

**BUDGET ADVISORY COMMITTEE MEETING  
DAVIE TOWN HALL  
6591 ORANGE DRIVE  
August 13, 2007 – 5:30 p.m.**

**MEMBERS PRESENT**

Dr. Robert Preziosi, Chair  
Scott Spages, Vice Chair [left at 6:15 pm]  
Dan Barr  
Stuart Podel

**ALSO PRESENT**

William Ackerman, Budget and Finance Director  
Carol Menke, Deputy Budget and Finance Director

**1. ROLL CALL**

Chair Preziosi called the meeting to order at 5:35 p.m. Attendance was taken and a quorum was present.

Chair Preziosi stated the Committee appointment by Councilmember Crowley is anticipated by the next meeting. Mr. Oakes was thanked for his assistance and effort. The resignation memo written by Mr. Oakes was briefly mentioned and a suggestion was made to followup on the memo. Chair Preziosi agreed that Mr. Oakes' issues should be addressed after the Committee Members have had a chance to look at the memo and, in addition, requested a letter be sent to Mr. Oakes thanking him for his participation on the Committee.

**2. APPROVAL OF MINUTES**

2.1) July 16, 2007

**Motion** made by Vice Chair Spages, seconded by Mr. Barr, to approve the July 16, 2007 minutes. In a voice vote, the motion passed unanimously.

Vice Chair Spages requested that Item 4.2 be taken out of order.

4.2) Charter Review – Budget Transfer/Amendments

It was noted that John Stevens, Chair for the Charter Review Board, has drafted a “comprehensive and well thought out” position on an internal auditor, a subject which has been previously discussed by the Committee, advocating that they put an internal auditor for the Town in the Charter; the auditor would work independent of the finance department and report directly to the Town Administrator.

Ms. Menke stated that implementing an Audit Committee was proposed by

Councilmember Lewis.

Vice Chair Spages stated the suggestion had been, in addition to an internal auditor, there be additional personnel to work with the auditor – creating an auditing “department.” Concern was expressed regarding the expense of having an entirely new department or hiring an auditor at this time due to budget constraints. It was felt that the position would “pay for itself” through efficiencies and cost recoveries, although it was pointed out a finding could be made that additional services could be needed. It was also noted that the genesis of the original suggestion had been to have independent oversight.

**Motion** made by Vice Chair Spages, seconded by Mr. Podle, endorsing the concept of an internal auditor being added to the Charter review. In a voice vote, the motion passed unanimously.

Vice Chair Spages noted, also relating to the Charter review, that transfer appropriations have a limit of \$1,000 without being brought before the Town Council, which in his opinion “hinders the operation of the business.” A suggestion was made to change the amount, or permit transfers within one department without approval. Up to \$10,000, Mr. Ackerman could sign off on those amounts, communicating same to Mr. Shimun and Town Council as budgetary decisions under his fiscal direction.

**Motion** made by Vice Chair Spages, seconded by Mr. Podel, to recommend adding the following to Charter review: To permit at any time during the fiscal year, a department head to transfer part or all of any unencumbered appropriation balance within a department or agency up to \$10,000 with approval of the Director of Finance; amounts above \$10,000 would require the approval of the Town Administrator. In a voice vote, the motion passed unanimously.

### **3. OLD BUSINESS**

#### 3.1) Annual Report – January 31, 2007

Chair Preziosi stated he is still working on the Annual Report.

#### 3.2) Vehicle Usage Policy

The Vehicle Usage Policy had been brought up at a workshop held with the Town Council. It was noted that a good job had been done in presenting the budget at that workshop.

Changes to the Vehicle Usage Policy are as follows:

- ◆ Take home vehicles will be eliminated, with the exception of public safety and certain other key personnel.
- ◆ Only staff who are contractually entitled to a vehicle will be given one; most others will lose their vehicle and auto allowance.
- ◆ A budget was included for mileage reimbursement for those who lost their auto allowance.

After hour call outs will be reviewed with regard to determining take home vehicles.

Ms. Menke pointed out that the vehicle allowance does not necessarily relate to actual miles driven. Discussion continued regarding car allowances being used to supplement an employee's overall salary and not based on pertinent criteria, as well as insurance considerations, the Town's previous use of a fleet service, and a direct reimbursement plan in lieu of allowances.

**Motion** made by Mr. Barr, seconded by Vice Chair Spages, recommending that the Vehicle Usage Policy continue to be looked at and evaluated by the Town Administrator in an effort at further reduction in utilization of the policy, as well as look into a direct reimbursement plan in lieu of an allowance. In a voice vote, the motion passed 3-1 (with Chair Preziosi dissenting).

In response to the Committee's concerns regarding actual employee compensation (figuring in auto allowances as well as other benefits provided), Ms. Menke stated that a study was being done for a compensation study/review of all positions in the Town, although it has been a year since the information was compiled and no final report has yet been submitted.

### 3.3) Department Liaison Reports

Mr. Podel reported he met with Mr. Kutney and has provided an email report to the Committee. He stated it was a good meeting, with primarily the budget process being discussed. Mr. Podel and Mr. Kutney had both felt, instead of looking at the current budget in comparison to last year's, it would be more beneficial to look at how line items stand on their own merits, i.e., per department goals, needs, mission, short/long term priorities and goals, and tools and resources needed to accomplish those goals – "basic fundamental budgeting 101" or "zero based budgeting."

Mr. Podel suggested instead of using zero based budgeting, to start by working with the "programs we have and work our way to see within each of those programs what is it that we need to supply to get that program done." He added that the Town needs an "organization culture of planning goals and objectives" as a foundation to build upon to "find a finish line and where we're going first and budget accordingly."

**Motion** made by Mr. Podel, seconded by Mr. Barr, to recommend to the Town Administrator that he review the budget process as it relates to goal-setting of the Town, focusing on Town priorities and a budgeting process that supports such priorities. In a voice vote, the motion passed unanimously.

3.4) Capital Improvement Projects FY 2008-2012

The Capital Improvements Projects was approved by the Town Council at their last meeting.

3.5) Public Safety User Fees

There has been no further action taken in this regard. Mr. Ackerman will followup with the Town Administrator.

**4 NEW BUSINESS**

4.1) 2008 Budget Advisory Calendar

A copy of the meeting calendar was provided. The February 2008 meeting will be on February 25, 2007; the March 17<sup>th</sup> meeting was rescheduled to March 24, 2007.

4.2) Charter Review – Budget Transfer/Amendments - Previously discussed.

**5. COMMENTS AND SUGGESTIONS – none.**

**6. ADJOURNMENT**

With no further business to discuss, the meeting adjourned at 6:43 p.m.

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**Date approved**

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**Chair/Committee Member**