

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on July 19, 2005 was called to order by Mr. Byron Brooks at 8:30 a.m.

MEMBERS PRESENT:

Byron Brooks, Interim Chief Administrative Officer
Deborah Girard, Director, Management, Budget and 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:

Mike Stieber, Budget Manager, Management, Budget & Accounting Dept.
Barbara Muzeni, Budget Analyst Sr., Management, Budget & Accounting Dept.
Jim Callahan, Budget Analyst II, Management, Budget & Accounting Dept.
Wes Powell, Assistant City Attorney, Legal Affairs
Bill Burns, Project Manager, CIP/Infrastructure, Public Works Dept.
Worth Busbee, Fiscal Manager, Public Works Dept.
Linda Rhinesmith, Manager, Economic Development Dept.
Jason Burton, Transportation Fee Coordinator, Economic Development Dept.
Pat Dellacona, DDB Administrative Coordinator, Economic Development Dept.
Naeem Coleman, Seasonal CRA, Economic Development Dept.
John Perrone, Parks Ass't. Division Manager, Families, Parks & Recreation Dept.
Susan Harris, Assistant to Director, Communications & Neigh. Enhanc., Exec. Offices
Charles Ramdatt, Transportation Engineering Div. Mgr., Public Works Dept.

NEW BUSINESS

GENERAL FUND

1. PUBLIC WORKS DEPARTMENT

A. BR05-374 – Director - to transfer funding from the CIP/Infrastructure Division to the Director's program to fund the remaining six months of the Hurricane Recovery and FEMA consultant contract with Dave Metzker. The CIP/Infrastructure Division has a vacant position providing available funds to transfer. Transfer of existing funding: \$30,000.

2. GENERAL ADMINISTRATION DEPARTMENT

A. BR05-376 – Technology Management – request to transfer a Computer Operator Senior, S15, program 193 (Computer Operations), to program 194 (Network Support). Effective July 3, 2005. This transfer is being done to better align duties associated with server backups and network facility maintenance. Transfer of existing funding: \$11,646.

3. ECONOMIC DEVELOPMENT DEPARTMENT

A. BA05-103, BR05-380 and Resolution – Permitting – to recognize additional Building Permit revenue to fund the Cost Allocation Study expenditure being brought to the City Council for approval on July 25, 2005. The study will provide an independent, full cost of service and allocation analysis of the City's Permitting Division, in addition to a citywide overhead cost allocation plan. Net increase: \$45,000.

4. EXECUTIVE OFFICES

- A. BR05-387 – Communications/Neighborhood Enhancement – request to purchase \$120,500 in broadcast equipment to solve problems being experienced in broadcasting City meetings. Existing broadcast equipment is failing and requires a new switcher and equipment. Also, there is a need to purchase \$21,200 in computers and software upgrades for the Creative Services Team and one of the Multi-Media AV Producers. The computer upgrades are necessary to operate graphic design and publication software programs, which will enable the City to produce high quality posters, brochures and information materials in-house. Both of these purchases are replacing existing equipment and will not require any additional operating costs. There is no additional fiscal impact, other than the cost of the equipment. Transfer of existing funding: \$141,700.

OTHER FUNDS

5. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BA05-102, BR05-382, Project No. 2845 and Resolution – CRA – request to utilize Fund Balance and budget funding in the CNL Plaza project for common area plaza hardscape and landscape improvements associated with the development of the new CNL tower. Funding was approved by the CRA on 5/3/04. Net increase: \$302,300.

6. GAS TAX FUND

- A. BR05-377, Project Nos. 2665, 2443 – Capital/Infrastructure – request to transfer funds from the Boggy Creek Road project (#2665) to the Alden Road Trail project (#2443) to close out the pre-construction contractual services with the CM at Risk company. Transfer of existing funding: \$12,510.

7. TRANSPORTATION IMPACT FEE FUNDS

- A. BA05-100, BR05-370, Project No. 4951099 and Resolution – Director of Transportation – the single major roadway capacity improvement in the Transportation Impact Fee (TIF) North Benefit Area is the widening of Crystal Lake Drive. This project is designed as a major arterial improvement that will provide access to the central business district from the southeast. Additional properties at 420 S. Crystal Lake Drive, 4 N. Crystal Lake Drive, 3117-3119 E. Washington Street, and 3121-3123 E. Washington Street were approved as necessary acquisitions by the City Council for the Crystal Lake Drive project on June 13, 2005. An additional \$379,000 is required from the TIF fund to secure these properties. The total cost of these acquisitions is approximately \$755,000. Only a portion of 420 S. Crystal Lake Drive is needed for construction of Crystal Lake Drive; the City will resell the remainder of this property and the proceeds will be returned to the TIF fund for future transportation projects. The estimated revenue from the sale of this property is \$120,000. Net increase: \$379,000.

8. CAPITAL IMPROVEMENT PROGRAM FUND

- A. BA05-101, BR05-375, Project No. 4138 and Resolution – Parks – request to transfer/loan funds from the CIP Brick Street Asphalt Removal project (#4138) to the Florida Urban Forestry Grant project. The grant project will be reimbursed 75% (\$175,000) by the State and Project 4138 will be partially repaid with these funds. The remaining 25% (\$58,333) is the City match and will not be repaid to Project 4138. The

Grant will allow efficiencies to be recognized in better management of existing crews maintaining the urban forest in Orlando as well as being able to give exact information with reference to value, liabilities and losses of City owned trees. This is especially applicable to situations involving documentation needed for insurance and FEMA applications. The grant was approved by the City Council on 6/27/05. Transfer of existing funding: \$233,333.

After discussion of items 4A and 6A, it was moved by Mr. Olson and seconded by Ms. Girard and vote carried to approve Items 1A through 8A as amended.

The meeting was adjourned by Mr. Brooks at 8:34 a.m.

Deborah D. Girard, Director
Management, Budget and Accounting Dept.

Susan Hancock, Recording Secretary