

**MINUTES**  
**FORT MYERS BEACH**  
**AUDIT COMMITTEE**  
Town Hall  
2525 Estero Boulevard  
Fort Myers Beach, FL 33931  
**Monday, November 13, 2017**

**I. CALL TO ORDER**

Meeting was called to order at 9:00 a.m. by Chair Rodwell. Members present: Dick Cote, John Goggin, Dan Hughes, Edward Lombard and James Rodwell.  
Staff Liaison: Robert Lange

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT** - no public comment.

**IV. APPROVAL OF MINUTES - August 22, 2017**

Mr. Goggin added a phrase to the following sentence in VII: Town Manager Hernstadt replied to Mr. Goggin regarding a portfolio and he stated that it was 90% complete and it would be presented to the Committee.

**MOTION:** Mr. Lombard moved to approve the minutes as amended; second by Mr. Cote.

**VOTE:** Motion passed unanimously.

**V. UPDATES FROM STAFF - Staffing Positions and Financial Software Systems Discussion**

Mr. Lange revealed that Maureen Rischitelli, Director of Administrative Services, was no longer employed by the Town. Marta Hernandez was responsible for the administrative portion of the position while Mr. Lange was responsible for the financial portion. He indicated that Lisa Kolar from the Finance Department tendered her resignation but was still working with the Town on weekends. He noted that two people were hired from Account Temps to keep things moving forward. He was working with Mauldin & Jenkins to hire someone on a part-time basis to assist the Town with the audit.

Mr. Lange described the financial reporting process using Excel. He changed utility billing from a cash basis operation to an accrual basis to eliminate some journal entries. Payroll and accounts payable will stay the same.

Mr. Lange indicated that some of the staff he hired could do an equal or better job and would cost the Town less. He noted that all the empty slots had been filled. Mr. Cote requested a chart showing what each employee was doing. He will email procedural changes to the Audit Committee for their review.

Mr. Lombard questioned who was managing the water project. Town Manager Hernstadt stated that he hired Wayne Flickinger as a contract employee and he described his specific duties.

Town Manager Hernstadt explained why Council Liaisons no longer attended advisory committee meetings. He noted that Mr. Butcher was available if needed. Discussion was held regarding the Council Liaison's attendance. Consensus was reached to have a Council Liaison attend every meeting. Mr. Cote requested to meet the permanent new members of staff at the next meeting. Mr. Lange will invite them to attend.

Mr. Lange described the limitations of the financial software package installed in 2007. He spoke to three different companies regarding new software packages. General estimates were between \$25,000.00 and \$50,000.00 and installation could be complete within 30-45 days. Training and installation of the general ledger including accounts receivable and accounts payable will take approximately 60 days. Mr. Rodwell suggested that the three vendors make a presentation with the Audit Committee in attendance. Mr. Lange agreed. He indicated that the current IT provider created a list of hardware to be replaced.

Mr. Goggin questioned what the needs of the system were and he requested that Mr. Lange develop a list of priorities. Mr. Lange agreed to draft a list. He preferred a resident system as opposed to a cloud system. Mr. Goggin suggested that presentations include discussions regarding the distinction between cloud and server based systems.

Mr. Lange will email the CIP list, an organizational chart of staff, copies of procedural documents, who will be assigned as Council Liaison to attend meetings, his priorities for the accounting system, copy of their Ordinance and the date of the next meeting. He indicated that the Town was looking into bringing the permitting system in-house. Mr. Hughes reviewed the history of the permitting process and he stated that Bonita Springs had success with hiring a permitting firm. Mr. Lombard expressed caution regarding adding in-house staff. Mr. Goggin discussed analyzing the methodology and scope of what the Town looked at when making decisions. In Mr. Lange's experience, bringing systems in-house had been cheaper financially. Mr. Lombard did not concur. Discussion was held regarding developing programs versus evaluating programs.

**VI. MEMBER ITEMS - no member items.**

**VII. ADJOURNMENT**

**MOTION:** Mr. Hughes moved to adjourn; second by Mr. Cote.

**VOTE:** Motion passed unanimously.

Meeting adjourned at 10:27 a.m.

Adopted \_\_\_\_\_ with/without changes. Motion by \_\_\_\_\_  
(DATE)

Vote: \_\_\_\_\_ Signature: \_\_\_\_\_

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