

## Budget Process Workshop Minutes

Florida Keys Mosquito Control District  
Marathon Office  
503 107<sup>TH</sup> St. Marathon, FL 33050

May 23, 2023 1:18 PM

The Board of Commissioners of the Florida Keys Mosquito Control District held a Budget Process Workshop on Tuesday, May 23, 2023.

**Present Were:** Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair, Tom McDonald, Secretary-Treasurer; Brandon Pinder, Commissioner; Andrea Leal, Executive Director; Dirk Smits, Board Attorney. Jill Cranney, Commissioner was absent.

**Employees Present:** Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Chad Huff, Public Education & Information Officer; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer.

**GUESTS PRESENT:** *None*

**APPROVAL OF AGENDA:** *Chairman Goodman asked the Board if there were any corrections or additions to the agenda, having none, the agenda was unanimously approved.*

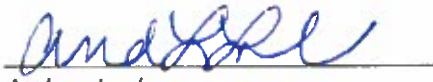
Chairman Goodman announces the purpose of this workshop is to discuss the Florida Keys Mosquito Control District budgeting and purchasing processes.

**DISCUSSION:** The annual budgeting process document, which outlined the timelines and procedures required for preparing the FKMCD's annual budget, was first reviewed by Bruce Holden, Director of Finance. He then turned to the FKMCD purchasing policies since the Board had no further questions about that document. He discussed a few upcoming adjustments, such as the e-verify policy and the timeframe and procedures for the bid procedure. The entire purchase order process—from requisition through payment—was then covered in full. After going over the department budget worksheet with the board, Bruce discussed how each category is broken down by department and how they keep track of their annual costs.

Commissioner McDonald asked that each of them receive an email with the spreadsheet so they can examine it in detail. He stated that he would like to see the capital budget and the strategic plan budget included in the budget along with a timeline and an anticipated cost that would be evaluated annually. Director Leal mentioned that we use our reserve funds to pay for significant items, but in the future we can start adding purchases over \$100,000. The possibility of having another local entity audit our procedures was raised by Commissioner McDonald. The Board then briefly discussed how to implement the modifications proposed during the workshop. The documents mentioned today are likely to be added to the administrative procedures manual, Director Leal said, so they can be reviewed annually. The Board will be presented with a revised version of the Purchasing policy next month. Before we start our budget process, Chairman Goodman asked that we do this workshop every year to evaluate our procedure.

**ADJOURN:** There being no further business to come before the Board, the workshop was adjourned.

Respectfully submitted,



Andrea Leal  
Executive Director

Board of Commissioners  
Florida Keys Mosquito Control District



Phillip L. Goodman, Chairman



Thomas McDonald, Secretary-Treasurer

For additional information, please refer to [www.keysmosquito.org](http://www.keysmosquito.org).