

MINUTES
FORT MYERS BEACH
AUDIT COMMITTEE
Town Hall
2525 Estero Boulevard
Fort Myers Beach, FL 33931

Monday, February 12, 2018

I. CALL TO ORDER

Meeting was called to order at 9:01 a.m. by Chair Rodwell. Members present: John Goggin, Dan Hughes, Edward Lombard and James Rodwell.

Excused: Dick Cote

Staff Liaison: Robert Lange

II. PLEDGE OF ALLEGIANCE

III. FINANCIAL SOFTWARE UPDATE

Mr. Lange reported that he met with Mr. Goggin and they discussed the lease agreement. He submitted a copy of their notes along with notes from the Town Attorney to ProSoft. ProSoft did not receive a legible copy. Mr. Lange will resend the notes in a different format. Mr. Goggin's notes included questions regarding SLAs, back-up recovery and security issues. Mr. Lange expected to have a conversation with ProSoft within the next week. Mr. Lange indicated that their questions pertained to the system itself. Mr. Goggin added that on-site training was addressed in addition to cost issues. He noted that there was nothing in the lease that appeared to be problematic. Mr. Goggin suggested reviewing the notes with ProSoft over the phone. Chair Rodwell agreed with moving forward in a timely manner. He questioned whether Mr. Lange was comfortable with purchasing the system and performing IT in-house. Mr. Lange replied that the lease allowed them to try out the cloud-based system before buying the software. Mr. Goggin noted that Mr. Lange will develop a recovery plan in the event the cloud went down. Mr. Lange indicated that ProSoft had a secondary backup in Massachusetts. He will schedule a phone call with ProSoft.

Mr. Lange commented that 80% of the staff security process was complete. He noted that he was changing the account codes to line up with the state system. He indicated that he would reduce several banks accounts and maintain two. He was looking at setting up a building fund.

Mr. Lange commented that new hardware was ordered and all computers were being updated with the latest version of Windows. Mr. Lange noted that Town Council approved their choice of vendor for the financial system. He planned to go live start ~~the process the~~ first of April. The Budgeting and Requisition Modules –and will be completed in June. He was meeting with Prosoftaff tomorrow to discuss the budget side. He discussed quick turnaround times with the software company. Mr. Lange indicated that he had sufficient funds in the budget and he believed that he could do everything for under \$60,000.00.

IV. AUDIT UPDATE

Mr. Lange stated that the senior auditor of the firm resigned and they had not filled the position. They requested that the Town hold off on sending documents due to a staff shortage. Mr. Lange noted that the Town continued to send information to the firm's portal so the documentation would be waiting for them.

Mr. Lange stated that the Town was ready for the audit.

Mr. Hughes questioned whether a financial analysis was performed regarding bringing the permit process in-house. Mr. Lange replied that permitting revenues would stay with the Town, which would cover the cost of permitting services. He noted that staff will have to be brought in and the Town was looking for inspectors with dual licenses. Bob Bogart will be the chief building inspector and responsible for incoming staff.

Mr. Lombard questioned the position allocation for the permitting department. Mr. Lange responded that Mr. Bogart was working on creating a team. He noted that the budget for in-house permitting was \$200,000.00, which would have been submitted to the county. Mr. Goggin discussed the ability to perform financial true analytics and assessments before making decisions. Mr. Lange stated that Mr. Bogart was looking at software packages for permitting purposes that will interface with the system.

V. ADJOURN

MOTION: Mr. Lombard moved to adjourn the meeting; second by Mr. Hughes.

VOTE: Motion passed unanimously.

Meeting adjourned at 9:53 a.m.

Adopted _____ with/without changes. Motion by _____
(DATE)

Vote: _____ Signature: _____

- End of document