

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on July 25, 2006 was called to order by Ms. Cheryl Henry at 8:40AM.

MEMBERS PRESENT:

Rebecca W. Sutton, Chief Financial Officer, Finance Department
Jody Litchford, Interim City Attorney, Legal Affairs
Cheryl Henry, Chief of Staff to Mayor, Executive Offices
Michelle Tarrant, Sr Compensation/HRIS Analy O/B/O 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
Mark Medler, Budget Analyst II, Finance Department
Deborah Girard, Deputy Chief Admin Officer, Executive Offices
Rodney Williams, Recreation Division Manager, Families Park & Recreation
Chris McCullion, Economic Development Manager, Economic Development
Allen Johnson, Centroplex Director, Centroplex
Cindy Mitchum, Business Manager, Centroplex
David Rafanowicz, Chief Negotiator, GAD
Linda Rhinesmith, Chief Planner, Economic Development
Bob Rutter, Project Manager II, Public Works Department
Bob Cadle, Wastewater Division Manager, Public Works Department
Charles Ramdatt, Transp Eng Division Manager, Transportation Department
Roger Neiswender, Director of Transportation, Transportation Department
Breana Schreiber, Accounting Specialist II, Housing Department
Traci Parker, Administrative Specialist, Economic Development
Jeff Arms, Traffic Engineering Manager, Transportation Department

NEW BUSINESS:

GENERAL FUND

1. FAMILIES, PARKS AND RECREATION DEPARTMENT

A. BR06-366 – Recreation – request to realign funding within the Division. This includes a transfer to the travel and training line item (\$2,000). The increase in travel and training was for mandatory Summer Camp Food Program training, out-of state training for Pro-Am affiliation so FPR can run its Pro-Am program and for grounds keeping training for Athletic fields. The additional transfer is for supplies needed throughout the Division (\$4,500). Transfer of existing funding: \$6,500.

2. ECONOMIC DEVELOPMENT DEPARTMENT

A. City Planning – request to reclassify a Chief Planner, 7, program 821 to Chief Planning Manager subject to review by the Human Resources Division. The reclassification will be effective upon completion of the Human Resources evaluation. The position will assist with the management and leadership of the Division, direct various planning programs and special projects, serve as technical advisor and liaison to Elected Officials and other City Departments and help address the need to manage extraordinary development within the City. No budget transfer necessary. Funding is available within the Division.

OTHER FUNDS

3. GAS TAX FUND

- A. BR06-359, Project Nos. 3413070, 8609070 – Transportation Engineering – request to transfer a portion of the remaining funds in the Alden Rd. project to pay CSX's invoice for rail crossing improvements in conjunction with the Amelia St. Widening project. This payment will allow for the final completion of the Amelia Street project. Transfer of existing funding: \$5,000.

4. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BR06-351 – CRA – request a transfer of available salary funding to cover the costs of three replacement computers. In addition, four computers will be updated to Office 2003 Professional License. Transfer of existing funding: \$6,471.

5. TRANSPORTATION IMPACT FEE FUNDS

- A. BA06-104, BR06-353, Project No. 2929 and Resolution – Transportation Engineering – request a transfer of funds from Transportation Impact Fee North (\$61,000) and Southeast Collection Area (\$60,000) Fund Balance to the Summerlin Avenue Improvement project. Funding will be used for designing capacity improvements between Anderson Street and South Street. This section of Summerlin Avenue crosses the boundary of the two collection areas. Net increase: \$121,000.
- B. BA06-105, BR06-354, Project No. 2926 and Resolution – Transportation Engineering – request a transfer of funds from Transportation Impact Fee North Collection Area Fund Balance to the Boone Extension project. Funds will be used for a feasibility study of extending Boone Avenue south from Anderson Street to Lucerne Terrace as part of a capacity improvement project between the Orlando Regional Medical Center and Downtown. Net increase: \$66,000.
- C. BA06-106, BR06-355, Project No. 2928 and Resolution – Transportation Engineering – request a transfer of funds from Transportation Impact Fee Southwest Collection Area Fund Balance to the International Drive Congestion Management project. Funds will be used for a study of potential capacity improvements to the North International Drive transportation network. Net increase: \$50,000.
- D. BA06-110, BR06-369, Project No. 2927 and Resolution – Transportation Engineering – request transfer of funds from Transportation Impact Fee Southwest Collection Area Fund Balance to the Terry Avenue project to pay for internal services, miscellaneous contractual services and other costs. The Economic Development Department will pay the consultant fees. Funds will be used for a feasibility study of re-aligning and extending Terry Avenue from South Street, southward across Anderson Street and through the existing SR 408 underpass to connect to Gore Street via Avondale Avenue. Carter Street and Long Street, two local streets paralleling SR 408 in this area, would also be extended to connect to the proposed Terry Avenue extension. FDOT has agreed to cooperate with the City in the proposed work by altering the plans for stormwater drainage ponds and the intersection improvements at Gore and Avondale Avenue. Net increase: \$16,000.

