

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on May 3, 2006 was called to order by Mr. Byron Brooks at 9:00 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  
Ana Palenzuela, Compensation and Benefits Mgr. for  
Lee Brown, Human Resources Div. Mgr. (non-voting technical advisor)

### OTHERS PRESENT:

Deborah Girard, Deputy Chief Administrative Officer  
Ray Elwell, Budget Division Manager/Acting Controller, Finance Dept.  
Wes Powell, Assistant City Attorney II, Office of Legal Affairs  
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.  
Kevin Edmonds, Director, General Administration Dept.  
Sam Vennero, Parking Division Manager, Transportation Dept.  
Worth Busbee, Fiscal Manager, Public Works Dept.  
Hector Sanchez, Project Manager, CIP/Infrastructure, Public Works Dept.  
Bob Cadle, Wastewater Division Manager, Public Works Dept.  
Lisa McElwee, Accounting Specialist Sr., Permitting Svcs., Economic Dev. Dept.  
Tisa Mitchell, Accounting Specialist II, Permitting Svcs., Economic Dev. Dept.  
Rodney Williams, Recreation Division Manager, Families, Parks and Recreation Dept.  
Tim Johnson, Permitting Division Manager, Economic Development Dept.  
Pat Dellacona, DDB Administrative Coord., Economic Development Dept.  
Linda Rhinesmith, Chief Planner, Economic Development Dept.  
Charles Ramdatt, Transportation Engineering Division Manager, Transportation Dept.  
Roger Neiswender, Director, Transportation Dept.

### NEW BUSINESS:

#### GENERAL FUND

#### 1. FAMILIES, PARKS & RECREATION DEPARTMENT

- A. PE06-54 – Recreation – request to delete one Parks Maintenance Worker, L01, program 733, and add one Pool Supervisor, S16, program 284. Effective 5/7/06. The cost for the Pool Supervisor for a full fiscal year is \$43,711. The savings from the deletion of the Parks Maintenance Worker position is \$31,174, resulting in a net increase in personnel costs of \$12,537. There are currently two Pool Supervisor positions. Human Resources concurs with this personnel action due to the increase in the number of pools. No budget transfer necessary. Funding is available within the Department.
- B. PE06-51, PE06-52, PE06-53 – Recreation – request the following: reclassify a Regional Recreation Specialist, S18, program 283, to Neighborhood Center Manager, 16; reclassify a Recreation Assistant P/T, S22, program 282, to Regional Recreation Specialist, S18; delete a Regional Recreation Specialist, S18, program 283, add a

Recreation Training Coordinator, S14, program 242. All actions effective 5/7/06. The total net cost for the remainder of the fiscal year is \$41,880. Requests to review Recreation Division staffing were properly made through the budget cycle. However, evaluation was postponed in order to afford the recently hired Division Manager an opportunity to assess Division operations. That assessment was accomplished and Human Resources has now completed their evaluation. No budget transfer necessary. Funding is available within the Department.

2. ECONOMIC DEVELOPMENT DEPARTMENT

A. BA06-63, BR06-93, BR06-224 and Resolution – Permitting – the City hired KPMG to conduct a cost accounting analysis for Permitting Services. In addition, the Office of Audit Services & Management Support conducted a time study of the positions in the Division. Based on the recommendations from both studies, Permitting Services is requesting seventeen new positions be added this fiscal year as outlined in the supporting documentation. The fiscal outlay for the new positions was calculated with an expected starting date of June 19, 2006 and includes salary, benefits, vehicles, computers, furniture, software and supplies. The estimated total cost for the remainder of this fiscal year is \$ 596,060. The estimated cost for a full fiscal year is \$1,063,437. The fiscal impact for this year will be covered by budgeting additional revenue anticipated from permitting activity. In addition, Permitting Services is requesting seven current overhire positions be made permanent. These positions are also outlined in the supporting documentation. There is no additional fiscal impact associated with this action as the overhire positions are currently budgeted. Funding is also being included for workspace realignment (\$34,000). Net increase: \$630,060.

3. TRANSPORTATION DEPARTMENT

A. BA06-64, BR06-227 and Resolution – Director – request to budget the agreement between the City of Orlando and the Central Florida Regional Transportation Authority (LYNX) to explore funding mechanisms to ensure the local transit system remains a viable and convenient mode of transportation. The agreement was approved by City Council on 12/12/05. LYNX agrees to allocate \$20,000 to the City of Orlando to hire a consultant to research alternative transit funding mechanisms. Net increase: \$20,000.

