



PORT ORANGE CITY COUNCIL WORKSHOP

Council Chambers

Tuesday, October 25, 2022 @ 5:30 PM

WORKSHOP AGENDA

Pursuant to Section 3.06 of the Charter of the City of Port Orange, the Mayor has called a **Workshop** of the City Council to be held for the following purposes:

OPENING

1. Silent Invocation
2. Pledge of Allegiance
3. Roll Call

DISCUSSION ITEMS

4. Overview of Cost Allocations for Support Services
5. Overview of the Grants Program
6. City Manager Update - FEMA 50% Rule

ADJOURNMENT

NOTICES – PURSUANT TO SECTION 286.0105 OF THE FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING OR HEARING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT, FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THE CITY DOES NOT PREPARE OR PROVIDE SUCH A RECORD.



FOR SPECIAL ACCOMMODATIONS, PLEASE NOTIFY THE CITY CLERK'S OFFICE (PHONE: 386-506-5563) AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE.



HELP FOR THE HEARING IMPAIRED IS AVAILABLE THROUGH THE ASSISTIVE LISTENING SYSTEM RECEIVERS CAN BE OBTAINED FROM THE CITY CLERKS' OFFICE.

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF PORT ORANGE, 1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129, TELEPHONE NUMBER 386-506-5563, CITYCLERK@PORT-ORANGE.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING OR HEARING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 7-1-1 or 1-800-955-8771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

ANY INVOCATION THAT IS OFFERED BEFORE THE OFFICIAL START OF THE CITY COUNCIL MEETING SHALL BE THE VOLUNTARY OFFERING OF A PRIVATE PERSON, TO AND FOR THE BENEFIT OF THE CITY COUNCIL. THE VIEWS OR BELIEFS EXPRESSED BY THE INVOCATION SPEAKER HAVE NOT BEEN PREVIOUSLY REVIEWED OR APPROVED BY THE CITY COUNCIL OR THE CITY STAFF, AND THE CITY IS NOT ALLOWED BY LAW TO ENDORSE THE RELIGIOUS BELIEFS OR VIEWS OF THIS, OR ANY OTHER SPEAKER. PERSONS IN ATTENDANCE AT THE CITY COUNCIL MEETING ARE INVITED TO STAND DURING THE OPENING INVOCATION AND PLEDGE OF ALLEGIANCE. HOWEVER, SUCH INVITATION SHALL NOT BE CONSTRUED AS A DEMAND, ORDER, OR ANY OTHER TYPE OF COMMAND. NO PERSON IN ATTENDANCE AT THE MEETING SHALL BE REQUIRED TO PARTICIPATE IN ANY OPENING INVOCATION THAT IS OFFERED. A PERSON MAY EXIT THE CITY COUNCIL CHAMBERS AND RETURN UPON COMPLETION OF THE OPENING INVOCATION IF A PERSON DOES NOT WISH TO PARTICIPATE IN OR WITNESS THE OPENING INVOCATION.



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 10/25/2022

SUBJECT: (4) Overview of Cost Allocations for Support Services

DEPARTMENT: Finance

GOAL: 5 - Fiscal Sustainability

RECOMMENDED MOTION: No motion needed. Discussion only.

SUMMARY: On June 21, 2022, staff entered into an agreement with Raftelis Financial Consultants, Inc. to provide utility rate and management consulting services. City Staff and Raftelis representatives will provide an overview of the cost allocation of direct and indirect costs.

Cost allocation refers to the process of accounting and recording the full costs of a government service by including its indirect costs or "overhead" in addition to its direct costs.

Direct costs are those that clearly and directly benefit a specific fund or program, such as supplies, materials, staff salaries and benefits, or consultant fees that support a single department or project.

Indirect costs, commonly referred to as "overhead costs" or central services, are for support services that are shared by multiple departments, programs and/or funds, such as accounting, payroll, administrative, legal or human resource salaries and benefits; information technology (IT) services for the entire municipality; or operating and maintenance costs for city hall or other buildings shared by multiple departments.

