

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on August 16, 2005 was called to order by Mr. Byron Brooks at 8:30 a.m.

MEMBERS PRESENT:

Mr. Byron Brooks, Interim Chief Administrative Officer
Deborah Girard, Director of Management, Budget & 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 Division Manager, (non-voting technical advisor)

OTHERS PRESENT:

Ray Elwell, Deputy Dir., Management, Budget & Accounting Dept.
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,
Linda Rhinesmith, Manager, Economic Development Dept.
Worth Busbee, Fiscal Manager, Public Works Dept.
Sam Vennero, Parking Division, Manager, Transportation Dept.
Roger Neiswender, Director of Transportation Dept.
Ben Gray, Project Manager, Transportation Engineering Div., Transportation Dept.
Denny Scott, Parks Division Mgr., Families, Parks & Recreation Dept.
Denise Aldridge, Fiscal Manager, Families, Parks & Recreation Dept.
Tessie Lookhoff, Fiscal Manager, Fire Dept.
Charles Ramdatt, Transportation Engineering Division Mgr., Transportation Dept.
Tom Connery, CIP Division Mgr., Public Works Dept.
Bob Rutter, Project Mgr. II, CIP/Infrastructure, Public Works Dept.
Silke Smith, Civil Engineer IV, Public Works Dept.
Marcia Bowen, Area Manager, Recreation Division, Families, Parks & Recreation Dept.
Peter Effaldana, Cultural Arts Mgr., Recreation Div., Families, Parks & Recreation Dept.

NEW BUSINESS

GENERAL FUND

1. GENERAL ADMINISTRATION DEPARTMENT

A. BR05-419 – Purchasing – request budget realignment to cover expenses for on-line City auctions. Transfer of existing funding: \$3,000.

2. FAMILIES, PARKS & RECREATION DEPARTMENT

A. BA05-117, BR05-426 and Resolution – Parks – to realign funding within the Parks Division to cover expenditures for the remainder of the fiscal year. Items include Fleet charges (\$8,000), Rapid Assistance Program (\$24,000), supplies (\$15,000), vehicle accident charges (\$7,000) and a transfer to the Fleet Management Fund for a chemical trailer (\$1,300). Transfer of existing funding: \$55,300.

B. BA05-118, BR05-428 and Resolution – Recreation – to budget a \$500 donation received for the Beardall Center from the Orlando Alumnae Chapter of the Delta Sigma Theta Sorority. The funds will be used to purchase a digital camera to document and promote activities at the Center. Also, to budget funds received from the Pottery Studio fundraiser at Lake Eola (\$2,101). Funds will be used to purchase a clay mixer. Net increase: \$2,601.

3. FIRE DEPARTMENT

- A. PE06-18 – Support Services – request to reclassify a Property Clerk Senior, S19, program 604, to Property Coordinator, S15. Effective August 14, 2005. This action is being taken outside of the budget process based on the results of a reclassification requested by SEIU. Additional cost for the remainder of the fiscal year: \$904. Additional cost for a full fiscal year: \$8,539. No budget transfer necessary due to existing vacancies within the Bureau for this fiscal year; for FY 05/06 this increase will be absorbed into the Department's attrition allowance.

OTHER FUNDS

4. FLEET MANAGEMENT FUND

- A. BA05-111, BR05-412 and Resolution – Parks – to transfer funding from the General Fund to the Fleet Management Fund in order to purchase a water truck for the Green Up Orlando Program. This funding will be added to \$25,000 previously transferred for the purchase of the truck. Transfer of existing funding: \$28,000.

5. CAPITAL IMPROVEMENT FUND

- A. BA05-114, BR05-423, Project Nos. 2793, 4815 and Resolution – Transportation Engineering – the Transportation Engineering Division, with the concurrence of Technology Management (TM), requests to purchase a replacement computer program called "Accident Information Management System" (AIMS). This system will collect, store, display, and analyze traffic accident data on streets and intersections within the City. The existing program was developed and is maintained by an employee who is eligible to retire. TM does not have the resources to continue supporting the existing program. The quote for the software, maintenance and training has come in higher than the current funding in the project. This request will move additional funding into the project and distribute the available funding into the appropriate accounts. Transfer of existing funding: \$45,500.

