

**SPECIAL MEETING
DESTIN CITY COUNCIL
JULY 29, 2024
ANNEX COUNCIL CHAMBERS
5:15 PM**

*****Core Value of the Month - Professionalism *****

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

NEW BUSINESS

A. Dual authentication of FDOR TRIM compliance

PUBLIC COMMENTS

If a person decides to appeal any decision made by the council with respect of any matter considered at this meeting, he/she may need a record of the proceeding, and for such purpose, he/she may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. FS286.0105

Persons with disabilities who required assistance to participate in this meeting are requested to notify the City Clerk's Office at (850) 837-4242 as soon as possible.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: July 29, 2024**TYPE OF AGENDA ITEM:** Action Item**AGENDA OUTLINE NUMBER:** A.

TO: City Council

THRU: Kimberly Kopp, City Attorney
Krystal Strickland, Finance Director

FROM: Rey Bailey, City Clerk

DATE: July 25, 2024

SUBJECT: Dual authentication of FDOR TRIM compliance

I. BACKGROUND: The Florida Department of Revenue Property Tax Oversight department oversees the Truth in Millage (TRIM) process to ensure taxpayers and the public are properly informed about the legislative process by which local taxing authorities determine ad valorem (property) taxes. The FDOR requires a dual authentication by e-signatures through their Oversight and Assistance System ePortal (OASYS) on the forms: DR-420, DR-420TIF, and DR-420MMP, DR-422, and DR-487.

Traditionally, the "Contact and Access Manager" for this portal has been the Finance Director, and the "Chief Administration Officer" has been the City Manager (including Interim or Acting). Currently Krystal Strickland is set as the Contact and Access Manager and Louis Zunguze is set as the Chief Administration Officer.

II. DISCUSSION: In order to continue the best practice of dual authentication for TRIM compliance via the FDOR's OASYS system, staff proposes to update the Contact Manager and Chief Administrative Officer to add flexibility in event either the City Manager or Finance Director are not available during the 100 days of TRIM compliance (typically July 1 to October 9 each year) as follows:

Primary Contact and Access Manager: Finance Director (currently Krystal Strickland)
Primary Chief Administration Officer: City Manager (currently Louis Zunguze)

Alternate Contact and Access Manager: Senior Accountant (currently Kamila Merrell)
Alternate Chief Administration Officer: Interim/Acting City Manager (proposed Krystal Strickland)

A. Link to Strategic Goals / Objectives:

- B. Effect on Budget (EOB):**
- C. Level of Service (LOS):**
- D. Legislative Sponsor:**

III. CONCLUSION: For the time period that Krystal Strickland is designated as the Acting City Manager, staff propose to update the OASYS portal to use the Alternates to continue the dual authentication process, instead of the "primary" set-up.

IV. RECOMMENDED MOTION: For the duration of the calendar year 2024 TRIM compliance process, I move to set the alternates for dual authentication of FDOR TRIM compliance documents, setting Kamila Merrell as the Contact and Access Manager and Krystal Strickland as the Chief Administrative Officer.

Attachments:

None