



**Cooper City Commission Meeting  
Agenda Item Request Form**

**Commission Meeting/Workshop Date:** February 20, 2019

**Requesting Department:** Mayor and Commission Office

**Subject:** Finance Review Board – Creation

**Section:**

*Presentation*

*Consent*

*Regular*

*Discussion*

**Background and Recommendation (attach backup material to Item Request Form):**

Members of the Commission have expressed an interest in the creation of a Finance Review Board. At the Workshop of December 5<sup>th</sup> 2018, the Commission by consensus requested the placement of a resolution to create a Finance Review Board.

At the December 18<sup>th</sup> City Commission Meeting the Commission by consensus delayed the creation of the board until February 2019.

The attached resolution is being presented for consideration. If approved, staff is requesting the organizational meeting of the Finance Review Board to be held the week of March 4-8 or soon thereafter.

**General Ledger Account Number(s) and Amount(s):**

Not applicable

**Attachments:**

Finance Review Board Creation Resolution

**Approvals:**

Finance Director \_\_\_\_\_

City Manager 

City Clerk \_\_\_\_\_

**RESOLUTION NO. 18-12-4**

**A RESOLUTION OF THE CITY OF COOPER CITY, FLORIDA, CONCERNING CITY BUDGET AND FINANCE INFORMATION; ESTABLISHING A FINANCE REVIEW BOARD AND PROVIDING FOR ITS DUTIES AND RESPONSIBILITIES; APPOINTING BOARD MEMBERS; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to City Charter Sec. 1.05(2), the City Commission desires to create a Finance Review Board to serve in an advisory capacity to the City Commission and the City Manager. The Board shall serve to promote transparency in the City of Cooper City's budget process and allow for additional citizen input on major financial decisions. The Board shall consult with and advise the City Manager and the City Commission in matters affecting the annual budget, capital improvement program and financial policies; and

**WHEREAS**, the City Commission desires to establish the Finance Review Board (the "Board"); and

**WHEREAS**, it is recognized that the City Finance Director maintains any and all fiduciary duties as the chief finance officer for the City and shall function as such. The City Finance Director may consult with the City's financial advisor and independent auditor related to any proposed recommendation and proceed accordingly.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals Adopted.** That each of the above-stated recitals is hereby adopted and confirmed.

**Section 2. Finance Review Board Created.**

## **I. - Creation, composition and qualifications.**

- A. There is hereby created and established the City of Cooper City Finance Review Board (the "Board") consisting of ten (10) members who are residents of the City and have education, training, background or experience which is pertinent to service on the Board. Each member of the Commission shall nominate two (2) people to the Board. The members of the Board shall serve on the Board without compensation and shall not be reimbursed for travel, mileage, or per diem expenses for their Board service. The members of the Board shall serve at the pleasure of the City Commission for a one-year term and may be reappointed in accordance with the process outlined herein, subject to the Sunset provision which is set forth in Section 4 of this Resolution.
- B. In the event of the resignation or removal of any member of the Board, the Commission member who nominated such person shall nominate another person to fill the vacancy, for the unexpired portion of the term of the member vacating such position, subject to approval of the City Commission.
- C. In the event that a member of the Board shall be absent and unexcused from a duly-called meeting of the Board for three meetings, then, in that event, such member shall automatically be removed as a member of the Board effective upon notification to such person from the City Manager.
- D. The Finance Director or designee shall provide or designate necessary staff support for the Board in coordination with the City Clerk's Office.

## **II. - Advisory capacity.**

The powers and duties of the Board shall be solely of an advisory nature to the City Manager and City Commission. The Finance Director or designee shall attend the meetings of the Board, and shall guide and direct the Board, and shall assign research tasks to the Board, including but not limited to the following:

- A. Review and make recommendations on the rates and fees charged for City services.
- B. Review and make recommendations on the City Manager's proposed annual budget.
- C. Review and make recommendations on the City's proposed annual capital improvement program.

## **III. - Rules of procedure; quorum.**

- A. The Board shall adopt rules of procedure not inconsistent with the ordinances of the City and the laws of the State of Florida and shall utilize Robert's Rules of Order recently revised 1990 Edition for the rules of procedure to guide the conduct of meetings of the Board.
- B. At the first meeting of the Board, the Board shall select one of its members to serve as the Chairperson and another member to serve as the Vice-Chairperson.
- C. Six (6) members shall constitute a quorum for the transaction of the business of the Board. Official action shall be taken by the Board only upon the concurring vote of a

majority of the members present at an official meeting of the Board.

**IV. - Mission; and duties.**

- A. The mission of the Board is to assist the City in review and make recommendations to the City Commissioners regarding the City's annual budget and capital improvement program and perform such other duties and assignments as requested by the City Commissioners or the City Manager and providing a recommendation to the City Manager.
- B. Any necessary action of the Board shall be in the form of a written recommendation of the Board, signed by the Board Chairperson, and delivered to the City Manager, who shall present the recommendation of the Board to the Mayor and City Commission.
- C. The Board shall meet monthly or more often as determined necessary by the Board or requested by the City Manager.

**V. - Standards of conduct for members.**

All members of the Board shall be subject to the applicable standards of conduct for public officers and employees, as set by Federal, State, County, City or other applicable law pursuant to City Code Section 2-102.

**Section 3. Board Members Appointed.** <sup>1</sup>

That in accordance with this Resolution, the following persons are hereby appointed to serve on the Board:

NOMINATED BY:                      PERSONS APPOINTED TO BOARD

Mayor Ross:

Commissioner Pulcini:

Commissioner Meltzer:

Commissioner Curran:

Commissioner Green:

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**Section 4. Sunset.** That the duration of the Board shall sunset and terminate on September 30, 2019, unless extended by subsequent Resolution or earlier terminated by the Commission.

**Section 5. Implementation.** That the City Manager is authorized to take any action which is necessary for the implementation of the purposes of this Resolution.

**Section 6. Effective Date.** That this Resolution shall be effective immediately upon adoption.

**PASSED AND ADOPTED this 18<sup>th</sup> day of December A.D., 2018.**

\_\_\_\_\_  
GREG ROSS  
Mayor

ATTEST:

\_\_\_\_\_  
KATHRYN SIMS  
City Clerk

Approved as to Form and Legal Sufficiency:

\_\_\_\_\_  
City Attorney

**ROLL CALL**

Mayor Ross \_\_\_\_\_  
Commissioner Pulcini \_\_\_\_\_  
Commissioner Meltzer \_\_\_\_\_  
Commissioner Curran \_\_\_\_\_  
Commissioner Green \_\_\_\_\_