



Memo

To: Mayor Dowless and City Councilmembers Horn, Lomas, McElroy, Santurri, and Steele
From: Sandra Riffle, City Clerk
Date: October 16, 20206
Re: City Clerk Report

1. Upcoming Event Dates

- **Trunk or Treat** – Friday, October 24th, 6:00 pm to 8:00 pm.
- **Santa Fly-In** – Friday, December 4th, 6:00 pm to 8:30 pm.

2. Audit Status Update

- Workers' Compensation Audit (FY 2025/2026):** The Fiscal Year 2025/2026 Workers' Compensation Audit is currently underway. Sandy is collaborating with Peter Contreras from the Florida League of Cities (FLC) and providing the requested documentation. The audit is expected to be completed by the end of November 2026.
- Financial Audit (FY 2024/2025):** The Fiscal Year 2024/2025 Financial Audit initial fieldwork is also in progress. The Carr, Riggs & Ingram (CRI) audit team is scheduled to return to City Hall in mid-December to gather information. Last year's process was smooth, and we expect this year to be the same.

3. 2027 Municipal Election Planning

The 2027 Municipal Election is scheduled for **Tuesday, March 9, 2027**. Council Member seats currently held by Casey McElroy and Beth Steele will be up for election.

- The official election calendar will be included in the November Council agenda packet.
- The qualifying period for candidates will be Monday, November 30th through Friday, December 4th, 2026 at Noon.
- The City website will be updated to provide comprehensive information and resources to assist prospective candidates in preparation for the election.

4. Business Tax Receipt Renewal Update

78% of Edgewood's businesses have renewed BTRs. As of October 1, late fees apply. Delinquent notices were sent out the week of October 9th.

5. HB 1329 Update

Memo

To: Mayor Dowless and City Councilmembers Horn, Lomas, McElroy, Santurri, and Steele
City Attorney Drew Smith

From: Sandra Riffle, City Clerk

Date: October 16, 2020

Re: City Clerk Report

Bill 1329 introduces strict state-mandated standards for local government budget transparency and publishing. While the handout outlines specific submission deadlines, There are two major administrative mandates that require Council's awareness and coordination:

1. Expanded Technical & Website Formatting Requirements

HB 1329 moves local government web compliance far beyond simply uploading a basic PDF budget document. Because these standards are technically complex, IT Manager Scott Zane's role is essential to this effort. We are working closely together on the implementation, infrastructure, and ongoing web maintenance required to meet these state mandates.

On our official website, we are now required to maintain and display:

- **Six Years of Comparative Financial Data:** Every posted budget (tentative, adopted tentative, and final) must detail the proposed fiscal year, the current fiscal year, and the prior four fiscal years.
- **Granular Functional Breakdowns:** Budgets must contain detailed narrative summaries, graphical trend illustrations, debt obligations, capital project summaries, and expense breakdowns down to the department, division, and program/functional levels.
- **Quarterly Compensation Reports:** We must post downloadable, searchable summaries of employee compensation (including names, job titles, and salaries) on a recurring quarterly schedule.
- **Strict Posting Retention & Web Calendars:** Tentative budgets must go up at least 5 days prior to public hearings and remain online for 45 days. Final adopted budgets and budget amendments must remain accessible for at least 5 years. Additionally, our annual Budget Development Calendar must be published online by January 30 each year.
- **Technical Requirement:** All budget files and financial reports must be non-scanned, OCR text-searchable PDFs accompanied by machine-readable data exports (CSV/Excel).
- **Retention Policy:** Minimum 5-year online archive for all final adopted budgets and budget amendments.

2. Mandatory 10% Budget Reduction Workshop Exercise

HB 1329 mandates that Council participate in a formal 10% Budget Reduction Exercise prior to final budget adoption:

- **The Goal:** The exercise requires identifying strategies to reduce the upcoming proposed budget by 10% compared to the current year without compromising essential public services (such as police or public safety) or legal obligations.

- **Action Required:** While the law **does not require us to implement** these spending cuts, the exercise or a complete recording/documentation of the workshop must be published on our website at least 14 days prior to final budget adoption.
- **Scheduling:** This dedicated public workshop session will be scheduled well ahead of our FY 2027–2028 budget adoption deadlines.

Florida HB 1329 Compliance: Website Reformatting & Implementation Guide

Part 1: Statutory Overview & Compliance Calendar

Key Mandates (HB 1329 / Ch. 2026-161)

- **Effective Date:** January 1, 2027.

Recurring Compliance Calendar

Trigger Date	Required Website Action	Technical / Format Requirement
January 30 (<i>Annually</i>)	Post Annual Budget Development Calendar	Interactive HTML table + PDF/iCal calendar
Jan 30 / Apr 30 / Jul 30 / Oct 30	Post Quarterly HR & Travel Summaries	Downloadable CSV/PDF with employee names, titles, base pay, and travel expenses
14 Days Before Budget Adoption	Post 10% Budget Reduction Scenario	Scenario analysis document + embedded video/audio recording of Council workshop
5 Days Before Public Hearing	Post Tentative Budget & Proposed Amendments	Text-searchable PDF (must remain live for at least 45 days)
Within 30 Days of Adoption	Post Final Adopted Budget & Amendments	Full searchable budget document archived in the 5-Year Web Repository

Part 2: Joint IT & Finance Implementation Checklist

Phase 1: Site Architecture & Infrastructure Setup

Task / Action Item	Lead Role	Technical Standard	Status
Build Transparency Landing Page	IT Manager	Create direct portal (e.g., /financial-transparency).	[]
Global Header & Footer Links	IT Manager	Add direct link titled " <i>Financial Transparency (HB 1329)</i> ".	[]
Open Data File Hosting	IT Manager	Configure downloads for both text PDF and CSV/Excel files.	[]
5-Year Retention Folder	IT / Finance	Set up directory archive for budgets and amendments.	[]

Phase 2: Technical Standards & Accessibility

Task / Action Item	Lead Role	Technical Standard	Status
OCR Searchability Mandate	IT Manager	Verify all uploaded PDFs are searchable text (no scanned images).	[]
CSV/Excel Export Integration	Finance / IT	Provide machine-readable table links alongside reports.	[]
ADA Title II Compliance	IT Manager	Ensure charts/tables have proper contrast and alt-text tags.	[]

Part 3: Web Portal Architecture & Layout

Page-by-Page Content Requirements

1. **6-Year Budget Trend Page:**

- Narrative summary with graphics.
- Comparative financials spanning **6 total fiscal years** (4 prior years + current year + proposed budget year).
- Departmental spending breakdowns, organizational charts, and per-resident spending/debt ratios.

2. **Quarterly HR Disclosures Page:**

- Searchable/downloadable list of employee names, job titles, base pay rates, and travel expense summaries for all funded positions.

3. **10% Reduction Scenario Page:**

- Published scenario analysis modeling operational impacts under a 10% revenue reduction, accompanied by Council workshop audio/video recordings.

4. **Debt & Reserves Page:**

- Full breakdown of bond/loan debt obligations, fund balances, and general reserve levels.