

**FINANCE COMMISSION MINUTES
WEDNESDAY, OCTOBER 17, 2018 2:00 P.M.
CITY HALL, COUNCIL CHAMBERS, VERO BEACH, FLORIDA**

PRESENT: Vice Chairman John Smith; Members: Kathryn Barton, Bob Jones, Scott Nuttall and Alternate Member #1, Daniel Stump **Also Present:** Finance Director, Cindy Lawson and City Clerk, Tammy Bursick

Excused Absence: Victor Demattia

1. CALL TO ORDER

Today's meeting was called to order at 2:02 p.m.

2. APPROVAL OF MINUTES

A) April 18, 2018

Mr. Smith made a motion to approve the April 18, 2018 minutes. Mr. Nuttall seconded the motion and it passed unanimously.

Mr. Smith read the duties of the Finance Commission according to the Code. He said the Code states: *“that the Finance Commission shall review City monthly financial statements and reports and advise the City Council of any negative trends; review and advise the City Council on any loans; review and make recommendations as to budget formats.”* He didn't feel that they needed to meet monthly to do to this, but they should start meeting quarterly and have regular meetings.

Ms. Cindy Lawson, Finance Director, explained that she does send the quarterly reports to the City Clerk's office who emails them to the Finance Commission members. She said that the Finance Commission used to meet quarterly to talk about the quarterly reports and they could start doing that again.

Mr. Smith continued reading their duties: *“The Finance Commission may be called upon from time to time by the City council to provide oversight of any transaction. The Finance Commission may consult with the Finance Director and other City Department heads and employees as it finds necessary. In performing its mission, the Finance Commission shall initiate its own proposals, make recommendations and provide alternatives to the City Council. Any regular voting Commission member may request the City Clerk to coordinate with the Commission Chairman the placement of items on the Commission agenda and/or request a Commission meeting. Meetings may also be called by the City Council to review issues prior to City Council deliberations. The Finance Commission shall meet at least once every quarter. An annual review of pension funds will be performed by the Finance Commission with recommendations made to the City Council.”*

Ms. Lawson reminded them that the Finance Commission has a full review of the CAFR when it comes out. She said that the CAFR is not taken to the City Council at a Council meeting to be reviewed because the Finance Commission has vetted it. She said discussion of the CAFR by the Finance Commission is usually held in April.

3. ELECTION OF CHAIRMAN

Mr. Smith nominated Mr. Bob Jones as Chairman of the Finance Commission. Mrs. Barton seconded the motion and it passed unanimously.

Mr. Jones said it was not clear to him where it states in the Code that the *Finance Commission shall review City monthly financial statements and reports and advise the City Council of any negative trends; review and advise the City Council on any loans...* He assumed that the Commission takes most of their direction from the City Council.

Ms. Lawson expressed that is the way that it is generally supposed to work. She said that the Code is accurate and that the Finance Commission should be meeting quarterly. She said that any proposed borrowing of funds comes before the Finance Commission. She said that the different Commissions do tend to act when City Council gives them direction. She said their best bet is to look for direction from the City Council unless something in the CAFR gives them some concern. She said there are other Commissions with other charges that may overlap with the Finance Commission's duties. She said the things where she is going to make a recommendation to the City Council that are complicated she will bring those items to the Finance Commission for their recommendations before she takes it to the City Council. She said that always makes the City Council feel better knowing that the Finance Commission has hammered out all the details before the item gets to them.

4. PUBLIC COMMENT

There were no public comments made.

5. FINANCE DIRECTOR'S MATTERS

A) Appointment of Commission Member to serve on the Marina Evaluation Committee

Mr. Jones asked Ms. Lawson to educate him regarding the Marina RFP process.

Ms. Lawson explained that originally the Chair of the Finance Commission and the Chair of the Marine Commission were going to be members on the Evaluation Committee. Since the Chairman of the Finance Commission has resigned, this Commission needs to select another member to serve on the Evaluation Committee or the Evaluation Committee can go ahead and meet without having a Finance Commission member serve on it. The Evaluation Committee's first meeting will be either October 22nd or 23rd and

then the schedule for the interviews will be either October 29th or 30th. She will not be on the Evaluation Committee so anyone from this Commission that is serving on the Evaluation Committee can call her about any financial questions that they might have. She briefly went through the duties of the Marina Evaluation Committee. She said there are two (2) proposals and the Evaluation Committee would be ranking them number 1 (one) and number 2 (two).

Mr. Jones explained that one (1) of the Finance Commission's task's today would be selecting a member to serve on the Marina Evaluation Committee.

Mrs. Tammy Bursick, City Clerk, explained that the proposals are exempt from the public until 30 days after the bids have been opened or after a decision has been made, whichever comes first. There are two (2) proposals and the Marina Evaluation Committee will select the best proposal.

Mr. Smith volunteered to serve on the Marina Evaluation Committee.

Mr. Jones said that he would be happy to nominate Mr. Smith to serve on this Committee.

Mr. Jones asked Ms. Lawson when would it be appropriate to schedule their next Finance Commission meeting.

Ms. Lawson suggested around mid-November.

The Commission set their next meeting for December 19, 2018 at 2:30 p.m.

Mr. Jones had some questions about the Sunshine Law and will meet with the City Clerk and City Attorney to go over it.

Ms. Lawson added that the Finance Commission can meet one on one with her because she is not a member on this Commission and is not under the Sunshine Law.

6. ADJOURNMENT

Mr. Smith made a motion to adjourn today's meeting at 2:27 p.m. Mr. Nuttall seconded the motion and it passed unanimously.

/tb