NOTICE OF MEETING

Finance and Budget Review Committee
Thursday, February 24, 2011 at 2:00 PM

Commission Chambers at City Hall
155 Corey Avenue
St. Pete Beach, Florida

FINANCE & BUDGET REVIEW COMMITTEE AGENDA

Call to Order

Roll Call

1. Changes to the Agenda
2. Approval of Minutes from August 23, 2010
3. Review of Audit proposals
4. Other Business

Motion to adjourn

The public is cordially invited to attend.

In accordance with the Americans with Disabilities Act and F.S. 286.26, persons with disabilities needing special accommodation to participate in this proceeding should contact Public Services at (727) 363-9243 no later than four (4) days prior to the proceeding for assistance.

If a person decides to appeal any decision made at this hearing, they 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.

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Elaine Edmunds, Finance Director

FINANCE & BUDGET REVIEW COMMITTEE

February 24, 2011
2:00 pm

MINUTES

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Thomas Gadacz
Pete Uebelhoer, Chairman
John Samorajczyk
Joanne Melodayo
John Phillips, Sr.

ALSO PRESENT

Elaine Edmunds, Finance Director
Pamala Prell, Acting City Clerk

1. **Changes to the Agenda**

There were none to come before the Committee.

2. **Approval of Minutes from August 23, 2010**

A motion was made to approve the Minutes of the August 23, 2010 Meeting.

The motion was seconded and unanimously approved by voice roll call vote.

3. **Review of Audit Proposals**

Finance Director Elaine Edmunds explained the purpose of this Meeting and why this Committee was asked to go out for bid proposals. Ms. Edmunds explained that Wells, Houser & Schatzel, P.A. have been the City's auditor for a number of years and their current contract of three years allows for an option to extend for two additional years.

When this Committee asked the Commission to extend the contract for one additional year, part of this extension provided for an amendment to their fee.

The reason for the increase was that the City had decided to change the way they account for the waste water and reclaimed water funds from Special Revenue type funds to Enterprise funds. She explained what Wells, Houser & Schatzel, P.A. had to do to accomplish this. This was a one time conversion. Because there was an additional fee of approximately $1,800, the Commission asked to not extend another year, but go out for bids for this service. Ms. Edmunds added that this was the first time Wells, Houser & Schatzel had asked for an increase in fees.

Ms. Edmunds answered questions and concerns by the Committee. Considerable discussion followed. The Committee agreed to the statement that all accounting firms operate under the same government or professional regulations and rules, which are extensive.

The Finance and Budget Review Committee cited the following reasons for its recommendation of Wells, Houser & Schatzel, P.A.:

1. Positive experience with them in the past
2. Good recommendations from other cities that use them
3. Ethusiastic recommendations from other cities
4. Reduced impact on Ms. Edmunds and other City staff during the audit
5. Availability in a timely fashion
6. Familiarity with City operations
7. Responsiveness to City staff
8. Doesn't assess additional charges for routine questions
9. Does an adequate job of testing internal control
10. Other firms included extraordinary services that are not needed by the City at this time
11. Excellent monitoring of the City's internal controls

Mr. Samorajczyk made a motion that the Finance & Budget Review Committee, upon individual review of all proposals and finding that the proposed fees are reasonable and competitive, strongly recommend to the City Commission that they continue to use Wells, Houser & Schatzel, P.A. as the auditors of St. Pete Beach based on the following: positive experience, enthusiastic recommendations from other cities, reduced impact on current City staff; availability in a timely fashion; familiarity with City operations;

responsiveness with City staff; no additional charges for routine questions; excellent monitoring of internal controls; comprehensive annual financial report award, and excellent reputation with other beach cities and local firms.

The motion was seconded by Uebelhoer and unanimously approved by individual roll call vote.

4. Other Business

Chairman Uebelhoer asked Ms. Edmunds if she had other business to bring before the Committee and she stated that at their next Meeting, she will probably have the six month report.

Chairman Uebelhoer then asked for audience comments.

Phil Milner, Chairman of the Firefighter's Pension Board, reminded the Committee that at the last Meeting, they talked about setting up a meeting with the Pension Boards and the comment was made that "they didn't want to meet with them". Mr. Milner stated that that was not true. A specific date was suggested and Mr. Milner was not available. They were available the first or second week of November but never heard back. He would like to set up a meeting now.

After discussion, a joint meeting with all three City Pension Boards, the actuary, the attorney for the pensions and Tim Nash from the Bogdahn Group was tentatively scheduled for Thursday, April 21, 2011, 3:30 pm at the Community Center. Mr. Milner will contact all parties to coordinate the meeting.

There being no further business to come before the Committee, a motion was made to adjourn the Meeting. The motion was seconded and unanimously approved.

Pamala A. Prell
Pamala Prell, Acting City Clerk

U. L. "Pete" Uebelhoer
Pete Uebelhoer, Chairman

Minutes approved on: 7-7-11