

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on April 26, 2005 was called to order by Mr. Richard Levey at 8:30 a.m.

### MEMBERS PRESENT:

Richard Levey, Chief Administrative Officer  
Kent Olson, Interim Chief Financial Officer, Finance Dept.  
Deborah Girard, Director, Management, Budget & Accounting Dept  
Jody Litchford, Deputy City Attorney, Legal Affairs for Dykes Everett, City Attorney  
Lee Brown, Human Resources Div. Manager, (non-voting technical advisor)

### OTHERS PRESENT:

Mike Stieber, Budget Manager, Management, Budget & Accounting Dept.  
Barbara Muzeni, Budget Analyst Sr., Management, Budget & Accounting Dept.  
Wes Powell, Assistant City Attorney, Legal Affairs  
Michelle Tarrant, Compensation & Records Mgr., General Admin. Dept.  
Alana Brenner, City Clerk, Executive Offices  
Linda Rhinesmith, Manager, Economic Development Dept.  
Worth Busbee, Fiscal Manager, Public Works Dept.  
Bob Rutter, Project Manager II, Public Works Dept.  
Charles Ramdatt, Trans. Eng. Division Manager, Public Works Dept.  
Chuck Miller, WW Tech Support Mgr., Public Works Dept.  
Susan Harris, Assistant to Director, Communications & Neighborhood Enhancement  
Byron Brooks, Director, Families, Parks & Recreation Dept.  
Mark Crain, Systems/Network Sr. Mgr., General Admin. Dept.  
John Perrone, Parks Asst. Division Mgr., Families, Parks & Recreation Dept.

### NEW BUSINESS

#### GENERAL FUND

##### 1. EXECUTIVE OFFICES

- A. BR05-256, Project Nos. 2537, 3124 – Communications/Neighborhood Enhancement – the current AVID MC XPress non-linear video editing system is outdated and in need of major repair. Repairing the existing system will only be a temporary fix. Purchasing a new editing system, specifically a DPS Velocity HD system is recommended. This editing system is critical to multi-media and broadcast services. Purchasing the new editing system will immediately solve existing equipment problems, and will allow for the transition to High-Definition editing in a few years with little additional editing platform expense. Purchasing the new editing system will enhance the broadcast-quality products for Orange TV, local television stations, and provide web-ready content for the city website. A number of critical components of the system have failed on the existing editing system. Transfer of existing funding: \$42,000.
- B. Communications/Neighborhood Enhancement – request to reclassify the Deputy Director of Communications, 10, to an Audio Visual Producer, S14. Also, request to reclassify a Community Outreach Coordinator-Contract, S13, to a Special Events Coordinator-Contract, S16. Both actions are in program 119 and will be effective 4/24/05. These actions will result in an annual savings of \$28,715 at the midpoint of the salary range. No budget transfer necessary.
- C. BR05-263, Project No. 3042 – City Clerk – to provide funding for special election costs incurred prior to its nullification by the reinstatement of Mayor Dyer. Costs include advertising (\$1,770) and Supervisor of Elections (\$36,280). In addition, provide

funding for the digitizing of signatures due to the mayoral transitions and the retirement of the CFO (\$1,950). This item replaces item 1A approved by the BRC on 4/12/05. Transfer of funding from contingency: \$40,000.

2. FINANCE DEPARTMENT

A. BR05-260 – Chief Financial Officer – to provide additional funding for external audit fees as negotiated by the former Chief Financial Officer. Additional audit work on the financial statements was necessary due to various legal issues facing the City, an evaluation of hurricane recovery costs, and other matters. Transfer of funding from contingency: \$20,100. **ITEM PULLED**

3. GENERAL ADMINISTRATION DEPARTMENT

A. BR05-264 – Human Resources – the City of Orlando is currently scheduled to participate in an Impasse Hearing on May 5 and 6, 2005 with an appointed Special Magistrate regarding the declared impasse with the FOP (Main) unit on several economic issues in the Collective Bargaining Agreement. The City has labor counsel on contract through the Risk Management program. This request is to provide funding in the amount of \$25,000 for use of existing outside legal counsel to represent the City in this Impasse proceeding. **Approved by City Council on 4/25/05, item 3F-9.** Also, to transfer \$7,000 of existing funding for arbitration expenses. Transfer of existing funding: \$7,000. Transfer of funding from contingency: \$25,000. Total: \$32,000.

