

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on December 6, 2005 was called to order by Mr. Byron Brooks at 8:30 a.m.

### MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer  
Cheryl Henry, Chief of Staff  
Deborah Girard, Director of Management, Budget & Accounting 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:

Ray Elwell, Deputy Director, Management, Budget & Accounting Dept.  
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.  
Charles Ramdatt, Division Mgr., Transportation Engineering, Transportation Dept.  
Worth Busbee, Fiscal Manager, Public Works Dept.  
Linda Rhinesmith, Manager, Economic Development Dept.  
Susan Harris, Assistant to Director, Office of CNE, Executive Offices  
Steve Wiedenbeck, Project Manager, Public Works Dept.

### NEW BUSINESS:

#### GENERAL FUND

#### 1. POLICE DEPARTMENT

- A. BA06-15, BR06-40, Project No. 6009 and Resolution – Administrative Services- request to recognize contributions made to the SWAT project and to re-designate funds from Other Operating to Supplies for additional SWAT purchases. Transfer of existing funding: \$775. Net increase: \$19,825. Total: \$20,600.
- B. BA06-16, BR06-41, Project No. 6031 and Resolution – Administrative Services – request to recognize contributions made to the Ferran Memorial project and to re-designate funds from Capital to Supplies. Transfer of existing funding: \$44. Net increase: \$9,000. Total: \$9,044.
- C. BA06-17, BR06-42, Project No. 6041 and Resolution – Special Services – request to recognize merchandise sales and allocate funds to supplies for replenishing of COP Shop stock. Net increase: \$7,002.

#### 2. ECONOMIC DEVELOPMENT DEPARTMENT

- A. BR06-57 – Director – request to delete the GAD Deputy Director, 4, program 155 and add a Chief Planner, 7, in the Economic Development Department, program 801. The position will serve as the administrative liaison between the City and other local governmental entities. Job responsibilities will include, among others, coordination, dissemination and solicitation of information regarding inter-local agreements and issues of interest to the City. For example, this position will serve as the primary liaison between the City and OCPS and will be responsible for working with the School Board on school concurrency, school capacity, siting and design issues. Annual cost savings at the mid-point of the grade 7 salary range: \$14,114. Effective 12/4/2005. Transfer of existing funding: \$60,000.

3. EXECUTIVE OFFICES

- A. BR06-58 – Communications/Neighborhood Enhancement – request to extend the employment of the SeniorLinks Facilitator until September 30, 2006. This temporary position is responsible for marketing, recruiting and coordinating the SeniorLinks program. Due to the positive impact this position has on recruiting SeniorLinks partners, funding has been secured from the Children and Education Program budget to fund this position from January 1 through September 30, 2006. Current funding ends December 31, 2005, when the Volunteers for Homeland Security Grant is completed. Transfer of existing funding: \$14,007.

OTHER FUNDS

4. WASTEWATER FUNDS

- A. BR06-43, Project No. 2599 – CIP/Infrastructure – this request will transfer funds from Wastewater General Construction Fund, program 374, contingency to provide funds in project 2599 for the costs associated with the analysis, design, permitting, survey, bidding process and management fees for the lift station # 37 improvement project. The project involves the replacement of the old existing lift station with a larger station that will accommodate increased wastewater flows in the lift station # 37 area. The services are to be provided by LBFH, Inc. under a continuing professional service contract approved by City Council on October 3, 2005. Transfer of existing funding: \$93,500.
- B. Wastewater – request to make the Environmental Specialist – Contract, S16, program 355, a permanent position. This position is responsible for the Division's Oil and Grease Program, for collecting samples for the Surcharge Program and for assisting in educational programs. The desire is to permanently continue these programs. As more customers are added, a continuing effort is required for re-inspections, enforcement, education, and administration. The additional annual revenue from the Oil and Grease Program, as the result of a dedicated position, is expected to be \$144,000 within five years. No budget transfer necessary. This item is the final piece in an evaluation of Wastewater staffing needs that was begun during the budget development process. A variety of staffing changes (net reduction) have previously been approved, the overall result of which has been greater efficiency at a reduced cost.
- C. BA06-18, BR06-48, Project No. 2887 and Resolution – Wastewater – to provide funding from retained earnings for the installation of guide rail mounted submersible pumps in existing wet wells and the installation of accessible valve vaults and new valves at 22 Can-Type Lift Stations. Currently, these stations have to be entered through a manway by means of a vertical ladder. These stations are becoming obsolete, making it difficult to obtain parts. In addition, these lift stations are considered a permit required confined space area requiring a two-man crew, fall protection, and a gas monitor. The new equipment will ensure the reliability of sewer service and will eliminate the safety hazards that currently exist with confined space entry. Net increase: \$300,000.
- D. BR06-52, Project No. 2348 – CIP/Infrastructure – this request transfers funds from Wastewater R & R, program 373, contingency to project 2348 to cover additional costs incurred and anticipated in the bidding process for the Iron Bridge Bardenpho Improvements project. Transfer of existing funding: \$16,500.

