

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on January 4, 2005 was called to order by Mr. Richard Levey at 8:32 a.m.

### MEMBERS PRESENT:

Richard Levey, Chief Administrative Officer  
Deborah Girard, Director, Management, Budget & Accounting Dept  
Mickey Miller, Chief Financial Officer  
Dykes Everett, City Attorney, Legal Affairs  
Jose Fernandez, Chief of Staff  
Lee Brown, Human Resources Div. Manager, (non-voting technical advisor)

### OTHERS PRESENT:

Mike Stieber, Budget Manager, Management, Budget and Accounting Dept.  
Barbara Muzeni, Budget Analyst Sr., Management, Budget and Accounting Dept.  
Joe Hinely, Budget Analyst III, Management, Budget and Accounting Dept.  
Richard Grzelewski, Budget Analyst II, Management, Budget and Accounting Dept.  
Jim Callahan, Budget Analyst II, Management, Budget and Accounting Dept.  
Tim Welter, Fiscal Manager, OPD  
Linda Rhinesmith, Assistant to Director, Economic Development Dept.  
Worth Busbee, Fiscal Manager, Public Works Dept  
Denise Aldridge, Fiscal Manager, Families, Parks and Recreation Dept.  
Abe Jardaneh, Project Manager II, Public Works Dept  
Robert Cadle, Wastewater Division Manager, Public Works Dept.  
Robert Rutter, Project Manager II, Public Works Dept.  
Paulette Edwards, Housing Manager, Housing Dept.  
Byron Brooks, Families, Director, Parks and Recreation Dept.

### NEW BUSINESS:

#### GENERAL FUND

#### 1. MANAGEMENT, BUDGET AND ACCOUNTING DEPARTMENT

A. Management & Budget - The Budget Review Committee on 9/28/04 gave authority for approval of year-end transactions for FY 2003/2004 by the Management, Budget and Accounting Director. A summary of transactions was to be provided to the BRC after year-end closing. A summary of transactions submitted by Departments was presented December 7. A summary of transactions for year-end closing, hurricane and audit adjustments is presented here.

#### 2. FAMILIES, PARKS AND RECREATION DEPARTMENT

A. BA05-35, BR05-78 and Resolution - Director – request to transfer the following positions and related funding from program 248 to program 274: After School All Stars Director-Contract, 10, and After School All Stars Coordinator, 11. Retroactive to 10/1/04. Transfer of existing funding: \$176,207.

#### 3. POLICE DEPARTMENT

A. BA05-39, BR05-84 and Resolution – Administrative Services – to budget the Orlando Pocket Citation Program Grant. Expenditures are reimbursable from the Florida Dept. of Transportation. Also, to fund an annual maintenance agreement for the 10 pocket citation ticketing units. Grant period 12/6/04 to 9/30/05. Transfer of existing funding:

\$3,856. Net increase: \$47,566. Total: \$51,422.

#### OTHER FUNDS

##### 4. COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND

- A. BA05-29, BR05-58 and Resolution - CRA – request to add a Director of Urban Development, 6, program 172. Effective 12/19/04. This position will be devoted full time to the important issues in the Parramore neighborhood. Salary and benefits for the position will be funded by the CRA. Net increase: \$122,814.

