

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on August 23, 2006 was called to order by Mr. Byron Brooks at 8:33AM.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer, Executive Offices
Rebecca W. Sutton, Chief Financial Officer, Finance Department
Jody Litchford, Interim City Attorney, Legal Affairs
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
James Varnado, Budget Analyst III, Finance Department
Mark Medlar, Budget Analyst II, Finance Department
Tim Welter, Police Fiscal Manager, Police Department
Linda Stieber, GAD Fiscal Manager, General Administration Department
Worth Busbee, Public Works Fiscal Manager, Public Works Department
Charles Ramdatt, Transportation Engineering Division Manager, Transportation Department
Cindy Mitchum, Business Manager, Centroplex Department
Ben Gray, Transportation Administrator, Transportation Department
Dennis Tipton, Engineering Project Coordinator, Public Works Department
Hector Sanchez, Project Manager I, Public Works Department
Paulette Edwards, Housing Division Manager, Housing Department

NEW BUSINESS:

GENERAL FUND

1. POLICE DEPARTMENT

A. BR06-401 – Administrative Services – request to transfer a Police Officer (Polygrapher position) from the Criminal Investigations Division (Program 675) to the Support Services Division (Program 662). Retroactive to 7/30/2006. Transfer of existing funding: \$17,300.

2. FAMILIES, PARKS & RECREATION DEPARTMENT

A. PE07-06 – Recreation – request to reclassify the Aquatics Program Manager, 12, program 284, to an Area Manager, 10. Effective August 27, 2006. The reclassification has been advanced as the position has become vacant and the Division desires to fill it at the appropriate level. Additional cost for a full fiscal year: \$10,394. No budget transfer necessary for the remainder of FY 2005/2006.

OTHER FUNDS

3. COMMUNITY DEVELOPMENT BLOCK GRANT FUND

A. BR06-388 – Housing & Community Development – Various Project Nos. - request to realign funding to be used for the Carver Park site remediation. The City is assisting the Orlando Housing Authority in the cleanup of the site. City Council approved this item on June 19, 2006. Transfer of existing funding: \$888,351.

4. CAPITAL IMPROVEMENT FUND

- A. BA06-120, BR06-400, Project No. 2852 and Resolution – Centroplex – Orange County, through the Arts and Cultural Affairs Facilities Program, has awarded the City a \$91,345 grant toward the renovation of the Bob Carr Performing Arts Centre second floor ladies restroom and the main lobby concession area. Stipulations of the grant require an additional irrevocable pledge by the City in the amount of \$41,823. The funding source for that pledge will be the recognition of additional revenue and the realignment of existing funding within the Centroplex Fund. When combined with previously budgeted City funding, the total cost of the project will be \$283,168. Net increase: \$118,168. Transfer of existing funding: \$15,000. Total: \$133,168.
- B. BR06-325, Project Nos. 2923, 4951099 – Transportation Engineering – as part of the Crystal Lake/Maguire Improvement project, the right of way of Robinson Street was widened to the north taking some property from Festival Park. This involved the removal of the Festival Park gatehouse, which was a facility of the Recreation Division. Instead of replacing the gatehouse, Recreation staff has requested that the cash equivalent of the replacement building be transferred into a new capital project for a building, for which a location will be determined later. Transfer of existing funding: \$80,000.

5. FLEET MANAGEMENT FUND

- A. BA06-122, BR06-408 and Resolution – Fleet Management – request to budget the projected revenue for fleet billings through the end of the fiscal year. Fleet, as an Internal Service Fund, recoups costs monthly through billings to each Department. This action will recognize revenue so that budget will be provided to purchase fuel through the end of the fiscal year and provide for additional contractual services funding due to a shortage of Mechanics and the need to outsource work. Net increase: \$2,984,500.

6. STORMWATER UTILITY FUND

- A. BA06-121, BR06-407, Project Nos. 2824, 2572, 4122 and Resolution – Engineering Services – request to close project 2572, Formosa Ave., and transfer funding to cover the design survey for a Stormwater and Wastewater upgrade in the Dover Shores neighborhood (\$19,970). Remaining funding will be transferred to the Underdrain Construction project (\$12,801). Transfer of existing funding: \$32,771.

7. WASTEWATER FUNDS

- A. BA06-123, BR06-412, BR06-413, Project No. 2599 and Resolution – CIP/Infrastructure – this request will cover the costs of professional engineering services and other items associated with additional work added to the Lift Station No. 37 Improvements project. The request also covers the costs for project management services, contingency and permitting fees. Net increase: \$50,000.
- B. BA06-124, BR06-410, Project No. 4601 and Resolution – Wastewater – this request will provide funds to address the Wastewater Division's need to retain general and specialty contractors to assist in the repair and rehabilitation of aging sanitary sewer lines and force mains. A large part of the sanitary sewer collection system is comprised of older clay and concrete sewers with a high potential for leakage at pipe joints. Depending on the groundwater level and soil conditions in the area of the pipes, damaged pipe joints could allow water and sand to migrate into the sewer line, which may result in collapsed roadways. Additionally, force mains are subject to deterioration due to hydrogen sulfide attack and may occasionally fail requiring emergency repair. Net increase: \$300,000.

After discussion of item 4A it was moved by Ms. Sutton, seconded by Ms. Litchford and vote carried to approve Items 1A through 7B.

The meeting was adjourned at 8:35AM.

Rebecca W. Sutton, Chief Financial Officer

Michael Stieber, Recording Secretary