

APPROVED

REVENUE ESTIMATING CONFERENCE COMMITTEE (RECC)

**CITY OF FORT LAUDERDALE
101 NE 3RD AVENUE, SUITE 1400
FORT LAUDERDALE, FL 33301
FEBRUARY 27, 2013 – 4:10 P.M.**

Committee Members

Marty Kurtz
Norm Mason
June Page (absent)
Pamela Winston

Staff

Stanley Hawthorne, Assistant City Manager
Laura Reece, Assistant Manager of CIP/Grants

I. Call to Order

Mr. Marty Kurtz called the meeting to order at 4:10PM.

II. Roll Call

Ms. June Page was absent.

III. Approval of Meeting Minutes

- a. Mr. Marty Kurtz offered a motion, seconded by Mr. Norm Mason, to accept the February 21, 2013 Meeting Minutes as presented. The motion was approved.

IV. Old Business

- a. None

V. New Business

Mr. Stanley Hawthorne explained that the first few meetings would be used to disseminate information to the committee that would be needed to effectively evaluate the underlying assumptions related to the revenue projections for FY2014.

- a. Discussion of Revenue Categories:
Revenue Report – Additional items as requested by Mr. Marty Kurtz would compare current years adopted budget to actuals, prior year adopted budget to current year adopted budget, and current year actual-to-date to percentage of current year proportionately.
The budgeting process was discussed and Mr. Norm Mason explained the process he had undertaken of comparing three years of prior year actuals to current year actuals and current year amended budget for revenues and expenditures.

b&c. FY 2012 General Fund Revenue (unaudited)/FY 2013 General Fund Revenue by Month (year-to-date):

- Mr. Hawthorne discussed priorities and focus efforts of the general fund. He also stated that the monthly financial report would be a good tool to use for this process.
- A draft was received from Burton & Associates of underlying assumptions, which staff will review and disburse to RECC.
- Mr. Mason developed a five year revenue forecast in 2007, which he reviewed with the City Auditor.
- Mr. Hawthorne distributed a draft copy of the Fiscal Capacity Study and gave an overview of the table of contents.
- A user fee study and indirect cost allocation RFP has been issued.
- There are 480 total GF revenues, we need to establish priority order
- Mr. Stanley Hawthorne gave an overview of the Revenue Manual, which is an Appendix of the Fiscal Capacity Study. The Revenue Manual will help committee members get an understanding of the underlying assumptions, history of the revenue, and legislative authority pertaining to the revenue projections.

VI. **Future Meetings**

Mr. Stanley Hawthorne will recommend a format for future meetings. Mr. Marty Kurtz suggested that the staff makes a presentation that the committee then discusses.

Critical Dates:

- March 14, 2013 BAB/Commission 7:00PM – Present overall revised budget cycle
- April 30, 2013 – Request Commission consensus of financial forecast model, fiscal capacity study and RECC

Mr. Stanley Hawthorne will prepare a schedule of items that need to be discussed at future meetings. The fiscal capacity study is to be discussed in greater detail at the next meeting.

VII. **Adjourn**

The meeting was adjourned by Vice Chair, Mr. Marty Kurtz, at 5:00PM.