

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on August 8, 2006 was called to order by Mr. Byron Brooks at 10:30AM.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer, Executive Offices
Rebecca W. Sutton, Chief Financial Officer, Finance Department
Jody Litchford, Interim City Attorney, Legal Affairs
Cheryl Henry, Chief of Staff to Mayor, Executive Offices
Lee Brown, Human Resources Division Manager, GAD (non-voting technical advisor)

OTHERS PRESENT:

Ray Elwell, Deputy Chief Financial Officer, Finance Department
Mike Stieber, Budget Manager, Finance Department
Barbara Muzeni, Budget Analyst Sr., Finance Department
James Varnado, Budget Analyst III, Finance Department
Mark Medlar, Budget Analyst II, Finance Department
Deborah Girard, Deputy Chief Admin Officer, Executive Offices
Chris McCullion, Economic Development Manager, Economic Development
Tim Welter, Police Fiscal Manager, Police Department
Linda Stieber, GAD Fiscal Manager, GAD
Tessie Lookhoff, Fire Fiscal Manager, Fire Department
Mike Rhodes, Code Enforcement Division Manager, Economic Development
Stephen Wiedenbeck, Project Manager II, Public Works Department
Worth Busbee, Public Works Fiscal Manager, Public Works Department
Phillip Edwards, Materials Management Manager, GAD
Charles Ramdatt, Transportation Engineering Division Manager, Transportation Department
Mark Oakes, Fire Assistant Chief, Fire Department
Susan Harris, Assistant to Director, Executive Offices

NEW BUSINESS:

GENERAL FUND

1. EXECUTIVE OFFICES

A. BR06-392 – Neighborhood and Community Affairs – request to transfer available funding for Mayor's Neighborhood Matching Grants (\$8,900); to fund the contribution to the Hispanic Chamber of Commerce Jobs.com website and program (\$14,000); art organization event sponsorships (\$3,526) and to cover the purchase of two Nikon Digital Cameras (\$12,000) and a photo printer (\$3,000) for the Office of Communications. Transfer of existing funding: \$41,426.

2. FIRE DEPARTMENT

A. BA06-116, BR06-393 and Resolution – Rescue Operations – to recognize revenue received (\$33,556 State reimbursement and \$3,200 corporate donation previously accepted by City Council) and budget funding for the purchase of 20 Elkhart Brass Rapid Attack Monitors (RAM). This equipment is a lightweight mini-master stream device that can be rapidly deployed and positioned in any area that allows access of the single 3" supply line. The equipment cost for the RAM Monitors is (20 units) \$32,913; plus mini stream shaper, 1 3/8-deluge tip and option truck mount bracket - \$3,843. Net increase due to recognition of revenue: \$36,756.

3. GENERAL ADMINISTRATION

- A. BA06-119, BR06-397, Project No. 2965 and Resolution – Purchasing and Materials Management – request to transfer funding required to purchase an automated fuel management system. This will control, account for, and dispense fuel to City owned vehicles. This will replace the current outdated system that requires frequent repairs. Transfer of funding from contingency: \$200,000.

OTHER FUNDS

4. RISK MANAGEMENT FUND

- A. BR06-373 – Risk Management – request to transfer funding to contractual services. The funds are being allocated for trimming hazardous trees as a preventive measure prior to the trees causing damage. The Parks Division will contract to have the work done. This recommendation comes from the Risk Management Committee. Transfer of existing funding: \$50,000.

5. FY 03/04 CONSTRUCTION FUND

- A. BR06-380, Various Project Nos. – CIP/Infrastructure – the Primrose Building project (#2712) will house OPD, OFD and Families, Parks and Recreation. There were a number of improvements that were not part of the original scope of services due to budget constraints. They include landscaping, irrigation, under ground piping in the parking lot, gymnasium improvements, window treatments, Cable TV, technology management improvements and additional carpeting. The Rosemont Community Center and College Park Community Center have been completed under budget. Request to transfer funding from the completed projects for the additional improvements (\$488,139). Also, to realign funding within the projects (\$9,517). Transfer of existing funding: \$497,656.

