

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on March 20, 2007 was called to order by Mr. Byron Brooks at 8:34 a.m.

### MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer, Executive Offices  
Rebecca W. Sutton, Chief Financial Officer, Finance Department  
Jody Litchford, Deputy City Attorney, Legal Affairs

### OTHERS PRESENT:

Raymond M. Elwell, Deputy Chief Financial Officer  
Michael Stieber, Budget Manager, Management & Budget Division  
Lee Brown, Human Resources Division Manager  
James Varnado, Budget Analyst III  
Brian Battles, Budget Analyst II  
Mark Medlar, Budget Analyst II  
Frank Cornier, Fire Assistant Chief  
Tessie Lookhoff, Department Fiscal Manager, Fire Department  
Worth Busbee, Department Fiscal Manager, Public Works  
Jeff Arms, Transportation CIP Manager, Transportation Department  
Pat Dellacona, Planner II, Economic Development  
Maria Neff, Accountant III, Transportation Department  
Jim Reynolds, Fire Chief, Fire Department  
Roger Neiswender, Director of Transportation, Transportation Department  
Lisa McElwee, Accounting Specialist Senior, Economic Development

### NEW BUSINESS:

#### GENERAL FUND

##### 1. FIRE DEPARTMENT

A. BR07-168 – Rescue Operations – request the transfer of funds to cover unfunded operating and capital costs related to the opening of Fire Station 15 (Savannah Park) and Fire Station 17 (Millenia) within this fiscal year. Operating costs consist of uniforms and bunker gear for 15 Firefighters for Fire Station 17 and various supply start up costs for both stations (\$196,699); capital costs consist of computers, portable radios, network printer, mobile radios and base station for Fire Station 17 and capital start up cost for both stations (\$203,200). Sufficient salary savings funding is available due to vacancies in Programs 611, 612 & 613 to cover this request. Transfer of existing funding: \$399,899.

##### 2. PUBLIC WORKS DEPARTMENT

A. BR07-170 – Engineering Services – the award of a contract to provide consulting services was approved by City Council on February 5. The Contractor will coordinate the financial, contractual and administrative functions of the stormwater, and Public Works portion of the transportation elements of the Capital Improvement Program. The Contractor will also serve as Project Manager for special projects, sidewalk construction, annual concrete contract construction, various paving programs, and brick street restorations. An employee who recently retired formerly handled this responsibility. Available salary and benefits funding due to the retirement will be

transferred to Contractual Services to cover this contract. Transfer of existing funding: \$47,340.

OTHER FUNDS

3. TRANSPORTATION IMPACT FEE FUNDS

- A. BA07-61, BR07-169, Project No. 2995 and Resolution – Transportation Planning – request to allocate Fund Balance from the Transportation Impact Fee Southwest Collection Area to the Grand National Dr./I-4 Overpass project. Funds will be used for study and design of the four-lane connection across I-4 by extending Grand National Dr. from Oak Ridge Rd. to the east half of Caravan Ct. near Major Boulevard. Net increase: \$700,000.
- B. BA07-63, Project No. 2757 and Resolution – Transportation Planning – request to provide the additional budget needed to complete the Humphries Ave project. It allows for the settlement of fees with Linda's La Cantina as well as the costs associated with land acquisition from Orange County. The City acquired land for the purpose of constructing improvements to Humphries Avenue from Colonial Drive north to Baldwin Park. The additional budget (when added to the remaining funds in the project) is needed to cover the City's payment of the owner's reasonable attorney's fees, expert's fees and costs totaling \$109,751 and the costs associated with land acquisition from Orange County estimated at \$50,000. Net increase: \$100,000.

4. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BR07-173, Various Project Nos. – CRA – request to close out completed projects (2370-Central Streetscape, 2741-Church St. Modifications, 2749-Wireless Zone, 2750-CNL Tri Party Utilities) and transfer remaining funds to a new project, Downtown Amenities. The Downtown Amenities are small projects that are permitted by the Downtown Outlook. Projects will include enhancing the Downtown pedestrian way finder signs, an information/retail kiosk, poles that will enable banners to be hung across Rosalind Avenue, in addition to other small projects. Transfer of existing funding: \$296,540.

5. JUSTICE ASSISTANCE GRANT FUND

- A. BA07-62, BR07-171, Project No. 1253 and Resolution – Police Administration – to provide funding for the Justice Assistance Grant 2006. The grant period is from October 1, 2005 to September 30, 2009. Funding will be utilized to purchase various equipment and software per the spending plan included in the supporting documentation. Approved by City Council on May 15, 2006. Net increase: \$214,405.

ADD ONS:

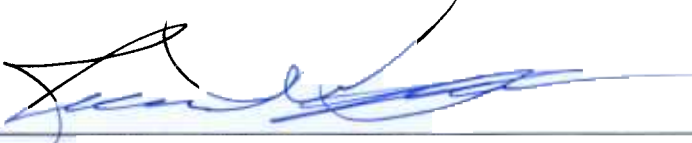
OTHER FUNDS

6. COMMUNITY DEVELOPMENT BLOCK GRANT FUND

- A. BR07-181, Project Nos. 2894005, 2922004 – Housing and Community Development – request to transfer funds from a canceled project (2894005 - Demolition & Clearance) to the Maxwell Gardens project (2922004). These funds will be used by the Grand Avenue Economic Community Development Corporation to correct roof damage and improper sanitary drainage installation found by Environmental Services. Transfer of existing funding: \$100,000.

After discussion regarding additional Item 6-A, motion to accept budget review committee agenda with additional Item 6-A was made by Rebecca W. Sutton, seconded by Ms. Litchford. Vote carried to approve Items 1 through 6A as written above.

The meeting was adjourned at 8:35 a.m.



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Rebecca W. Sutton, Chief Financial Officer



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Megan Harvey-Read, Recording Secretary