

Members Present:

Lung Chiu (*Chair*)
Elise Ryan (*Vice Chair*)
Marge Herzog (*Committee Member*)
Bridgette Subramanya (*Committee Member*)
Cheryl Miller (*Committee Member*)

Others Attending:

Councilman Ryan Liang (*Town Councilman - FAAC Liaison*)
Frank Spence, Town Manager
Holly Hugdahl, Finance Director
Cindy Corum, Assistant Town Clerk
Councilman Tom Goltzené
Beverly Tew (*President, Tew & Taylor, Inc; Code Enforcement*)

Members of the Public Attending:

Residents Dennis Lipp, Doreen Baxter and Frank Schiola, LGWCD Supervisor John Ryan

1. Opening

The meeting was called to order by Chairman Lung Chiu at 7:05 pm

2. Roll Call

Roll call was taken by Mr. Spence and a quorum was met.

3. Approval of Agenda

MOTION: Committee Member Marge Herzog made a motion to approve the agenda; seconded by Committee Member Bridgette Subramanya. Motion passed 4-0 (Cheryl Miller arrived 7:10pm)

4. Approval of 2-28-2011 FAAC Meeting Minutes

MOTION: Marge Herzog made a motion to approve the February 28, 2011 FAAC Meeting Minutes; seconded by Bridgette Subramanya. Motion passed 4-0

MOTION: Vice Chair Elise Ryan made a motion to excuse Chairman Lung Chiu for his absence at the last meeting; seconded by Member Bridgette Subramanya. Motion passed 3-0 (with Chairman Chiu abstaining)

MOTION: Bridgette Subramanya made a motion to move straight to item 6 on the agenda as Finance Director Holly Hugdahl had not yet arrived; seconded by Marge Herzog. Motion passed 5-0.

6. Code Enforcement Report

Mr. Spence read his memo from the agenda backup, which is attached to these minutes. Also included in the agenda packet pertaining to code enforcement was the following:

- (1) A summary sheet of cost to date and number of cases currently being worked and/or closed by Code Enforcement contractor Tew & Taylor.
- (2) Town's code enforcement flow chart
- (3) Code case log (Excel Spreadsheet)
- (4) Sample complaint form
- (5) Sample code compliance officer's work sheet

- (6) Sample 'Affidavit of Service' letter
- (7) Sample 'Courtesy Correction' letter
- (8) Sample 'Notice of Violation' letter
- (9) Resolution 2009-010 (abatement of code enforcement for non-conforming uses)
- (10) List of vacant/derelict houses in Loxahatchee Groves
- (11) List of active cases being worked by Tew & Taylor
- (12) Copies of correspondence between Tew & Taylor and Staff
- (13) Copies of Tew & Taylor's invoices to date
- (14) Detailed back-up documentation for all hours worked by Tew & Taylor

A lengthy discussion centered around the Excel Code Case Log kept by Town Staff. Recommendations were made by various Committee members to add and/or delete columns and to put headers on each page to make the Log more user-friendly. Vice Chair Elise Ryan complimented Tew & Taylor on a great job and said the Town had never had this level of documentation before from previous code contractors. There was some discussion of code enforcement fines and liens and Finance Director Holly Hugdahl offered explanations as to the processes involved. Bridgette Subramanya submitted a list of questions concerning code enforcement data and statistics which Mr. Spence answered.

5. Approval of February 2011 Financials

Mr. Spence updated the Committee about Councilman Rockett's efforts working with Wachovia Bank to enable Town Staff to view the bank statements online. Two errors were noted on the February 2010 Financial statements and the following two corrections were suggested:

- 1) Mrs. Ryan said that a \$600 check written to Calvin Giordano probably needed to be re-classified from Planning & Zoning to the Comp Plan account.
- 2) Committee member Cheryl Miller noticed a formatting error with a check written for \$126.73 and said the number should be rounded up to \$127 on the Revenue & Expenses statement.

MOTION: Committee Member Marge Herzog made a motion to approve the February 2011 financial statements; seconded by Committee Member Bridgette Subramanya. Motion passed 5-0

7. Status of FY 2009-2010 Audit

Mr. Spence said he expected the auditor, Terry Morton of Nowlen, Holt & Miner, PA to have a draft of the audit ready for the next meeting. Mrs. Hugdahl said the auditor had made a decision to make journal entries removing some of the Mellgren expenses from this fiscal year back into last year. Chairman Lung Chiu reminded Mr. Spence that the auditor contract called for 16 hours of CPE training per year and he asked if Mr. Spence could make arrangements for the class for several of the Committee members and Council members. Mr. Spence advised the committee of an upcoming training course being offered by the Florida League of Cities for advisory boards and committees. Several Committee members and Council members expressed interest in attending.