6. HURRICANE FUNDS

- A. BA05-113 and Resolution – Finance – to budget the Hurricane Working Capital Loan proceeds of \$25 million that were received during this fiscal year. The loan was approved by City Council on 10/15/2004. Proceeds from the Loan are being used to finance and/or reimburse extraordinary working capital expenses related to debris removal, clean-up, repair and restoration as a result of Hurricanes Charley, Frances and Jeanne (collectively, the "Hurricanes") during the 2004 hurricane season, and other extraordinary, nonrecurring working capital expenditures (not customarily payable from current revenues) in relation to the Hurricanes. Proceeds from the Loan were deposited to the City's Internal Banking Fund and are being disbursed from there to the appropriate funds or accounts necessary to meet the City's Hurricane expense obligations. Net increase: \$18,922,852.

7. STORMWATER UTILITY FUND

- A. BR05-421, Project Nos. 2699, 4122 – Engineering Services – request to transfer funding to reduce severe rear yard flooding in several areas on Harvard Street in College Park. Poor soil conditions and shallow slopes exacerbate flooding in this area. Housing developments in this area were built with the lots sloped to the rear of the property, shallow swales conveyed the drainage to the ends of the block where it was picked up as street surface drainage or in underground systems. Over time, these areas were regraded, covered over or built upon and the drainage system no longer functions as originally designed. The project will install an underground drainage system with inlets to capture and convey the runoff away from these rear yard areas. Transfer of existing funding: \$500,000.

8. WASTEWATER FUNDS

A. BA05-116, BR05-422, Project No. 2604 and Resolution – CIP/Infrastructure – to transfer funding to cover the difference between the initial estimated project cost and the lowest responsive and responsible bid received to construct the Water Conserv II ABW Traveling Bridge Filters Rehabilitation project. The engineer's estimated cost of constructing the project was \$2,615,000. The lowest responsive and responsible bidder, Prime Construction Group, submitted a base bid of \$3,724,300. The City Council approved the award of the contract to Prime Construction Group at the July 25, 2005 meeting. The construction will rehabilitate the existing automatic backwash filter system at the Conserv II Water Reclamation Facility. Transfer of existing funding: \$1,220,230.

9. PARKING FUND

A. BA05-115, BR05-425, Project No. 2867 and Resolution – Parking – request to provide funding to purchase software and hardware to launch a prepaid parking program for events at Centroplex surface lots and Parking Division facilities. This program will allow individuals to prepay parking on their personal computer, print out the parking pass and present it to the attendant at the parking location. By providing this service, it will reduce the need to have cashiers standing in the lots collecting cash reducing potential theft or robbery, as these passes are prepaid via credit card. This type of system has been tested at the Florida Citrus Bowl and the use of Ticket Master. The staff is confident that we can provide this service more efficiently and effectively than an outside vendor. It is anticipated that this will reduce pre-event traffic issues, as only prepaid pass holders will be allowed to enter the area. Net increase: \$133,055.

10. FY 2003/2004 CONSTRUCTION FUND

A. BA05-119, BR05-424, Various Project Nos. and Resolution – CIP/Infrastructure – this transfer is to realign funds (\$848,187) within Construction Bond Fund projects to provide funding for the renovation of the Primrose Building, which will provide additional facilities for the Orlando Police Department, Fire Department, and Families, Parks & Recreation. The balance of the bond proceeds is also being transferred to this project (\$951,000). Additional funds (\$270,000) are being provided by Risk Management from the insurance proceeds received for hurricane damage. It is anticipated that approximately \$700,000 will also be received from FEMA for the damage sustained by the building. The \$700,000 is not included here, but will be charged to a project established in the Hurricane Charley Fund. Net increase: \$1,221,000. Transfer of existing funding: \$848,187. Total: \$2,069,187.

After discussion of Item 3A, it was moved by Mr. Olson and seconded by Ms. Litchford and vote carried to approve Items 1A through 10A.

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

Deborah D. Girard, Director
Management, Budget and Accounting

Susan Hancock, Recording Secretary