

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on September 26, 2006 was called to order by Mr. Byron Brooks at 8:35AM.

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

OTHERS PRESENT:

Chris McCullion, Economic Development Manager, Economic Development
Mike Stieber, Budget Manager, Finance Department
James Varnado, Budget Analyst III, Finance Department
Mark Medlar, Budget Analyst II, Finance Department
Barbara Muzeni, Budget Analyst Senior, Finance Department
Worth Busbee, Public Works Fiscal Manager, Public Works Department
Traci Parker, Administrative Specialist, Economic Development
Pat Dellacona, Planner II, Economic Development
Tim Welter, Police Fiscal Manager, OPD

NEW BUSINESS:

GENERAL FUND

1. PUBLIC WORKS DEPARTMENT

A. BR06-456 – Streets & Stormwater Services - request to realign funding within the Division. The main items that required realignment include providing additional funding for asphalt supplies and rental of equipment to complete in-progress projects (\$11,500) and the realignment of salary funding for leave payouts/vacation buy downs and other miscellaneous items (\$14,706). Transfer of existing funding: \$31,106.

2. GENERAL ADMINISTRATION DEPARTMENT

A. BA06-132, BR06-464 and Resolution – Purchasing - request to budget funding to cover the sales commission resulting from on-line auction sales. The largest portion is due to the auction of four Iron Bridge generators (sold for \$532,588, with a sales commission of 5%). Net Increase: \$30,000.

OTHER FUNDS

3. ALL FUNDS

A. Finance – request authority for approval of FY 2005/2006 year-end transactions and audit adjustments by the Chief Financial Officer. Summary of transactions to be provided to the BRC after year-end closing.

4. LOCAL LAW ENFORCEMENT BLOCK GRANT FUND

A. BA06-130, BR06-458, Project No. 2803 and Resolution – Patrol Services – to budget interest earned on 2004 Local Law Enforcement Block Grant funds from the inception of the grant through July 2006 (\$6,728). Also, to realign funding from the Capital to the Supply Group (\$41,292). Net increase: \$6,728. Transfer of existing funding: \$41,292. Total: \$48,020.

5. COMMUNITY REDEVELOPMENT AGENCY FUND

A. BA06-131, BR06-462 and Resolution – CRA - to provide funding to cover the cost of the first installment/initial retainer for DHR International, Inc. DHR is the executive search firm that was contracted to assist in the search of the DDB/CRA Executive Director position. Payments will be made from the CRA Fund. The DDB will reimburse the CRA for 50% of the total payments. The CRA Board approved the DHR contract and payment arrangements on July 24, 2006. Transfer of existing funding: \$9,333.

6. WASTEWATER FUNDS

A. BA06-133, BR06-416, Project No. 2017 and Resolution – Wastewater - The CIP/Infrastructure Division, through the Project Managers and the Engineering Design Section, perform various miscellaneous tasks for the Wastewater Division that are not related to specific capital projects. Project 2017 provides a means of funding small Wastewater related assignments that require the input of the CIP Division's Project Managers and Engineering Design Section staff. Funding currently needs to be replenished and is available from Wastewater R&R Retained Earnings. Net Increase: \$25,000.

7. HURRICANE HOUSING RECOVERY FUND

A. BR06-468, Project Nos. 1269005, 1270005, and 1271005 – Housing & Community Development - the Housing Department has requested that funding in the Hurricane Housing Recovery Fund be distributed into three projects: the Richmond Heights Soil and Stabilization project, the Rental Rehabilitation project and the New Construction of Rental Housing project. The division into the three projects will allow for better tracking and follow State guidelines. Transfer of existing funding: \$1,145,235.

It was moved by Ms. Sutton, seconded by Ms. Litchford and vote carried to approve Items 1A through 7A.

The meeting was adjourned at 8:36AM



Rebecca W. Sutton, Chief Financial Officer



Yelitza Azua, Recording Secretary