

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on July 5, 2005 was called to order by Ms. Deborah Girard at 8:33 a.m.

MEMBERS PRESENT:

Deborah Girard, Director, Management, Budget and Accounting
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:

Mike Stieber, Budget Manager, Management, Budget & Accounting Dept.
Wes Powell, Assistant City Attorney, Legal Affairs
Worth Busbee, Fiscal Manager, Public Works Dept.
Cedric Wallace, Facilities Fiscal Manager, General Admin. Dept.
Linda Rhinesmith, Manager, Economic Development Dept.
Charles Ramdatt, Trans. Eng. Division Manager, Public Works Dept.
Abe Jardaneh, Project Mgr. II, CIP/Infrastructure, Public Works
Cindy Mitchum, Business Manager, Centroplex Div., Economic Development Dept.
Jim Callahan, Budget Analyst II, Management, Budget & Accounting Dept.
Roger Neiswender, Director, Transportation Dept.
Allen Johnson, Director, Centroplex Div., Economic Development Dept.

NEW BUSINESS

GENERAL FUND

1. POLICE DEPARTMENT

A. BA05-97, BR05-358, Project No. 2817 and Resolution – Administration - to provide grant funding for investigative travel expenses for the SCIRS-SS Money Laundering Task Force. These expenditures are reimbursable from the Internal Revenue Service (St. Cloud). Grant period is from October 1, 2004 to September 30, 2005. The total grant award is \$27,725, of which, \$22,725 was previously budgeted via BA05-46, approved by the BRC on January 18, 2005. Net increase: \$5,000.

2. TRANSPORTATION DEPARTMENT

A. BR05-361 – Director - to realign operating funding for the new Transportation Department for the remainder of the fiscal year. Also, to fully fund salaries and benefits for the remainder of the fiscal year for the Director position (added via the BRC meeting of June 7, 2005) and for the addition of an Executive Assistant, grade 17, being requested herein (Effective July 3, 2005). The position addition is being undertaken outside of the budget process due to the recent creation of the Transportation Department. Funding is available in the current fiscal year due to vacancies within the Transportation Engineering Division, which is now part of the Transportation Department. Transfer of existing funding: \$29,985.

3. GENERAL ADMINISTRATION DEPARTMENT

A. BA05-99, BR05-363 and Resolution – Facilities Management - to recognize revenue received for the following services provided by Facilities Management: payment received from Kitson and Partners for Dubsdread Termite Baiting Services (\$1,314); receipt from Risk Management (\$7,500) for replacing and removing the flooring at the OPD Headquarters gym due to water damage. Net increase: \$8,814.

4. ECONOMIC DEVELOPMENT DEPARTMENT

- A. BA05-94, BR05-341 and Resolution – Permitting - to recognize additional revenue collected for after hours inspections, to be used to cover overtime expenditures (\$14,500). Additionally, to realign operating expenditures to cover current overdrafts and expenditures for the remainder of the fiscal year (\$10,275). Net increase: \$14,500. Transfer of existing funding: \$10,275. Total: \$24,775.

OTHER FUNDS

5. WASTEWATER FUNDS

- A. BA05-96, BR05-356, Project No. 4601 and Resolution – Wastewater – This request will provide funds from Retained Earnings to address the Wastewater Division's need, from time to time, to retain general and specialty contractors to assist in the repair and rehabilitation of the aging infrastructure of sanitary sewer lines and force mains. The request will also fund capital repair work for small jobs that do not have their own project number. There are currently two outstanding jobs that require funding: OBT at Fire Fighters Council, John Young Pkwy and Technology Drive sanitary sewer, with a total estimated cost of \$119,206. This will leave \$380,794 in the Capital Account for future work of this type. Net increase: \$500,000.

6. LAW ENFORCEMENT TRAINING FUND

- A. BA05-98, BR05-357 and Resolution – Police Special Services - to provide additional funding for OPD Special Teams training (i.e. the Texas Tactical Training Conference and competition for the SWAT Team scheduled for August, 2005). Net increase: \$12,000.

7. CENTROPLEX FUNDS

- A. BR05-195 – Centroplex – request to reallocate Expo Centre (program 573) staff as follows. Request to transfer two Crew Leader positions, S17, program 573 to the Arena program 572 and one Entertainment Facility Service Worker I, D31, program 573, to the Citrus Bowl, program 593. The following positions will be deleted: two Entertainment Facility Service Worker II positions, D41, program 572; one Field Supervisor position, S16, program 593; one Expo Centre Superintendent, 11, program 573; two Crew Chief, D41, program 573; three Entertainment Facility Worker I, D31, program 573; and one Event Coordinator II, S13, program 573. This transfer and deletion of positions eliminates all Expo Centre positions based on the changes in the Expo Centre function. No budget transfers necessary for these changes. Additionally, transfer funding for the Convention Sales and Booking Coordinator position from program 573 to program 571. The position was previously transferred to program 571, but was funded in program 573. Transfer of existing funding: \$41,000.

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

Deborah D. Girard, Director
Management, Budget and Accounting

Susan Hancock, Recording Secretary