6. JUSTICE FORFEITURE SHARING FUND

- A. BA06-111, BR06-374, BR06-375, BR06-386, Project No. 6014 and Resolution – Police Administrative Services – to provide funding from Justice Forfeiture Sharing Fund Balance for the purchase of a replacement polygraph instrument (\$5,800). The current instrument operates on MS - DOS and is extremely outdated. The computer will sometimes shut off while operating and is no longer used for criminal testing because of reliability issues. To provide funding for the purchase of a network switch upgrade for the Airport Division (\$8,925). The network switch currently in use is at capacity. Technology Management indicates that the resolution to this issue will require the purchase of a replacement network switch. To provide funding for the purchase of shoes for the Kicks for Guns event (\$6,000). The purpose of the event is to have citizens turn guns over to the Orlando Police Department and in return receive a pair of shoes. Also, to allocate funding to address future eligible items (\$54,275). Net increase: \$75,000.

7. STORMWATER UTILITY FUND

- A. BA06-114, BR06-381, Project No. 2859 and Resolution – Streets and Stormwater Services – to budget funding received from the sale of a land parcel with a City easement attached to it on Spring Lake. Funding will be budgeted in the Capital Group so that equipment related to TMDL (Total Maximum Daily Load) implementation can be purchased. Net increase: \$65,000.
- B. BA06-112, BR06-379, Project Nos. 2568, 2758 and Resolution – CIP/Infrastructure – \$160,000 was transferred in a prior fiscal year from Project #2568 (Stormwater Utility Fund) to Project #2758 (CRA Fund) in order to initiate funding for design of the Parramore Heritage Park. These funds were to be reimbursed back to the Stormwater Utility once CRA funding for the park was allocated (which has occurred). During the redesign process for the stormwater pond, existing elements of the proposed park were removed due to a conflict with pond capacity. As a result, Stormwater Utility

agreed to provide \$60,000 in additional funding for landscaping of the park as an offset. Therefore, a net of \$100,000 is being reimbursed back to the Stormwater Utility. Transfer of existing funding: \$100,000.

8. CODE ENFORCEMENT BOARD FUND

A. BA06-117, BR06-395 and Resolution – Code Enforcement – the Permitting Services Division continues to add personnel and needs additional floor space in order to accommodate them on the first floor of City Hall. In response, the Code Enforcement Division has been working with the Parking Division and the Facilities Management Division to determine what work needs to be done to relocate the Code Enforcement Division to vacant office space at the City-owned garage at 53 W. Central Blvd. The Facilities contractor estimates the cost to renovate the space at just over \$71,000. Another significant need is the replacement of the field computers being utilized by the Code Enforcement Officers. The Officers have been using the current Panasonic CF-28 computers for approximately seven years. The machines are at the end of their useful life and many of the machines and their components are failing. The total cost to "forklift" these machines is estimated to be \$140,000. The purchase of these machines is expected to be bundled with the order to replace the computers of the Permitting field staff, who are also experiencing some of the same problems. This purchase would also include machines for Code Enforcement positions that are included in the proposed FY 06/07 budget. Additional contingency funding is also included. Net increase: \$250,000.

9. CAPITAL IMPROVEMENT FUND

A. BA06-115, BR06-383, Project No. 2962 and Resolution – Transportation Engineering – request to budget funding received from the Florida Department of Transportation (FDOT) per the agreement between the City of Orlando and FDOT for highway lighting on State Road 435 (Kirkman Rd.), from South of Conroy Road north to the City Limit. Net increase: \$864,500.

B. BA06-118, BR06-394, Project Nos. 3413070, 2437 and Resolution – Transportation Engineering – request to transfer a portion of the remaining funds from the Alden Rd. project to the Orange/Pineloch Intersection project for funding of legal and acquisition costs. This will allow for the payment of final costs. Transfer of existing funding: \$30,000.

After discussion of items 1A, 2A, 3A, 6A and 8A it was moved by Ms. Sutton, seconded by Ms. Henry and vote carried to approve Items 1A through 9B.

The meeting was adjourned at 10:35AM.

Rebecca W. Sutton, Chief Financial Officer

Yelitza Azua, Recording Secretary