

**MINUTES**  
**FINANCE COMMITTEE- REGULAR MEETING**  
**CITY OF ST. CLOUD, FLORIDA- CITY HALL**  
**1300 NINTH ST., ST. CLOUD, FL 34769**  
**CITY COUNCIL CHAMBERS-BUILDING A, 3rd FLOOR**  
**Tuesday, April 23, 2019**  
**6:00 PM**

**I. Chairman Rinehart called the meeting to order at 6:13 pm**

**II. Roll Call:** Chairman - Rinehart - Seat 2  
Member - Girdner - Seat 3  
Member - Darnell - Seat 1  
Member - Brown - Seat 5

Staff Attending: Bill Sturgeon, City Manager  
Wendy Collazo, Finance Director  
Dawn Murray, Budget-Revenue & Billing Administrator  
Donna Cooley-Comptroller  
Donna Miller, Executive Administrative Assistant

Introduction of the new Finance Director, Wendy Collazo, and Introduction of the new Comptroller, Donna Cooley, by City Manager Bill Sturgeon.

**III. Approval of minutes of 01/22/2019 Regular Meeting.**

Chairman Reinhart made a motion for the approval of the 01/22/2019 minutes, all Members voted Aye passed (4-0).

Chairman Reinhart informed the committee to please speak into the microphone when speaking since the meeting is broadcasted.

**IV. Election of Chairman and Vice chairman**

Member Girdner made a motioned to reappoint David Reinhart as Chairman. Member Darnell seconded the motioned and all members voted aye. Passes (4-0).

Member Girdner made a motioned to reappoint Orlando Gonzalez as Vice Chairman. Member Brown seconded the motioned and all members voted aye. Passes (4-0).

**V. Current Business**

Ms. Collazo stated they would deliver the second quarter audit reports and she would review it to see if there were any questions or comments. The purpose of the report was to highlight the City performance and Ms. Collazo provided a summary of the report. Chairman Reinhart asked if there was anything out of the ordinary. Ms. Collazo Wendy responded the percentage was over the threshold and she would look at the prior numbers to see what can be done to lower it other than that nothing was out of the norm.

Ms. Collazo stated the fund expenditures shows nothing out of the norm compared to the last quarter and it was requested the contingency line be made a separate line item. City Manager Sturgeon stated he discussed this with Ms. Murray and they would make a recommendation to Council.

Ms. Collazo stated the major fund surplus shows most were on track as well as utility fund. We are not looking at a deficit and trying to be transparent. A slight deficit was due to software issues towards the end

of the reporting term.

Chairman Reinhart asked how far behind the funds were when the department asked for more money but the money was not spent and requested a clarification. Ms. Collazo stated she would look into it.

Member Brown asked for a clarification regarding the software issue mentioned earlier. Ms. Collazo responded the money was not posted because of the delay. Ms. Murray stated OUC was contacted and explained that OUC transitioned to a new program and they stopped collecting for several months at the end of the fiscal year in September. Their receivables were over and OUC shut down their automatic system for days and for the last couple of days or weeks in September they were not collecting the money but the money will be collected in the next couple of months.

Ms. Collazo stated the goal of the department is to be as transparent as possible and if the committee would like to provide any guidance it would be greatly appreciated.

Member Gardner asked Ms. Collazo since she was new what she would like to see different. Ms. Collazo responded she would like to give the committee a clear picture of what is going on and focus more on performance and projections where the City could be and should be.

Member Brown asked if Ms. Collazo has seen anything that she would like to change. Ms. Collazo stated she believes this is a good budget process and stressed the importance of educating staff not only has a Director but also as an accountant. The number one factor would be how to budget, take some personal ownership and utilizing the tools we have at hand.

Chairman Reinhart stated how impressed he was with Ms. Collazo because she has only been here a short time and already has a grasp on certain things which says a lot about her.

Mrs. Cooley talked about year to date and quarter to date numbers and asked if anyone had any questions about what was discussed. Member Brown asked about the interest earned to which Ms. Cooley stated it was for the period and the quarter to date is annualized.

Chairman Reinhart stated to be prepared for next committee meeting which will discuss the budget. The date for the meeting is July 22 and if needed July 23<sup>rd</sup>. He also spoke about the strictness of the bi laws, in particular about the attendance at the meetings and that he would like to bring it up to Council to be more lenient with that issue.

Ms. Miller advised the board she is retiring. Chairman Reinhart and the Members thanked her for the years she has been with the City.

City Manager Bill Sturgeon commended Veronica Miller while she ran the Finance department when Rick Kisner left the City.

## VI. Chairman, Board Members Comments

There were no comments at this time.

## VII. Audience Comments

There were no comments at this time.

## X. Adjournment 7:08pm

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David Rinehart  
Chairman

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Date Approved