



Town of Loxahatchee Groves
Finance Advisory & Audit Committee Meeting
Monday, January 28, 2013 at 7:00 p.m.

Palms West Chamber of Commerce, 13901 Southern Boulevard

MINUTES

1. OPENING

- a. Call to Order & Roll Call

Chair Lung Chiu called the meeting to order at 7:05 p.m. Present were *Chair Lung Chiu, Vice Chair Elise Ryan* and *Committee Members Cheryl Miller and Virginia Standish*. Also present were Town Manager Mark Kutney, Bill Underwood, Managing Partner of Underwood Management Services Group (UMSG), and Town Office Coordinator Dennise D. Rodriguez.

- b. Approval of Agenda

Motion: Committee Member Cheryl Miller moved to **approve** the Agenda. Vice Chair Elise Ryan seconded the motion, which passed unanimously. **(Motion carried 4-0).**

2. CONSENT AGENDA

- a. Minutes: November 26, 2012
b. Minutes: January 9, 2013

Motion: Committee Member Miller moved to **approve** the November 26, 2012 minutes. Committee Member Virginia Standish seconded the motion, which passed unanimously. **(Motion carried 4-0).**

After discussion, it was determined that one (1) slight correction would be made to the November 26, 2012, minutes.

It was the consensus of the Committee to approve the minutes as amended.

A discussion took place in regards to putting together a "Reminder List" to be included in the agenda; and also in regards to the "Cost Recovery Accounts", and what are the Town's priorities. The Committee Members expressed their recommendations. The Committee agreed to include past items on the Agenda under "Old Business".

Public Comments:

Ken Johnson – 15409 Collecting Canal Road

Expressed his point of view referring to the "Reminder List", and who should setup the priorities for the Town.

Member Standish mentioned that the Town should establish a set fees schedule. Discussions also took place in regards to Town Council establishing set fees schedule for certain services that the Town provides.

Public Comments:

Phil Liu – 4245 148th Terrace North

Ms. Liu gave suggestions regarding the Town’s service fees.

Motion: Vice Chair moved to **approve** that an Agenda Item for the discussion of “Establishing a Fee Schedule for Planning and Zoning Cost and other related items”, to be included in the next FAAC Meeting Agenda. Member Virginia Standish seconded the motion, which passed unanimously. **(Motion carried 4-0)**

Public Comments:

Ken Johnson – 15409 Collecting Canal Road

Mr. Johnson inquired about the Traffic Light on State Road 7.

b. January 9, 2013 Minutes

Motion: Committee Member Cheryl Miller moved to **approve** the January 9, 2013 minutes. Vice Chair Elise Ryan seconded the motion, which passed unanimously. **(Motion carried 4-0)**.

B. PRESENTATIONS - None

C. OLD BUSINESS - None

D. NEW BUSINESS

a. Approval of FY 2013 November Financial Statements

1. Budget vs. Actual – November 2012
2. Bank Reconciliation – November 2012
3. General Ledger Detail – November 2012
4. Bank Statement – November 2012

A discussion took place in regards to the November Financial Statements. Member Miller inquired about the Hay Sale on the Report. Town Manager Kutney explained that it’s a work authorization and explained the details of the Hay Sale and the cost.

Vice Chair Elise Ryan inquired about the check written to Goren, Cherof, Doody & Ezrol, P.A, in regards to the “Wellington Edge Code Matter” cost, and how will the Town recoup those cost.

A discussion took place in regards to how the Town will regain back those costs, and other cost recovery items.

Public Comments:

Ken Johnson– 15409 Collecting Canal Road

Commented about the Wellington Edge property that was previously discussed by Town Manager Kutney.

Motion: Committee Member Miller moved to **approve** the November 2012 Financial Statements. Committee Member Standish seconded the motion, which passed unanimously. **(Motion carried 4-0).**

- b. Review of Planning & Zoning Invoices - None
- c. Approval of FY 2013 December Financial Statements
 - 5. Budget vs. Actual – December 2012
 - 6. Bank Reconciliation – December 2012
 - 7. General Ledger Detail – December 2012
 - 8. Bank Statement – December 2012

Member Standish inquired about the Bank Reconciliation for the month of December 2012. She also inquired about the Transportation Fund and if there is any information about the Gas Tax. Town Manager Kutney explained how the Town Staff is working on moving funds around and the road project that are going to be done. A discussion took place in regards to the gas tax money and the “Capital Improvement Fund” for the Town Roads.

