



Finance Advisory & Audit Committee Meeting  
Monday, August 4, 2014 at 7:00 p.m.  
Palms West Chamber of Commerce, 13901 Southern Boulevard

**MINUTES**

**1. OPENING**

a. Call to Order & Roll Call

Vice Chair Miller called the meeting to order at 7:10 P.M. Present at the meeting were Vice Chair Cheryl Miller, and Committee members Lung Chiu, Ken Johnson, and Virginia Standish. Also in attendance were Town Manager Mark Kutney, Bill Underwood, UMSG, and Perla Underwood, UMSG.

b. Approval of Agenda

Member Chiu Moved, Seconded Member Standish **to approve** the Agenda. The vote on the motion passed unanimously, **4/0**.

c. Appointment of Chair

Member Chiu recommended that the Board postpone appointment of a Chair until a replacement member is chosen. Following discussion, Member Johnson Moved **to nominate** Virginia Standish as Chair. Member Johnson advised that Member Standish was most qualified and has the background to serve as Chair. Vice Chair Miller relinquished the gavel, and Seconded the nomination. Motion passed, **4/0**.

**2. CONSENT AGENDA**

a. Approval of Minutes – June 30, 2014

Motion: Member Chiu Moved **to approve** minutes as presented. Member Johnson Seconded the motion. Motion passed unanimously, **4/0**.

Member Chiu requested that the Committee continue to express its concerns to the Council about the establishment of a Road Improvement Policy to the Town Council. Following a lengthy discussion, the

Committee generally agreed that the Chair would present to the Town Council the FAAC's recommendation on establishment of a policy on how dollars should be spent on road improvements, and other projects and request that Council direct staff to develop a policy for consideration.

### 3. PRESENTATION - *None*

### 4. OLD BUSINESS

#### a. Municipal Financial System Software Proposals

Bill Underwood, UMSG, reviewed the four proposals, and provided preliminary information on each of the proposals submitted. Mr. Underwood requested the Committee's input on the Committee next course of action. Following a lengthy discussion, the Committee generally agreed to contact Blackbaud, Tyler, and Springbrook in order to schedule presentations to the Committee. Additionally, Member Chiu requested that Management contact the proposers to discuss elimination of specific options included that may not be needed by the Town within the next three years. Following discussion Mr. Underwood provided a timeline from selection to implementation, but also reminded the Committee that this process will have to wait until after the Budget process is completed.

Member Chiu Moved, Seconded by Member Johnson to schedule presentations. Motion passed unanimously, **4/0**.

### 5. NEW BUSINESS

#### a. Approval of FY 2014 June Financial Statements

1. Budget vs. Actual
2. Bank Reconciliation
3. General Ledger Report

#### b. Bank Statement

#### c. Review of Planning and Zoning Invoices

Motion: Member Chiu Moved, Seconded by Vice Chair Miller **to consider** 5a, b, c together. The vote on the motion was unanimous, **4/0**.

Chair Standish questioned the vendor payment schedule and asked if there was sufficient time provided for invoice review. Mr. Underwood advised that local governments must adhere to the Prompt Payment Act. It was also acknowledged that the Town performs two checks runs monthly, on the 10<sup>th</sup> and on the 20<sup>th</sup> of each month, and advised that the majority of invoices received by the Town for contractual work and specify payment schedules.

Member Johnson advised the Committee about a garbage problem at B Road and Collecting Canal Road that was immediately resolved by a Waste Pro employee last week.

Vice Chair Miller Moved, Seconded by Member Johnson **to approve** the Financial Statements as presented. The vote on the motion was unanimous, **4/0**.

Keith Harris - C Road

Upon question regarding the Town's public work function and solid waste monitoring, Mr. Harris was advised that work as it relates to public works is authorized by Town Manager as specific assignments deemed necessary. With respect to the solid waste monitoring, that function is complaint driven, or assigned by Town Manager on a case by case basis.

d. Review of Draft Purchasing Ordinance

The Committee discussed and had questions relating to emergency purchases, and public construction bonds.

Motion: Member Chiu Moved that review of the Purchasing Ordinance **be moved** to the next Agenda under Old Business. The Motion was Seconded by Member Johnson. Motion passed, **4.0**.

**6. Administrative Updates:**

a. Reimbursements

b. Fines Applied to Waste Pro

Committee requested that a letter of thanks be sent to Waste Pro for their assistance to resolving illegal dumping at Collecting Canal Road and B Road.

**7. CLOSING COMMENTS**

a. Public

b. Committee Members

Committee members congratulated Virginia Standish in her appointment as Chair.

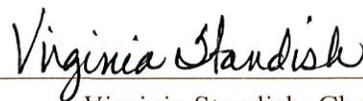
**8. ADJOURNMENT**

Member Chiu Moved and Seconded by Member Johnson to adjourn at 8:30 PM. Vote the motion was unanimous.

*The next FAAC meeting is Tuesday, August 26, 2014*



Perla D. Underwood, UMSG



Virginia Standish, Chair