

CITY OF COOPER CITY
FINANCE REVIEW BOARD MINUTES

MARCH 12, 2019

6:30 PM

1. CALL TO ORDER

Board Chairman, John Sims, called the meeting to order at 6:31pm.

2. ROLL CALL

Present were Brian Kraus, Joshua Giancarlo, Jennifer Goldfarb, John G Primeau, David Nall, Martin Sherwood, John Sims, Samuel Saad, Michelle Pemberton and Marjorie Zomber

3. PUBLIC COMMENTS (Limited to three minutes per speaker.)

None

4. CONSENT AGENDA

None

5. REGULAR AGENDA

Minutes of meeting dated March 5th approved by the board unanimously, Motion by David Nall, Second by Josh Giancarlo. Need to ensure minute approval is added to future agendas and minutes are sent promptly giving the board time to read them prior to the next meeting.

Board chair, John Sims, wanted to ensure that the board was aware that there is a budget timeline. Document was handed out showing the schedule that the finance department needs to adhere to ensure that a new budget is complete by July 1st.

Additionally, John advised the board that he requested one on one meetings with the commission in order to better understand their concerns and to get direction. He has not yet spoken to Commissioner Green or Mayor Ross, but is sure he will hear from them soon. He conveyed the concerns received so far. Commissioner Pulcini expressed to Mr Sims that he has concerns about the revenue and expenses and would like to see that open positions are frozen until we have a better handle on the situation. Mr Pulcini has also put some financial concerns on the agenda for the commission meeting on March 19th. He advised the board to take a look at that agenda at their convenience. Commissioner Meltzer advised Mr Sims that we need to address the cash deficit, spending exceeding revenue. Finally, Commissioner Curran was concerned that we are halfway through the fiscal year and would like to see the real numbers, with no transfers. He is also concerned that the BSO contract is being renewed this summer and wants to be sure that the recent employee raises were done according to policy. He also

wants to make sure that we discuss the optimistic agreement which would bring in additional revenue to the city. Mr Sims advised the board to reach out to the commission and speak to them as well to get a better idea of the purpose of our board and to receive direction.

Ms Marie Elianor made a presentation to the board regarding the finance department. She explained that the meetings will always be open to the public. If needed, we can meet with 48 hours' notice so that an agenda can be placed on the website. Such agenda would need to include the time, date and location of the meeting as well as the public notice statute. Minutes must be taken that include the actions, such as motion and approval. If we do not have a quorum at the meeting, we can convert the meeting into a workshop. Once minutes are approved, they will become part of the public record. Ms Marie Elianor will do her best to be at all finance board meetings. In her absence, she will have a finance department representative attend in her behalf. She explained that the role of the Finance Review Board was to offer recommendation to the city manager and commission. John Sims requested that Ms Marie Elianor provide a director listing for the board to be handed out at the next meeting. David Nall asked how many finance employees are working in relation to the committee. She explained that herself, Bob and Lisa will be assisting the board and that Shari had resigned but they intend on hiring a new assistant finance director.

Mr Robert Anathan presented the board with information regarding the city finances. Governments follow a modified accrual method of account in which some items are accrued, and other items are recorded as paid. There was some misinformation that was given, and he wanted to ensure that the board had the facts. The fund balance by policy must have two months of the operating budget in reserves. Contingency is a budget item which is not included in that amount. The CAFR showed liquid cash at the end of the year of 2.7 million, however there was a line item of 2.6 million budgeted to be spent which is left \$100,000. That was based on budget numbers. At no point was our cash that far down. Mr Anathan explained that after some adjustments to this year's budget they plan on ending the year with \$5million in the fund balance. We have 3 years to get to the 16% mandated in our fund balance. Hurricane Irma was an expense of about \$4 million. About a million of that was paid with the 2017/2018 budget and \$3 million is on the balance sheet. We hope to receive most of the funds reimbursed from FEMA, but we do not know when that will be. The credit line is about \$1 million with a term of one year. Transfers are necessary so that funds can contribute to overhead expenses. Additionally, it was mentioned that the budget can be revised up to 2.5% at the discretion of the finance director. The plan put together by the finance director consists of many adjustments to prior year budgeted items as well as some budget cuts. If everything goes according to plan, Mr Anathan expects to have \$5 million in the general funds.

Martin Sherwood reviewed the list of dates on the budget schedule. Ms Marie gave the board her tentative dates for the commission's approval. He felt that there were far too many meetings set up. It was agreed that the charter was under review and that it could be addressed at that time. Mr Sherwood also wanted to see a detail of the aide that the city provides and put a hold on all charitable giving. Mr Sherwood also suggested better recording the items related to Waste Management. Although it is a wash, with the city earning franchise fees, Ms Marie Elianor agreed that this will be her recommendation as well.

David Nall suggested that we go back to the 6.385 baseline from the 2016/2017 tax year and use that to start our budget.

Joshua Giancarlo wanted to ensure that there was efficiency in our operations.

It was suggested that we consider raising our permit fees as well as our emergency services.

John Sims made a list of 6 items that he would like to report to the commission at the meeting on March 19th that the board has the following goals at this time.

- The 6.385 baseline budget
- Reducing staff levels; not filling vacant positions
- Reviewing Outsourcing options.
- Increasing permit fees
- Reviewing the Optimist agreement
- Approval of the January proposal so that the budget can be accurate.

Mr Sims requested that Ms Elianor provide a detail of the roll forwards, the line of credit, the open vacancies in the city and further clarification from the January proposal.

The board agreed that further discovery should take place to understand the inside of the department budgets. We need to understand the amount of employees, what contracts each department has and know what spending they were able to cut. Meetings will be one on one with a board member and a director to gather information for the next meeting.

- David Nall will meet with Marie Elianor of the Finance Department
- John Sims will meet with Ted Fowler of the Building Department
- Jennifer Goldfarb will meet with Denise Yoezle of the Recreation and Public Works Departments as well as Kathryn Sims of the City Clerks office.
- Joshua Giancarlo will meet with Matthew Wood of Growth Management
- Martin Sherwood will meet with Michael Bailey

Our next meeting will take place on March 26th at 6:30pm. There is a meeting in the auditorium at that time. So, Marie Elianor will get us a room at the Community Center. The board agreed that we would forgo the recording so that we would be able to hold our meeting.

8. ADJOURNMENT The meeting adjourned at 10:00pm

NOTICE: This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Office of the City Clerk, 954-434-4300 ext. 220, not later than two days prior to such proceeding. One or more members of the City of Cooper City Advisory Boards and City Commission may be in attendance and may participate at the meeting. Anyone wishing to appeal any decision made by the Public Safety Advisory Board with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Agenda items may be viewed online at www.coopercityfl.org or at the Office of the City Clerk, City of Cooper City, 9090 SW 50 Place, Cooper City, Florida, 33328, 954-434-4300