Standish also inquired about the Town Rock Materials invoices, and also the rubber tire/backhoe cleaning. Mr. Underwood explained why the Town paid for the services, and a discussion took place regarding the invoice.

Member Miller inquired about the upcoming projects for the Town, and if it is going to be included in the FAAC Agenda List, so it can be tracked until it’s completed. A discussion took place on how future Town projects will be monitored.

Public Comments:

Ken Johnson – 15409 Collecting Canal Road

Inquired about the rubber tire/backhoe cleaning invoice, and why the Town had to pay so much money.

Motion: Committee Member Standish moved to **approve** that the invoice for rubber tire/backhoe cleaning be provided for the next FAAC Agenda under “Old Business”. Vice Chair Ryan seconded the motion, which passed unanimously. **(Motion carried 4-0).**

Mr. Underwood explained the charges posted to the Printing and Binding Account, and advised that the correcting entries will be provided at the next FAAC Report.

Committee Member Standish inquired about the Legal Account. A discussion took place regarding the cost paid on the Legal Account.

Committee Member Miller inquired invoice from Pineapple embroidering, and was advised that the Shirts with new Town Logo were purchased through Pineapple Embroidering.

d. Review of Planning and Zoning Invoices - None

Motion: Committee Member Miller moved to **approve** December 2012 Financial Statements. Vice Chair Ryan seconded the motion, which passed unanimously. **(Motion carried 4-0).**

E. DISCUSSION –

a. CLOSING COMMENTS

a. Public

b. Committee Members

Member Virginia Standish expressed concern that the Fees schedule are not a priority for the Town. Town Manager explained the process of fees schedule for the Cost Recovery. A discussion took place in regards to the “Cost Recovery Fees Schedule”.

Vice Chair Elise Ryan stated that she wants to make sure that all the committee is in agreement with Member Standish concerns.

Member Miller – I would like for those fees to be put up on the Webpage, and available for to the public.

Town Manager Kutney mentioned that Mr. Ken Johnson will be appointed again by the Mayor for the FAAC Committee.

Bill Underwood, Partner of Underwood Management, thanked everyone for a lively discussion, and mentioned that the Town will continue with the Agenda and include everything that is important for the Town.

Dennise Rodriguez – Good Meeting

Public Comments:

Ken Johnson –15409 Collecting Canal Road

Fee Structure is to our best interest, but it would better if the client can handle his own money, that way he will know how much money he has in the his account. A discussion took place in regards to this issue.

Phil Lui - 4245 148th Terrace North

Good meeting.

Lung Chui mentioned even that we are not a profit agency; still, we can make sure that some profit can come to the Town.

Town Manager Kutney explained that the Florida Statue indicates that any money that building departments receives has to go back to the building department. Standish inquired about how the Town handles the building permits. A discussion took place regarding how the Town and County handle the building permits.

c. Concluding Administrative Remarks

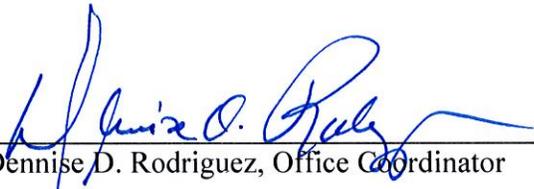
1. Reimbursement – November and December 2012 - None
2. Final FY 2012 September General Ledger - Revised

b. ADJOURNMENT

Motion: Committee Member Miller moved to **adjourn** the meeting at 8:35 p.m. Committee Member Standish seconded the motion, which passed unanimously. **(Motion carried 4-0).**

The next FAAC meeting is Monday, February 25th, 2013.

**These minutes were approved by the Finance Advisory & Audit Committee on
February 25th, 2013**


Dennise D. Rodriguez, Office Coordinator


Lung Chiu, Chair

SEAL