8. Accounting Policies & Procedures Manual

Mr. Spence presented a revised Accounting Policies & Procedures Manual and read his cover memo which is attached to these minutes. The following revisions were made and approved by the Committee:

Page 2

Under General Information, change P&P manual to be reviewed bi-annually to 'annually'

Page 4

Under Check Authorization, add words '*contract and*' before bid requirements at bottom of page

Page 5

Under Cash Disbursements, add '*Check stubs are attached to all paid invoices and paid invoices are filed in folders by month.*'

Add '*Authorized signers on the Town of Loxahatchee Groves bank accounts include all members of Town Council.*'

Add '*All checks must be signed by two members of the Town Council.*'

Add '*Lost checks over \$35 (or current bank stop payment charge) will have a stop payment applied through the bank. Lost checks under \$35 (or current bank stop payment charge) will be monitored for clearance.*'

Page 6

Under Consultants, add '*Consultants will be evaluated for performance on an annual basis as per the Town Manager's contract.*'

Under Property, change \$1500 to \$1000

Add '*In case of loss, a police report will be filed and appropriate insurance company notified.*'

Add '*An annual physical inventory of fixed assets will be conducted in accordance with Florida Statute 274.02.*'

Under Insurance, add '*All insurance policies shall be kept in the fire-proof safe.*'

Page 7

Under Budgets, add the words '*in various workshops*' in second bullet point.

Page 9

Under Financial Procedures, change the word bi-annually to '*annually.*'

Under Audits, add '*The Finance Advisory & Audit Committee serves as the Audit committee for the Town per Town Council Resolution 2009-014.*'

Under Records, add '*All financial records will be retained or destroyed in accordance with Florida General Records Schedule for State and local governmental agencies.*'

Staff took notes and committed to make the revisions promptly and email the revised Manual to all Committee members for review before submitting it at the next Town Council Meeting for approval.

MOTION: Committee Member Marge Herzog made a motion to accept the Accounting Policies & Procedures Manual as amended and to recommend approval by Town Council; seconded by Vice Chair Elise Ryan Motion passed 5-0

9. Administrative Update

Mr. Spence said the Town had received the Certificate of Achievement for Excellence in Financial Reporting for FY 2008-2009.

10. Addendum Items

None

11. Punch List

Chairman Lung Chiu said he thought Mr. Spence needed to have a performance evaluation. Mr. Spence said that was Council's decision. Chairman Chiu said he felt the Committee should remind the Council to do so. Elise Ryan said she believed a performance evaluation was included in Mr. Spence's contract.

MOTION: Vice Chair Elise Ryan made a motion to make a recommendation to Council to do a performance evaluation of the Town Manager; Mrs. Ryan stated that Committee member Cheryl Miller seconded the motion. (No second can be heard on the audio)

Discussion followed:

Bridgette Subramanya questioned if this should be a *performance* evaluation or a *contract* evaluation. Mrs. Subramanya said: "You have a negotiated contract. You are thinking about government employees. He (Mr. Spence) is an independent contractor. You either have a breach of contract; or you are performing according to the contract." She recommended rewording the motion.

MOTION: Vice Chair Elise Ryan amended her motion to: Remind the Council of the terms of the Town Manager's contract regarding the annual management report and evaluation; seconded by Committee member Cheryl Miller. Motion passed 3-2 with Chairman Lung Chiu, Vice Chair Elise Ryan and Committee Member Cheryl Miller voting aye.

12. New Business

None

13. Setting of Next Meeting Time and Date

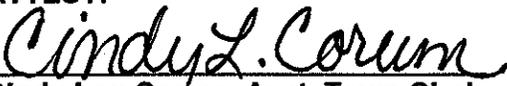
Next meeting date was set for Monday, April 25, 2011 at 7pm at Palms West Hospital.

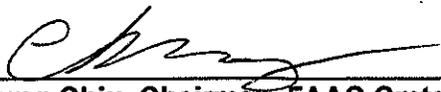
14. Committee and Public Comment

(Public Comments deleted by motion of Finance Committee at 6-20-11 FAAC meeting when these minutes were to be approved.)

MOTION: Motion to adjourn was made by Marge Herzog; seconded by Cheryl Miller. Motion passed 5-0. Meeting adjourned at 9:45pm.

ATTEST:


Cindy Lou Corum, Asst. Town Clerk


Lung Chiu, Chairman, FAAC Cmte

7-25-2011
Date Approved by Cmte

9-12-2011
Date Signed