

MINUTES

COUNCIL FINANCE & HUMAN RESOURCES COMMITTEE

Wednesday, September 12, 2019 – 2:00 PM

City Hall Administrative Conference Room

Members Present: Maureen Copelof, Chair, Council Member
Gary Daniel, Vice Chair, Council Member
Jim Fatland, City Manager

Absent: Kelley Craig, Human Resources Director

Staff Present: Tom Whitlock, Deputy Finance Director & Tax Collector
Tina Tanner, Finance Department Customer Service Rep
Denise Hodsdon, Executive Assistant

Guests: None

A. Welcome & Call to Order

Committee Chair Maureen Copelof called the meeting to order at 2:01 PM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Minutes of April 17, 2019 Meeting

Motion by Mr. Daniel, seconded by Mr. Fatland, to approve the April 17, 2019 meeting minutes as presented. Motion carried unanimously.

D. City Collection of Property Taxes

1. Tax Settlement Report for Month-end August 31, 2019

Mr. Fatland thanked the Finance Committee for recommending offering the 2% discount to taxpayers who paid by August 31st. He reported that tax collection for August was very successful. He noted that both Tom Whitlock and Tina Tanner will be taking the tax course next month, so it is remarkable that they have done this without taking the course yet. He asked Mr. Whitlock to share the results and how this compares to last year at this time.

Mr. Whitlock reported that as of August 31st we have collected \$2,961,240 or 58% of City property taxes. He noted that it took until March of last year to receive \$3,000,000 from the County. Mr. Fatland pointed out that last year we paid the

County a 3% fee to collect our taxes and this year we are earning interest on collected funds at the rate of 2.26%. Mr. Fatland noted that residential taxpayers took advantage of the 2% discount greater than the downtown business owners for the Heart of Brevard. Mr. Whitlock reported that we have collected \$60,360 for Heart of Brevard as of August 31st. Mr. Fatland added that we will send a check to Heart of Brevard next week and they will have their money well in advance of last year's pace. Mr. Fatland said a tax settlement report will be included in the City Council's agenda packet each month. Ms. Copelof commented that this is a great initiative and she loves that we gave something back to the citizens.

2. Property Tax Return Check Fee Policy (Informational Only)

Mr. Whitlock noted that this item is informational only, but he wanted the Committee to be aware that pursuant to State law the return check fee on property tax payments is \$25.00 or 10% of the amount of the check, whichever is greater. Ms. Tanner noted that the fee is added to their tax bill.

E. Audit for Year-end June 30, 2019

1. Preparation of Financial Statements

Mr. Fatland reported that the audit is underway and they have finished their field work. He explained that traditionally we would prepare reports for the audit and the auditors would prepare the financial statements. This year there is a new State requirement that every County, City and School District hire a different firm to prepare the financial statements. He said this adds an additional expense but he plans to negotiate with our audit firm to adjust their fee. He said the audit report will still presented by the same firm.

F. Set Date For Next Meeting

It was decided that the Committee would meet again when needed.

G. Adjourn

There being no further business, Mr. Daniel moved and Mr. Fatland seconded to adjourn the meeting at 2:40 PM. The motion carried unanimously.

X

Maureen Copelof
Chair, Council Member

Minutes Approved: _____

X

Denise Hodsdon
Executive Assistant