##### 5. WASTEWATER FUNDS

- A. BA05-32, BR05-72, Project No. 2729 and Resolution - Wastewater – the Kirkman Road 36-inch force main that crosses Shingle Creek will require replacement due to its advanced age and deteriorating condition. This request will cover the construction cost and inspection fees for the last phase of this replacement project. The construction cost is based on the bid received from Prime Construction Group who was the low bidder. The work will be performed under a Rapid Response Repair Agreement. Funding will come from the existing project budget, which will be supplemented by funds transferred from the Wastewater O&M Fund #441. Transfer of existing funding: \$64,362.
- B. BA05-36, BR05-77, Project No. 2554 and Resolution - Wastewater – This request will cover the costs associated with the design, bidding and construction administration services for the re-routing of Lift Stations 22 and 27 wastewater force mains, from the hydraulically overloaded Romano Avenue gravity sewer system, to Lift Station No. 94. The Romano Avenue sewer system experienced hydraulic problems during the recent hurricanes. This request will also cover the costs of re-design of a segment of reclaimed water mains between SR 436 and Curry Ford Road to accommodate easement issues. The contractual services cost is based on a proposal submitted by PEC. Funding will be provided from the Wastewater General Construction Fund. Transfer of existing funding: \$34,253.
- C. BA05-37, BR05-76, Project No. 4601 and Resolution - Wastewater – this request will provide funds to address the need to retain general and specialty contractors to assist in the repair and rehabilitation of the aging infrastructure of sanitary sewer lines and force mains. A large part of the sanitary sewer collection system is comprised of older clay and concrete sewers with a high potential for leakage at pipe joints. Depending on the groundwater level and soil conditions in the area of the pipes, damaged pipe joints could allow water and sand to migrate into the sewer line, which may result in collapsed roadways. Additionally, force mains are subject to deterioration due to hydrogen sulfide attack, and may occasionally fail requiring emergency repair. This request will also fund capital repair work for small jobs that do not have their own project number. There are currently two outstanding jobs that require funding: Stonewall Jackson & Aliconte Avenue sanitary sewer, with an estimated cost of \$68,974, and Dean Road sanitary sewer with an estimated cost of \$65,500. This will leave \$115,000 in the capital outlay budget for future work of this type for the remainder of this year. Additionally, this request includes the costs associated with field inspections of the work by Construction Management personnel, which is critical to ensuring that the contractors perform the work properly. Transfer of existing funding: \$500,000.
- D. BA05-33, BR05-70, Project Nos. 2132, 2593 and Resolution – Wastewater - this request will cover the costs associated with Change Order No. 2 for the construction of a roundabout at the intersection of North Lake Orlando Parkway and Lake Breeze Drive as part of the District 3 traffic calming program. The change order costs include

those associated with project delays and increases in contract quantities. Funding will come from the District 3 Traffic Calming project and the Wastewater General Construction Fund. Transfer of existing funding: \$20,878.

- E. BR05-90 – Wastewater - request to realign staffing within the Division. The reorganization plan will create a new Industrial Automation Group, Program 357. The formation of this group will ensure that the goals of the Wastewater Division (to move toward comprehensive automation of water reclamation facilities and lift stations) are successfully implemented. A total of 12 positions will be realigned based on the attached summary sheet. Effective 10/01/04. Transfer of existing funding: \$767,558.
- 6. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND
  - A. BA05-38, BR05-75, various project nos. and Resolution – Housing and Community Development – to allocate funding to the approved FY 2004/2005 CDBG projects. Net increase: \$34,394. Transfer of existing funding: \$1,663,935. Total: \$1,698,329.
- 7. HOME FUND
  - A. BR05-74, various project nos. – Housing and Community Development – to allocate funding to the approved FY 2004/2005 HOME projects. Transfer of existing funding: \$2,001,364.
- 8. HOPWA FUND
  - A. BR05-82, various project nos. – Housing and Community Development – to allocate funding to the approved FY 2004/2005 HOPWA projects. Transfer of existing funding: \$3,093,330.
- 9. SHIP FUND
  - A. BA05-41, BR05-88, various project nos. and Resolution – Housing and Community Development – to allocate funding for approved FY 2004/2005 SHIP projects. Net increase: \$62,536. Transfer of existing funding: \$1,330,175. Total: \$1,392,711.
- 10. CAPITAL IMPROVEMENT PROGRAM FUND
  - A. BA05-40, BR05-86, Project Nos. 2403, 2456 and Resolution – Technology Management – to transfer funding from the FOCIS System Project (2403) to Project 2456 (Financial System Computer Enhancement). Project 2403 may then be closed. Additionally, transfer previously allocated project funds to purchase capital equipment to enable the pending JDE to PeopleSoft upgrade. Specifically funding has been encumbered to acquire a high-end web server and rack. In addition, a workgroup switch and AS/400 disk expansion are required. Transfer of existing funding: \$41,359.
- 11. STORMWATER UTILITY FUND
  - A. BR05-87, various project nos. – Streets and Stormwater Services – the original project budget for the Parramore Central Pond did not include costs associated with environmental cleanup, inflated land acquisition or accelerated construction schedules. These additional costs have created a \$500,000 shortfall in the construction budget for phase 2. Transfer of existing funding: \$500,000.
- 12. CIVIC FACILITIES AUTHORITY REVENUE FUND
  - A. PE04-61 – Centroplex – request to reclassify an Equipment Operator – Light, D31, program 593, to an Entertainment Facility Worker II, D41. Effective 12/19/04. Cost for the remainder of the fiscal year: \$2,459. Cost for a full fiscal year: \$3,196. No budget transfer necessary, funding is available within the current budget.

After discussion of item 3A, it was moved by Mr. Miller seconded by Mr. Fernandez and vote carried to approve Items 1A. through 12A.

The meeting was adjourned by Mr. Levey at 8:34 a.m.

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Deborah D. Girard, Director  
Management, Budget and Accounting

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Karen Smith, Recording Secretary