

## **BUDGET REVIEW COMMITTEE MINUTES**

The Budget Review Committee's meeting on January 18 2005 was called to order by Mr. Richard Levey at 8:17 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:**

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.  
Wes Powell, Assistant City Attorney II, Legal Affairs  
Tim Welter, Fiscal Manager, OPD  
Cindy Mitchum, Business Manager, Centroplex, Economic Development Dept.  
Chief Robert Bowman, Fire Dept.  
Tessie Lookhoff, Fiscal Manager, Fire Dept.  
Susan Harris, Neighborhood Enhancement  
Sam Vennero, Parking Division Manager, Public Works Dept  
Pam Corbin, Parking Admin. Manager, Public Works Dept.  
Chuck Miller, WW Tech Support Manager, Public Works Dept.  
Charles Ramdatt, Trans Eng Division Manager, Public Works Dept  
Jim Hunt, Project Manager II, Public Works Dept.  
Silke Smith, Civil Engineer III, Public Works Dept.

### **NEW BUSINESS:**

#### **GENERAL FUND**

#### **1. EXECUTIVE OFFICES**

A. BR05-117 – Communications - in order to retain staff who cover current broadcast and multimedia requests, it is being requested to raise the salary of one temporary part-time employee from \$10.00 per hour to \$11.70 per hour. The funding is being transferred from contractual services for AVID training that the Broadcast Manager is willing to move to video production. It covers the hourly increase through September 30, 2005. Transfer of existing funding: \$2,000.

#### **2. POLICE DEPARTMENT**

A. BA05-46, Project No. 2817 and Resolution - Administration – to provide grant funding for overtime (\$13,000), investigative travel expenses (\$2,525) and a leased vehicle (\$7,200) for the SCIRS-SS Money Laundering Task Force Agent. These expenditures are reimbursable from the Internal Revenue Service (St. Cloud). Grant period is from October 1, 2004 to September 30, 2005. Net increase: \$22,725.

#### **OTHER FUNDS**

#### **3. CENTROPLEX FUNDS**

A. BA05-34, Project No. 2363 and Resolution - Centroplex – to adjust the Arena

Concessionaire Fund (#413) budget to properly reflect the interest income transfer to the Centroplex Fund (411). The budget for this transfer is in Fund 411, but was inadvertently deleted from Fund 413 during the budget development process. Net decrease: \$60,000.

4. FY 2003/2004 CONSTRUCTION FUND

A. BR05-105, Project Nos. 2703, 2708 - Parks – to reimburse the College Park Community Center project (2703) for services provided by contract vendor for park renovation/repairs at Lake Eola (2708). Transfer of existing funding: \$7,054.

B. BA05-44, BR05-113, Project No. 2703 and Resolution – Engineering Services – College Park Community Center project - recognize revenue received from Orange County Public Schools to acquire additional property for their school expansion. It will be utilized to fund a portion of the construction cost for the joint-use Gymnasium. Net increase: \$339,824.

5. CAPITAL IMPROVEMENT PROGRAM FUND

A. BA05-42, BR05-98, Project No. 9155 and Resolution – Fire Administration – request transfer of funds to cover an overdraft in Project 9155 due to higher than anticipated costs for bunker gear. Sufficient funding available in the Supply Group of Program 604 to cover this transfer request. Transfer of existing funding: \$14,553.

B. BA05-45, BR05-119, Project Nos. 4121070, 4121099 and Resolution – Transportation Engineering – this transfer is requested to appropriate the funds provided by Orlando Utilities Commission (OUC - \$1,265,827) for their portion of the work on the Orlando-Vineland Road project, and to transfer existing funds (\$2,224,750) within the project to the necessary account lines to initiate construction. Transfer of existing funding: \$2,224,750. Net increase: \$1,265,827. Total: \$3,490,577.

6. WASTEWATER FUNDS

A. PE04-68 - Wastewater – request to reclassify three TV Equipment Operator positions, D51, program 344 to grade D61. Effective 12/5/04. Cost for the remainder of the fiscal year: \$10,459. Cost for a full fiscal year: \$12,551. No budget transfer necessary. Funding is available due to current vacancies.

B. BA05-43, BR05-102, Project Nos. 2465, 4074 and Resolution – Wastewater – this request will cover additional costs anticipated, by the consultant (PB Water), for the completion of construction phase services for the Conserv II RIB Site II project. The request is based on a proposal prepared by PB Water for additional costs associated with extended construction phase services and record drawing preparation. The contractor failed to complete the project on time, which will result in nine additional months of construction phase services (progress meetings and site visits) by PB Water. In addition, deficiencies in the contractor's as-built drawings will require the consultant to expend additional time to confirm the information and prepare record drawings. The City of Orlando will be responsible for 50% of the costs and Orange County will reimburse the City for their 50% share. Transfer of existing funding: \$11,813. Net increase: \$11,812. Total: \$23,625.

7. STORMWATER UTILITY FUND

A. BR05-108, Project Nos. 4124, 4992 – Streets and Stormwater Services – funds are necessary for completion of a new drainage well on Parkway Center Court to replace a failed well, and are proposed to be transferred from Project 4124, Drainage Well Enhancement, to Project 4992, Drainage Well Repair and Rehabilitation. The new well has controls that enable it to be shut off in the event that water quality dictates it. Transfer of existing funding: \$78,051.

B. BR05-109, Project Nos. 2569, 2689 – Streets and Stormwater Services – the FY04/05 appropriation for Project 2689, Stormwater System Construction, was inadvertently

applied to Project 2569, Rapid Response Construction. The proposed transfer will direct funds to the appropriate accounts in Project 2689. Transfer of existing funding: \$150,000.

8. PARKING FUND

- A. BR05-112, Project Nos. 2799, 2818 – Parking – to transfer funding to supplies to purchase lighting fixtures for the Library Garage (\$28,000). The supplies were purchased separate from the contracted services as originally planned. It was more cost effective to purchase the lighting fixtures directly, as the vendor would have added 10 - 20% to the amount. Purchasing went out on a separate bid for the fixtures. The total cost of the project did exceed the original estimate by \$4,513, which is included in the \$28,000 above. The second action is to establish the budget for the Lot 4 (old Lynx Bus Terminal) reconstruction and to cover environmental costs (\$61,200). The current facility is not useable and can quickly become an eyesore for the downtown business district. Transfer of existing funding: \$89,200.

After discussion of items 1A, 3A, 7A and 8A it was moved by Mr. Miller, seconded by Ms. Girard and vote carried to approve Items 1A. through 8A. with items 1A, 3A and 7A approved as amended.

The meeting was adjourned by Mr. Levey at 8:25 a.m.

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Deborah D. Girard, Director  
Management, Budget and Accounting

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Karen Smith, Recording Secretary