

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on May 10, 2006 was called to order by Mr. Byron Brooks at 8:33 a.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Rebecca Sutton, Chief Financial Officer, Finance Dept.
Cheryl Henry, Chief of Staff
Jody Litchford, Acting City Attorney, Legal Affairs
Lee Brown, Human Resources Div. Mgr. (non-voting technical advisor)

OTHER PRESENT:

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.
Worth Busbee, Fiscal Manager, Public Works Dept.
Bob Rutter, Project Manager II, CIP/Infrastructure, Public Works Dept.
Susan Geller, Assistant Business Manager, Centroplex
Cindy Mitchum, Business Manager, Centroplex
Rodney Williams, Recreation Division Manager, Families, Parks and Recreation Dept.
Frank Usina, Logistical/Customer Svc. Mgr., Permitting Svc., Economic Development Dept.
Allen Johnson, Director, Centroplex

NEW BUSINESS:

OTHER FUNDS

1. WASTEWATER FUNDS

- A.** BA06-69, BR06-253 and Resolution – Wastewater – the Wastewater Division's current computerized maintenance management system (CMMS) software, HiperPM, has been declared obsolete by the manufacturer and they will no longer support it. In addition, HiperPM is difficult to use, requires multiple databases, is inflexible and provides no useful reports. Accordingly, the Industrial Automation Group (IAG) has evaluated seven potential replacement CMMS software packages. Based on their evaluation, the IAG recommends the purchase of the Maintenance Connection CMMS software. This software package meets all requirements. This request, funded by retained earnings, includes the costs associated with the software (based on a quotation of \$125,550) as well as additional server hardware and software, materials and services required to implement the new CMMS. Net increase: \$150,000.
DEFERRED.
- B.** BA06-71, BR06-267, Project No. 2150 and Resolution – CIP/Infrastructure – request to budget Retained Earnings to cover the costs associated with construction of the reclaimed water main along Andes Avenue, which is the sole access roadway to the City's Emergency Operations Center. The construction will consist of the installation and testing of approximately 3,700 feet of 24-inch ductile iron reclaimed water main, valves, accessories and appurtenances, connection with an existing reclaimed main, maintenance of traffic, complete restoration of asphalt roadway, and asphalt milling and overlay of the entire length and width of Andes Avenue. The work is to be completed under an accelerated completion schedule such that it does not interfere with proposed Expressway Authority construction activities in the Andes Avenue area,

which are scheduled to begin in mid-July. Net increase: \$982,685.

2. FISCAL YEAR 03/04 CONSTRUCTION FUND

A. BR06-270, Project Nos. 2707, 2829 – Recreation – request to reallocate funding from a completed project to projects at recreation sites that need to be completed. The projects include Callahan security cameras and golf netting and Emery Hamilton Sports Complex shade structures and scoreboards. Transfer of existing funding: \$46,800.

3. FLEET MANAGEMENT FUND

A. BR06-268 – Fleet Management – contingency funds were included in the approved budget for fuel price increases. Request to transfer that funding to the Supply Group for purchases. Transfer of existing funding: \$214,590.

4. CENTROPLEX FUNDS

A. BR06-265 – Centroplex – request a realignment of salary and benefit vacancy savings to cover the overtime and extra help utilized in the Technical Support Program (\$35,000). Also to cover the following operating expenses: Technical Support Program Supply Group (\$15,000) for procard purchases of small technical equipment parts; Bob Carr Supply Group (\$10,000) for event driven City Store supplies and procard purchases; Arena Supply Group (\$41,000) for restocking of lighting fixtures; Arena Advertising (\$10,000). Transfer of existing funding: \$111,000.

B. BA06-70, BR06-261 and Resolution – Centroplex – to recognize additional Concession Revenue at the Citrus Bowl from non-budgeted events (UCF championship game and Supercross). Also to increase expense budgets due to these non-budgeted events. In addition, there are three UCF games scheduled in September, but only one was budgeted. The request also includes the purchases of a "Turf Vehicle Lift" (\$3,100), which will assist as a time saving measure and will address safety issues for employees working on repairing large pieces of equipment and a Scissor Truck (\$12,900), which is similar to a golf cart with a bed and a lift. This piece of equipment will assist in the changing of goal posts between high school and college football games and will also be used during other events to load and unload smaller items. Net increase: \$350,000.

C. BA06-74, BR06-277 and Resolution – Centroplex – request to transfer funds needed for community venues master planning and coordination expenses through September 2006. Includes funding of operating expenses and contractual services for land use and infrastructure master planning, financial and legal advisors, and economic impact/feasibility analysis. Transfer of existing funding: \$1,140,150.

5. MENNELLO MUSEUM FUND

A. BA06-73, BR06-264 and Resolution – Mennello Museum – to budget revenue received from grant funding (Orange County Tourist Development Tax, United Arts of Central Florida) and sponsorships (Winter Park Chamber of Commerce, Orlando Folk Festival). Increase expense lines accordingly where grant and sponsorship related expenses were incurred. Net increase: \$21,425.

6. PARKS INITIATIVE FUND

A. BR06-250, Project Nos. 2326, 2332 – CIP/Infrastructure – park elements required by the Florida Communities Trust Grant awarded in 1993 will be constructed as part of the Airport Lakes Phase II project. The project has been advertised for bid on two occasions within the last and current Fiscal Years. The rise in construction costs has resulted in the project bid exceeding the Engineer's estimate, thereby creating a funding gap. Remaining funding from the completed Leroy Hoequist Park Project is being redirected to cover the shortfall. Transfer of existing funding: \$68,936.

7. CAPITAL IMPROVEMENT FUND

- A. BA06-76, BR06-276, Project No. 2542 and Resolution – CIP/Infrastructure – one grant and two Joint Participation Agreements (JPA) have been awarded to the City for the Conway Road Landscaping Project. The grant is a Florida Department of Transportation (FDOT) Beautification Award in the amount of \$215,255. JPA #1 is an FDOT contribution in the amount \$50,000. JPA #2 is an Orange County contribution in the amount of \$180,000. Funding is being budgeted in the project accounts needed for design and construction. Net increase: \$445,255.

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

Rebecca W. Sutton, Chief Financial Officer

Susan Hancock, Recording Secretary