



TOWN OF MELBOURNE VILLAGE

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Special Commission Meeting

Minutes

Friday June 9, 2023

6:30 PM, Town Hall

- I. Call to Order – 6:34 p.m.
- II. Pledge of Allegiance – led by the Mayor
- III. Roll Call – present were Commissioners Anderson, Foster, Ingram, Jones and Muzzone, Vice Mayor Calenda and Mayor Ditty

Mayor Ditty noted this is a special meeting; therefore, all items presented / discussed must agree to the agenda. The Tree quotes are not available for this meeting, so item VI. Quotes for Tree Work will be removed from the agenda.

- IV. FY 2022 Audit Presentation – presented by Linda Crawford, CCI Crawford CPA, Inc.

Annual Financial Bound Report for September 30, 2022:

- Financial highlights in MD&A, pages 5 - 14
- Full and Modified basis of Accounting Methods with Reconciliations, pages 15 – 20
- Budget to actual by fund, pages 21 – 23
- Notes to Financial Statements, pages 25 to 38
- Internal Control Letter and Management Response, pages 39 to 43
- Management Letter and Management Responses, pages 45 to 52
- Accountants Report on Compliance with Florida Statutes, page 53

Annual Financial Report Power Point Handout for September 30, 2022:

- Highlighted key points related to the bound audited financial statements as presented pages 1 – 16, noting one correction on page 12: update first bullet point - replace 2021 with 2022.
- Financial Indicators (second section of power point packet), pages 1 – 8, all favorable
- Auditor Letter to the Commission (third section of power point packet), pages 1 – 3
- Recorded and PAJE's (fourth section of power point packet), no page numbers noted.

Mayor and Commission thanked Linda Crawford for her service to the Town.

Discussion for obtaining a new auditor and future budget amount at around \$16k to \$20k was recommended by Linda.

Motion to accept the bound Financial Statement Report for fiscal year 2022, Vice Mayor Clanda made motion, seconded by Gary Ingram, all in favor motion passed.

Motion to provide a check for Linda Crawford's audit fee of \$11,800 that agrees to her signed contract to be provided to her at this time, Vice Mayor Calenda made motion, second by Fred Anderson, roll call was completed with all in favor motion passed.

Commissioner Ingram asked if the Commission should discuss some of the key factors highlighted in the audit, so the Commission understands the audit as a whole and the future of the Town. Vice Mayor Calenda noted there is a positive trend due to the departure of the police department. Mayor stated the key factors were presented in the audited financial statement and power point packet and concludes there is a positive trend moving forward.

Commissioner Ingram noted we should discuss the decrease in the investment's funds. Heather Roberts, the Town Clerk noted the 2022 audit year was the first time over many years, or at all, the investment income decrease occurred. She also noted in the current year the amounts are now trending positive. Heather Roberts will be transferring funds to the SBA to ensure the Town is gaining interest on excess funds with guidance from the Finance Committee. Vice Mayor Calenda, we should be keeping a minimum in our checking so the Town's funds are able to earn the most interest. Commissioner Ingram noted in 2022 the trend was not favorable; however, in 2023 the Town is taking action to ensure the funds are drawing interest that is benefiting the Town. Further discussion regarding the process for transferring funds is that Heather works with the Finance Committee and she is to present to the Commission and update them accordingly.

Reserves were discussed and the Commission agreed the future trend is to increase reserves with infrastructure as a main priority.

V. Job Descriptions

Public Works Supervisor, Public Works Maintenance Tech, and Office Assistant job descriptions were discussed and were revised last spring and summer. Mayor noted the Office Assistant was approved as policy on the 28th of June 2022. Heather noted the Office Assistant should be reviewed further to reflect what the true duties are currently. Mayor agreed we will clean up / cross reference the Office Admin, Deputy Clerk, and Town Clerk job descriptions.

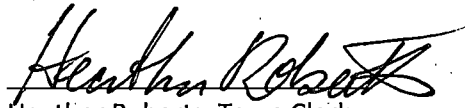
Mayor noted that the two Job Descriptions for Public Works were revised on July 7, 2022, but were not approved as policy and opened up discussion for any changes and or items of concern. Commissioner Jones would like the formatting addressed and standardize each job description. Commissioner Foster brought a few items such as physical and mental requirements that were not consistent on both job description as well as Hester Wagner house duties. Mayor added information regarding checklists and verbiage for the Hester Wagner house. Mayor is noting both are now revised as of June 9, 2023, with updates as discussed and will provide the updated drafts to the next meeting for approval.

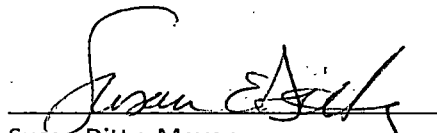
VI. Quotes for Tree Work – removed from agenda.

VII. Adjourn – 8:11 p.m.

If an individual decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, a record and transcript of the proceedings will be required and the individual will need to ensure that a verbatim record and transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based and will be acceptable in a court of law (FS286.0105). Such person must provide a method for recording and transcribing the proceedings verbatim as the Town does not provide such a record or transcript. In accordance with the Americans Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, within a reasonable time prior to the meeting contact the Office of the Town Clerk (321) 723-8300.

ATTEST:


Heather Roberts, Town Clerk


Susan Ditty, Mayor