

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on September 13, 2005 was called to order by Mr. Byron Brooks at 8:17 a.m.

MEMBERS PRESENT:

Byron Brooks, Interim Chief Administrative Officer
Deborah Girard, Director of Management, Budget & Accounting Dept.
Jody Litchford, Deputy City Attorney, Legal Affairs for Dykes Everett, City Attorney
Kent Olson, Interim Chief Financial Officer, Finance Dept.
Cheryl Henry, Chief of Staff
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.
Roger Neiswender, Director, Transportation Dept.
Maria Lachney, Wastewater Asset Mgr., Public Works Dept.
Chuck Miller, WW Technical Support Mgr., Public Works Dept.
Dennis Scott, Parks Division Manager, Families, Parks and Recreation Dept.
Ben Gray, Project Manager I, Public Works Dept.
Susan Harris, Assistant to Director, Communications/Neighborhood Enhancement

NEW BUSINESS

GENERAL FUND

1. EXECUTIVE OFFICES

- A. BR05-469 – Community Affairs – on 11/15/2004 the City Council approved an Executive-on-Loan agreement with the Orlando Performing Arts Center (OPAC), Inc. Per the contract, the City will provide funds for the agreement. This transfer moves funding from salaries to contractual services in support of the agreement. Transfer of existing funding: \$50,000.
- B. BR05-484, Project No. 3124 – Communications/Neighborhood Enhancement – to provide funding to address electronic storage capacity issues for the Office of Communications/Neighborhood enhancement. A turnkey backup to disk solution storage device will be purchased from VeriStor Systems. Transfer of existing funding: \$14,355.

OTHER FUNDS

2. SOLID WASTE MANAGEMENT FUND

- A. BA05-132, BR05-473 and Resolution – Solid Waste – request to utilize retained earnings to purchase one new 20 cubic yard rear load collection vehicle. The single axle rear load refuse truck will be utilized to provide yard waste service to Baldwin Park, service areas not accessible to standard collection vehicles, and as a back up vehicle for automated routes. Net increase: \$87,285.

- B. PE06-29 - Solid Waste – request to upgrade a Sanitation Equipment Operator-Residential, D41, program 366, to a Sanitation Equipment Operator-Automated, D51. Also, request to delete two Refuse Collector, D31, positions. Effective 9/11/05. These actions are being requested due to the conversion of garbage route 14 from manual to automated collection. No budget transfer necessary. Net savings for a full fiscal year: \$63,338.
- 3. REPUBLIC DRIVE CRA FUND
 - A. BA05-131 and Resolution – Chief Financial Officer – to adjust the Republic Drive CRA Fund to reflect the actual surplus increment revenue returned to the City and County due to interest earnings. Net increase: \$119,688.
- 4. CAPITAL IMPROVEMENT FUND
 - A. BA05-134, BR05-481, Project No. 2096 and Resolution – City Clerk – to cover the cost to re-roof the office at Greenwood Cemetery. The existing roof is leaking water into the interior of the office. Facilities Management has contracted Absolute Roof Solutions to do the work. Net increase: \$15,144.
 - B. BA05-133, BR05-480, Project Nos. 2101, 2353070 and Resolution – Parks – to provide funding for Mercy Drive right-of-way maintenance for the remaining twelve months of the contract. This expenditure will be included in the Parks Division FY 2006/07 operating budget request. Transfer of existing funding: \$16,350.
- 5. WASTEWATER FUNDS
 - A. BA05-135, BR05-487, Project No. 2538 and Resolution – Wastewater – the results of a study regarding the emergency power distribution system at the Iron Bridge Regional Water Reclamation Facility indicated that the existing emergency generators and switchgear were undersized and inadequate to accommodate the emergency power needs for all of the facilities existing and proposed equipment. Funding is requested for improvements to include those to existing buildings, equipment and other facilities to receive new emergency generators and switchgear. \$120,748 will be reimbursed by the Northerly Entities as their share in the capital improvement projects at the Iron Bridge WRF. Net increase: \$249,996.
 - B. BA05-136, BR05-488, Project No. 2538 and Resolution – Wastewater – the results of a study regarding the emergency power distribution system at the Iron Bridge Regional Water Reclamation Facility (WRF) indicated that the system was experiencing numerous failures and the existing cable had been damaged in several locations and needed to be replaced. The study also determined that the current configuration of the existing distribution system was inadequate to provide emergency power to all existing and proposed process areas at the facility. This request will cover the costs associated with the design of a 13kV underground distribution system, the preparation of applications and supporting documents necessary for permitting the system, assistance during the bidding process and services during construction. \$75,279 will be reimbursed by the Northerly Entities as their share in the capital improvement projects at the Iron Bridge WRF. Net increase: \$75,279. Transfer of existing funding: \$80,579. Total: \$155,858.

C. BA05-137, BR05-489, Project No. 2880 and Resolution – Wastewater – as a result of the realignment and widening of the I-4 / SR 408 Interchange, the City of Orlando is required to relocate several wastewater conveyance systems. The project costs will be reimbursed by FDOT once the utilities have been relocated and payment documentation is submitted. (\$300,000 has been formally approved. The additional \$130,000 has been requested and verbally approved. Formal approval is expected shortly.) The following is a brief summary of the project scope: The project consists of approximately 1,145 linear feet of 18” DIP forcemain, approximately 230 linear feet of 3” directionally drilled forcemain and approximately 150 linear feet of 6” directionally drilled gravity sewer service laterals. Other work related to the pipe installation is the removal and replacement of about 612 linear feet of 5’ wide sidewalk, connections to existing facilities, plugging numerous existing facilities to be abandoned, and all related grass and pavement restoration. Net increase: \$430,000.

6. GAS TAX FUND

A. BR05-490, Various Project Nos. – Transportation Engineering – this request allows for the closure of completed projects within the Gas Tax Fund in order to provide additional funds for an active project and to fund a new project. Project #2780, Tallokas Ave, requires additional funds to complete the project (\$9,000). Project 4985, Kaley Intersection, will improve the traffic flow through the Division/Kaley and Division/Columbia intersections (\$118,882). The City will receive funding from the FDOT in the form of a Joint Participation Agreement (JPA) for contracting construction of improvements to the intersections (to be budgeted at a later date) . This project addresses the need for improvements to the intermodal corridor between I-4 and the Amtrak passenger rail station, two high-priority facilities identified in the State of Florida Strategic Intermodal System. The JPA will not fund design services and provides funding for minimal improvements. Additional funds are required for project management, design services and expanded improvements. Transfer of existing funding: \$127,882.

NON AGENDA

GENERAL FUND

7. GENERAL ADMINISTRATION DEPARTMENT

A. BA05-140, BR05-499 and Resolution – Human Resources – to budget Merits program Contribution and Donations Revenue. Revenue in the amount of \$5,645 includes: (1) Donations from City Employees to cover the National Arts Program t-shirts and supplies expense and (2) Funds from the National Arts Program for the employees incentives. These funds are needed to cover the current expenses in the program. Net increase: \$5,645.

Ms. Girard stated that a new item numbered 7A had been added to the Agenda.

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

The meeting was adjourned by Mr. Brooks at 8:21 a.m.

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

Mike Stieber, Recording Secretary