

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on June 6, 2006 was called to order by Mr. Byron Brooks at 8:35 a.m.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Ray Elwell, Budget Division Manager/Acting Controller, Finance Dept.
Deborah Girard, Deputy Chief Administrative Officer
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.
Mark Medlar, Budget Analyst II, Finance Dept.
Worth Busbee, Fiscal Manager, Fiscal Manager, Public Works Dept.
Abe Jardaneh, Project Manager II, CIP/Infrastructure, Public Works Dept.
Bob Rutter, Project Manager II, CIP/Infrastructure, Public Works Dept.
Kevin Edmonds, Director, General Administration Dept.

NEW BUSINESS:

GENERAL FUND

1. FAMILIES, PARKS AND RECREATION DEPARTMENT

A. BR06-298 – Recreation - request to transfer available extra help funding to contractual services. The City has contracted with United Cerebral Palsy of Central Florida to provide an exceptional recreation summer camp program. Transfer of existing funding: \$40,000.

2. EXECUTIVE OFFICES

A. BA06-86, BR06-299 – Legal Affairs - The Office of Legal Affairs is requesting the addition of two attorney positions (one Assistant City Attorney I and one Assistant City Attorney II) and one clerical position (Legal Secretary II). Effective June 18, 2006. One-half of the Assistant City Attorney II and one-half of the Legal Secretary will be funded from HOPWA Federal grant funding in the Housing Department. Risk Management will fund 75% of the Assistant City Attorney I position and one-half of the Legal Secretary position. The current vacancy of the City Attorney position and a Senior Assistant City Attorney going to permanent part time has freed up funds for these positions. Additional costs for a full fiscal year total \$191,878. Risk Management will cover \$72,917, HOPWA \$63,063 and the General Fund \$55,898. This amendment budgets the reimbursement to be received from HOPWA and Risk Management for the remainder of this fiscal year. Transfer of existing funding: \$47,970.

3. GENERAL ADMINISTRATION DEPARTMENT

A. PE07-01 – Director - request to reclassify a Management Analyst II, S12, program 155 to GAD Fiscal Manager, 11, and transfer the position to program 201. Currently, GAD has no department-wide Fiscal Manager. The reclassification is necessary due to the growing complexity of financial issues in support of several General Fund

Divisions – Purchasing, Technology Management, Human Resources/Labor, the Director's Office (\$28 million) and two Internal Service areas – Fleet Management and Facilities Management (\$20 million). Effective June 18, 2006. The additional cost for the remainder of the fiscal year is \$1,577. No budget transfer necessary. Funding is available due to vacancies.

4. FINANCE DEPARTMENT

A. Capital Investment – increasing opportunities to utilize long-term capital financing and the requirement to have staff conversant in complex financial strategies has necessitated a change in the types of positions needed in the Division. In addition, the City's draw on State Revolving Loan Funds has highlighted a need to improve wastewater capital financial planning. There is no increase in staffing required, but a vacant Budget Analyst III position, grade 12, will be deleted and a Financial Analyst, grade 9, will be added. The Division will consist of three positions: Division Manager, Financial Analyst and Accountant III. No budget transfer is required as the Budget Analyst III position has been vacant since the beginning of the fiscal year.

OTHER FUNDS

5. HURRICANE FUNDS

A. BA06-82 and Resolution – Controller – to budget the early payment of the last installment on the Hurricane Working Capital Loan. A \$10 million payment was included in the FY 2005/2006 budget and the final \$10 million payment was to be included in the FY 2006/2007 budget. The final payment was made in May. Net increase: \$10,580,000.

6. WASTEWATER FUNDS

A. BA06-83, BR06-296, Project No. 2650 and Resolution – CIP/Infrastructure – request to provide funding to cover the cost of constructing the Local Area Pump Station improvements that are necessary to provide for the existing and projected future reclaimed water demands and pressures required for the local service area that includes Metro West, Universal Studios and other expansion areas to the southeast of the Conserv II facility. Net increase: \$1,504,400.

B. BA06-84, BR06-295, Project No. 2889 and Resolution – CIP/Infrastructure – on March 20, 2006 the City Council authorized negotiations with Arcadis G & M Inc. to provide professional engineering services related to the Downtown district sanitary sewer collection system. Negotiations have been completed on a preliminary engineering report, including evaluation and investigation of the existing Downtown sanitary sewer systems to accommodate the rapid development and future growth of the Downtown area. A not-to-exceed fee of \$423,746 plus a 10% contingency was negotiated. Funding is also being provided for project management and other administrative costs. Net increase: \$533,000.

7. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BR06-300 – CRA – request a transfer of funds to the Destination Activity Catalyst Program to offset relocation and startup costs to retain and grow Johnson's Diner. Funding was approved at the May 1, 2006 CRA Board Meeting. Transfer of existing funding: \$36,700.

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

The meeting was adjourned at 8:41 a.m.

Rebecca W. Sutton, Chief Financial Officer

Susan Hancock, Recording Secretary