For example, the full cost of the Public Works Department includes its direct costs (wages, benefits, maintenance, and operations) plus the indirect costs/"overhead" of support services received from central services (such as accounting, administration, legal, human resources, and IT).

A cost allocation plan distributes these indirect costs to ensure that the respective funds are fairly and accurately paying for the services they receive. With this study, there are onsite meetings with the City's Finance Department staff to kick-off the project and review the City's current General Fund Transfer Policy. Additionally, data request, data gathering, and other related compilation activities as well as development of one preliminary general fund allocation model / approach for 2022 are included. Review of

the results of the cost allocation model will be conducted in order to obtain input and direction from the City to refine the preliminary analysis. The City's Finance Department and Enterprise Fund managers review the results of the General Fund cost allocation analysis and revised methodology.

This is the critical step for Raftelis to complete the utility rates, building permit, and municipal impact fee studies that the Council authorized.

PRESENTER: John McKinney

ATTACHMENTS:

1.	Cost Allocation Analysis - RAFTELIS	Cost Allocation Analysis - RAFTELIS.pptx
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Robin Fenwick	Created/Initiated - 10/10/2022
John McKinney	Approved - 10/12/2022
Wayne Clark	Approved - 10/19/2022
Robin Fenwick	Final Approval - 10/19/2022

City of Port Orange

General Fund Indirect Cost Allocation Study

Presented: October 25, 2022



Study Goals

- Develop cost allocation methodology for transferring indirect costs from the general fund to City enterprise funds and select other City funds in return for services provided to such funds
- To the extent practical indirect cost transfers should reflect the cost of service
- Design and provide an indirect cost allocation method and computer model that the City can use on an ongoing basis

Methodology

- Determine budgetary departments that provide services to other City departments that the City should allocate costs from:
 - › Mayor and Council, City Manager, Legal Services, City Clerk, Finance, Human Resources, Information Technology, Vehicle Maintenance, Risk Management, and others
- Determine departments that the City should then allocate these costs to:
 - › General Fund, CRA Funds, Community Development, Utility Enterprise Funds (Water, Sewer, Stormwater and Sanitation)

Methodology (Cont.)

- Development of cost allocation factors based on the types of indirect costs
 - › Allocation factors should have a reasonable link to department activities
 - › Examples of departmental allocation factors include:
 - Human Resources – full time equivalent employees (FTEs)
 - Information Technology – number of devices supported
 - Vehicle Maintenance – number and type of vehicles owned / maintained
 - Finance – departmental revenues, procurement activities and purchase orders
 - Building Maintenance – space utilization/square footage of buildings
 - Risk Management – legal services expenditures and assets
 - City Manager – composite allocation factor of FTEs, revenues, and City assets
- Review and refine cost allocation drivers and method with City Staff



Transfer Analysis

- Costs included in analysis are based on the FY 2023 budget
- Allocation factors developed using recent historical and current financial and operating information provided by the City
 - › Historical audits
 - › Personnel reports
 - › Asset listings
 - › Operating budget
 - › Other reports
- The type of costs allocated as indirect overhead/general fund related costs are typically personnel and operating costs
- Total costs reimbursed to the General Fund through the indirect cost allocation method- \$7,197,238

Costs not included in the allocations method remain General Fund responsibilities



Recommendations

- Implement proposed General Fund cost allocation methodology
- Update cost allocation factors annually as a part of budget process
- Review overall allocation methodology periodically to ensure consistency with the budgetary/accounting process

Q&A



Thank you!

Contact: Henry Thomas / Shawn Ocasio

407 628 2600 / hthomas@raftelis.com / socasio@raftelis.com



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 10/25/2022

SUBJECT: (5) Overview of the Grants Program

DEPARTMENT: Finance

GOAL: 5 - Fiscal Sustainability

RECOMMENDED MOTION: No motion needed. Discussion only.

SUMMARY: Grants provide valuable resources for our City to carry out projects or provide services we otherwise may not be able to do.

