

**EDGEWOOD CITY COUNCIL
SPECIAL MEETING–JUNE 6, 2011**

On Monday, June 6, 2011, the Edgewood City Council held a special meeting at Edgewood City Hall, 405 Larue Avenue, Edgewood, Florida. Council President Beardslee called the meeting to order at 1:30 p.m. Council Member Powell gave the invocation followed by the Pledge of Allegiance.

Council President Beardslee noted the following Council Members in attendance

Attendees:

Mayor Bagshaw
Council President Beardslee
Council Member Powell
Council Member Henley

Absent

Council Member Bozeman
Council Member Dowless

Staff:

Bea L. Meeks, City Clerk
Pete Marcus, Police Chief
Drew Smith, City Attorney

Council President Beardslee stated that the purpose of the special meeting is to review and consider the proposed letter of Engagement from McDirmit-Davis. She reminded Council about previous discussion wherein they discussed looking for a solution to the City's current City Hall staffing issue. The thought was that the current accounting firm could find a fiscal way for someone from McDirmit to help effectuate the internal accounts payables, receivables, payroll and getting financials ready to go to McDirmit, so that McDirmit can prepare the City's monthly financial statements. Council President Beardslee stated that after reviewing McDirmit's proposal, it was going to be too costly. She noted that the proposal included the current \$12,000 in the budget for the services McDirmit currently provides, and that she understood the City was going to continue to use McDirmit for those services. Council President Beardslee said she would like to see approval of the portion of the services that is \$2880. This amount would cover those services listed under "Special Project" of the proposal.

Council Member Powell asked if anyone else has been approached regarding these services. Council President Beardslee said that McDirmit's contract is still in effect. Mayor Bagshaw confirmed that an inquiry was made to Brinkman and their fee was \$6000 more than what the City is currently paying. In

response to Council Member Powell, Council Member Henley confirmed that his son and wife are accountants. Council President Beardslee asked Council Member Powell if he could hold on the discussion until later in the meeting, and his questions would be answered at that time. Council President Beardslee said she proposes that Council approved the \$2880 portion of the proposal to have the internal books cleaned-up. She noted that there is currently no Chart of Accounts or records of what has been paid or receipts. City Clerk Meeks reminded Council of her previous report to them concerning QuickBooks, and that prior staff was not always entering the full amount of receipts and payments. Council President Beardslee said that the City needs to make sure that their internal records match the bank records.

Council President Beardslee made the Motion to approve spending \$2,800.00 to perform the special projects on page 2 of McDermit's Letter of Engagement, with Second by Council Member Henley. The Motion passed unanimously (3/0).

Council President Beardslee said she would contact McDirmit regarding Council's approval.

Council President Beardslee reported to Council that two positions, one administrative assistant and one part-time accounting clerk have been posted. Council Member Powell asked if there could be a possibility that the administrative assistant may have financial experience. Council President Beardslee said that she wanted the finance position be devoted just to finance. Council Member Powell provided additional reasons as to why he thought consideration should be given to an administrative assistant with financial experience. Council President Beardslee said she thinks it is critical that the scope of the City's finances be delineated and separate from the day-to-day operations of City Hall. She said that she can go to the Police Department and is able to get accounting live, up-to-date financial information. City Hall cannot do this because City Hall is responsible for the entire City, not just City Hall. Council Member Henley concurred with Council President Beardslee. Council Member Powell asked for "numbers" however Council President Beardslee said without having the clean-up, a number can't be given. Mayor Bagshaw recommended Pam Henley be hired temporarily to continue maintaining the financial records after McDirmit cleans up the records, and then hire someone for the position.

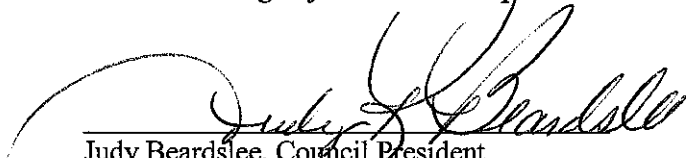
After much discussion, the consensus was to follow Council President Beardslee's recommendation.

Council President Beardslee reported on opening accounts at First Southern Bank, and noted that Council Members need to sign signature cards. Mayor Bagshaw also recommended depositing money into the Credit Union, or other bank as well; suggested \$250,000.

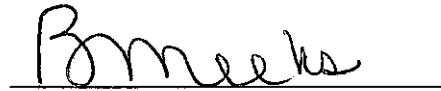
Council Member Powell recommended leaving the decision of the second account up to the Mayor. Council President Beardslee said she felt that it would be good to make the change with the new budget. Mayor Bagshaw asked for clarity purposes if he has the authority to speak to Pan Henley. Council President Beardslee said that she thinks as the Mayor has the authority. She said he has the authority to change the depository. It was agreed that Mayor Bagshaw will bring a recommendation back to Council.

There being no further discussion,

Motion by Council Member Powell to adjourn, with Second by Council Member Henley; the meeting adjourned at 2:12 p.m.



Judy Beardslee, Council President



Bea L. Meeks, MMC, CPM
City Clerk

CITY COUNCIL APPROVED: **December 20, 2011 (Regular Council Meeting)**