

**MINUTES**  
**FORT MYERS BEACH**  
**AUDIT COMMITTEE**  
Town Hall Council Chambers  
2731 Oak Street  
Fort Myers Beach, FL 33931  
Monday, May 13, 2024

**I. CALL TO ORDER**

The meeting was called to order at 1:35 p.m. by Vice Chair Leson.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

Members present: Deborah Dutton, Michael Hauser, Jack Leson, Barbara Puffer (via ZOOM), Marianne Sheely and Bryan Thomas.

Staff: Finance Director Joe Onzick

Council Liaison: Scott Safford

**MOTION:** Audit Committee Member Thomas moved to allow Audit Committee Member Puffer to participate virtually, seconded by Council Liaison Safford.

**VOTE:** The motion passed unanimously.

**IV. REORGANIZATION – Nomination for Chair and Vice-Chair**

**MOTION:** Audit Committee Member Hauser nominated Audit Committee Member Thomas for Chair, seconded by Audit Committee Member Dutton.

**VOTE:** The motion passed unanimously.

**MOTION:** Audit Committee Member Hauser nominated Audit Committee Member Leson as Vice Chair, seconded by Audit Committee Member Dutton.

**VOTE:** The motion passed unanimously.

**V. APPROVAL OF MINUTES – April 8, 2024**

Council Liaison Safford was excused from the meeting.

**MOTION:** Audit Committee Member Hauser moved to approve the amended minutes, seconded by Audit Committee Member Thomas.

**VOTE:** The motion passed unanimously.

**VI. PUBLIC COMMENT – no public comment.**

**VII. ITEMS FOR DISCUSSION**

- Finance Director Report

Director Onzick stated that demonstrations regarding the three identified systems would be scheduled soon.

- Update on Fiscal Year 2023 Audit

The fieldwork began on April 29, 2024, and was expected to be complete by the end of May, with a June 30, 2024, completion goal. Director Onzick noted there was a lot for the auditors to review due to the emergency fund transactions. The master spreadsheet for FEMA and emergency expenditures was completed and every expense was assigned an appropriate FEMA project number to provide an accurate account of expenditures. He added that Tidal Basin prepared the information to submit to the FEMA portal. The final lost revenue figure was \$3,085,209.00 and details were on pages 10 and 11 of the report. Funds from the bridge loan would be transferred to the general fund to offset the revenues. The six-month estimated loss revenue for FY 2024 was \$651,000.00. Tidal Basin continued to work on collecting supporting documentation for FEMA public assistance projects.

Director Onzick indicated there was \$537,000.00 in the emergency reserve fund before Hurricane Ian, \$1,000,060.00 of committed emergency reserves in the general fund, \$600,000.00 operating reserves in the general fund and \$443,000.00 of contingency in the budget. In addition, \$3.6 million in the general fund was scheduled to be transferred for future capital projects and would have been temporarily available to fund an emergency. That is what happened before the cash was replenished.

The bridge loan was originally due to be paid in full on June 30, 2024; however, legislation extended the loan for two years. Additional legislation waiting to be signed would extend the loan by 10 years. He reviewed the highlighted available funding sources on page 7. The utility billing department continued to research the receivable balances, and once a list was generated, it would be presented to the town council for a decision on town policy for some instances. Director Onzick revealed that a water leak was discovered and the town should be refunded for some of the charges.

Department heads were working on compiling a set of policies required as part of the Florida Recovery Obligation Calculation Program through the Department of Emergency Management (DEM) to encourage municipalities to be more fiscally responsible. A higher score is received based on the number of requirements met, meaning that a larger payment percentage would be received in emergencies. The town submitted what it had to the DEM, and a list of suggested items was received to improve the score. Director Onzick emailed the completed emergency financial plan today so members could review the information. He referred to page 8 and noted that the purchasing policy language was improved along with language referring to the code of ethics. The table on page 9 compared old thresholds to new thresholds. He reviewed the documentation required by the CDBG-DR (Community Development Block Grant Disaster Recovery) and noted that the town was awarded \$1,575,000.00 for planning infrastructure improvements.

- Update on Fiscal Year 2025 Budget Process

Budget spreadsheets for department heads were distributed at the end of April and the organizational structure was fairly stable with few changes. Budgets will be reviewed with department heads at the end of May and compiled into the general fund budget. Director Onzick indicated that this was the starting point for determining the maximum millage rate. The Audit Committee members would have an opportunity for input.

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- Financial Statements for Period Ending March 31, 2024

The report included the loss revenue estimate, and Director Onzick offered to provide the budget versus actual by department. He commented that the cash flow statement was included to give a view of the impact of the hurricane. He encouraged members to contact him if they noticed anything missing or anything that could be improved.

**VIII. MEMBER ITEMS AND REPORTS** – no items.

**IX. NEXT MEETING** – June 10, 2024 at 9:00 a.m.

**X. ADJOURNMENT**

**MOTION:** Audit Committee Member Hauser moved to adjourn; seconded by Audit Committee Member Thomas.

**VOTE:** The motion passed unanimously.

The meeting was adjourned at 9:38 a.m.

Adopted 7/29/24 with/without changes. Motion by MOLLY E SKELLY (DATE) (BT)  
Vote UNANIMOUS Signature: A. Buss DEBBIE DUTTON (BT)

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