B. BA06-68, BR06-256 and Resolution – Director – request a reorganization of the Transportation Department. Department staff has undertaken an assessment of current staffing levels. It has been determined that restructuring is necessary for the Department to operate at optimum level. A brief synopsis is included for each Division within the Department. Parking - Division restructuring is to improve operational effectiveness within Garage Operations, and includes a succession plan that aims to provide continuity throughout the Division. Transportation Engineering - Division restructuring seeks to provide office management at the City's Sign and Signal Shop while also providing additional technical expertise to assist the computerized signal system operations, as well as special reporting requirements for grants. Transportation Planning – Division restructuring seeks to meet the goals established in the Division's previous audit with regards to impact fee collection and management, as well as development tracking. In addition to these goals, additional work on development review is envisioned and significant efforts to enhance transit within the City. A summary of new positions, deletions and reclassifications is included in the supporting documentation. All actions are contingent upon review and approval by Human Resources and are effective upon completion of that review. There is no budget transfer necessary within the Parking Division. Additional revenue will be budgeted to fund the actions within the Transportation Engineering and Transportation Planning Divisions. Net increase: \$83,000.

4. GENERAL ADMINISTRATION DEPARTMENT

- A. BR06-236 – Director – request to transfer funding to pay for the administrative fee for the Professional Opportunities Program for Students, Inc. (POPS) Internship program. (Approved by City Council on 4/17/06.) The POPS program will provide internships to up to 15 students throughout the City. The administrative fee will pay for student training, recruitment, screening and management provided by the contracting agency. Transfer of existing funding: \$7,500.
- B. BR06-203 – Purchasing – request to provide funding for replacement of the fuel pumps located at the OPH fuel island. The current system is obsolete. Transfer of funding from contingency: \$10,822.
- C. BR06-243 – Human Resources – request to transfer funding to pay for the non-bargaining employee pay plan market study. Funding will pay for the consultant and purchase of a compensation software package (\$30,000). Additional transfer to pay for certification course for HR employee (\$450). Transfer of funding from contingency: \$20,000. Transfer of existing funding: \$10,450. Total: \$30,450.
- D. BA06-67 and Resolution - Human Resources – as requested, Human Resources conducted an “emergency” pay plan study for certain positions within the Permitting and Planning Divisions of the Economic Development Department. The study has been completed and pay grade change recommendations are shown in the supporting documentation. These recommendations will affect the same positions in other Departments. Those Departments include Fire, Police, Public Works, Housing and Transportation. The total additional cost for all affected positions for the remainder of the fiscal year is \$155,727. A cost breakdown by position and Department is included. Additional revenue is being recognized to fund the Economic Development Department changes. The changes for the other Departments can be absorbed within their existing budgets. Pay grade changes effective 5/21/06. Net increase: \$104,502.

OTHER FUNDS

5. CRA FUNDS

- A. BA06-55 and Resolution – Comptroller – adjust various CRA and CRA Debt Service Funds per the Comptroller Division. Adjustments are being made to properly budget debt service and the return of excess reserve balances to the proper location. Net increase: \$756,869.
- B. BR06-249 – CRA – request to add two Hydraulic Cleaning Specialists, 21, program 173. Effective 5/7/06. Also, request to provide funding for eight additional part-time seasonal employees and the purchase of a sidewalk scrubber. The additional staff will be responsible for pressure washing improved areas within the CRA as well providing maintenance to furnishings not currently serviced due to staffing challenges. These actions were approved by the CRA on 4/17/06. Transfer of existing funding: \$55,569.

6. WASTEWATER FUNDS

- A. BA06-65, BR06-229, Project No. 2911 and Resolution – CIP/Infrastructure – request funding to cover consultant fees, project management, mail, etc. for the Lift Station Radio Frequency Telemetry System Study. The study involves the evaluation of radio frequency systems to improve communications between City of Orlando wastewater lift stations and the wastewater monitoring center. The consultant fee is based on a proposal received from LBFH, Inc. who will perform the work under their continuing wastewater professional engineering service contract. Net increase: \$61,000.
- B. BA06-66, BR06-237, Project No. 2538 and Resolution – CIP/Infrastructure – this request will cover the difference between the estimated cost and awarded bid price of

the Iron Bridge Generator Project. It also covers the cost of the proposed change order necessary for additional cable lengths and types not included in an August 2005 purchase order for pre-purchasing the originally estimated cable quantities. In addition, this request covers estimated additional contractual services during the construction and establishes an overall project contingency. The Northerly Entity partners will provide 48.3 % of the funding (\$702,760). Net increase: \$1,455,000.

After discussion of Items 2A, 6A, and 6B, it was moved by Ms. Sutton, seconded by Ms. Henry and vote carried to approve Items 1A through 7A.

The meeting was adjourned at 9:04 a.m.

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Rebecca Sutton, Chief Financial Officer

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Susan Hancock, Recording Secretary