

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on February 15, 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  
Mickey Miller, Chief Financial Officer, Finance Dept.  
Wes Powell, Assistant City Attorney II, Legal Affairs for Dykes Everett, City Attorney  
Jose Fernandez, Chief of Staff

### 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.  
Robert Bowman, Chief, Fire Dept.  
Tessie Lookhoff, Fiscal Manager, Fire Dept.  
Linda Rhinesmith, Manager, Economic Development Dept.  
Jim Kimbler, Chief Planner, Economic Development Dept  
Jason Burton, Trans. Fee Coordinator, Economic Development Dept.  
Tim Johnson, Permitting Division Mgr., Economic Development Dept.  
Worth Busbee, Fiscal Manager, Public Works Dept.  
Tom Connery, Project Manager II, Public Works Dept.  
Abe Jardaneh, Project Manager II, Public Works Dept.  
Charles Ramdatt, Trans. Eng. Division Manager, Public Works Dept.

### NEW BUSINESS

#### GENERAL FUND

#### 1. EXECUTIVE OFFICES

A. BA05-56, BR05-145, Project No. 2810 and Resolution – Communications/Neighborhood Enhancement – the City of Orlando was awarded a \$23,290 sub grant from the State of Florida Department of Community Affairs for FY 04/05. These funds are to be spent on Citizen Corps Council initiatives and training. The grant agreement was approved by City Council at the August 9, 2004 meeting. Net increase: \$23,290.

#### 2. PUBLIC WORKS DEPARTMENT

A. BR05-163 – CIP/Infrastructure – at the 2/1/05 BRC meeting, it was approved to transfer a Project Manager II, S8, from program 754 to program 712 as part of the establishment of the CIP/Infrastructure Division. After additional analysis, it was determined that the position should be transferred to program 734. Transfer of existing funding: \$70,592.

#### 3. FIRE DEPARTMENT

A. BR05-164 – Support Services – request to add a Fire Assistant Chief, 7, program 602 and delete a Service Shop Supervisor, S11, program 615, and a Fire Engineer, program 603. Effective 2/13/05. Also, to provide funding for overtime in the Training Division to comply with recent revisions in State and Federal requirements for special

operations disciplines. Overall there will be a total annual savings of \$25,472.  
Transfer of existing funding: \$104,862.

4. ECONOMIC DEVELOPMENT DEPARTMENT

- A. BR05-165 – Permitting – on November 9, 2004 the BRC approved the addition of 13 positions in the Permitting Division. The purchase of five vehicles for the new personnel was intended to be included. Due to a calculation error, the budget for the purchase of the new vehicles was not requested. A delay in hiring personnel for the approved new positions has now made available the necessary funding to purchase the vehicles. Transfer of existing funding: \$87,500.

OTHER FUNDS

5. TRANSPORTATION IMPACT FEE FUNDS

- A. BA05-55, BR05-143, Project Nos. 2820, 2821, 2822 and Resolution – City Planning – this request will fund three Capital Improvement Projects with Transportation Impact Fees (TIF) from the Southeast Benefit Area. The three projects are: Alafaya/Dowden Road Extension (\$422,327), Alafaya/Dowden Road ROW (\$372,616) and Econlockhatchee Trail TIF Credit Reimbursement (\$608,179). The projects have been reviewed and recommended for approval by the newly formed Transportation Impact Fee Committee, which tracks and reviews revenues, expenditures and projects of the various TIF funds. This Committee consists of the Public Works Director, City Traffic Engineer, Transportation Planning Chief Planner and Transportation Impact Fee Coordinator. Net increase: \$1,403,122.

6. STORMWATER UTILITY FUND

- A. BR05-148, Project Nos. 2137, 4909 – Engineering Services – the City has requested GAI Consultants, Inc. to assess the general capacity and condition of the existing infrastructure systems in the lower downtown core area. A scope and budget of \$9,800 has been submitted by GAI to perform these services. GAI is on a continuing professional services contract with the City of Orlando. Transfer of existing funding: \$9,800.

7. GAS TAX FUND

- A. BA05-59, BR05-155, Project No. 4106070 and Resolution – Engineering Services – to budget funding received from Crowder-Gulf for damage to sidewalks at Leu Gardens caused by the contractor during debris and tree removal due to the hurricanes. Net increase: \$28,329.

8. WASTEWATER FUNDS

- A. BA05-57, BR05-149, Project No. 2823 and Resolution – Wastewater – Several neighborhoods located in the City sewer service area, including Merritt Park, Lake Sue Park, Sue Harbor and Beeman Park, are currently on septic tanks. Some of the septic tanks in these areas are failing, and the City desires to design and construct a sanitary sewer collection system to replace the failing septic tanks. The collection system will serve a total of 207 residents. This appropriation will cover the costs associated with the design survey, geotechnical and soils investigations, design and management fees and other expenses related to the preparation of drawings and specifications to implement this project. Funds are available in the Wastewater Collection System Fund #468 and will be transferred to the project. Net increase: \$206,500.

9. CAPITAL IMPROVEMENT PROGRAM FUND

- A. BR05-159, Project Nos. 2510, 2522 – Police Administrative Services – to reinstate CIP projects for the Orlando Police Department. Funding was not carried over in a prior fiscal year for the Records Management (Project 2510 \$41,296) and Criminal Justice Info System (Project 2522 \$68,750) projects. A contract with New World Systems has

been entered into on the Records Management project to convert word processing information. The Integrated Criminal Justice Information System allows the sharing of information between Orange County criminal justice agencies. This request will allow the City to purchase an arrest field-reporting module. Transfer of existing funding: \$110,046.

Item 3A was discussed. It was moved by Mr. Miller, seconded by Mr. Fernandez and vote carried to approve items 1A through 9A.

The meeting was adjourned by Mr. Levey at 8:35 a.m.

---

Deborah D. Girard, Director  
Management, Budget and Accounting

---

Karen Smith, Recording Secretary