6. CAPITAL IMPROVEMENT FUND

- A. BA06-107, BR06-360, Project Nos. 2437, 3413070 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 land acquisition costs. This will allow for the payment and the closure of the Pineloch project. Transfer of existing funding: \$53,916.

7. COMMUNITY DEVELOPMENT BLOCK GRANT FUND
 - A. BA06-108, BR06-367, Project No. 3186005 and Resolution – Housing – request to recognize proceeds for Housing rehabilitations. The proceeds come from old rehabilitation projects that have had their liens paid off. The proceeds will fund new CDGB rehabilitation projects. Net Increase: \$72,493.
8. WASTEWATER FUNDS
 - A. BA06-109, BR06-365, Project No. 2554 and Resolution – CIP/Infrastructure – regarding the Reclaimed Water Distribution System Expansion - Service To Baldwin Park project, this request will cover the costs associated with additional engineering services requested from the consultant: to provide revised bidding documents, provide assistance regarding easement acquisition, add design of Tower Road reclaimed water main (including coordination with other consultants and agencies), coordinate with other consultants regarding acquisition of loan funding, construction phase services for the Andes Avenue 24-inch reclaimed main and revision of the 24-inch reclaimed water main crossing design of Lake Underhill Road for a significantly reduced cost. Net Increase: \$100,347.
 - B. PE07-33 – Wastewater – request to reclassify the Wetlands Analyst, S12, program 341, to a Wetlands Manager, 9. Effective July 16, 2006. Additional cost for a full fiscal year: \$17,517. This position manages the wetlands and Wetlands Park; develops the budget; plans, schedules and coordinates activities; administers contracts and supervises employees. No budget transfer necessary. Funding is available within the Division.
9. CENTROPLEX FUNDS
 - A. Centroplex – request the outlined organizational changes to improve Centroplex Department efficiency, effectiveness and service to customers. Three Divisions will be established within the Department, each lead by a Division Manager. The Divisions will be delineated as follows: Arts and Gardens; TD Waterhouse and Bob Carr Performing Arts Centres (Division title to be determined); and Florida Citrus Bowl, Tinker, McCracken and Thunder Fields (Division title to be determined). The following position actions are requested: add a Division Manager, 6 (Appointed), program 570; add a Marketing/Customer Service Specialist, S18, program 570; reclassify the Special Services Assistant Manager, 13, program 576 to Centroplex Security Manager, 11 (pending Human Resources review); transfer the Centroplex Deputy Director, 6, from program 570 to program 593; delete an Accounting Specialist II, S18, program 570; delete a Security Officer, L03, program 576; delete a Ticket Seller, S20, program 574. Additional annual funding of \$50,000 for part time help to assist various positions during peak periods is also being requested. All actions effective July 30, 2006. The net annual cost of these actions is \$65,277. It is anticipated that the outlined changes will increase revenue and effectiveness so that the budgetary increase will be covered by improvements in efficiencies. No budget transfer is necessary for the current fiscal year due to vacancy savings within the Department.

After discussion of item 2A it was moved by Ms. Henry, seconded by Ms. Litchford and vote carried to approve Items 1A through 9A.

The meeting was adjourned at 8:43AM.

Rebecca W. Sutton, Chief Financial Officer

Yelitza Azua, Recording Secretary