5. STORMWATER UTILITY FUND

- A. BR06-44, Project Nos. 2393, 2858, 4140 – CIP/Infrastructure – the Little Lake Fairview Restoration/Dubsdread Golf Course Renovation project (#2393) is ready to go to final

design. The design, permitting and bidding schedule is critical in order to start construction in March 2007. Budget resources for this project from FDOT, State Grants and excess land lot sales have not been completed and will not be finalized until the first quarter of 2006 at the earliest. Funding will be advanced from projects #4140 (Lucerne/Davis Interconnection \$600,000) and #2858 (Orange/New Hampshire Drainage \$200,000). The funding sources indicated will reimburse these projects as they become available in 2006. The transfers will not affect the overall design and construction schedules for each project providing the funds to #2393. This transfer will allow the design and permitting contract with CDM Engineering to proceed. Transfer of existing funding: \$800,000.

OLD BUSINESS:  
GENERAL FUND

6. EXECUTIVE OFFICES

- A. BR06-13 – Office of the Mayor – request for reclassifications to complete a reorganization and realignment of duties in the Office of Communications and Neighborhood Enhancement and the Office of Community Affairs. The goal of the reorganization is to maximize resources, increase responsiveness and streamline the flow of information on City services to citizens. The reorganization requires no additional positions and will result in a minimum cost savings to the City of \$3,800. Request to reclassify the Director of Community Affairs, 6, program 101, to Director of Neighborhood and Community Affairs, 5. The proposed change is based on new responsibilities for the oversight of the Neighborhood Enhancement Office. There is no salary increase with this change; it will allow for the standard cost of living increase in the future. Request to reclassify the Public Information Officer, 12, program 101 to an Appointed Press Secretary, 9. 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, to manage all City grant processes and transfer the position to program 118. A currently vacant position, the Director of Communications, will be filled at a lower than budgeted salary to offset these actions and deliver a cost savings to the City. Also, request the transfer of one Executive Assistant, 17, from program 118 to program 101 and the transfer of the Director of Constituent Services, 6, from program 101 to program 118. In addition, request the following transfers from program 119 to program 118: one Assistant to the Director, 10; two Community Outreach Coordinators, S13; one Volunteer Program Manager, 11; one Administrative Specialist, S15; one Staff Assistant-Contract, 20 and one Production Coordinator, S13. All actions effective 12/18/05. Transfer of existing funding: \$423,365.

SUMMARY OF FY 2004/2005 YEAR END ITEMS:  
GENERAL FUND

7. POLICE DEPARTMENT

A. BA05-152, BR05-531, Project No. 2779 and Resolution – Special Services – to recognize additional Federal grant revenue from the Urban Area Security Initiative Strategic Grant. This grant funds the Homeland Security Coordinator Contract position. Net increase: \$822.

8. PUBLIC WORKS DEPARTMENT

A. BR05-539 – Streets and Stormwater Services – to reallocate funding within the programs in the Division to cover various overdrafts. Transfer of existing funding: \$19,600.

9. MANAGEMENT, BUDGET & ACCOUNTING DEPARTMENT

A. BR05-550 – Police Administration – on March 15, 2005 the BRC approved a request from the Finance Department to transfer \$1.5 million to provide additional funding for the actuarially required City contribution to the Police Pension Fund. The \$1.5 million in funding was set-aside in program 894 (non-departmental) to apply toward the actuarial pension shortfall at year-end, as necessary. The current action allocates that funding to programs within the Police Department. Transfer of existing funding: \$1,500,000.

B. BR05-552 – Police Administrative Services/Fire Support Services – expenditures and budget directly attributable to the provision of 911 services were transferred from Police and Fire Communications to the 911 Fund as the result of 911 fee revenues exceeding expenditures. Transfer of existing funding: \$170,972.

C. BA05-159 and Resolution – Management and Budget – to recognize revenues and to budget a transfer of funding toward the City share of hurricane costs for the three hurricanes that struck the Orlando area. The City share of FEMA reimbursable expenditures is five percent. In addition, the City must fund additional debt-carrying costs due to slow FEMA reimbursements and other expenditures found to be ineligible through the FEMA review process. Net increase: \$5,100,000.

D. BR05-553 – Police Administration – to transfer funding from personnel contingency to cover the 2% salary adjustment for FOP bargaining unit members, for the period August 17 through September 30 2005, who are currently at the maximum. This item was approved by City Council. Transfer of existing funding: \$74,406.

