

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on February 1, 2005 was called to order by Mr. Richard Levey at 8:30 a.m.

MEMBERS PRESENT:

Richard Levey, Chief Administrative Officer
Deborah Girard, Director, Management, Budget & Accounting Dept
Kent Olson, Treasurer, Finance Dept. for Mickey Miller, Chief Financial Officer
Jean Roush-Burnett, Deputy City Attorney, Legal Affairs for Dykes Everett, City Attorney
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.
Jim Callahan, Budget Analyst II, Management, Budget and Accounting Dept.
Richard Grzelewski, Budget Analyst II, Management, Budget and Accounting Dept.
Tim Welter, Fiscal Manager, OPD
Lieutenant John O'Grady, OPD
Cindy Mitchum, Business Manager, Centroplex, Economic Development Dept.
Linda Rhinesmith, Manager, Economic Development Dept.
Worth Busbee, Fiscal Manager, Public Works Dept.
Bill Burns, Project Manager II, Public Works Dept.
Alan Oyler, Deputy Director, Public Works Dept.
Charles Ramdatt, Trans. Eng. Division Manager, Public Works Dept.

NEW BUSINESS

GENERAL FUND

1. POLICE DEPARTMENT

A. BA05-47, BR05-122 and Resolution – Administration – to provide grant funding for the WMD evacuation facilitation trailers (4), barricade panels (400) and cones (800) to implement Florida's Domestic Security Strategic Plan. Grant runs 10/1/04 – 6/30/05. Net increase: \$54,912.

2. PUBLIC WORKS DEPARTMENT

A. BA05-54, BR05-135 and Resolution – Director – request to establish the Capital Improvement & Infrastructure Division, transferring 26 positions and applicable budgets (as outlined in the supporting documentation) from existing programs to new programs, and creating the positions of Division Manager and Asst. Division Manager. The purpose is to consolidate capital improvement management for more effective and efficient operations. In addition, one contract position in program 347 and one permanent position in program 351 are being deleted in the Wastewater Fund (as outlined in the supporting documentation) and the applicable funding is being transferred to the General Fund to assist in funding the two new positions. There is no fiscal impact since all transfers are within the existing Department budget. Transfer of existing funding: \$2,053,551.

OTHER FUNDS

3. MENNELLO MUSEUM FUND

A. Leu Gardens – the Mennello Museum Fund (#634) and Program (#144) is being transferred from Executive Offices to the Families, Parks and Recreation Department and will report to the Leu Gardens Executive Director. This item is being presented for informational purposes only. It represents a change in reporting structure and no budget transfer is necessary.

4. GAS TAX FUND

A. BA05-50, BR05-125, Project Nos. 2114, 4106070 and Resolution – Leu Gardens – to transfer funding from Leu Gardens to the sidewalk repair project to repair damage incurred as a result of the hurricanes and resulting cleanup. Transfer of existing funding: \$39,875.

B. BA05-52, BR05-129, Project Nos. 2679, 3413070 and Resolution – Transportation Engineering – to budget FDOT grant funds for a reimbursable grant for the Mills Avenue Congestion Management Design Project (\$450,000). Additionally, provide funding in the Internal Services group in the amount of \$25,500 for project management services. Transfer of existing funding: \$25,500. Net increase: \$450,000. Total: \$475,500.

5. CAPITAL IMPROVEMENT PROGRAM FUND

A. BA05-49, BR05-124, Project Nos. 2795, 2819 and Resolution – Legal Affairs – on 12/13/2004, City Council authorized legal research, legal services, and other professional services necessary to preserve and enhance the City's legal position regarding annexation, the delivery of urban services, and related issues. Funding is being requested to support this endeavor (\$450,000). In addition, the City Attorney has assumed the responsibility of overseeing the City's State and Federal lobbyists. Funding is being transferred for this (\$46,300). Transfer of existing funding: \$296,300. Net increase: \$200,000. Total: \$496,300.

6. CONROY ROAD TRANSPORTATION IMPACT FEE FUND

A. BA-05-48 and Resolution – Accounting and Control – to provide funding for repayment of a portion of the principal on the Internal Loan for the Conroy Road Interchange project. Net increase: \$200,000.

7. CENTROPLEX FUND

A. BA05-51, BR-05-128 and Resolution – Centroplex – the Orlando Seals Hockey Team season was factored into the budget process. The Seals are no longer playing at the TD Waterhouse and it is necessary to reduce revenue and expenses that were entered into the FY 2004/2005 budget for the 30 game season. Net decrease: \$300,000.

8. STORMWATER UTILITY FUND

A. BR05-130 Project Nos. 2785, 2734 – Engineering Services – The storm drainage project (#2734) located in the Southport neighborhood is under way with Phase I being completed by City forces. Phase II has been designed and is ready to be bid. Funding from project 2785 (Vineland/Cheryl/Peregrine Drainage) will be lent to project 2734 for the construction. The funding will be returned to project 2785 in FY 05/06. Transfer of existing funding: \$200,000.

B. BR-05-133 – Streets and Stormwater Services – a leave payout to the retired Stormwater Utility Division Manager resulted in an unforeseen budget deficit in the Program 705 (Stormwater Utility Administration) salary group. The transfer of contingency funding is being requested to reduce this deficit. Transfer of existing funding: \$40,000.

Items 1A, 2A, 4A and 5A were discussed. Mr. Levey questioned item 5A being established in the CIP fund and asked MBA to administratively realign these resources to the appropriate fund by fiscal year end. It was moved by Mr. Fernandez, seconded by Mr. Olson and vote carried to approve items 1A through 8B, pending review of item 5A by Management, Budget and Accounting.

The meeting was adjourned by Mr. Levey at 8:37 a.m.

Deborah D. Girard, Director
Management, Budget and Accounting

Karen Smith, Recording Secretary