address The Committee  
There were no requests to address the committee.

IV. Conflict Of Interest Declarations  
There were no conflicts of interest declared.

V. Discuss And Consider Approval Of Meeting Minutes  

Motion: Maureen Patton motioned to approve the August 4, 2020 Finance and Operations Committee meeting minutes.

Second: Will Wright seconded.

Vote: Approved (5-0).

VI. Discuss And Consider USPS Lease Renewal Alternate Proposal (Sheryl Rozier, 10 Minutes)  

Sheryl Rozier provided an overview to the committee. She shared that after the approval in June of the lease renewal terms, the Post Office came back to staff with this revised proposal.

Motion: Dave Jacoby motioned to accept the alternate proposal from the USPS for the lease renewal of the space at Park Board Plaza.

Second: Maureen Patton seconded.

Vote: Approved (5-0).
VII. Status Update FY 19-20 Federal Emergency Management Agency (FEMA) Budgeted Projects (Sheryl Rozier, 10 Minutes)
Sheryl Rozier gave an overview of the current fiscal year budgeted FEMA projects. She reported that the majority of the work is expected to be completed on the demolition of the pavilion at Seawolf Park and that the work at Dellanera RV Park has been completed. Mrs. Rozier also reported that the majority of the work left on the FEMA list is at Seawolf Park and these projects would be put in the 2020-2021 budget.

VIII. Discuss And Consider Acceptance Of May 2020 Unaudited Financial Statements (Bryson Frazier, 20 Minutes)

Bryson Frazier reviewed the May financial statements.

**Motion**: Marty Fluke motioned to approve the May 2020 Unaudited Financial Statements.

**Second**: Maureen Patton seconded.

**Vote**: Approved (5-0).

IX. Review Of Changes To 2020-2021 Enterprise Fund Budgets (Bryson Frazier, 5 Minutes)
Bryson Frazier reviewed the changes made to the enterprise fund budgets since their presentation to the committee at the August 4, 2020 meeting.

X. Present And Discuss Draft 2020-2021 Governmental Fund Budgets (Bryson Frazier, 90 Minutes)
The draft of the 2020-2021 Government Fund budgets were presented. Bryson Frazier reviewed each of the fund summary pages. Marty Fluke reported that the Beach Maintenance Advisory Committee is looking at ways it can assist the Coastal Zone Management team in the reduction of trash being left on the beaches. Peter Davis expressed concern about making any additional cuts to the Beach Patrol budget. He stated that services and coverage would have to be reduced. Mr. Frazier reported that he will be sharing projections and an update on the reserve funds at the Board meeting scheduled for August 25, 2020.

XI. Discuss 2020-2021 Proposed Headcount (Kimberly Danesi, 5 Minutes)
Kimberly Danesi reviewed the projected staffing numbers for the 2020-2021 budget and gave an overview of the changes being proposed.

XII. Discuss And Consider For Approval Merit Increases And Incentive Programs (Kimberly Danesi, 10 Minutes)
Kimberly Danesi gave an overview of the evaluation process and how the merit increases were determined. She also reviewed the incentive program for the sales staff in the Tourism Development department and the Parks management team. Mrs. Danesi shared several options for the merit increases and the financial impacts to the budget.

**Motion**: Marty Fluke motioned to accept staff's recommendation of a 3% merit increase contingency and incentives for the sales team and park management team provided established goals are achieved including revenue projections.

**Second**: Will Wright seconded.

**Vote**: Approved (5-0).

XIII. Future Agenda Items

XIV. Announcements

XV. Adjournment
The meeting was adjourned at 3:03 p.m.
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