



Finance Advisory & Audit Committee Meeting  
Monday, March 24, 2014 at 7:00 p.m.  
Palms West Chamber of Commerce, 13901 Southern Boulevard

## MINUTES

### 1. OPENING

a. Call to Order & Roll Call

Chair Chiu called the meeting to order at 7:04 p.m. Present at the meeting were Chair Chiu, Vice- Chair Ryan, and Committee Members Ken Johnson, Cheryl Miller, and Virginia Standish. Also in attendance were Town Manager Mark Kutney, Bill Underwood of Underwood Management Company, and Town Clerk Janet K. Whipple.

b. Approval of Agenda

Motion: Member Standish Moved, Seconded by Member Miller to **approve** the Agenda with the following changes:

- Postpone Item 3.a. Code Enforcement presentation as Member Standish raised a concern that the Power point presentation was not included in the Agenda Packet prior to the meeting.
- Add Item 4.b. Discussion Relative to Workshop Meeting with Town Council – Capital Improvement Projects

Motion passed, **5/0**.

### 2. CONSENT AGENDA

a. Approval of Minutes – February 24, 2014

**Motion:** Member miller Moved, Seconded by Member Standish **to approve** the Minutes as presented. Vote on the motion was unanimous, **5/0**.

### 3. PRESENTATION

a. Code Enforcement Presentation postponed.

#### 4. OLD BUSINESS

##### a. Discussion Relative to Various Options for Municipal Financial Systems Software

Bill Underwood informed the Committee about several options that are currently used by several small local governments. He advised that one government contracts out the accounting/bookkeeping function at a cost of approximately \$32,000 annually, and those services included submission of monthly financial reports. Another government contracts for Software as a Service at a cost of approximately \$24,000 - \$25,000 annually.

Underwood provided the Committee with a summary from a company that he has been in contact with named Open Pro, a California software company. Underwood advised that costs for their product is about \$6,000 to \$7,000 for startup, and has an annual cost of around \$2,000 for two (2) seats; however, he did point out that he has not seen the system or has had enough information at this time to make any recommendation on this product.

Chair Chiu advised that he would rather the Town issue a Request for Proposals as this would be the best way to evaluate software systems based on the specific needs of the Town.

Following a lengthy discussion, the Committee requested that the Proposal include an overview of the Town and its current operation and needs. It was also suggested by Member Johnson that Contractor information be requested to include Company history, experience, support, and local government references.

**Motion:** Vice Chair Ryan Moved, Seconded by Member Miller to **recommend issuance** of the Request for Proposals for the Municipal Financial System Software as a Service (SaaS). The motion passed unanimously, **5.0**.

##### b. Discussion Relative to Workshop Meeting with Town Council – Capital Improvement Projects

Vice Chair Ryan requested feedback from the Committee members, and Staff with respect to Council consideration of FAAC concerns regarding establishing a policy that addresses how the Town will prioritize road projects and how those projects will be funded.

Bill Underwood advised that the Town Council consensus was that the Town was responsible for maintenance and improvements for all its roads.

Chair Chiu questioned if the Council had asked for an action item to be bought back for consideration.

Committee members shared their views, and recollections about what Council discussed to include the following:

- Referendum

- Special Taxing Districts
- Special Assessments
- Grant Funding
- Issuing Bonds if borrowing was approved by residents
- Developing other revenue sources

The Committee had a lengthy discussion on issues relating to a referendum, special taxing districts (Business Improvement Districts), and revenues sources to include special assessments, grant funding (CDBG and tiger grant funds), and issuing debt for improvements.

Vice Chair Ryan stated that the questions posed to the Council with respect to who pays for road improvements was not answered by the Council.

Town Manager Kutney advised that he felt the Workshop meeting needed to be longer than 1 hour, and advised that the Council only requested that the matter be placed on the April 15, 2014 meeting for further discussion.

There was a lengthy discussion relative to creating various scenarios for Council consideration. The Committee generally agreed to request that Council suspend road improvement projects included in the CIP (Collecting Canal and D Road) until a policy is developed for Prioritization, that includes who pays for improvements.

Phil Liang – 148<sup>th</sup> Terrace – suggested that the FAAC advise the Council on what needs to be done, and identify funding sources for their consideration.

## 5. NEW BUSINESS

- a. Approval of FY 2014 February Financial Statements
  1. Budget vs. Actual
  2. Bank Reconciliation
  3. General Ledger Detail
  4. Bank Statement
- b. Review of Planning and Zoning Invoices

**Motion:** Vice Chair Ryan Moved, Seconded by Member Miller to approve Financial Statements, and the planning and zoning invoices as presented. The vote on the motion passed unanimously, **5/0**.

## 6. Administrative Updates: Receive and File

- a. Reimbursements – February
- b. Fines applied to Waste Pro Invoicing – February

c. FY2013 Additional Correcting Journal Entries

## 7. CLOSING COMMENTS

a. Public

Marge Hertzog- A Road - stated that she feels another Workshop Meeting should be scheduled to discuss the road issues.

b. Committee Members

## 8. ADJOURNMENT

**Motion:** Member Miller Moved, Seconded by Member Standish to **adjourn** the FAAC Meeting at 8:58 pm. Motion passed unanimously, **5/0**.

*The next FAAC meeting is Monday, April 28, 2014*

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Perla D. Underwood, UMSG

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Lung Chiu, Chair

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