

## **BUDGET REVIEW COMMITTEE MINUTES**

The Budget Review Committee's meeting on February 21, 2006 was called to order by Mr. Byron Brooks at 8:06 a.m.

### **MEMBERS PRESENT:**

Byron Brooks, Chief Administrative Officer  
Rebecca Sutton, Chief Financial Officer, Finance Dept.  
Jody Litchford, Deputy City Attorney, Legal Affairs for Dykes Everett, City Attorney

### **OTHERS PRESENT:**

Deborah Girard, Deputy Chief Administrative Officer  
Ray Elwell, Budget Division Manager, Management, Budget and Accounting Dept.  
Wes Powell, Assistant City Attorney, Legal Affairs  
Mike Stieber, Budget Manager, Management, Budget and Accounting Dept.  
Barbara Muzeni, Budget Analyst Senior, Management, Budget and Accounting Dept.  
Chris McCullion, Budget Analyst III, Management, Budget and Accounting Dept.  
Tessie Lookhoff, Fiscal Manager, Fire Dept.  
Chief Robert Bowman, Fire Dept.  
Deputy Chief Jim Reynolds, Fire Dept.  
Assistant Chief Mark Oaks, Fire Dept.  
Tim Welter, Fiscal Manager, Police Dept.  
Sam Vennero, Parking Division Manager, Transportation Dept.  
Denise Aldridge, Fiscal Manager, Families, Parks and Recreation Dept.  
Denny Scott, Parks Division Manager, Families, Parks and Recreation Dept.  
Joyce Sellen, Assistant Director, CRA, Economic Development Dept.  
Worth Busbee, Fiscal Manager, Public Works Dept.

### **NEW BUSINESS:**

#### **GENERAL FUND**

#### **1. POLICE DEPARTMENT**

- A. BR06-136 - Administration – transfer funding to facilitate the realignment of the Orlando Police Department. The realignment will include the creation of a new Bureau, the Investigative Services Bureau. Programs will be realigned within the four Bureaus. The following personnel actions will occur as a result of the realignment: delete the Deputy Chief of Staff, 4, program 660; add a Police Deputy Chief, 5, program 681; transfer one Police Lieutenant, 8, from program 694 to program 660; transfer one Police Officer Mgmt. from program 660 to program 675; transfer one Police Officer from program 691 to program 693; transfer one Deputy Chief Administrative Assistant, 19, from program 691 to program 681. These actions will result in an annual cost savings of approximately \$20,000. Effective 2/5/06. Transfer of existing funding: \$334,431.
- B. BA06-38, BR06-144 and Resolution – Administration – to provide funding for the purchase of three emergency defibrillators in accordance with a grant received from the American Heart Association. Net increase: \$5,000.
- C. BA06-40, BR06-151, Project No. 1252 and Resolution – Special Services – to budget the 2005/2006 Weed and Seed Grant. The expenditures are reimbursable from the U.S. Department of Justice, Office of Justice Programs. Net increase: \$225,000.

2. EXECUTIVE OFFICES

- A. BR06-138, PE06-28 – City Clerk – request to reclassify the Assistant City Clerk, S15, program 150, to Senior Assistant City Clerk, 13. Cost for a full fiscal year: \$8,658. This request was properly submitted during the budget process and Human Resources has now completed their evaluation. Retroactive to 9/25/05. Transfer of funding from personnel contingency: \$8,658.
- B. Legal Affairs – request to reclassify a Legal Staff Assistant, 20, program 152, to a Legal Secretary II, 18. Effective 2/26/05. Per Human Resources, the position was filled as a Legal Staff Assistant with the understanding that when the incumbent left the position would be reclassified. Cost for a full fiscal year: \$5,020. No budget transfer necessary. The cost for the remainder of this fiscal year can be absorbed within the current budget.

3. GENERAL ADMINISTRATION DEPARTMENT

- A. BR06-148 – Human Resources – request to transfer budgeted funds available from an unfilled position to cover printing of new three year labor union agreements (\$7,700) and attendance at the NPELRA (National Public Employers Labor Relations Assn.) conference due to relevance of topical matter (\$2,200). Transfer of existing funding: \$9,900.

