

**APPROVED**

**REVENUE ESTIMATING CONFERENCE COMMITTEE  
CITY OF FORT LAUDERDALE  
101 NE 3<sup>RD</sup> AVENUE, SUITE 1400  
FORT LAUDERDALE, FL 33301  
FEBRUARY 21, 2013 – 4:00 P.M.**

**Committee Members**

Marty Kurtz  
Norm Mason  
June Page  
Pamela Winston

**Staff**

Kirk Buffington, Deputy Director of Finance  
Stanley Hawthorne, Assistant City Manager  
Linda Logan-Short, Controller  
Emilie Smith, Budget Manager  
Douglas Wood, Finance Director

**Burton and Associates**

Mike Burton  
Andy Burnham  
Evan Malssen

**I. Call to Order**

Stanley Hawthorne called the meeting to order.

**II. Presentation to the Revenue Estimating Conference Committee (RECC) of the Revenue Model**

Staff from Burton and Associates provided a presentation of the revenue model they are completing for the City.

**III. Selection of Officers**

The purpose of the committee was established, including participation of two advisory boards balanced with staff. Mr. Stanley Hawthorne suggested a Chair and Vice Chair be selected.

A motion was made by Mr. Norm Mason, seconded by Ms. Pamela Winston to select Ms. June Page for Chair. The motion passed unanimously (4-0). A motion was made by Ms. Pamela Winston, seconded by Mr. Norm Mason, to select Marty Kurtz for Vice Chair. The motion passed unanimously (4-0). Ms. Pamela Winston will serve as the Secretary.

IV. **Available Tools**

- Fiscal Capacity Study – 50% presented to Budget AB on 2/20/13 – Revenue Manual
- Financial Integrity Principles
- Burton Model

V. **Approach**

Ms. June Page, Chair, discussed the Budget Advisory Board (BAB) approach – a faster and more efficient approach. A BAB workshop will be held with the commission on March 14, 2013.

- How to accomplish objectives – understanding assumptions
- Level of detail necessary/required – structurally balanced budget
- Process for researching approval consensus – unreserved/undesignated EB

VI. **Outcomes**

- Approved revenue estimating techniques – Rolling average(ICMA no more than 10 years), trend, or 2-year average (to remove fluctuations)
- Approved revenue estimating deliverables – Financial Forecast (old model) Revenue report is to be sent to RECC for review.

VII. **Timetable**

Meetings were scheduled for February 27, 2013, at 4:00PM and every following Wednesday at 4:00PM until April 30, 2013. On Wednesday March 14, 2013, a BAB meeting will be held at 6:00PM.

Topics at the next meeting:

- Overview of Revenues/Expenditures
- Review of Financial Integrity Principles

VIII. **Adjourn**

A motion was made by Vice Chair, Mr. Marty Kurtz, seconded by Chair, Ms. June Page, to adjourn at 5:45PM.