

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on April 18, 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 Manager/Acting Controller, Finance Dept.  
Mike Stieber, Budget Manager, Finance Dept.  
Barbara Muzeni, Budget Analyst Sr., Finance Dept.  
Chris McCullion, Budget Analyst III, Finance Dept.  
James Varnado, Budget Analyst III, Finance Dept.  
Tim Welter, Fiscal Manager, Police Dept.  
Cindy Mitchum, Business Manager, Centroplex  
Linda Rhinesmith, Manager, Economic Development Dept.  
Worth Busbee, Fiscal Manager, Public Works Dept.  
Jon Matelski, Deputy Chief Information Officer, General Administration Dept.  
Bob Cadle, Wastewater Division Manager, Public Works Dept.  
Pat Dellacona, DDB Administrative Coordinator, Economic Development Dept.  
Roger Neiswender, Director, Transportation Dept.

### NEW BUSINESS:

#### GENERAL FUND

##### 1. GENERAL ADMINISTRATION DEPARTMENT

- A. BR06-225 – Technology Management – due to a Division reorganization, request to transfer a GIS Programmer Senior, S11, from Program 192 to Program 195. The position will then be re-titled Applications Developer IV, also grade S11, **CONTINGENT UPON HUMAN RESOURCES EVALUATION OF THE POSITION.** Effective 4/23/06. Transfer of existing funding: \$25,936.

#### OTHER FUNDS

##### 2. 2005 FEDERAL DEPARTMENT OF JUSTICE ASSISTANCE GRANT FUND (POLICE)

- A. BR06-215, Project No. 1251 – Special Services – per the 1/24/06 meeting, future allocations from contingency in this Federal Dept. of Justice grant project were to be submitted to the BRC for approval. Request to allocate all remaining contingency funds to the appropriate account group for the following: holsters (\$47,909); equipment and improvements for the Primrose Patrol Facility (\$230,559); laptops for Valencia and Safety Village Officers (\$20,765); Emergency Services Unit equipment (\$21,550); MCTs for Airport Officers (\$31,324) and printers (\$16,929). Transfer of existing funding: \$369,036.

##### 3. CENTROPLEX FUND

- A. BR06-217 – Centroplex – request to realign funding for travel and training needs within the Centroplex Department. Funding from contractual services in the Box Office Program is available to transfer. The travel and training includes: International Assoc. of Auditorium Managers for Director and Deputy Director; Florida Facility Managers meeting for Director and Deputy Director; Olgebay National Training Center for Event

Coordinator (Two-year program. The Event Coordinator attended year one of the program in the prior fiscal year.); CPE requirements for the Assistant Business Manager (CPA); Pollstar convention for the Director (nominee for Facility Manager of the Year). Transfer of existing funding: \$15,000.

4. STORMWATER UTILITY FUND

A. BR06-218, Project Nos. 2651, 2908 – Streets & Stormwater Services – request a transfer of funds required to design a system to solve persistent drainage problems on Stetson Street and Shady Lane by installing inlets and pipes that will connect to two existing drainage systems on Westmoreland Drive. The new storm sewer will enable the City to install underdrains to address high groundwater conditions, and will provide a system into which property owners can connect if they wish to install yard drains in their back yards. Transfer of existing funding: \$55,100. **THIS ITEM WITHDRAWN**

5. COMMUNITY REDEVELOPMENT AGENCY FUND

A. BR06-97, Project No. 2786 – CRA – request to budget previously approved funding for the FAMU College of Law streetscape and plaza improvements. At the July 14, 2000 CRA meeting, \$100,000 was approved for FAMU streetscape improvements. An additional \$50,000 was requested and approved for FAMU plaza improvements at the January 30, 2006 CRA meeting, for a total commitment of \$150,000. Transfer of funding from Fund contingency: \$150,000.

B. BR06-212 – CRA – the parking rates for the Centroplex II garage were increased effective December 1, 2005. This has posed a financial challenge for the patrons of the various grass roots performing arts organizations that lease theatre space within the garage. In an effort to help ease the financial burden for those patrons, staff has proposed a parking fee reimbursement program, which would refund the increased cost of parking for attendees. The reimbursement is estimated not to exceed \$35,000 per year and the program will be re-evaluated after the first year. This program was approved by the CRA on February 27, 2006. Transfer of funding from Fund contingency: \$35,000.