OTHER FUNDS

4. WASTEWATER FUNDS

A. BR05-252, Project No. 2836 – CIP/Infrastructure – this request will cover the costs associated with the professional services required to complete the work assigned to Hartman Consulting, Inc. related to the initial phase of the Utility Valuation & Management study. **Approved by City Council on 3/28/05, item 5-4.** Transfer of existing funding: \$160,000.

B. BA05-77, BR05-248, Project No. 2150 and Resolution – CIP/Infrastructure - this request will cover additional design, permitting, bidding and construction services associated with existing on-going projects and new design projects required to provide connection of the Conserv I reclaimed water system with the reclaimed water system from the Iron Bridge Water Reclamation Facility. Net increase: \$484,000.

C. BA05-76, BR05-249, Project No. 2831 and Resolution – Wastewater - During events such as the three hurricanes that were experienced in 2004, extreme weather conditions were responsible for widespread electrical power outages which disabled more than half of the 201 wastewater lift stations. Even some of the more common summer thunderstorms can cause localized power outages that may affect the normal power supply to lift stations. Several of the major (larger) lift stations have standby generators permanently installed at the sites. At the remainder of the lift stations, permanent generators have not been installed due to site restrictions, costs or small capacity, and we rely on portable generators to provide emergency power during outages. Based on the experience during the hurricanes, it became evident that the existing portable generators were not adequate to handle outages, at the numerous lift station sites that lost power, due to the limited number of units, their advanced age, the capacity of the units, reliability and the manpower required to move and service them. The purchase of 14 additional portable emergency generators of various sizes will greatly enhance the ability of Lift Station personnel to keep lift stations operating during power outages to prevent wastewater from overflowing from the collection system and causing health problems in the community. Net increase: \$400,000.

5. CAPITAL IMPROVEMENT FUND

A. BA05-80, BR05-259, Project No. 2698 and Resolution – Parks - to budget grant revenue

for the Wadeview Park Renovation Project. Approved by City Council 8/23/2004. Costs include park repairs and improvements including playground and restrooms. Improvements and repairs are needed at the park to comply with ADA and safety requirements. Net increase: \$200,000. Transfer of existing funding: \$30,000. Total: \$230,000.

- B. BA05-78, BR05-250, BR05-251, Project Nos. 2827, 2798, 3303 and Resolution – Technology Management – to transfer funding for Economic Development's contribution to the new phone system also known as the Call Center (\$49,951). Also, to move budget from the Parking System Fund to cover the Parking Division's portion of the system (\$65,000). Technology Management is managing this project. Transfer of existing funding: \$114,591.

6. FY 2003/2004 CONSTRUCTION FUND

- A. BA05-74, BR05-243, Project No. 2829 and Resolution – Recreation – to realign projects approved as part of the 2003/2004 Capital Improvement Program. The original approved list included \$750,000 for improvements to the Northwest Center Pool. The cost estimates submitted for that project were in excess of the allocated funding. As a result, it was agreed upon to substitute other projects within the same Commission District, which resulted in a net decrease in the total allocation. One project, the Malibu Groves Wall, has already been funded. The funding requested here will be utilized to improve and equip three recreation centers: Callahan, Jackson and Northwest. Funding within the 2003/2004 Capital Improvement Program has previously been realigned due to higher prices for concrete, steel and labor in the aftermath of last year's hurricanes. In addition, the renovations to the Primrose Dr. facility will be more extensive than previously planned. Therefore, it is necessary for budget purposes to fund this action from the \$1 million additional proceeds approved by City Council on 12/13/04. Net increase: \$150,000.

7. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BA05-79, BR05-258, Project No. 2811 and Resolution – CRA – to fund a portion of the renovation of the Expo Center from fund balance rather than using Loan Proceeds as the original Budget Amendment (BA05-20) stated. The Budget Review Committee approved BA05-20 on March 1, 2005, budgeting \$4,603,833 from Loan Proceeds. This amendment reduces Loan Proceeds to \$4,200,000 and uses \$403,833 of Fund Balance. Funds will be used to renovate the Expo Center in conjunction with the UCF School of Digital Media. No net increase to current budget.

Item 2A was pulled. Revised wording was presented for item 6A.

After discussion of Items 2A, 3A, 4A and 6A, it was moved by Mr. Olson and seconded by Ms. Litchford and vote carried to approve Items 1A through 7A, as amended.

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

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Deborah D. Girard, Director  
Management, Budget and Accounting

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Karen Smith, Recording Secretary