
COMMISSIONERS:

DeLoris Roberts, Mayor
John Martin, Vice Mayor
Eleanor Randall
Patricia Bouie
Michael E. Rutledge, Sr.

CITY MANAGER:

Chad M. Shryock, City Manager
Donna R. Mayes, City Clerk

CITY ATTORNEY:

Steve Lee

**MINUTES
SPECIAL COMMISSION MEETING
NOVEMBER 17, 2008
6:30 PM**

A. CALL TO ORDER

Mayor Roberts called the meeting to order at 6:30 PM. Present was Mayor Roberts, Vice Mayor Martin, Commissioners Randall, Bouie and Rutledge. Staff present was City Manager Shryock, City Clerk Mayes and Planner Laakso. Others present was Roy E. "Chip" George.

1. Invocation – Commissioner Randall
2. Pledge of Allegiance – Vice Mayor Martin
3. Pledge of Servility – City Clerk Mayes

B. APPROVAL OF AGENDA

Moved to approve the agenda of November 17, 2008

Motion – Vice Mayor Martin

Second – Commissioner Rutledge

Vote – 5-0

C. REGULAR AGENDA

1. Nite Owl Software Presentation

Roy E. (Chip) George

Mr. Chip George informed his software was also in the cities of Archer, Micanopy, McIntosh, Waldo and Newberry as well as Hawthorne and he does support for the cities with the system. He does the bank reconciliations for the City, which is how he found the deterioration of assets. He is obligated to report these findings when they reach a status of financial emergency. He put together some recommendations, but was stopped by the Mayor because of the cost until further direction by the Commission. This was found during the course of his regular visit and he made contact with the Mayor about his findings. Commissioner Randall questioned why this was not found during the audit in July. Mr. George explained that audit was for the 2007 year and also he looks as an outside person, per GASB, at the books and does the financials. Vice Mayor Martin voiced that the audit looks at the past and questioned Mr. George about the period of the financial emergency whether last of last year or first of this to which he replied, both. Vice Mayor Martin stated the City must have been experiencing this for some time; why hearing this just now? Mr. George explained the revenue projections had not been met and he had limited conversations with the manager, due to his own schedule of coming in after hours to work on the City's Bank Reconciliations. He also related excluding the boundaries of his contract to find this information but Mr. Powell, the City Auditor, will find the City in the same state, knowing of course that the Governor is the one that must declare a state of financial emergency. Mr. George advised the Board they can get pro-active by sending a statement on what they are doing to stop this descent. Mr. George continued to explain how the bills had been paid and funds that were

set aside for specific use. City Manager Shryock informed that a rate study was in progress by Florida Rural Water at the present time.

Vice Mayor Martin questioned if Mr. George was continuing his study to make recommendations? Mayor Roberts informed that the Advisory Panel was working on recommendations but was waiting on the Commission to give the go ahead for Mr. George to continue because of funding. City Manager Shryock voiced it would be good for Chip to go ahead seeing as he has some good ideas, while they are waiting on the auditor.

Moved to expend up to \$2,500 for Chip George to continue his research for recommendations on getting the City out of financial emergency

Motion – Vice Mayor Martin

Second – Commissioner Randall

Discussion – Commissioner Randall advised capping at \$5,000 of which \$2,500 has already been spent. Commissioner Rutledge voiced did not need two or three people to tell the same thing. Chip stated he got Ken Small from the League of Cities to review his work from Waldo for free and was sure he would look over if needed. He will have his recommendations within a week.

Vote – 5-0

2. Budget Downsizing – City Vehicles

The topic was vehicles used on weekends for personal use which Mr. George advised some fine tuning. The Advisory Committee was also looking at this issue. Vice Mayor Martin suggested the staff give a report on how the vehicles were being used. City Manager Shryock related there were contractual issues tied up in this matter, but he would work with the City Attorney and give a report to the Board. Commissioner Rutledge voiced if it is part of the contracts to use the vehicles for work, just use in good faith and don't use on weekends to help the City until this issue is solved. City Manager Shryock stated this is already being done.

D. REPORTS

a) City Manager Shryock announced that Broward County had donated four police cars to the city which, will be gone after later in the week. The old ones will be pulled and possibly sold at auction.

b) Mayor Roberts reported a “Come Together” Committee meeting would be help on the 2nd. This event is held the first Saturday in May at the Town Park. She plans to have more workshops starting in January. Stan Kitching is in charge of the Christmas Festival and Parade which will be Saturday, December 13th from 11:00 a.m. to 9:00 p.m. with the parade at 3:00 p.m. followed by a street dance later in the evening.

c) Vice Mayor Martin commended everyone on voting and encouraged that the City will come out of this trial. He would like to see the old police cars donated to another city or sell and proceeds go to the Boys Ranch or Recreation since they were donated in the first place.

d) Commissioner Rutledge reported he had heard several conflicting stories on the theft of the recreation funds. The Police Report was different than the story first told about where the theft occurred. It seems no one knows where the vehicle was actually at and wondered if finger prints were taken. He feels the money was not properly secured nor was the Board informed in a timely manner. Chief Donadio informed there were no clues to follow up on, all procedures were followed and it was a personal vehicle from which the funds where taken. As far as reporting to the Council, this was kind of a cloudy issue being a personal vehicle.

Commissioner Rutledge voiced it was city money, property that was stolen and should have been turned over to the city before then. Chief said he will clear up what proper policy is. Commissioner Rutledge questioned is Officer Snyder recovered the change, to which she

reported that was not taken so it was not evidence. There was also an unknown date of time when the money was taken or where the theft occurred with no witnesses.

Mayor Roberts stated she talked to Jay about making a night drop at the last meeting. City Manager Shryock informed when they are ready to close up, a police escort will be provided to secure it to City Hall; it takes a lot of paper work to do a night deposit. Commissioner Rutledge's concern was a policy to secure the money after each event. City Manager Shryock explained that Jay was not trained to do the night deposits and all deposits are counted by two different individuals which he did not have at his disposal. Commissioner Bouie stated the policy needed a closer look and the money kept up with better. Vice Mayor Martin noted that other cities had a place on their agenda's for Department Head Reports and thought that would be a good thing for a Police Report.

Ellen Vause announced a Monday night meeting of the Advisory Council at 6:30 on November 24th at Florida Septic Conference Room, 5757 SE 211th Street.

E. Adjourn

Moved to adjourn the Special Commission Meeting of November 17, 2008 at 8:40 p.m.

Motion – Commissioner Rutledge

Second – Vice Mayor Martin

Vote – 5-0

These Minutes of the Special Commission Meeting are submitted for Commission approval.

Chad M. Shryock, City Manager

DeLoris Roberts, Mayor

Donna R. Mayes, CMC
City Clerk