

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on May 24, 2005 was called to order by Mr. Byron Brooks at 8:30 a.m.

MEMBERS PRESENT:

Byron Brooks, Interim Chief Administrative Officer
Cheryl Henry, Chief of Staff
Deborah Girard, Director, Management, Budget & Accounting Dept
Kent Olson, Interim Chief Financial Officer, Finance 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:

Barbara Muzeni, Budget Analyst Sr., Management, Budget & Accounting Dept.
Wes Powell, Assistant City Attorney, Legal Affairs
Worth Busbee, Fiscal Manager, Public Works Dept.
Linda Rhinesmith, Manager, Economic Development Dept.
Charles Ramdatt, Trans. Eng. Division Manager, Public Works Dept.
Jim Callahan, Budget Analyst II, Management, Budget & Accounting Dept.
Tom Connery, CIP/Infrastructure Division Manager, Public Works Dept.
Michelle Tarrant, Compensation & Records Manager, General Admin. Dept.
Rodney Williams, Recreation Division Manager, Families, Parks & Recreation Dept.
Dennis Tipton, Engineering Project Coordinator, Public Works Dept.

NEW BUSINESS

GENERAL FUND

1. FAMILIES, PARKS & RECREATION DEPARTMENT

A. BR05-297 - Recreation – request to transfer an Office Assistant P/T, S21, from program 281 to program 242. Also, transfer a Recreation Assistant P/T, S22, from program 283 to program 281. Effective 5/22/05. There is no fiscal impact. Related salaries and benefits funding will be transferred for the remainder of the fiscal year. Transfer of existing funding: \$34,525.

2. GENERAL ADMINISTRATION DEPARTMENT

A. PE05-26 – Human Resources – request to reclassify and downgrade a Sr. HRIS/Compensation Analyst, 11, program 206, to a Compensation Analyst, 12. Effective 5/22/05. Cost savings for a full fiscal year: \$4,716. No budget transfer necessary.

3. PUBLIC WORKS DEPARTMENT

A. BR05-312 – Streets and Stormwater Services – to transfer funding from the Salary Group to the Contractual Services Group for utilizing the City's RAP pool to allow for continued assistance on the concrete crew and to allow funds for equipment rental (\$36,000). Also, transfer funding to cover vehicle accident deductible expenditures (\$1,500). Transfer of existing funding: \$37,500.

4. ECONOMIC DEVELOPMENT DEPARTMENT

A. BR05-313 - Director – request to transfer an Executive Assistant, 17, from program 821 to program 801. Effective 5/22/05. There is no fiscal impact. Related salaries and benefits funding will be transferred for the remainder of the fiscal year. Transfer of existing funding: \$15,680.

OTHER FUNDS

5. STORMWATER UTILITY FUND

- A. BR05-288, Various Project Nos. – Engineering Services – transfer of funding is requested to complete the construction of a storm sewer along Grant Street from Center Avenue to Delaney Avenue to solve structural flooding. There currently is no or inadequately sized storm sewer system in this area. Transfer of existing funding: \$490,082.
- B. BR05-290, Various Project Nos. – Engineering Services – College Park has been identified as one of eight neighborhoods in which high groundwater conditions have contributed to flooding problems. The transfer of funding being requested will allow continuation of data collection and design of a collection system to solve the problem. Transfer of existing funding: \$88,235.
- C. BR05-291, Project Nos. 2140, 4928 – Engineering Services – current funding is insufficient to complete construction of the E. Lake Arnold Drainage Improvements project. The transfer of additional funding will enable the project to be constructed which will eliminate a long-standing drainage problem on Strathmore Drive on the east side of Lake Arnold. Transfer of existing funding: \$150,160.
- D. BR05-305, Project Nos. 2623, 2783 – Engineering Services – to provide funding for two flood studies, the completion of the Southport flood study (\$3,000) and a study of the Crownpointe area, located on the Belz Outlet Mall tributary of Shingle Creek (\$50,000). These areas experience severe flooding associated with storms of moderate intensity. Transfer of existing funding: \$53,000.

6. CAPITAL IMPROVEMENT FUND

- A. BA05-81, BR05-261 Project No. 2837 and Resolution – City Planning – the residents of Lake Shore Drive have entered a MOU with the City for decorative lighting and underground utilities. The residents' portion of the agreement covers 75% of the underground cost and 50% of the decorative lighting cost. This request is to budget the funds to be received from the residents (\$104,976). The City's portion (\$36,637) of the project will be paid using budgeted Urban Investment Funds when the final invoice is received from OUC. Net increase: \$104,976.

7. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BR05-303, Project No. 2749 – CRA – the CRA voted on June 21, 2004 to extend the Pure Connection contract for the Downtown WiFi Zone for a period not to exceed one year. This transfer represents the funding for the second half of that one-year extension. Transfer of existing funding: \$9,373.

After discussion of items 5A through 5D, it was moved by Mrs. Litchford and seconded by Mrs. Girard and vote carried to approve Items 1A through 7A.

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

Deborah D. Girard, Director
Management, Budget and Accounting

Michael Stieber, Budget Manager
Recording Secretary