

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on October 25, 2005 was called to order by Ms. Deborah Girard at 8:20 a.m.

### MEMBERS PRESENT:

Deborah Girard, Director of Management, Budget & Accounting Dept.  
Kent Olson, Interim Chief Financial Officer, Finance Dept.  
Dykes Everett, City Attorney, Office of Legal Affairs  
Lee Brown, Human Resources Division Manager (non-voting technical advisor)

### OTHERS PRESENT:

Mike Stieber, Budget Manager, Management, Budget & Accounting Dept.  
Barbara Muzeni, Budget Analyst Sr., Management, Budget & Accounting Dept.  
Chris McCullion, Budget Analyst III, Management, Budget & Accounting Dept.  
Sam Vennero, Parking Division Manager, Transportation Dept.  
Ben Gray, Trans. Administrator, Transportation Engineering, Transportation Dept.  
Joe Hinely, Admin. Coordinator, Families, Parks & Recreation Dept.

### NEW BUSINESS: GENERAL FUND

#### 1. FAMILIES, PARKS AND RECREATION DEPARTMENT

- A. BR06-21, Recreation – request to transfer a Property Clerk Senior, S19, and related funding from program 284 to program 241. This will allow for more effective purchasing within the Division. Effective 10/23/05. Transfer of existing funding: \$40,432.

### OTHER FUNDS

#### 2. WASTEWATER FUNDS

- A. BR06-17, Project No. 2308 – CIP/Infrastructure - this request will cover the costs of project management and the study of the West Lake Fair View Sanitary Sewer Improvement project. The study is necessary to verify inconsistencies with the project survey base line and to determine the extent of the problem. The consultant fee is based on a proposal received from PEC, Inc who will perform the work under their continuing wastewater professional engineering service contract. Transfer of existing funding: \$53,000.

#### 3. STORMWATER UTILITY FUND

- A. BA06-06, BR06-18, Project No. 2651 and Resolution – Engineering Services - to recognize a capital contribution received from the Orlando Federal Courthouse to connect to the City's Central Pond for stormwater discharge. Funding will be budgeted in the Harrison Avenue Drainage project as that project previously advanced funds to the Central Pond project. Net increase: \$389,928.

#### 4. GAS TAX FUND

- A. BR06-05, Project Nos. 4985, 2884 – Transportation Engineering – to establish a budget for internal design services for miscellaneous transportation projects. Design services of the Capital Improvement/Infrastructure (CIP) Division are sometimes needed for transportation projects that are in the conceptual stage or are waiting on funding. A special project for charging this work is required because these needs are time sensitive. Transfer of existing funding: \$20,000.

- B. BA06-07, BR06-10, Project Nos. 2885, 3410070 and Resolution – Transportation Engineering - the City of Orlando previously successfully competed for an Enhancement Grant through MetroPlan Orlando to improve pedestrian crosswalks at various locations throughout the City. Grant funding for the design is currently available in the amount of \$100,000. The list of locations for the proposed improvements was based on a review of pedestrian safety data and coordination with FDOT. The cost estimate for consultant services was \$104,940, which exceeded the available FDOT funding. An additional \$10,000 is requested to cover the additional consultant fees of \$4,940, with the balance for contingency. Transfer of existing funding: \$10,000. Net increase: \$100,000. Total: \$110,000.
  - C. BA06-08, BR06-22, Various Project Nos. and Resolution – Engineering Services - a concrete and brick street repair contract is currently out to bid. The contract is to perform sidewalk, curb, ramp and brick street repairs Citywide. The contract will be for one-year with four one-year extensions. This transfer will consolidate the funds from the various sidewalk, curb and repair projects into one project for this contract. Transfer of existing funding: \$1,075,000.
5. DUBSDREAD GOLF COURSE FUND
- A. BA06-09, BR06-23 and Resolution – Recreation - to revise the budget for the Dubsdread Golf Course. The approved budget anticipated a six-month closure due to renovation/drainage work. This work will not take place during FY 2005/2006 and the course will remain open. Net increase: \$295,349.
6. PARKING FUND
- A. PE06-32, PE06-33 – Parking - request to downgrade the following two positions: On/Off Street Supervisor, S17, program 763, to Parking Meter Technician I, D41; Equipment Operator Light, D31, program 775, to Maintenance Worker, D21. Effective 10/23/05. No budget transfer necessary. Net savings for a full fiscal year: \$5,557.

It was moved by Mr. Dykes, seconded by Mr. Olson and vote carried to approve Items 1A through 6A.

The meeting was adjourned by Ms. Girard at 8:25 a.m.

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

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Susan Hancock, Recording Secretary