

Budget Considerations:

Establish Fiscal Year Calendar: to coincide with municipal fiscal year, state fiscal year, or calendar year (note: membership dues based on municipal fiscal year of October to September)

- Line Items Fixed or Possible Expenditure Items
- Salary: Executive Director
- Postage Costs: letters to new associate members, legislative delegation, legislators, legislative priorities
- Office Supplies: printer toner, paper, envelopes, etc.
- Travel: FAST Fly-In (Washington), FLC Annual Conference, Legislative Action Days and Advocacy Program (Tallahassee) reimbursements, training and development classes (if needed), travel reimbursement for Executive Director to attend MSLC meetings
- Special Events: costs associated with a possible Candidate Forum 2026 (consideration to co-sponsor an event with Sarasota or Manatee Tiger Bay, Sarasota or Manatee League of Women Voters, etc.)
- Professional Services: Legal Fees, banking/investment fees, auditing services
- Miscellaneous: Cost of filing State reports, website hosting and maintenance, software support, marketing to promote associate membership

Category	Line Item	Estimated Annual Cost
EXPENSES		
Operational Expenses	Salaries & Wages	
Operational Expenses	Contractors & Freelancers	
Operational Expenses	Office Supplies	
Operational Expenses	Software Subscriptions	
Operational Expenses	IT Support & Equipment	
Marketing & Outreach	Advertising	
Marketing & Outreach	Website Hosting & Maintenance	
Marketing & Outreach	Promotional Materials	
Programs & Services	Program Supplies or Materials	
Programs & Services	Event Costs	
Programs & Services	Travel & Transportation	
Programs & Services	Training & Development	
Finance & Admin	Legal Fees	
Finance & Admin	Bank Fees	
Finance & Admin	Taxes	
Finance & Admin	Audit or Review Costs	

Contingency & Reserves

Emergency Fund

REVENUES

Membership Dues

Associate Member Dues

FLC Stipend

Excerpts from Minutes - Previous Budget Discussions

September 14, 2000

Consensus was reached that in order to approach the MSLC member cities about contributing funds or paying membership fees, a determination should be made regarding how the funds would be spent; that most member cities have already adopted budgets for the 2000-2001 fiscal year; that an appropriate time to present a funding proposal to member cities and to Sarasota County would be at budget hearings; that it would behoove the MSLC to develop a budget to justify a funding request; that there is a possibility that sometime in the future the FLC will not continue to contribute funds to local leagues, or that the amount will be reduced; that an effort should be made to develop a plan outlining the activities on which the MSLC will focus, as well as one that will determine the MSLC's financial future; that the FLC has recommended local leagues have a representative in Tallahassee to lobby Legislators Tuesday through Thursday each week during the Legislative session; that when lobbying in Tallahassee, the MSLC may want to consider sending fewer representatives more frequently instead of sending a large group at one time; that the next agenda should include an item for discussion regarding the future financial requirements and long range plans of the MSLC.

September 12, 2002

8. DISCUSSION RE: LOBBYING SCHEDULE FOR 2002-2003 LEGISLATIVE SESSION - PRESIDENT PALMER

President Palmer urged everyone to participate in MSLC lobbying efforts this year, and stated that members of City Commissions/Councils, are also encouraged to participate. President Palmer stated that lobbying activities should begin immediately upon completion of the MSLC legislative priorities; that funds are budgeted for lobbying and the MSLC will pay for any member who would like to travel to Tallahassee to lobby; that the policy of the MSLC has been to pay for one night lodging, meals, and travel expenses to Tallahassee; if the lobbying trip will take more than one night, approval will be necessary through Mr. Robinson's office.

Mr. Robinson stated that the FLC would like to have regional league representatives in Tallahassee lobbying legislators on a weekly basis; that it would be appropriate for the MSLC to develop a very aggressive, week-by-week lobbying schedule; that everyone is requested to check their calendars so a lobbying schedule can be formulated.

March 13, 2013

2. Vice President's Report

Vice President Duncan gave an update on the absence of President Jones and it was noted the absence was due to health issues.

Vice President Duncan stated the League will discuss Legislative Priorities and the Florida League of Cities' FAST Fly-in later during the meeting.

Vice President Duncan stated that he would like to discuss the mission of the Manasota League of Cities and the budget implications associated with the League; that a discussion is needed concerning what the monies can be used for. Vice President Duncan stated that May's meeting should include a comprehensive update concerning what is taking place Legislatively in Tallahassee during this session. Vice President Duncan stated that Mark Huey, President and CEO of the Sarasota Economic Development Corporation (EDC) extended an offer to come before the Manasota

League and provide an update; that the League should also extend an offer to Manatee County EDC to provide an update as well and advise how they are collaborating. Vice President Duncan stated that Rick Piccolo, President, Chief Executive Officer of the Sarasota Manatee Airport Authority, also extended an offer to come before the ManaSota League and provide an update. Vice President Duncan ask the board for suggestions concerning items to be placed on the agenda for future meetings.

