

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on June 21, 2006 was called to order by Mr. Byron Brooks at 8:15AM.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Rebecca Sutton, Chief Financial Officer, Finance Department
Jody Litchford, Interim City Attorney, Legal Affairs

OTHERS PRESENT:

Ray Elwell, Budget Division Manager/Acting Controller, Finance Department
Mike Stieber, Budget Manager, Finance Department
Barbara Muzeni, Budget Analyst Sr., Finance Department
Chris McCullion, Budget Analyst III, Finance Department
James Varnado, Budget Analyst III, Finance Department
Mark Medlar, Budget Analyst II, Finance Department
Larry T. Simmons, Division Manager, Facilities Management
Susan Geller, Assistant Business Manager, Centroplex
Robert Rutter, Project Manager II, CIP/Infrastructure, Public Works Department
Tim Welter, Police Fiscal Manager, Police Department
Wesley Powell, Assistant City Attorney, Office of Legal Affairs
Ben Gray, Transportation Administrator, Transportation Department
Ana Palenzuela, Compensation & Benefits Manager, Employee Benefits
Paulette Edwards, Housing Division Manager, Housing & Community Development
Breana Schreiber, Accounting Specialist II, Housing Department
Worth Busbee, Public Works Fiscal Manager, Public Works Department

NEW BUSINESS:

GENERAL FUND

1. GENERAL ADMINISTRATION DEPARTMENT

A. BA06-89, BR06-305 and Resolution – Facilities Management - request to recognize a Risk Management insurance payment to repair water damage in Skybox S-304 at the TD Waterhouse Centre due to a broken sprinkler head. Net increase: \$56,210.

2. POLICE DEPARTMENT

A. BA06-91, BR06-307, Project No. 1254 and Resolution – Investigative Services – to budget the Orlando Buffer Zone Grant to be received via the Florida Department of Law Enforcement through the U.S. Department of Homeland Security. Grant is awarded to protect, secure and reduce the vulnerability of identified critical infrastructure and key resource sites. Mobile command posts, deployment, surveillance and investigations equipment will be purchased. The grant period is from 5/01/2006 to 9/30/2006. Net increase: \$346,372.

3. FAMILIES, PARKS AND RECREATION DEPARTMENT

A. BR06-314 – Recreation– request to transfer a Regional Recreation Specialist, S18, from program 282 to program 284. This transfer is based on internal reorganization and changes in duties and programs occurring at the various recreational sites. Effective July 2, 2006. Transfer of existing funding: \$17,623.

OTHER FUNDS

4. WASTEWATER FUNDS

- A. BA06-85, BR06-297, Project No. 2611 and Resolution – CIP/Infrastructure – on May 17, 2004 the City Council awarded the Miscellaneous Neighborhood Sewer Improvements – East Dubsdread Project to the American Persian Engineering Company (APEC). As a result of project circumstances, the Public Works Director determined that it would be in the best interest of the City to conclude the project with another contractor. City staff hired C.E. James, Inc. under a Rapid Response Contract on an interim basis to finish certain project tasks including contract II under a special Council authorization. C.E. James, Inc. was the low bidder. City staff reviewed the bid and compared it with the construction estimate derived from an average of the original project bids adjusted to account for increases in fuel and material cost. City staff supports this bid. Also, this appropriation will cover the professional engineering consultant fees. Funding for this project will be provided via a low interest loan through the Florida Department of Environmental Protection SRF Program. Net increase: \$1,556,000.
- B. BA06-90, BR06-304, Project No. 2150 and Resolution – Wastewater – this request will cover the costs associated with construction of the Eastern Regional Reclaimed Water Distribution System 16-inch diameter reclaimed water interconnect with the Orange County project on J. Lawson Boulevard, including the 10% change order allocation for the Public Works Director. This project is being constructed through the City's Rapid Response Contract system. Four contractors were requested to submit bids for the project, with the low bid having been submitted by Prime Construction Group. This request will also cover the costs associated with internal construction phase services, permit fees, electrical service connection and a limited overall project contingency allocation. The project is considered a high priority by the Wastewater Division due to the current reclaimed water shortages being experienced in the City's Conserv I reclaimed water service area. Funding is available from Conserv I Construction Fund Retained Earnings. Net increase: \$337,350.
- C. BA06-94, BR06-310, Project No. 2150 and Resolution – Wastewater – this request will cover the following costs associated with the Eastern Regional Reclaimed Water Distribution System project.
1. Additional professional engineering services associated with design, permitting, bidding and construction of four additional projects (Conserv I Supplemental Well, conversion of Tradeport Hangar fire protection water source from reclaimed water to potable water, Conserv I Remote Storage and Pumping Facility and Research Park Reclaimed Water Distribution System).
 2. Professional engineering costs of additional surveying, design and permitting associated with the relocation of the Phase II Contract 3 reclaimed water transmission main and In-Line Booster Pump Station.
 3. Additional professional engineering design and construction phase costs associated with providing higher levels of detail and design for the proposed route segments through the Central Florida Research Park and the Waterford Lakes subdivision area of Orange County.
 4. Professional engineering services costs associated with additional ecological and geotechnical studies along the Phase II pipeline route.
 5. Internal services costs for project and construction management services during design, permitting, bidding and other pre-construction activities.
- Funding is available from Wastewater Impact Fee Fund Retained Earnings. Net increase: \$1,917,100.

