

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, October 29, 2019
6:00 PM

I. Chairman Rinehart called the meeting to order at 6:16 pm

II. Roll Call:

Chairman	-	Rinehart – Seat 2
Vice Chair	-	Gonzalez – Seat 4
Member	-	Girdner – Seat 3
Member	-	Darnell – Seat 1 Not present
Member	-	Brown - Seat 5

Staff Attending: Wendy Collazo, Finance Director
Dawn Murray, Budget-Revenue & Billing Administrator
Donna Cooley, Senior Accountant
Adriana Bello, Executive Administrative Assistant

Introduction of the new Executive Administrative Assistant, Adriana Bello.

III. Approval of minutes of 04/23/2019 regular Meeting and July 22, 2019 Budget Meeting minutes.

Chairman Reinhart requested a motion for the approval of the 04/23/2019 Regular Meeting minutes. Member Girdner made the motion a second motion was presented by Member Gonzalez. Members voted Aye passed (4-0).

Chairman Reinhart made a motion for the approval of the 07/22/2019 Budget Meeting minutes. The minutes were not passed. Member Girdner stated and highlighted various sections within the minutes that needed correction. The minutes for the Regular Meeting and the Budget Meeting held on July 22, 2019 will need to be revised and input for approval at the Regular Meeting on January 27, 2020.

IV. Previous Business

Ms. Collazo stated she would deliver current business update which is a presentation by Jay Glover from PFM. She talked about comparative data of the refunding of the capital improvement. She stated to the committee there was information in the back of the packets that were handed out to them, such as an introduction, reporting analysis and recommendations for this quarter to include previous business.

Ms. Collazo spoke about the Q4 numbers and figures for the General Fund / Debt Service /

Enterprise Funds / Internal Service Funds. The overtime variances were discussed mainly within the Police Department. She stated that Hurricane Dorian obligated the Police Department to increase the staff levels as well as Fire in service of public safety.

Chairman Rinehart asked if the increase was due to Hurricane Dorian only or in conjunction was the increase related to doing extensive training. Chairman Rinehart stated knowing Public Safety does well for the City.

Ms. Collazo stated the main factor was Hurricane Dorian. A secondary factor was training and the increase all of the details for events held at the City.

Member Girdner asked about the detail at special events or when an emergency occurs if there are funds that can be transferred from somewhere to help cover the budget doesn't look like they went completely over.

Ms. Collazo stated that accounts are being balanced (trued up) in the 13th period and Finance at this time is showing actual expenditures. Ms. Collazo wanted to be clear on the current expense levels before any adjustments were done. The process in the coming additional periods before closing the year is to balance to net zero and adjust negative balances. The goal was to report actual expenditures comparative to the end of year.

Member Brown asked if we have a good payroll system in order to obtain the numbers and to help control the spending before it happens. A suggested system was ADP.

Ms. Collazo stated that the City does not utilize ADP but rather the AS400 which needs to be a little more robust in the reporting aspect. It completes the job and holds the data needed however the platform is not user friendly. Overall, the expertise of the users / staff helps significantly.

Member Brown stated that if the cost of the tool would justify preventative spending and the savings would be more some, is that something that could be looked into.

Ms. Collazo stated that is something worth looking into and it's always a possibility. She is not against it. Currently, two other software programs are being deployed at this moment but it is something to consider for the future.

Chairman Rinehart asked about the Matrix consulting firm.

Ms. Collazo stated the Matrix consulting group will be sending information in December. Then in January they will be arriving to the City. They will look to see how well and accurately staffed the City is. They will then report that to the City Manager.

Chairman Rinehart asked if the consulting firm was going to be City wide and will they include the 2.2 police for the City to see what the needs will be.

Ms. Collazo replied yes it is Citywide so Police and Fire will also be assessed.

Member Girdner asked about OUC and if they are up to date with sending the City the funds that were required to be sent to the City which was discussed at the previous Finance Committee meeting.