Since July 2021 we have utilized the services of Theresa Brooks, with Brooks & Dun Grant Consulting in an expanding capacity as our grants manager. This professional relationship has allowed her to oversee the City's Grants Portfolio. Her firm ensures grant reports are completed on a timely basis, reviews the grant accounting with the Finance, follows up on active grant applications, reviews new grant requests from the departments, and prepares grant applications when necessary.

As part of this workshop, staff will provide an overview of

- Approved Grants
- Requested Grants
- Potential Grants
- Status of Required Reports
- Reimbursement Request
- Upcoming Grant Amendments

PRESENTER: John McKinney

ATTACHMENTS:

1.	Grant Update Presentation 10-21-22	Grant Update Presentation 10-21-22.pptx
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Robin Fenwick
John McKinney

Created/Initiated - 10/17/2022
Approved - 10/17/2022

Wayne Clark
Robin Fenwick

Approved - 10/19/2022
Final Approval - 10/19/2022



THE CITY OF PORT ORANGE GRANTS SUMMARY 2021-2022

THERESA E. BROOKS

WORKSHOP OVERVIEW

- Why Grants
- Advantages of Grants
- Approved Grants
- Submitted Grants Applications
- In Progress Grants
- Status of Required reports
- Reimbursement Request
- Accomplishments / Tasks

WHY GRANTS?

Grants provide valuable resources for our City to carry out projects or provide services we otherwise would not be able to do.

1. Grants are competitive.
2. Grants take time and preparation.
3. Must find grant opportunities that fit our needs.
4. Grants require a project plan.
5. Developing a competitive proposal is essential to be awarded funding.
6. Grants have many advantages and are a great way to further the City's organization's mission.

WE MUST HAVE A REALISTIC UNDERSTANDING OF THE GRANT PROCESS AND OF THE TIME AND RESOURCES REQUIRED TO SUBMIT A COMPETITIVE APPLICATION.

ADVANTAGES OF GRANTS

- They can provide significant funds with one proposal.
- Funds do not have to be paid back to the grantor agency.
- Grants can provide resources to do a lot of important work, such as address a local or national problem, and build infrastructure.
- Winning a grant can make it easier to leverage money from other government and private sources.
- A grant may be one of few alternatives available to implement certain projects.
- There is no limit to the number of grants an organization can apply for per year.

APPROVED GRANTS

Firefighter Cancer Decontamination Equipment Grant



FDLE JAGD Radar & Speed Measurement Program

IN PROGRESS GRANTS

1. Florida Boating Improvement Program (FBIP) Design for the North Boat Ramp and Floating Docks.
2. Florida Boating Improvement Program (FBIP) application for Derelict Vessel Removal.
3. Racing and Recreation Facilities District Application for Playground at City Center Park.
4. Assistance to Firefighters Grants (AFG) 2022
5. Firehouse Subs Grant
6. Save America's Treasures Grant
7. Florida Recreation Development Assistance Program (FRDAP).
8. BJA FY2023 Body Worn Policy and Implementation Program
9. FY23 FDOT Safety Highway Program



ACCOMPLISHED TASKS

- Prepared and Submitted all required quarterly reports and provide ongoing support for current grants to each City department.
- Requested and received over \$1.5 million in reimbursements since May 2022 for the City of Port Orange.
- Prepared and submitted the 5-year CDBG Consolidated Plan.
 - Preparing PY19 CDBG Revision Amendment 3
 - Preparing PY20 CDBG Revision Amendment 1
 - Finalizing PY22 CDBG Action Plan
- Prepared and submitted quarterly and annual reports for FCT, ECHO, and CDBG.
- Represented the City before the ECHO Advisory Board, County Council, and represented the City during multiple agency webinars.



THANK YOU!



TBROOKS@PORT-ORANGE.ORG



CITY COUNCIL AGENDA ITEM

COUNCIL MEETING DATE 10/25/2022

SUBJECT: (6) City Manager Update - FEMA 50% Rule

DEPARTMENT: City Clerk

GOAL:

RECOMMENDED MOTION:

SUMMARY:

PRESENTER:

ATTACHMENTS:

Tracee Cody
Robin Fenwick
Wayne Clark
Robin Fenwick

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