5. TRANSPORTATION IMPACT FEE FUNDS

- A. BA06-87, BR06-266, Project Nos. 2484, 2871 and Resolution – Transportation Engineering – request to realign existing Millenia Blvd./Millenia Plaza Way Signal project funds and consolidate funds from an earlier design project for this same location. The internal transfer within the project is necessary to cover the construction costs for the current phase of the project. A separate project (#2484) was initially set up to handle the design of this traffic signal and was funded through Gas Tax and developer contributions. The unused portion of the design funds will be transferred into project 2871 to fund the construction. That project was funded using SW District impact fees. Transfer of existing funding: \$243,026.
- B. BA06-88, BR06-248, Project No. 2869 and Resolution – Transportation Engineering – request to realign funding to install new traffic signals in the intersection of Leevista Boulevard and TPC Drive (\$168,767). Also, request to recognize a developer contribution (\$95,155). The signals are one of the requirements listed in the Leevista Center DRI Development Order. The contractor has quoted a fee of \$240,685 for this work. Transfer of existing funding: \$168,767. Net increase: \$95,155. Total: \$263,922.

6. MENNELLO MUSEUM FUND

- A. BR06-303 – Mennello Museum - request to realign funding for advertising for exhibitions (\$18,000). Also, to provide funding for the Museum Director to travel to New England to meet with the staff of three institutions to curate exhibitions to be loaned the Museum (\$2,000). Transfer of existing funding: \$20,000.

7. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BR06-306 – CRA – request a transfer of funds for RERC (Real Estate Research Consultants) to prepare phase I CRA revenue projections. Funding was approved by the CRA at the June 5, 2006 meeting. In addition, funding in the amount of \$18,000 was also approved by the CRA for phase II of the report. Phase II would include the entire update with full documentation for a maximum combined total of \$40,000. At this time, only phase I funding is being requested. If it is later decided that extra, detailed information is necessary, then the \$18,000 will be transferred to cover the expense of phase II. Transfer of existing funding: \$22,000.

8. CENTROPLEX FUNDS

- A. BA06-92, BR06-311 and Resolution – Centroplex – the Bob Carr Centre has exceeded both its' program revenue and concession budget. A budget amendment is requested at this time to recognize excess concession revenue to be allocated for surface parking lot renovations (\$45,000) and the establishment of a contingency to address potential year-end issues (\$15,000). Net increase: \$60,000.
- B. BA06-93, BR06-312 and Resolution – Centroplex – the TD Waterhouse Centre has exceeded its' concession budget. A budget amendment is requested at this time to recognize excess concession revenue to be allocated for a rack to house the Centroplex computer server (\$1,600); the City's proportional share to replace the clear-com system per the agreement with the Magic (\$35,000); lighting improvements to meet NBA requirements, enhancement of security lighting for parking areas, and replacement of all lamps on the skybox level of the Arena (\$65,000); concession split with the Magic and Predators (\$45,000); janitorial and event turn-around items (\$85,000) and the establishment of a contingency to address potential year-end issues (\$105,400). This amendment will also address overstated revenue at the Expo Centre with the UCF Film and Media School being the only tenant. Net increase: \$337,000.

9. HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) FUND

- A. BA06-95, BR06-315 and Resolution – Housing and Community Development – request to recognize Fund Balance due to remaining prior grant years administrative funding (FY 03 and 04) and budget the funds in contingency for distribution later this fiscal year. Net increase: \$322,663.
 - B. BR06-322, Various Project Nos.– Housing and Community Development – request to transfer funds from the administrative contingency to five projects. This will allocate HOPWA funds into projects that match the City’s HUD contracts. Transfer of existing funding: \$2,554,217.
10. HOME GRANT FUND
- A. BR06-321, Various Project Nos. – Housing and Community Development – request to transfer budget between projects based on funding requests (transfer from Rental Rehab to New Construction). Transfer of existing funding: \$371,385.
11. COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS
- A. BA06-96, BR06-320, Project Nos. 2777004, 2922004 and Resolution– Housing and Community Development – request to recognize two grants that the City Council approved in August 2005 and to reallocate existing project funds. The first grant is the Disaster Recovery Initiative (DRI) in the amount of \$1,093,750, which will be used to finance a 2-year Citywide Residential and Retrofit Energy Efficiency program for 64 homes owned by low to moderate income families that sustained 2004 hurricane damage. The second grant is the Hurricane Housing Recovery (HHR) program in the amount of \$1,347,335. The City developed three strategies as required by the plan to address local needs. The first is the Richmond Heights Soil Stabilization and Rehabilitation program to fix major structural problems in homes due to soil settlement problems. The second is the Multifamily Rental Rehabilitation program to assist with rehabilitation of multifamily units. The Parramore neighborhood will be given priority. The third is the Rental Rehabilitation Program to assist developers interested in constructing new rental units. The reallocation of existing project funds is to transfer project funding from the Latino Leadership project to the Maxwell Garden Commercial Rehab project. Transfer of existing funding: \$100,000. Net increase: \$2,441,085. Total: \$2,541,085.

After discussion of Items 6A, 8A and 8B, it was moved by Ms. Sutton, seconded by Ms. Litchford and vote carried to approved Items 1A through 11A.

The meeting was adjourned at 8:17AM.

Rebecca W. Sutton, Chief Financial Officer

Yelitza Azua, Recording Secretary