Ms. Murray stated that the last discussion was the fact that OUC made calculations on net receivables. There is not a big increase or change in this year's budget for that revenue.

Chairman Rinehart asked about a master plan the Finance Committee was supposed to get a copy of in regards to Parks and Recreation. He stated he remembers Bill said something to that effect last meeting.

Ms. Collazo stated she is not sure of where the department is at with that. She has heard of them working on the trails part but she is not sure if trails is part of that plan. She will ask the City Manager and update the Committee with that.

Chairman Rinehart stated he remembers discussion about a master plan being in place and if in January they can get some insights on what the master plan is.

Ms. Collazo stated she will definitely get with the Parks and Recreation Director and the City Manager to get the status and have an answer for the next meeting.

V. Current Business

Ms. Collazo presented the 4th Quarter fiscal year power point which highlights the 4th Quarter budget report in present review of the City's revenues and expenditures in key department statistics. She stated in looking back the major fund surplus/deficit has significantly improved since last year.

Member Brown asked how it has improved.

Ms. Collazo stated the City Manager requested about a million and a half reductions this year in budget and another \$25,000.00 in travel expenditures to be reduced. He is also keeping track of not adding new positions at this time.

Chairman Rinehart asked if there were going to be any amendments this year.

Ms. Collazo stated we still have a final amendment coming in November which will be the 6th one this year.

Ms. Collazo talked about the recommendations and in looking into the numbers, her overview of the 4th Quarter is that it presents some opportunities to fine tune the revenue streams and be up to level. Some key factors that she feels are affecting the budget and setting fee schedule goals which are nothing that we can't fix and is already being looked at.

Chairman Rinehart asked about water and sewer with the development coming in and the growth in general, is the City ok with water, prepared to handle for the growth.

Ms. Collazo stated she has been talking to Brian Wheeler to extract information, and right now the fund is getting reviewed to make sure that resources are right for the years and growth coming in.

Member Girdner asked about the major fund revenues and expenditures and surplus deficit and why there is a deficit in the sanitation and storm water.

Ms. Collazo stated it was all labor which includes all encumbrances as well. A lot of it did come with the hurricane. The department was already at budget before the storm so this storm was the tipping scale for it.

Member Brown asked about the software platform for collecting automated payments if they cannot afford to pay a fine or a fee or if it's too high they don't pay at all.

Ms. Collazo stated that as of now the City does not have an online automated payment system but with the software coming in, the public is going to be able to make payments amongst other things online. The City can get more money collected that way or it can be something negative, we just have to wait and see.

Member Brown asked if the Matrix consulting group be able to help with that.

Ms. Collazo stated they do have resources but she is not sure to what extent they will be able to do that. There are two software programs that are going to be launched, one which will allow people to make payments online and obtain permits online as well. The other one is OpenGov which is a dashboard for Council committee members to see expenditures which should help with reporting.

Ms. Cooley presented the Performance and Investment portfolio for the year to date. There were no questions or comments from the committee.

Member Rinehart spoke about proposing a tour of the public safety facilities, emphasizing on the fire department, to the Finance Committee and to Ms. Collazo. He would like to set something up where some of the members of the committee can tour the facilities that way they can have a better understanding of the budget.

Member Brown stated it would be a good idea to carry it out over the most expensive departments in the City and have a timeframe in mind.

Chairman Rinehart stated it would just be something for whoever can do it, something optional. It would be a good idea to have a couple of committee members participate and we would come together for a timeframe.

Member Girdner asked Ms. Collazo when departments would turn in budget items.

Ms. Collazo stated next year after the holidays, January would be good.

Chairman Rinehart asked if everyone is in agreement with visiting the facilities, to which the committee members agreed.

Ms. Collazo stated she will talk to the City Manager and get his input on this.

VI. Chairman, Board Members Comments

There were no comments at this time.

VII. Audience Comments

There were no comments at this time.

X. Adjournment 7:35pm

Date Approved

David Rinehart
Chairman