

**MINUTES OF THE
BUDGET REVIEW COMMITTEE
CITY OF WILTON MANORS
CITY COMMISSION CHAMBERS, CITY HALL
2020 WILTON DRIVE
WILTON MANORS, FLORIDA 33305
TUESDAY, FEBRUARY 20, 2018, 6:30 P.M.**

<u>Board Members</u>	<u>Attendance</u>
Sal Torre, Chair	P
Meyer Persow, Vice Chair	P
Jon O'Connor, Secretary	P
Mark Freeman	P
Van Gosselin	P

City Staff

Bob Mays, Finance Director / Staff Liaison
Carol Conol, Assistant Finance Director
Tom Green, City Commissioner

1. Call to Order

Finance Director Bob Mays called the meeting to order at 6:30 p.m.

2. Roll Call

All those in attendance introduced themselves for the record. All members were present.

3. Approve Agenda

Motion made by Mr. Persow, seconded by Mr. Gosselin, to approve the agenda. In a voice vote, the **motion** passed unanimously.

4. Election of Board Officers

Motion made by Mr. Freeman, seconded by Mr. Persow, to nominate Mr. Torre as Chair. In a voice vote, the **motion** passed unanimously and Mr. Torre was elected. He assumed the chair.

Motion made by Mr. O'Connor, seconded by Mr. Freeman, to nominate Mr. Persow as Vice Chair. In a voice vote, the **motion** passed unanimously and Mr. Persow was elected.

Motion made by Mr. Gosselin, seconded by Mr. Persow, to nominate Mr. O'Connor as Secretary. In a voice vote, the **motion** passed unanimously and Mr. O'Connor was elected.

5. Discuss Board Attendance Policy

Mr. Mays explained the City's board attendance policy, and reminded members that absences may only be excused in very specific circumstances. Excessive unexcused absences result in automatic resignation from the board.

A brief discussion ensued regarding the taking of minutes for the committee. Members expressed general satisfaction with the job that Prototype, Inc. did taking minutes in 2017, and there was consensus to use the same firm for the 2018 minutes. Mr. Freeman asked if the Committee has goals for how quickly minutes must be prepared. After a general discussion, Mr. Mays was directed to get information from Prototype on this matter.

6. Discuss Sunshine Law

Mr. Mays reminded the committee members of the City's requirements for board members to attend training on Sunshine Law and Public Records requirements. He stated that the board would be notified of the next upcoming training, and urged them to attend as a refresher.

7. Discuss FY19 Budget Calendar

Mr. Mays reminded the committee members of the upcoming Budget Goals & Objectives meeting scheduled for March 20, and gave an overview of the remainder to the timetable for the FY19 budget process.

8. Public Comments – Limited to 3 Minutes

There were no public comments.

9. Closing comments from board members

Mr. Freeman asked whether the metal detector would be used to screen persons attending BRAC meetings. Mr. Mays explained that only City Commission and Planning & Zoning Board meetings will have the metal detector in use. Police officers will be available to attend BRAC meetings.

10. Adjournment

Hearing no objection, Chair Torre adjourned the meeting at 7:00 p.m.

Minutes prepared by Bob Mays, BRC's City Staff Liaison.

Minutes approved by the Committee at their meeting of July 11, 2018.