

**NOTICE OF MEETING  
BUDGET ADVISORY COMMITTEE**

**June 19, 2006**

**5:30P.M.**

**\*\*\* AGENDA \*\*\***

**Location: Davie Town Hall  
Pioneer Room  
6591 Orange Drive**

**Members of the Town Council may be present**

- 1. ROLL CALL**
- 2. APPROVAL OF MINUTES**
  - 2.1) March 27, 2006**
  - 2.2) April 24, 2006**
- 3. OLD BUSINESS**
  - 3.1) Quarterly Report**
    - a.) Space Study**
    - b.) Cost Recovery**
  - 3.2) Set Fiscal Goals**
    - a.) Debt Service**
    - b.) Reserve Budget**
  - 3.3) Annual Report – Due January 31, 2006**
  - 3.4) Capital Projects FY 2007-2011**
- 4. NEW BUSINESS**
  - 4.1) Election of Chair and Vice-Chair**
- 5. COMMENTS AND/OR SUGGESTIONS**
- 6. ADJOURNMENT**

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THIS BOARD OR COMMITTEE WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETINGS OR HEARINGS WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.

Persons with disabilities requiring accommodations in order to participate should contact the Town Clerk at 797-1023 at least five business days prior to the meeting to request such accommodation. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD)

**BUDGET ADVISORY MEETING  
MARCH 27, 2006**

**BUDGET ADVISORY COMMITTEE MEETING  
MARCH 27, 2006**

**1. ROLL CALL**

The meeting was called to order at 5:40 p.m.

Present at the meeting were Chair Dr. Bob Preziosi, Secretary Scott Spages and Committee members Dan Barr and Dr. Kerry Waldee.

Also present from the Town was Finance Director Bill Underwood.

**2. APPROVAL OF MINUTES – January 23, 2006.**

Mr. Spages made a motion, seconded by Mr. Waldee, to approve the January 23, 2006 Minutes. In a voice vote, all voted in favor. (Motion passed 4-0)

**3. OLD BUSINESS**

**3.1 QUARTERLY REPORT**

**a) Space Study**

Mr. Underwood advised he had distributed a copy of the report but would do further follow up on this item.

**b) Cost Recovery – Mark Kutney**

Mr. Underwood advised he had attended a meeting earlier that day with Planning & Zoning regarding cost recovery.

This item was tabled until the next meeting. The Committee set the dates of April 17<sup>th</sup> or April 24<sup>th</sup> for the next meeting.

**3.2 SET FISCAL GOALS**

**a) Debt Service**

Mr. Underwood requested tabling this item until the next meeting. The Committee agreed.

**b) Reserve Budget**

Mr. Underwood requested tabling this item until the next meeting. The Committee agreed.

## **BUDGET ADVISORY MEETING**

**MARCH 27, 2006**

### **3.3 ANNUAL REPORT – Due January 31, 2006**

Dr. Preziosi advised he would have the Annual Report completed by April 15, 2006.

## **4. NEW BUSINESS**

### **4.1 REQUEST FOR QUALIFICATION – FORENSIC AUDIT**

Dr. Preziosi referred the Committee to the attached packet. Mr. Underwood advised that packages had been distributed by Council and advised that four responses had been received. He added that the four firms would give a presentation before Council at the next Council meeting. He explained that the firm selected would look at internal controls to identify weaknesses, then make recommendations to staff. Mr. Underwood summarized the stages of the forensic audit. Mr. Spages felt the Committee had an obligation to find out how deep the Town's problems were. He felt the money would be well spent on this audit.

### **4.2 BUDGET CALENDAR – TENTATIVE BUDGET SCHEDULE**

Mr. Underwood referred the Committee to documents provided. He advised that department heads had already started inputting their information. The Committee members agreed to keep their same assignments. Mr. Underwood spoke of the impending annexation of Pine Island Ridge. He felt this would not be of a positive financial impact to the Town.

### **4.3 TOWN ADMINISTRATOR SEARCH**

Mr. Barr asked about the status of Council's search for a Town Administrator. Mr. Underwood advised that Council was in the process of setting up a special meeting to hear presentations from executive search consultants. Mr. Barr stressed the importance of hiring candidates familiar with professional management and government experience in Florida. He felt it was a mistake to bring in professionals who were unfamiliar with Florida. He requested re-introducing this topic. The Committee discussed recommending that the Town select an individual with government experience in Florida. Mr. Spages cautioned against recommending too narrow a search.

## **5. COMMENTS AND/OR SUGGESTIONS**

Mr. Spages wanted to know the overall goals of the Space Study and how much personnel were needed for the new facilities being built. Mr. Underwood advised that the study did not address the number of employees. He added that departments had to indicate how many more employees would be needed. Mr. Barr wanted the study to be analytical and inclusive of employee projections.

**BUDGET ADVISORY MEETING  
MARCH 27, 2006**

**DAVIE COMMONS.**

Mr. Spages wanted the Committee to hear presentations on Davie Commons as they would be required to weigh in on this issue.

Mr. Spages spoke of Mayor Truex's upcoming inauguration and advised that everyone was welcome to attend.

