

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on October 11, 2005 was called to order by Mr. Byron Brooks at 8:31 a.m.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Barbara Muzeni, Budget Analyst Sr., Management, Budget & Accounting Dept.
Chris McCullion, Budget Analyst III, Management, Budget & Accounting Dept.
Worth Busbee, Fiscal Manager, Public Works Dept.
Susan Harris, Assistant to Director, Communications/Neighborhood Enhancement
Bob Rutter, Project Mgr, CIP/Infrastructure, Public Works Dept.
Hector Sanchez, Project Mgr., CIP/Infrastructure, Public Works Dept.
Tessie Lookhoff, Fiscal Manager, Fire Dept.
Robert Bowman, Chief, Fire Dept.
Linda Rhinesmith, Manager, Economic Development Dept.
Roger Neiswender, Director, Transportation Dept.

NEW BUSINESS:

GENERAL FUND

1. EXECUTIVE OFFICES

- A. BR06-12, Office of the Mayor – request to reassign program 609, City Emergency Management, from the Fire Department to the Executive Offices. Effective 10/1/05. This is a change in reporting responsibility only. The existing emergency management budget, including four positions, will remain intact. Also included is a transfer of funding from Communications/Neighborhood Enhancement to Emergency Management for the expenditures of the Citizen Corps Council. Transfer of existing funding: \$5,350.
- B. BR06-13, Office of the Mayor – request to reclassify the Public Information Officer, 12, program 101, to an Appointed Press Secretary, 9. Request to reclassify the Appointed Constituent Correspondent, 13, program 101, to an Appointed Public Information Officer, 12. Request to reclassify the WEB Development Coordinator, S13, program 119, to a Creative Services Supervisor, S12. Request to reclassify the Neighborhood Grants Coordinator, S13, program 101, to a Grants Development Coordinator, 11, and transfer the position to program 118. No additional funding is necessary. A currently vacant position will be filled at a lower than budgeted salary to offset these actions. Also, request the transfer of one Executive Assistant, 17, from program 118 to program 101. In addition, request the following transfers from program 119 to program 118: one Assistant to the Director, 10; two Community Outreach Coordinator, S13; one Volunteer Program Manager, 11; one Administrative Specialist, S15; one Staff Assistant-Contract, 20, and one Production Coordinator, S13. All actions effective 10/1/05. Transfer of existing funding: \$383,252.

C. BR06-07 – Community Affairs – on November 15, 2004, City Council approved a Tri-Party Agreement for Katherine Ramsberger to be an Executive on Loan from the City to Orlando Performing Arts Center, Inc. On September 19, 2005 City Council approved an extension of that agreement for an additional six months through March 31, 2006. All other terms and conditions of the original agreement shall remain the same. This transfer will provide funding for this extension. Transfer of existing funding: \$57,561.

2. MANAGEMENT, BUDGET AND ACCOUNTING DEPARTMENT

A. Management and Budget – request authority for approval of FY 2005/2006 salary and benefit budget adjustments (Union agreements, reclassifications, etc. approved by City Council) by the Management, Budget and Accounting Director.

B. BA06-03 and Resolution – Management and Budget – to increase the budgets of the General Fund (\$275,086) and CRA III Trust Fund (\$12,851) and decrease the budgets of the Downtown Development Board Fund (-\$3,801), the CRA Fund (-\$10,208), the CRA I/II Trust Fund (-\$10,208) and the CRA IV Trust Fund (-\$36,263) due to changes in taxable value per the receipt of the Certifications of Final Taxable Value from the Property Appraiser. Net increase: \$227,457.

3. POLICE DEPARTMENT

A. BA06-02, Project No. 2805 and Resolution - Special Services – request recognition of GREAT (Gang Resistance Education and Training) Grant from the Department of Justice. Grant expires on 6/30/06. Net increase: \$99,960.

4. HOUSING DEPARTMENT

A. BR06-11, Housing Administration – request to delete the Housing Manager, 10, program 831. Request to transfer the Housing Division Manager, 6, from program 832 to program 831. No budget transfer necessary. The General Fund budget allocated for the Housing Manager will be utilized toward the Division Manager, with the balance of the salary and benefits costs paid from CDBG, HOME and HOPWA funding. Also, request to change the title of a Housing Financial Specialist, S18, program 833, to an Accounting Specialist II, S18, and transfer the position and related funding to program 832. Transfer of existing funding: \$36,155. Actions effective 10/1/05. Two additional position evaluations have been requested as part of this Department reorganization. Human Resources is currently undertaking the evaluations. Recommended changes, if any, will be brought forward on a future agenda.

OTHER FUNDS

5. GAS TAX FUND

A. BA06-01, Various Project Nos. and Resolution – Management and Budget - to transfer CIP funding to the Brick St. Rehabilitation (\$200,000), Traffic Signal Refurbishing (\$150,000) and Pavement Marking (\$100,000) projects, which are in the Gas Tax Fund. Projects were approved as part of the FY 2005/2006 budget and Capital Improvement Program. Transfer of existing funding: \$450,000.

6. LEU GARDENS FUND

A. BA06-04, Project No. 9408 and Resolution – Leu Gardens – to budget a Cultural Support Grant from the Florida Department of State - Division of Cultural Affairs to support programs at Leu Gardens. The grant period is from July 1, 2005 through June 30, 2006. Net increase: \$41,038.

7. WASTEWATER FUNDS

- A. BA06-05, BR06-02, Project No. 2727 and Resolution – CIP/Infrastructure – this request will cover additional project and construction management service charges associated with the construction of the Iron Bridge Deep Bed Filters improvements. Additional project and construction management are required because the contract time was increased due to additional work and to night work required to apply the coatings to avoid adverse weather conditions. These charges will be partially reimbursed by the Northerly Entities, which will contribute approximately 48% of the costs associated with the deep filters construction and Seminole County which will contribute 40% of the cost associated with the conversion of the ABW filters to a chlorine contact chamber. Net increase: \$42,240. Transfer of existing funding: \$5,760. Total: \$48,000.
- B. BR06-03, Project No. 2589 – CIP/Infrastructure – this request will cover additional costs for design services, project management and other charges for printing and shop drawing review for the reclaimed water system loop in the Lee Vista Blvd area. Transfer of existing funding: \$24,000.
- C. BR06-04 – Wastewater – request to transfer a WW Specialist Sr., S18, and a WW Specialist II, S19, from program 343 to program 344. Effective 10/1/05. The utility locate staff have been transferred from the Wastewater Division's Technical Support Section to the Wastewater Division's System Evaluation & Maintenance Section. All of the "locate" staff, from those receiving the phone calls and faxes to those locating the utilities in the field, have been placed in one Section, helping to streamline paperwork and procedures. Transfer of existing funding: \$98,359.

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

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

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

Susan Hancock, Recording Secretary