

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on September 27, 2005 was called to order by Mr. Byron Brooks at 8:30 a.m.

MEMBERS PRESENT:

Byron Brooks, Interim Chief Administrative Officer
Deborah Girard, Director of Management, Budget & Accounting Dept.
Cheryl Henry, Chief of Staff
Kent Olson, Interim Chief Financial Officer, Finance Dept.

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.
Worth Busbee, Fiscal Manager, Public Works Dept.
Tessie Lookhoff, Fiscal Manager, Fire Dept.
Linda Stieber, Fiscal Manager, Fleet Management Div., General Administration Dept.
Joe Hinely, Administrative Coordinator, Families, Parks and Recreation Dept.
Manny Soto, Emergency Manager, Fire Support Services, Fire Dept.
Ben Gray, Project Manager, Transportation Engineering, Transportation Dept.
Susan Harris, Assistant to Director, Communications/Neighborhood Enhancement
Linda Rhinesmith, Manager, Economic Development Dept.
Chief Robert Bowman, Fire Dept.

NEW BUSINESS:

GENERAL FUND

1. FIRE DEPARTMENT

A. BA05-139, BR05-498, Project No. 2621 and Resolution – Support Services - to recognize and appropriate a Federal Grant from the Department of Health and Human Services. This grant was brought forth to the City Council for approval in December 2004 and has not yet been budgeted. The funds from this grant are used to pay for the Metro Medical Response System staff, pharmaceuticals and materials for the Alternate Treatment Facilities exercise, capital purchases and Code Red and EM System enhancements and training. The grant period is from 10/1/04 through 9/30/06. Net increase: \$388,315.

2. FAMILIES, PARKS & RECREATION DEPARTMENT

A. BA05-141, BR05-500 and Resolution – Recreation - to recognize and appropriate a donation from Youth Basketball of America. Net increase: \$6,000.

3. ECONOMIC DEVELOPMENT DEPARTMENT

A. BR05-501 – Centroplex – to provide funding for a general Release, Indemnification and Hold Harmless Agreement that has been executed by IDEX of Georgia, LLC. A payment, by the City to IDEX, in the amount of \$20,000, releases and discharges the City from any liability that may have been caused as a result of the IDEX show being displaced from the Orlando Expo Centre pursuant to the contract with UCF. Transfer of existing funding from department contingency: \$20,000.

4. FINANCE DEPARTMENT

- A. BA05-142 and Resolution – Chief Financial Officer - to return funds from the Downtown Special Assessment Fund (Downtown hotels - Grand Bohemian, Embassy Suites) that were previously loaned by the General Fund to satisfy debt service requirements. Net increase: \$158,250.

OTHER FUNDS

5. ALL FUNDS

- A. Management, Budget and Accounting – request authority for approval of FY 2004/2005 year-end transactions and audit adjustments by the Management, Budget and Accounting Director. Summary of transactions to be provided to the BRC after year-end closing.

6. I-4/CONROY ROAD INTERCHANGE FUND

- A. BA05-143 and Resolution – Chief Financial Officer - to revise the budget to reflect actual FY 04/05 expenditures for Internal Loan debt payment in the I-4/Conroy Road Interchange Fund. Net increase: \$49,571.

7. CRA III TRUST FUNDS

- A. BA05-144 and Resolution – Chief Financial Officer - to revise the CRA III Trust Funds budget to reflect actual surplus increment revenue remitted to FDOT. Net increase: \$21,164. Transfer of existing funding: \$275,227. Total: \$296,391.

8. CRA III DEBT SERVICE FUNDS

- A. BA05-145 and Resolution – Chief Financial Officer - to align the budget to reflect the actual debt service transfers and payments within the CRA III Debt Service Funds. Net increase: \$149,997.

9. GAS TAX FUND

- A. BA05-146, BR05-503, Project No. 2766 and Resolution – Engineering Services - to budget revenue received for damages caused by a hurricane debris contractor (Ashbritt) to the R.O.W. during last years hurricane clean-ups. Net increase: \$47,800.

10. FY 03/04 CONSTRUCTION FUND

- A. BR05-504, Various Project Nos. – Recreation – to realign expenditure budgets for furniture, fixture and equipment purchases at the Dover Shores, College Park and Rosemont Centers. Transfer of existing funding: \$241,229.

11. CAPITAL IMPROVEMENT FUND

- A. BA05-148, BR05-506, Project No. 3039 and Resolution – Communications/Neighborhood Enhancement - on July 19, 2005, the BRC approved a request to purchase \$120,500 of new broadcast equipment to replace equipment not functioning and causing problems with broadcasting Council and other City meetings. The vendor, Professional Communications Systems, originally anticipated that the equipment would be installed before the end of FY 04/05. However, due to unforeseen production delays for the main component, the equipment will not be installed until October. Since the installation will occur in the next fiscal year and as these expenditures appropriately meet the definition, it is requested to move the funding into a capital project. Transfer of existing funding: \$120,500.

12. FLEET MANAGEMENT FUND

- A. BA05-147, BR05-505 and Resolution – Fleet Management - to recognize revenue that has been collected to date and is projected to be collected through the end of the fiscal year from Departments based on fuel usage. The Supply Group budget is also being increased accordingly. Net increase: \$600,000.

13. STORMWATER UTILITY FUND

A. BA05-149, BR05-508, Project No. 2568 and Resolution – CIP/Infrastructure - to recognize revenue received in the Parramore Stormwater Treatment project from the sale of the BBIF property and budget for future design and construction related costs. The project had previously paid for the land that became the "BBIF property" in fiscal year 2003/2004. Net increase: \$723,618.

14. COMMUNITY DEVELOPMENT BLOCK GRANT/RENTAL REHAB FUNDS

A. BA05-150, BR05-511, Various Project Nos. and Resolution – Housing and Community Development - to recognize income in the Orlando House project (\$313,488) and transfer that funding, along with the current budget in the project (\$46,540), to a new non-grant project established in the CDBG Fund. To recognize income in the Housing Initiatives project (\$91,610) and transfer that funding to a new non-grant project established in the CDBG Fund. The funds budgeted to these projects will be used to compliment affordable housing activities Citywide. Also, to recognize income in the Rental Rehab project (\$11,248). Net increase: \$416,346. Transfer of existing funding: \$46,540. Total: \$462,886.

NON AGENDA:

GENERAL FUND

15. FIRE DEPARTMENT

A. BR05-515 – Fire Administration - requesting transfer of funds from various program accounts to cover overtime, supply, contractual services and utilities overdrafts. Sufficient funding is available within the existing budget. Transfer of existing funding: \$359,223.

Ms. Girard stated that a new item, numbered 15A, had been added to the Agenda.

After discussion of Item 15A, it was moved by Mr. Olson, seconded by Ms. Henry, and vote carried to approve Items 1A through 15A as amended.

The meeting was adjourned by Mr. Brooks at 8:35 a.m.

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

Susan Hancock, Recording Secretary