OTHER FUNDS

10. GAS TAX FUND

A. BA05-153, BR05-540, Project No. 2099 and Resolution – Transportation Engineering – to recognize reimbursement received from the Florida Department of Transportation for the Commander Dr. extension project. This reimbursement was received and recorded in FY 2004/2005 and the budget will be adjusted accordingly for that year. Net increase: \$85,970.

11. CENTROPLEX FUNDS

A. BA05-151, BR05-526, Project No. 2363 and Resolution – Centroplex – per the Naming Rights contract, the Orlando Magic are billed for their proportionate share of the expenses relating to the TD Waterhouse signage. This action adjusts the Naming Rights revenue budget and corresponding contractual services expense to reflect the actual activity for FY 2004/2005. Net increase: \$2,252.

- B. BA05-154, BR05-541 and Resolution – Centroplex – Arena concessionaire revenues and expenses are dependent upon the number and type of events held during a fiscal year. This action will align the budget to the actual revenue and expense in the Arena Concessionaire program. Additional gross revenues totaled \$415,370. Based upon the contract, the Magic share in the concession revenue. The profit to the City of \$199,000 is being shown in the arena program as concession revenue, with a like amount recorded in the Magic account. Net increase: \$415,370.
  - C. BA05-155, BR05-547 and Resolution – Centroplex – Citrus Bowl concessionaire revenues and expenses are dependent upon the number and type of events held during a fiscal year. This action will align the budget to the actual revenue and expense in the Citrus Bowl Concessionaire program. Additional gross revenues totaled \$500,000. A portion of the concession revenues is allocated to various expense groups in the Citrus Bowl program. The additional expenses include \$22,500 for the painting of Citrus Bowl restrooms and press box and janitorial expenses for non-budgeted events. Net increase: \$500,000.
  - D. BR05-538 – Centroplex – to reallocate existing funding from personnel (\$90,000) and operating (\$90,000) to cover additional advertising (\$12,000) for the facilities, for moving expenses and additional approved travel (\$11,000), for the upgrading of the light bulbs and fixtures at the TD Waterhouse Centre (\$49,000) and utilities (\$108,000). Transfer of existing funding: \$180,000.
12. STORMWATER UTILITY FUND
- A. BR05-540, Various Project Nos. – Streets and Stormwater Services – the Emergency Spill Cleanup and System Rehab projects incurred overdrafts in FY 2004/2005 due to higher than anticipated activity. Surplus funding is being transferred from the Vineland/Cheryl/Peregrine Drainage project to those projects (Emergency Spill Cleanup - \$60,000, System Rehab - \$100,000) to cover the overdrafts, in addition to providing funding for future expenditures. Transfer of existing funding: \$160,000.
13. WASTEWATER FUNDS
- A. BR05-530, Project No. 2556 – CIP/Infrastructure – this request transfers funds from non-departmental contingency to cover internal project management costs in connection with the relocation of the City's wastewater facilities along SR 436, for coordinating with FDOT, and for construction inspection. An FDOT contractor under a Joint Participation Agreement for the SR 436 roadway project is performing the work. Transfer of existing funding: \$42,000.
14. CAPITAL IMPROVEMENT FUND
- A. BA05-156, BR05-542, Project No. 2827 and Resolution – Technology Management – request to transfer budget from the Technology Management non-departmental General Fund program to the CIP project that has been established for the Phone System Upgrade. Transfer of existing funding: \$600,000.
  - B. BA05-157, Project No. 2591 and Resolution – City Commissioners – transfer funding from the District 1 Commissioner budget to the District 1 improvements project. Transfer of existing funding: \$9,500.
  - C. BA05-160 and Resolution –to budget additional revenue (dividend) from OUC based on their year-end net income under the current formula (\$34,034,545 vs. \$32,700,000 currently budgeted). Funding will be transferred to the Capital Improvement Fund towards the City's funding gap as outlined in a report from the City's external auditors and to provide funding for increased costs associated with capital projects. Additionally, to transfer fund balance and other revenues to close the remaining gap in CIP as identified by the external auditors. Net increase: \$5,034,545.

15. DUBSDREAD GOLF COURSE FUND

- A. BA05-158, BR05-551 and Resolution – Recreation – to provide funding from the Families, Parks and Recreation General Fund budget to cover transfers made to the Dubsdread Golf Course Fund during FY 2004/2005. Transfer of existing funding: \$220,000.

It was moved by Ms. Litchford, seconded by Ms. Henry, and vote carried to approve Items 1A through 15A, unanimously.

The meeting was adjourned by Mr. Brooks at 8:33 a.m.

---

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

---

Susan Hancock, Recording Secretary