

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on August 30, 2005 was called to order by Ms. Deborah Girard at 8:31 a.m.

MEMBERS PRESENT:

Deborah Girard, Director of Management, Budget & Accounting Dept.
Dykes Everett, City Attorney, Office of Legal Affairs
Kent Olson, Interim Chief Financial Officer, Finance Dept.
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.
Steven Wiedenbeck, Project Mgr. II, CIP/Infrastructure, Public Works Dept.
Wes Powell, Assistant City Attorney II, Office of Legal Affairs
Worth Busbee, Fiscal Manager, Public Works Dept.
Susan Geller, Assistant Business Mgr., Centroplex Div., Economic Development Dept.
Linda Stieber, Fiscal Mgr., Fleet Management Div., General Administration Dept.
Tim Welter, Fiscal Manager, Orlando Police Dept.
Bob Beal, Manager, Police Support Services, Orlando Police Department
David Scott, Police Officer, Special Services Bureau, Orlando Police Department
Charles Ramdatt, Transportation Engineering Division Mgr., Transportation Dept.
Linda Rhinesmith, Manager, Economic Development Dept.
Pat Dellacona, DDB Administrative Coordinator, Economic Development Dept.

NEW BUSINESS

GENERAL FUND

1. PUBLIC WORKS DEPARTMENT

A. BR05-434 – CIP/Infrastructure Division – request a transfer within the Division to provide funds for the Division Manager to attend the Annual American Public Works Association National Conference and a Project Manager to attend the Florida Parks and Recreation Association Annual Conference. This Division was established midway through the fiscal year and funding was provided for Inspector training only. Travel for these two conferences had not been anticipated. Also, the existing balance of \$3,725 in this account was appropriated for inspector certifications, which we plan to use. Transfer of existing funding: \$2,500.

2. TRANSPORTATION DEPARTMENT

A. BR05-454 – Transportation Planning – request to transfer five positions and related budget from the Economic Development Department, program 821 - City Planning, to the Transportation Department, program 815 – Transportation Planning. The five positions are as follows: Chief Planner, 7; Planner II, S13; Project Manager II, S8; Transportation Fee Coordinator, S12; Transportation Systems Analyst, S11. Effective 8/28/05. Transfer of existing funding: \$30,980.

3. ECONOMIC DEVELOPMENT DEPARTMENT

A. BA05-124, BR05-417 and Resolution – Permitting – to recognize additional revenue that has been collected as reimbursement for Permitting after hours inspections. This revenue will be utilized to offset overtime expenditures in Permitting programs. Also,

to realign funding to purchase new IRC and FBC code books for new staff. Transfer of existing funding: \$5,000. Net increase: \$30,000. Total: \$35,000.

- B. BR05-456 – Director - to transfer available extra help and travel funds to capital for the purchase of four computers. Computers for EDV have not been replaced since the Citywide forklift of 2000. Transfer of existing funding: \$7,270.
- C. BR05-458 – City Planning – to transfer available travel, contractual services and other funding to capital for the purchase of 23 computers. Four of the computers are for new employees. Computers for EDV have not been replaced since the Citywide forklift of 2000. Transfer of existing funding: \$40,400.

OTHER FUNDS

4. FLEET MANAGEMENT FUNDS

- A. BA05-120, BR05-430 and Resolution – Wastewater – to transfer funding from the Wastewater Fund to the Fleet Replacement Fund in order to purchase an off road forklift for the Iron Bridge Treatment Plant. Transfer of existing funding: \$27,500.
- B. BA05-122, BR05-440 and Resolution – Fleet Management – to recognize additional revenue from department billings and to transfer existing funds from other line items to offset increased fuel costs. Transfer of existing funding: \$234,000. Net increase: \$432,750. Total: \$666,750.