January 9, 2014

2. Discussion Re: Florida Sunshine Law as pertains to local/regional leagues of the Florida League of Cities – President Duncan

President Duncan stated he spoke with Chip Morrison of the FLC concerning whether the FLC and regional leagues are subject to the Florida Sunshine Law; that Mr. Morrison indicated that regional leagues and the MSLC would not fall under the Sunshine Law since the they are regional leagues of the FLC, which is a private entity and not under those laws. President Duncan stated that if there should be more than one elected official from the same city/county at a MSLC meeting or function that they are not to discuss anything that would come before their Council/Commissions with each other. Suggestion was made to receive that information in writing from Mr. Morrison. Executive Director Nadalini encouraged members to seek guidance from their respective Municipal Attorneys.

Discussion ensued regarding the possibility of establishing a budget for the MSLC that provides projections of future expenditures and revenues.

May 12, 2016 Minutes

5. Reports - Continued

D. Treasurer's Report - Continued

Discussion regarding the budget, dues, and minimum account balance was deferred to agenda item 8.

8. Discussion Re: Budget, Membership Dues, Minimum Bank Balance

Treasurer McKeon reviewed the MSLC Financial Overview report and history of 2013-2014 revenue and expenses. Discussions were held on the following topics/issues:

- MSLC sponsorship of educational classes
- ability to maintain a budget due to legislative items that could arise unexpectedly
- set dollar amount for budget line items
- MSLC accountability of expenditures to membership
- amount for yearly membership dues
- travel policy related to members attending FLC events
- goal of breaking even each year and not building a balance
- MSLC administrative expenses.

Discussion ensued concerning the Travel Policy relative to travel expenses for members to attend FLC events.

Subsequent to discussion, Treasurer McKeon moved to amend the Travel Policy to state expenses "may" be reimbursed for members to attend the FLC Annual Conference and Legislative Action Days. The motion was seconded by Member Shearon. Following discussion, the motion and second were withdrawn.

There was consensus to place a discussion regarding revisions to the MSLC Travel Policy on the July 14, 2016, agenda.

Discussion ensued concerning setting the membership dues for next year.

Subsequent to discussion, Member Roff moved that all membership dues remain at the current rate. The motion, seconded by Vice President Williams, carried unanimously on a voice vote.

Discussion ensued concerning billing of Associate Membership dues.

Subsequent to discussion, there was consensus that Associate Member dues would be billed annually based on the month membership began.

May 11, 2017 Minutes

D. Treasurer's Report

Treasurer McKeon reported on the following topics/issues:

- reviewed ManaSota League of Cities (MSLC) financial report (balance of \$28,791.90 through March 2017)
- referred to a document prepared by Assistant Administrative Coordinator Gail Loeffler that provided a history of MSLC stipends from the Florida League of Cities (FLC), revenues from Associate Members, and administrative costs from inception in 1991 to current year
- reviewed a report "FY 17 Financial Overview with Estimates" relative to revenue, expense projections, and estimates for administrative services for Fiscal Year 2017
- noted an estimated net income versus loss for 2017 after travel, miscellaneous, and administrative expenses of \$1,007.50.

Treasurer McKeon commented it appeared with proper oversight, MSLC could cover expenses for 2017, but future budgets would be very close to net zero.

Vice President Shaw moved to approve the Treasurer's Report. The motion, seconded by Member Roff, carried unanimously on a 9-0 voice vote.

May 10, 2018 Minutes:

D. Treasurer's Report

Treasurer Williams commented on the current amount in the account, membership process, and dues.

President Shaw moved to accept the Treasurer's report and make annual billing for dues on October 1. The motion, seconded by Member Roff, carried unanimously.

Subsequent to discussion, there was a consensus to add the topic of prorating associate membership dues as an agenda item for the July 12, 2018, meeting.

July 12, 2018 Minutes:

UNFINISHED BUSINESS

5. Discussion Re: Membership dues for municipal and associate members and invoicing for members joining mid-year

Member Brown moved to establish an annual fiscal year invoicing period for all members and prorating accordingly. The motion, seconded by Member Chappie, carried by 6-1.

Member Williams noted he would prepare a tentative budget for the September 13, 2018 meeting.

Member Roff moved to increase dues by \$100 for each municipality. The motion, seconded by Treasurer Williams, carried by 6-1.

September 13, 2018 Minutes - No budget discussion.