4. FAMILIES, PARKS & RECREATION DEPARTMENT

- A. BR06-153 – Director – to provide funding for the purchase of a vehicle for the recently appointed Department Director, approved by CAO. Transfer of funding from contingency: \$13,493.

5. ECONOMIC DEVELOPMENT DEPARTMENT

- A. BA06-37, BR06-140 and Resolution – Permitting – request approval of, and to budget for, over hire positions for the Permitting Division Administrative Assistant, Fire Protection Engineer, Senior Plans Examiner and Chief Plumbing Inspector Supervisor due to the fact that the employees in these positions are retiring or will be resigning. All of these positions are key for the Division and would benefit by having the current employee available to train the new hire. Additional over hires are also being requested for the Senior Plans Examiner (building), Senior Plans Examiner (fire) and Construction Inspector III (building). These are necessary due to high demand in the noted areas. The workload is at an all time high and having additional positions in these areas would benefit the day-to-day operations of the Division. Net increase: \$122,151.
- B. Permitting – request to reclassify a Plans Examiner II, S13, program 148, to a Senior Plans Examiner I, S12. Effective 2/26/05. Per Human Resources, senior positions are not part of the career ladder progression. However, the reclassification is warranted as the incumbent is performing skilled technical work necessary to meet the demand for increased fire plans review and has the necessary certification. Cost for a full fiscal year: \$4,300. No budget transfer necessary. The cost for the remainder of this fiscal year can be absorbed within the current budget.

6. FIRE DEPARTMENT

- A. Administration – request to reclassify a Fire Fiscal Specialist, S17, program 601, to an OFD Fiscal Coordinator, S13. Effective 2/26/05. Cost for a full fiscal year: \$13,700. No budget transfer necessary. The cost for the remainder of this fiscal year can be absorbed within the current budget.

7. PUBLIC WORKS DEPARTMENT

- A. BR06-152 – Director – request a transfer of funding to the Public Works Director's Office for professional services related to the FEMA reimbursement program. The amount will provide for reimbursement of costs to date and anticipated costs for the remainder of this fiscal year. Transfer of funding from contingency: \$50,000.

OTHER FUNDS

8. PARKING FUNDS

- A. BA06-35, BR06-130, Project Nos. 2087, 2774 and Resolution – Parking – to budget bond proceeds to fund the construction of the new parking garage on the site of Lot 6 (Jefferson St. Garage) to meet the increasing parking demand in the downtown core and business district. A Resolution authorizing the issuance of Capital Improvement Special Revenue Bonds was approved by the City Council on December 12, 2005. Also, to move budget within the Church Street Garage Rehab project to fund garage lighting, which will enhance garage safety and security. Transfer of existing funding: \$58,000. Net increase: \$20,524,406. Total: \$20,582,406.
- B. BA06-36 and Resolution – Parking – to budget the FY 2005/2006 debt service associated with the bond issue outlined in item 5A above. Net increase: \$612,304.

9. FY 03/04 CONSTRUCTION FUND

- A. BR06-129, Project Nos. 2707, 2712, 2898 – Recreation – to transfer available funding to budget for a change order for the Primrose building renovation (\$10,000) and a sign for Bill Frederick Park at Turkey Lake (\$25,000). Transfer of existing funding: \$35,000.

10. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BR06-132, Project No. 2900 – CRA – the Western Circulator Concept Study for the extension of Lymmo, downtown's free transit circulator, was originally to be funded as part of the Church St. Streetscape project. However, Federal funding has been delayed until July 2006 and expenses prior to receipt of the grant are not eligible for reimbursement. Therefore, it has been requested that the CRA fund the Western Circulator Concept Plan up to a maximum of \$16,000 with the scope of work to be performed through the City's agreement with GAI Consultants. Transfer of existing funding: \$16,000.

After discussion of Items 1A and 1B, it was moved by Ms. Sutton, seconded by Ms. Litchford, and vote carried to approve Items 1A through 10A.

The meeting was adjourned by Mr. Brooks at 8:10 a.m.

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Rebecca Sutton, Chief Financial Officer

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Susan Hancock, Recording Secretary