FINANCE & BUDGET ADVISORY COMMITTEE

July 7, 2011

2:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Sandie Lyman, Member
Pete Uebelhoer, Chairman
John Samorajczyk, Member
Joanne Melodayo, Member

NOT PRESENT

Jeff Munford, Member

ALSO PRESENT

Elaine Edmunds, Finance Director
Rebecca C. Haynes, City Clerk

1. Changes to the Agenda

Chairman Uebelhoer asked if there were any changes to the agenda. Hearing none, the Chairman announced they would move on to Item 2 on the Agenda.

Chairman Uebelhoer complimented Elaine Edmunds, Finance Director, on achieving the Certificate of Excellence for the City of St. Pete Beach.

2. Presentation of Fiscal Year 2010 Audit by Peter Schatzel

Chairman Uebelhoer introduced Peter Schatzel of Wells, Houser & Schatzel, P.A. who distributed an outline of the issues he would be discussing.

Mr. Schatzel briefly explained the items highlighted on the handout and went into further detail on the pension funds.

Chairman Uebelhoer asked Mr. Schatzel for an estimate on an internal control audit. Mr. Schatzel anticipated the fee to be somewhere in the neighborhood of $7,500 to $10,000.

Mr. Schatzel advised that his firm did not conduct a formal audit of the City's internal controls but conducted a review of internal controls as part of their audit. If the City had real significant weaknesses in the internal controls system, they would be bound to comment on that. The firm believes the City does have good internal controls.

Chairman Uebelhoer congratulated the City and Mr. Schatzel in separating out the Enterprise Funds. He found the Annual Report much easier to read and understand.

3. Approval of Minutes

a. August 23, 2010
b. January 25, 2011
c. February 24, 2011
d. April 21, 2011

It was moved by Member Samorajczyk, seconded by Member Melodayo, to accept the minutes of August 23, 2010 as presented, January 25, 2011 as presented, February 24, 2011 as presented and April 21, 2011 as presented. The motion was unanimously approved by roll call vote.

4. Action Items

a. Election of Chairman

Member Lyman was nominated but declined as a newly appointed member. She then nominated Member Melodayo as Chairman. The nomination was seconded by Member Samorajczyk, accepted by Member Melodayo and unanimously approved by roll call vote.

b. Selection of Department for budget review.

Member Uebelhoer gave a brief outline of the procedure for the new members of the Committee and asked if anyone had any preference as to what department he/she would like to review.

Chairperson Melodayo volunteered to review the Police Department; Member Samorajczyk volunteered to review the Fire Department; Member Lyman volunteered to review Planning, Zoning, Finance, Library and Parking

Enforcement; and Member Uebelhoer volunteered to review the City Manager, City Clerk, Human Resources and the City Commission. Member Munford was assigned to review Public Services.

c. Scheduling future Budget Committee Meetings

After discussion it was agreed that upcoming Committee Meetings for departmental review will be held at 1:00 p.m. on July 18 and 19, 2011.

5. Items for Discussion

a. Review of eight month period ending May 31, 2011

Elaine Edmunds, Finance Director, gave a brief summary of the report for the period ending May 31, 2011.

6. Reports

There were none.

7. Adjournment

There being no further business to come before the Committee, the meeting adjourned at 3:11 p.m.

Rebecca C. Haynes, City Clerk

Joanne Melodayo, Chairperson

Minutes approved on: 9-14-11