

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on April 10, 2007 was called to order by Mr. Byron Brooks at 8:30 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  
Cheryl Henry, Chief of Staff to Mayor

### 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  
Barbara Muzeni, Budget Analyst IV  
Tessie Lookhoff, Department Fiscal Manager, Fire Department  
Pat Dellacona, Planner II, Economic Development  
Hector Sanchez, Project Manager, Capital Improvements/Infrastructure  
Charles Ramdatt, Transportation Engineering Division Manager  
Charles T. Smith, Commissioner's Aide  
Manuel Soto, Emergency Manager

### NEW BUSINESS:

#### GENERAL FUND

#### 1 POLICE DEPARTMENT

- A. BR07-192 – Special Services – request to transfer a Traffic Analyst III, S16, and related funding from the Transportation Engineering Division (Program 754) of the Transportation Department to the Special Operations Division (Program 681) of the Orlando Police Department. Effective 4/8/2007. Transfer of existing funding: \$24,543.
- B. PE07-77 – Administrative Services – request to reclassify a Property Clerk, S21, program 692, to Police Services Specialist I, S19. The duties of the Property Clerk have evolved, primarily with regard to the transporting of evidence, and are now within the scope of the Police Services Specialist job classification. Effective 4/8/2007. No budget transfer necessary. Funding is available due to vacancies.

#### 2 GENERAL ADMINISTRATION DEPARTMENT

- A. BA07-66, BR07-196 and Resolution – Purchasing – request to provide additional funding to be used to pay for on-line auction services used to sell OPD motorcycles. Funding received from prior auction sales will be recognized. Net increase: \$40,000.
- B. BA07-69, BR07-200 and Resolution – Technology Management – to budget a transfer from the Building Code Fund to the General Fund for additional costs, approved by City Council on 2/26/07, related to the Interactive Voice Response system used by

Permitting. This transfer will be a cost recovery for Permitting's share of the additional expenses for the maintenance fee, upgrades, additional features/functions and consulting services. Net increase: \$30,998.

3. EXECUTIVE OFFICES

A. BA07-70 and Resolution – City Commissioners – to budget contributions and donations received for Commissioner Sheehan's Wheels for Kids holiday program (\$5,376) and for the weather radio give away program (\$2,305). Net increase: \$7,681.

4. FIRE DEPARTMENT

A. BA07-39, BR07-97, Project No. 1276 and Resolution – Support Services – to budget grant funding to be received from the Florida Department of Community Affairs for the purpose of implementing the Urban Area Security Initiative. Funds will be used to hire a Volunteer Program Manager-Contract, program 609 (grade to be determined by Human Resources); to hire an intern to assist the Volunteer Program Manager; to fund various events and programs; and to fund training expenses. Net increase: \$200,000.

OTHER FUNDS

5. FORFEITURE SHARING FUNDS

A. BA07-67, BR07-198 and Resolution – Investigative Services – to provide funding for a contribution to the Boy Scouts of America Golden Eagle Program (\$2,500). Also, to provide additional budget to fund other contributions that qualify for Law Enforcement Trust funding (\$2,500). Net increase: \$5,000.

6. COMMUNITY REDEVELOPMENT AGENCY FUND

A. BR07-180 – CRA – to provide additional funding for completion of the Downtown Orlando Streetscape Guidelines by the current Streetscape Guideline consultant, GAI. The additional funding will allow for completion of a two-year process, and result in a user-friendly document that will communicate the quality design and level of standards that would be acceptable by the City for the Downtown CRA. Approved by the CRA on 2/26/07. Transfer of existing funding: \$12,000.

B. BR07-174 – CRA – the Lake Lucerne causeway is the southern Gateway into Downtown Orlando. The plant material has been periodically replaced, but the infrastructure has not been improved since construction in 1992. The gateway is in disrepair and is in need of renovation. The Downtown Maintenance team, along with the Parks Department, are working with Purchasing in securing bids for painting railings, repairing planters, replacing planter caps, irrigation, up-lighting, banners, new planter pots and plant material. The total estimated cost is \$140,000. \$85,000 will be paid by the CRA and \$55,000 by the Parks Department. Approved by the CRA on 12/11/06. Transfer of existing funding: \$85,000.

C. BR07-184 – CRA – Seniors First, Inc. is requesting an increase in funding of \$26,278 for SeniorTran. The increase would bring the annual funding to \$49,728. Costs have steadily increased over the last several years, but Seniors First, Inc. had not requested an increase and the funding level had remained at \$23,450. The increase in funding will maintain the current service level and will allow Seniors First to operate two buses for four hours each Monday, Wednesday and Friday to assist seniors with trips to Downtown area banks, services and the grocery store. Not providing the increased funding would affect service, whereby Seniors First would have to either drop to one bus or adjust the routes. The additional funding reflects increases in salary and wages, benefits, maintenance, fuel, insurance, training and facilities cost. Approved

by the CRA on 2/26/07. Transfer of existing funding: \$26,278.

7. WASTEWATER FUNDS

A. BA07-64, BR07-177, Various Project Nos. and Resolution – CIP/Infrastructure – request a transfer of funds to address project management costs in four projects. Funding will come from the Telemetry Study project that was deferred. Funding will be transferred/realigned to project 2613 Regent-Silver Star Force Main (\$10,000), project 2907 Turnpike Force Main Realignment (\$12,000), project 2911 Telemetry Study (\$3,000) and project 2308 West Lake Fairview Sanitary Sewer Improvements (\$20,000). Transfer of existing funding: \$45,000.

8. BUILDING CODE ENFORCEMENT FUND

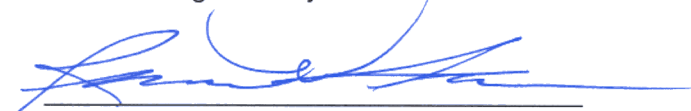
A. BA07-65, BR07-189 and Resolution – Permitting – to budget revenue that has been collected for overtime inspection service. The reimbursed overtime inspections are inspections occurring outside of normal business hours that have been requested by a contractor for a specific purpose. The contractor is then required to reimburse the City for the inspector's overtime. Examples of recent work include The Plaza project and various new subdivision and commercial building requests. Net increase: \$75,000.

9. ECONOMIC DEVELOPMENT FUND

A. BA07-68, Project No. 6205 and Resolution – Business Development – BA06-150 budgeted funding in FY 2005/2006 toward the City's economic incentive for the Burnham Institute that will help fund construction of the new facility to be located in the Lake Nona area. (The City's commitment is \$32.7 million.) This amendment will re-appropriate the budget for FY 2006/2007 and place it in a project so that any funding remaining at the end of the fiscal year can be carried forward to FY 2007/2008. Net increase: \$15,500,000.

After discussion regarding Items 1-B and 3-A, a motion to approve Items 1 through 9 as written above was made by Rebecca W. Sutton. Cheryl Henry seconded the motion and vote carried to approve Items 1 through 9 as written above.

The meeting was adjourned at 8: 33 a.m.



Rebecca W. Sutton, Chief Financial Officer



Judy C. Hayes, Recording Secretary