

## **BUDGET REVIEW COMMITTEE MINUTES**

The Budget Review Committee's meeting on April 7, 2006 was called to order by Mr. Byron Brooks at 8:30 a.m.

### **MEMBERS PRESENT:**

Byron Brooks, Chief Administrative Officer  
Rebecca Sutton, Chief Financial Officer, Finance Dept.  
Cheryl Henry, Chief of Staff  
Jody Litchford, Deputy City Attorney, Legal Affairs for Dykes Everett, City Attorney  
Lee Brown, Human Resources Div. Manager (non-voting technical advisor)

### **OTHERS PRESENT:**

Deborah Girard, Deputy Chief Administrative Officer  
Ray Elwell, Budget Division/Acting Controller, Finance Dept.  
Mike Stieber, Budget Manager, Finance Dept.  
Chris McCullion, Budget Analyst III, Finance Dept.  
James Varnado, Budget Analyst III, Finance Dept.  
Bob Rutter, Project Manager III, CIP/Infrastructure, Public Works Dept.  
Shirley James, Human Relations Director, Executive Offices  
Fawna Hattrup, Aquatics Program Manager., Families, Parks and Recreation Dept.  
Tessie Lookhoff, Fiscal Manager, Fire Dept.  
Laura Kinnear, Fire Communications Mgr., Fire Dept.  
David Sloan, Environmental Services Division Director, Public Works Dept.  
Linda Rhinesmith, Economic Development Mgr., Economic Development Dept.

### **NEW BUSINESS:**

#### **GENERAL FUND**

##### **1. EXECUTIVE OFFICES**

A. BR06-197 – Office of Human Relations – request to add an Assistant to Director-Contract, 10, program 106. Effective April 9, 2006. This position is necessary to ensure that federally mandated time frames for notifications, case completion and follow-up are adhered to; maintain the OHR's web-site; and, conduct extensive research regarding recent court cases. In addition, this will allow the Director to focus on implementing education, outreach and technical assistance programs and activities for the public and the business community, which are also federally mandated by contract with both HUD and EEOC. OHR's staffing is down because two (2) staff members are on leave of absence for medical reasons; we should not risk breaching our contacts. The cost of this position for the remainder of the current fiscal year is calculated at \$36,407. It is anticipated that approximately \$25,000 will be covered within the office as a result of the leaves of absence. Transfer of funding from contingency: \$11,407.

##### **2. FINANCE DEPARTMENT**

A. Management and Budget – Item 1A of the January 24, 2006 meeting of the Budget Review Committee approved the consolidation of the Management, Budget & Accounting (MB&A) and Finance Departments. The Executive Assistant position (grade 17, program 153) assigned to the former MB&A Director is currently vacant and will be downgraded to an Administrative Assistant (grade 19, program 153) to the Budget Division Manager. The savings from the vacancy and downgrade will be used to fund a new Staff Assistant position (grade 20, program 153) that is necessary as a

result of the numerous committee meetings that are chaired by the Chief Financial Officer, and to provide relief to professional employees that are currently required to perform clerical tasks due to a shortage of secretarial positions. Effective April 9, 2006. Net cost for the remainder of the fiscal year: \$12,446. No budget transfer necessary due to vacancy savings within the Division.

3. ECONOMIC DEVELOPMENT DEPARTMENT

A. BR06-205 – Business Development – request funding for the remainder of the fiscal year to cover the District 2 Enterprise Center, a business incubator funded by the City and established and operated by UCF. This is one of the new initiatives the Mayor announced in his State of the City Address and was not programmed as part of the approved FY05/06 budget. Transfer of funding from contingency: \$125,000.

B. Business Development – request to change the Economic Development Coordinator I Part Time, S14, position in program 145 a full time position. Effective April 9, 2006. This change is necessary in order to continue to implement existing business development programs as well as manage the implementation of four new programs that have been proposed. Additional cost for a full fiscal year: \$11,172. No budget transfer necessary. Funding is available within the Department.

OTHER FUNDS

4. 911 EMERGENCY PHONE SYSTEM FUND

A. BA06-57, BR06-201 and Resolution – Fire Support Services – request to recognize additional 911 fee revenue and increase the Program 607 Supply and Training budgets to cover purchases to be made during National Telecommunications Week (\$1,036) and the cost of the Association of Public Safety Communications Officials Conference to be attended by the Assistant Communications Manager and three shift supervisors (\$2,000). Net increase: \$3,036.

5. WASTEWATER FUNDS

A. BA06-58, BR06-199, Project No. 2554 and Resolution – CIP/Infrastructure – request funding to cover the costs of acquiring remaining easements needed for the construction of the Baldwin Park Reclaimed Water project. The Office of Legal Affairs and the Real Estate Management Division have contracted a private appraisal firm to provide appraisals of necessary easements. Also, it is necessary to have adequate funding available for subsequent negotiations and/or legal proceedings, so this request also includes funds for contingency, legal and other services. Funding is available from Wastewater General Construction Fund Retained Earnings. Net increase: \$380,000.

B. Wastewater – request to delete a Lift Station Operator A, L05, program 354 and add a Utility Service Worker I, L02. Effective April 9, 2006. The Utility Service worker will be part of a two-man crew responsible for the maintenance and operation of over 200 lift stations. Savings for a full fiscal year: \$12,365. No budget transfer necessary.

C. BA06-60, BR06-208 and Resolution – Wastewater – to provide funding for the Wastewater Division to replace four vehicles. The replacements will be funded by previously collected Fleet Management funds and supplemented with Retained Earnings in the Wastewater Fund. The supplemental Wastewater funding needs to be budgeted. The four vehicles are as follows: 1) Dump Truck (Fleet \$83,420 - WW \$38,017 - Total \$121,437); 2) Ford F450 diesel truck with 42' working height insulated bucket (Fleet \$41,036 - WW \$30,834 - Total \$71,870); 3) F450 super duty cut-a-way diesel van (Fleet \$39,412 - WW \$2,176 - Total \$41,588); 4) Ford F750 cab and chassis diesel with flat bed (Fleet \$46,194 - WW \$11,597 -Total \$57,791). Net increase: \$82,624.

6. UTILITY TAX FUND

A. BA06-59, BR06-206 and Resolution – Economic Development Director – request to budget Fund Balance to cover the payment to Orange County for a portion of the Utility Tax revenue collected from customers in the Lake Nona Development of Regional Impact area, in accordance with the Joint Planning Agreement between the City and County. This expense will be budgeted in this Fund in future years. Net increase: \$52,767.

7. SOLID WASTE FUND

A. BA06-61, BR06-213, Project No. 2909 and Resolution – Solid Waste – request to allocate Retained Earnings to pay for the purchase, assembly, and delivery to the customer of up to 40,000 solid waste refuse carts to support the automated collection project. City Council approved the purchase of these carts on 2/13/06, not to exceed this amount. If less than 40,000 carts are purchased, any remaining funding in the project will be returned to Retained Earnings. Net increase: \$2,095,675.

After discussion of Item 1A, it was moved by Ms. Sutton, seconded by Ms. Henry and vote carried to approve Items 1A through 7A.

The meeting was adjourned at 8:34 a.m.

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Rebecca Sutton, Chief Financial Officer

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Susan Hancock, Recording Secretary