C. BR06-202 – CRA – the CRA has been an important partner for Myregion.org since the initial concept. In the second phase of the project, Myregion.org will be working to implement the Regional Resolves that the CRA and DDB helped frame. As a Myregion.org funding partner, the CRA would illustrate the importance of, and play an important role in, building a regional consensus on a growth vision for Central Florida and will have a member on the Myregion.org Board of Directors, which provides access to community, business and government leaders from throughout the seven county Central Florida Region. On February 27, 2006, the CRA approved \$75,000 for this endeavor, payable in three annual payments of \$25,000, beginning in fiscal year 2005/2006. Request a transfer of funding for FY 2005/06. The remaining 2 payments will be incorporated into the budgets for the respective fiscal years. Transfer of funding from Fund contingency: \$25,000.

6. TRANSPORTATION IMPACT FEE FUNDS

A. BA06-62, BR06-219, Project No. 2870 and Resolution – Transportation Engineering – request to realign the existing budget within the Metrowest Boulevard and Robert Trent Jones Drive/Metrocenter Boulevard Traffic Signal project. The transfer is necessary to cover the design costs for the current phase of the project and preparation for the construction phase (\$147,016). Also, Pulte Homes Corporation has contributed \$100,000 towards the construction of this new traffic signal. These funds are being recognized in the project in preparation of construction starting within six months. Transfer of existing funding: \$147,016. Net increase: \$100,000. Total: \$247,016.

7. WASTEWATER FUNDS

A. BA06-49, BR06-177 and Resolution – Wastewater – the City’s reclaimed water systems currently serve over 3,400 customers in southeast Orlando and along the Kirkman Road corridor. The systems consist of over 130 miles of reclaimed water mains and almost 1,000 valves that require routine preventive maintenance. To keep the systems operating, staff must monitor water quality, inspect new pipeline construction, coordinate new customer connections, perform cross connection control inspections, maintain records and prepare reports for submittal to FDEP. In November 2000, a consultant evaluated the Wastewater Division’s staffing requirements to accommodate its reclaimed water systems. Based on the size of the systems, the consultant concluded that a Reclaimed Water Group should be formed and it should have a staff of about eight people, by 2004, and about eleven members by 2005. At the onset, one Environmental Specialist Senior in the Environmental Control Section, and an employee borrowed from the Lift Station Section were assigned to the reclaimed water systems. Recently, two temporary employees were added to assist with the maintenance of the systems. Over the past few years, requests were properly made through the budget cycle to create a formal Reclaimed Water Group and add staff. The requests were postponed due to consolidation studies that were being conducted. With the completion of the OUC consolidation study in October 2005, it was concluded that there would be no advantage to consolidating the operations of the Wastewater Division with OUC’s Water Division. Accordingly, with the consolidation study now having been completed, this request to create six new positions will get the Wastewater Division on its way to adequately staffing a Reclaimed Water Group for the operation and maintenance of its reclaimed water systems and will help to alleviate the inefficiencies described above. The proposed Reclaimed Water Group (within program 355) will initially consist of one Senior Environmental Specialist, S13, three Environmental Specialists (S16, 15 or 14) and two Utility Service Workers (L02 or L03), four service trucks and support equipment. Based on current projections, it is estimated that the costs associated with the Reclaimed Water Group will be fully covered by the revenue generated by reclaimed water fees. For the current fiscal year, the salaries and benefits are based on an effective date of April 23. Net increase: \$290,539.

After discussion of Items 1A, 4A, and 7A, it was moved by Ms. Sutton, seconded by Ms. Litchford and vote carried to withdraw Item 4A at the request of the Public Works Department, and approve Items 1A through 7A, contingent upon the review of Item 1A by Human Resources.

The meeting was adjourned at 8:31 a.m.

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Rebecca Sutton, Chief Financial Officer

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Susan Hancock, Recording Secretary