5. CAPITAL IMPROVEMENT FUND

- A. BA05-121, BR05-439, Project No. 2865 and Resolution – Police Administration– request to transfer funding from the General Fund to the Capital Improvement Fund to purchase 44 MCT's (Mobile Computers). The MCT purchase was funded in the Police Administration program (660) and is being transferred to the Capital Improvement Fund for this capital expenditure. This funding will be combined with \$200,000 currently included in the proposed FY 2005/2006 budget. Transfer of existing funding: \$222,596.
- B. BA05-125, BR05-451, Project No. 2868 and Resolution – Administrative Services – request to transfer funding from the General Fund to the Capital Improvement Fund to pay for the relocation of the Vehicle for Hire unit from the Fleet/Facilities building to OPD Headquarters. Transfer of existing funding: \$45,000.
- C. BA05-126, BR05-452, Project No. 2881 and Resolution – Administrative Services – request to transfer funding from the General Fund to the Capital Improvement Fund to pay for the purchase of generators for two police substations and to make improvements to OPD Headquarters to mitigate against damages to vehicles due to weather and security. Transfer of existing funding: \$45,000

6. GREENWOOD CEMETERY FUND

- A. BA05-123, BR05-443 and Resolution – City Clerk – to recognize additional revenue earned in order to cover expenditures for land surveys and other issues relevant to the expansion of Greenwood Cemetery. Also, to provide additional funding for utilities and lot repurchases. Net increase: \$63,150.

7. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BA05-129, BR05-461 and Resolution – CRA – to recognize revenue from Risk Management for the replacement of trees damaged by the hurricanes. Net increase \$12,584.

8. CIVIC FACILITIES AUTHORITY FUND

- A. BA05-127, BR05-459 and Resolution – Centroplex - to recognize additional revenue earned from unanticipated events and to reallocate the management fee from the Citrus Bowl to Tinker Field. The additional revenue is used to pay for the expenditures

associated with the events. Net increase: \$88,000. Transfer of existing funding: \$60,000. Total: \$148,000.

9. CENTROPLEX FUND

A. BA05-128, BR05-460 and Resolution – Centroplex - to reduce the revenue and expenditure budget for the Expo Center program based on the transfer of Expo Center operations to the UCF Digital Media School (\$335,000). Additionally, to recognize revenue received from the UCF Digital Media School for their share of expenses (\$75,000). Net decrease: \$260,000.

10. WASTEWATER FUNDS

A. BA05-112, BR05-463, Project No. 2611 and Resolution – CIP/Infrastructure - request a transfer from the Wastewater Collection System Fund to provide funding for the contract with C.E. James to complete portions of the work on the Miscellaneous Neighborhood Sewer Improvement-East Dubsdread Neighborhood Project. This work is being performed under the City's Rapid Response contract to expedite completion of work left by the original contractor who was asked to leave the project. Net increase: \$700,000.

11. TRANSPORTATION IMPACT FEE FUNDS

A. BA05-130, BR05-464, Project Nos. 2862, 3413070 and Resolution – CIP/Infrastructure - the City of Orlando is in the initial stages of upgrading the communication infrastructure for signal and parking control and providing redundancies for the core downtown area. The upgrades will allow staff to plan for future traffic and parking activities, provide more reliable communications between resources and modify traffic control devices based on event impacts to the system. The project is bounded by Colonial Drive, Parramore Avenue, Gore Street and Summerlin Avenue. This project will inventory existing communication ductbank and manholes in the downtown area for future design considerations. Transfer of existing funding: \$100,000.

After discussion of Items 3B, 3C, and 10A, it was moved by Mr. Olson, seconded by Mr. Everett and vote carried to approve Items 1A through 11A and, with regard to Items 3B and 3C, it was reiterated that funding for general fund purchase orders will be not be carried over to the next fiscal year. To be chargeable to the current year budget, goods and services must be received by September 30th.

The meeting was adjourned by Ms. Girard at 8:38 a.m.

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

Susan Hancock, Recording Secretary