

**Administrative / Budget Committee Report
August 25, 2025
General Joe Spraggins – Chair**

The Committee adopted the agenda (**Tab G, No. 1**) and the minutes (**Tab G, No. 2**) of the January 2025 meeting were approved as written.

Presentation of the 2023-2024 Audit Report (Tab G, No. 4)

Council staff provided a brief informational presentation of the results of the 2023-2024 biennial audit. The independent audit firm issued an unqualified opinion.

Review of Final 2025 Funded Budget and Activities (Tab G, No. 5)

Staff presented the proposed final funded 2025 budget in Tab G, No. 5 which is a one percent reduction for 2024. Adjustments were made to account for year-to-date activities. This resulted in a reduction to meeting room costs and staff salaries.

The Committee recommends, and I so move **that the Council approve the final 2025 budget as written.**

Motion carried with no opposition.

A member of the committee asked if there has been any indication about the potential funding level for 2026. Staff stated that no guidance has been forthcoming, but that there may need to be some budgetary adjustments due to the need to find new office space in 2026. A member commented that they hoped staff could locate space that would allow for continuing to hold meetings in the office, noting the savings that can be realized by hosting meetings in Tampa.

Updates to SOPPs (Tab G, No. 6)

Staff presented suggested updates to the SOPPs in tracked changes in Tab G, No. 6. The changes included updates to the Council name, logo, award number, and minor typographical corrections. Sections 2.7.3 Ecosystem Technical Committee; 4.1 Staffing; 4.3 Detail of Government Employees; and 6.0 Financial Management were updated to reflect current practices and improvements to strengthen fiscal policies.

The Committee recommends, and I so move **that the Council accept the proposed changes to the SOPPs.**

Motion carried with no opposition.

Updates to the Administrative Handbook (Tab G, No. 7)

Staff presented suggested updates to the Administrative Handbook in tracked changes in Tab G, No. 7. The changes included updates to the Council name, logo, award number, and minor

typographical corrections. Sections 2.1 Staffing; 2.4 Timekeeping Procedures; 4.2 Sick Leave; and 5.3 Retirement Plan were updated. These changes reflect current practices and update the post-retirement benefits with a more fiscally responsible alternative that the Council can utilize for future planning.

The Committee recommends, and I so move **that the Council accept the proposed changes to the Administrative Handbook**

Motion carried with no opposition.

Mr. Chair, this concludes my report.