City of Ormond Beach

City Commission Workshop

City Hall Commission Conference Room

22 South Beach St., Ormond Beach FL 32174

November 4, 2025, 5:30 PM

Jason Leslie, Mayor
Lori Tolland, Zone 1
Travis Sargent, Zone 2
Kristin Deaton, Zone 3
Harold Briley, Zone 4

Minutes

1. CALL TO ORDER

Mayor Leslie called the meeting to order at 5:30 PM.

Present: Mayor Jason Leslie, Commissioners Lori Tolland, Travis Sargent, Kristin Deaton, and Harold Briley, Budget Advisory Board Members Rick Boehm, Billie Jo Kaler, John Olivari, Josh Pringle, and Troy Railsback, City Manager Joyce Shanahan, Assistant City Managers Claire Whitley and Shawn Finley, Deputy City Attorney Ann-Margret Emery, Finance Director Kelly McGuire, and Assistant Finance Director Chris Byle.

2. DISCUSSIONS

A. Efficiency Audit (Self DOGE)

Ms. Joyce Shanahan, City Manager, introduced the Budget Advisory Board members and thanked them for attending the workshop.

Ms. Kelly McGuire, Finance Director, reviewed the timeline, history, and purpose of Executive Order 25-44. She explained the city's compliance with the order, discussed the records provided to the state, and reviewed the financial documents the state requested. She detailed how the budget was created, noting amendments, transfers, and duplications within it.

Commissioner Sargent inquired if accounting transfers and duplications were standard practice among municipalities; whereby, Ms. McGuire stated all were required to do so.

Ms. McGuire and Ms. Shanahan further reviewed accounting duplications, budget amendments, and provided examples. Ms. McGuire emphasized the importance of education for the public when it came to government budgets. She reviewed the Efficiency Audit document and its steps.

Mayor Leslie inquired about the timeline of the audit; whereby, Ms McGuire stated staff planned to bring back a report in February, a few weeks before the budget kick-off workshop.

Ms. McGuire reviewed the staff-suggested goals of the audit.

Mr. Pringle inquired about the city's annual financial audit process; whereby, Ms. McGuire reviewed the externally completed audit process. He noted the city never failed an audit; whereby, Ms. McGuire indicated that was correct, adding the city typically received the highest recommendation the auditor could provide.

Ms. McGuire stated the travel policy would be reviewed and discussed the past revisions of the policy. She explained professional memberships and non-profit funding would all be reviewed with the Budget Advisory Board to bring back any revisions or recommendations.

Commissioner Tolland inquired if the $425,000 of travel expenses was for the Commissioners and staff; whereby, Ms. McGuire stated that was accurate. Commissioner Tolland inquired which memberships would be reviewed; whereby, Ms. McGuire stated any professional memberships for any departments.

Ms. Shanahan clarified it would be any memberships the city paid.

Ms. McGuire stated the city's vehicle policy, payroll, bid platform, and technology equipment would all be reviewed.

Mr. Pringle inquired about the extensiveness of the payroll review; whereby, Ms. McGuire clarified it would be a review of the payroll function and process.

Ms. McGuire reviewed the city's controls within the financial system to help prevent fraudulent activity and discussed the performance metrics the city collected every year.

Commissioner Tolland inquired about the city's credit cards; whereby, Ms. McGuire stated there were roughly 20 employees who had credit cards and explained how the cards were reviewed and monitored.

Ms. McGuire stated the miscellaneous craft and trades contracts and auto-renewal contracts and process would be reviewed.

Commissioner Tolland stated there were concerns about more costly auto-renewals, noting she would like to see costs comparisons with other municipalities. She highlighted the importance of staying competitive with pricing; whereby, Ms. McGuire agreed, noting most auto-renewed contracts were a maximum of five years to keep the rates low and competitive.

Commissioner Sargent voiced concerns with large contracts potential increases when sent through the bid process.

Ms. Shanahan stated staff would review prices with other cities to see how the rates compare.

Mr. Boehm discussed his experience with the competitive bid process, noting the good and bad parts of it.

Ms. McGuire reviewed the timeline of the efficiency audit, citizen input, and website page for transparency.

Commissioner Briley stated Ms. McGuire suggested eliminating programs in one of the review steps and voiced concerns regarding the elimination of programs without more information.

Commissioner Sargent highlighted verbiage from Executive Order 25-44, noting the city should aim to streamline efficiency during the budget season and not focus on the tax rate. He discussed the impact artificial intelligence (AI) could possess for the city and voiced concerns regarding the funds spent on the State of the City. He indicated if the city were to pull funding for such events and organizations, a letter should be sent ahead of time to allow for the organizations to budget appropriately.

Mayor Leslie inquired about the number of contributions to non-profits; whereby, Ms. McGuire listed three she knew of, noting she would look more into how many there were. He inquired how much was spent on memberships; whereby, Ms. McGuire stated around $50,000. He asked how many vehicles were being taken home; whereby, Ms. McGuire stated all of police and some public works. He questioned the auto-renewal length policy timeline; whereby, Ms. McGuire stated the auto-renewal length was standardized when Ms. Shanahan joined the city. He provided a handout from a vendor and discussed the option of leasing vehicles instead of purchasing; whereby, Ms. McGuire suggested staff could meet with the vendor and potentially schedule a meeting with the Budget Advisory Board for them to determine if it should be recommended to the Commission.

Commissioner Deaton inquired about needing standard insurance for leasing of vehicles; whereby, Mayor Leslie stated insurance for coverage of the vehicle would be needed.

Commissioner Sargent suggested staff reach out to a city that had a successful transition to hear any feedback; whereby, Ms. McGuire stated staff would do that.

Commissioner Tolland inquired if the Commission would receive a list of memberships and the travel policy to review; whereby, Ms. McGuire stated a report would be provided in February on all items. Ms. McGuire noted a list of the City Commission travel would be provided in January for the Commission to discuss who would like to go where. Commissioner Tolland stated she would like to see more information on other bid platforms.

Commissioner Deaton stated she was not traveling to save money and would like to see the item brought before the Commission for further discussion. She requested any Commissioners traveling to conferences to please report back to Joyce so she could share the information.

Commissioner Sargent voiced support for looking into switching bid platforms and utilizing local vendors.

Ms. Shanahan noted vendors must be set up with the finance department before staff could begin using them.

Commissioner Tolland inquired if AI software could be utilized for efficiencies in different departments; whereby, Ms. McGuire stated staff had not fully looked into it yet. Commissioner Tolland noted the importance of utilizing the software in the future.

Commissioner Sargent indicated the City of Altamonte Springs would be a good city to reach out to for AI information.

Mayor Leslie inquired if there was support for an AI Committee; whereby, Commissioner Sargent voiced support of a Technology Board.

Mayor Leslie and Commissioner Deaton supported the creation of a Technology Board.

Ms. Claire Whitley, Assistant City Manager, stated staff would hold a workshop to better define what the Commission was looking for in the Technology Board.

Commissioner Sargent stated the City of Melbourne Beach recently created an advisory board and would provide the ordinance to staff.

Commissioner Tolland discussed the internal and external options for AI software, noting her support for the workshop to help create parameters for the board.

Ms. Shanahan stated there may be legal concerns.

3. ADJOURNMENT

The meeting was adjourned at 6:32 PM.

Prepared by: Taylor Lochert