Mr. Spages advised he had attended some of the Open Space Bond Task Force meetings and summarized those discussions. He hoped the Committee would be committed to overseeing the wise spending of the \$25 million bond. He voiced his concern about discussions held at the task force meetings regarding buying development rights to farm property. He felt this was not in the original spirit of the bond. He also wanted to see the bond funds evenly distributed among all four Districts.

**VERBATIM MOTION.**

Mr. Spages made a motion, seconded by Mr. Barr that "we invite in to speak before our group, at the discretion of the Chairman as to when that would be, the Davie Commons representatives, to make a proposal to us to possibly endorse or vote against endorsing their project."

**ADDENDUM TO THE MOTION.**

Mr. Spages made an addendum to the motion, recommending that the Davie Commons representatives give a 10-minute presentation focused on the financial impact of the project.

In a voice vote, all voted in favor. (Motion passed 4-0)

The Committee agreed to have this presentation at the next meeting.

**6. ADJOURNMENT**

As there was no further business to discuss and no objections, Mr. Spages made a motion, seconded by Mr. Barr, to adjourn the meeting at 6:36 p.m. In a voice vote, all voted in favor. (Motion carried 3-0)

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**Date approved**

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**Chair/Committee Member**

**BUDGET ADVISORY MEETING  
APRIL 24, 2006**

**BUDGET ADVISORY COMMITTEE MEETING  
APRIL 24, 2006**

**1. ROLL CALL**

The meeting was called to order at 5:30 p.m.

Present at the meeting were Chair Dr. Bob Preziosi, Secretary Scott Spages and Committee members Dan Barr and Dr. Kerry Waldee.

Also present from the Town was Finance Director Bill Underwood.

Guests present included Chris Wallace and representatives of Davie Commons.

**2. APPROVAL OF MINUTES – January 23, 2006.**

Mr. Spages made a motion, seconded by Mr. Waldee, to approve the January 23, 2006 Minutes. In a voice vote, all voted in favor. (Motion passed 3-0)

**3. OLD BUSINESS**

**3.1 QUARTERLY REPORT**

**a) Space Study**

Mr. Underwood advised that he had held further discussions on the PMG Report but had not yet scheduled Saltz Michaelson to meet with the Committee.

**Mr. Barr arrived at 5:35 p.m.**

Mr. Spages felt no progress was being made on this issue as no one seemed able to provide information on how much space the Town needed. Mr. Barr wanted to see some type of job load analysis conducted.

Mr. Underwood advised he would invite Saltz Michaelson give a presentation to the Committee.

**b) Cost Recovery – Mark Kutney**

**3.2 SET FISCAL GOALS**

**a) Debt Service**

Mr. Underwood advised he was preparing to issue the \$45.5 million general obligation in two issues.

## BUDGET ADVISORY MEETING

APRIL 24, 2006

### b) Reserve Budget

Mr. Underwood distributed copies of the Reserve Budget and advised that undesignated unreserved fund was moving up to about \$18-\$20 million. He briefly summarized data within the report.

### 3.3 ANNUAL REPORT – Due January 31, 2006

Dr. Preziosi advised he would provide the Annual Report by the next meeting.

## 4. NEW BUSINESS

### 4.1 DAVIE COMMONS – Chris Wallace

Mr. Wallace gave a brief presentation on the Davie Commons project. He advised that the report was part of an ongoing analysis and would be presented to Council when Bill Laystrom made it available. Mr. Barr [?] asked whether any Town employee would be called out to the property. Mr. Underwood advised fire department would respond to calls, but the Commons would take care of its own infrastructure and maintenance needs. Dr. Waldee [?] asked if the fire station illustrated on earlier plans would be built. Mr. Wallace advised that the developer felt this was a good idea but needed the Town Council's direction on residential issues. Mr. Barr [?] asked about police involvement. Dr. Preziosi [?] advised that 4 officers would respond to off-site events and that off-duty officers would be onsite to respond to calls. Mr. Underwood stated this cost was needed out of gross revenues for the project.

### VERBATIM MOTION.

Mr. Spages made a motion, seconded by Mr. Barr, **“that the Budget Advisory Committee encourage the mayor and Council to pursue the Davie Commons project, as we have reviewed the documentation related to finances and are comfortable and approving of the additional over \$2 million a year in revenue we will generate, and feel that the use of the land as designated, without reviewing all the particulars of square footage and all that, is congruent with the property being on I-75.”**

In a voice vote, all voted in favor. (Motion passed 4-0)

### 4.2 CHANGE OF MEETING DATE FOR MAY.

The Committee agreed to schedule the meeting for May 22, 2006 at 5:30 p.m.

**BUDGET ADVISORY MEETING  
APRIL 24, 2006**

**5. COMMENTS AND/OR SUGGESTIONS**

**6. ADJOURNMENT**

As there was no further business to discuss and no objections, Mr. Barr made a motion, seconded by Dr. Waldee, to adjourn the meeting at 6:15 p.m. In a voice vote, all voted in favor. (Motion carried 3-0)

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**Date approved**

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**Chair/Committee Member**