

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on September 12, 2006 was called to order by Mr. Byron Brooks at 8:30AM.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer, Executive Offices
Rebecca W. Sutton, Chief Financial Officer, Finance Department
Jody Litchford, Interim City Attorney, Legal Affairs
Cheryl Henry, Chief of Staff to Mayor, Executive Offices
Lee Brown, Human Resources Division Manager, GAD (non-voting technical advisor)

OTHERS PRESENT:

Ray Elwell, Deputy Chief Financial Officer, Finance Department
Mike Stieber, Budget Manager, Finance Department
James Varnado, Budget Analyst III, Finance Department
Mark Medlar, Budget Analyst II, Finance Department
Barbara Muzeni, Budget Analyst Senior, Finance Department
Worth Busbee, Public Works Fiscal Manager, Public Works Department
Doug Thompson, Network Support Manager, General Administration Department
Robert Rutter, Project Manager II, Public Works Department
Susan Geller, Assistant Business Manager, Centroplex
Roger Neiswender, Director of Transportation, Transportation Department
Breana Schreiber, Accounting Specialist II, Housing Department
Tracy Parker, Administrative Specialist, Economic Development
Rodney Williams, Recreation Division Manager, Families, Parks & Recreation
John Perrone, Parks Asst Division Manager, Families, Parks & Recreation
Pam Corbin, Parking Administration Manager, Transportation Department
Abe Jardaneh, Project Manager II, Public Works Department
Pat Dellacona, Planner II, Economic Development
Carl Booth, SEIU

NEW BUSINESS:

GENERAL FUND

1. FAMILIES, PARKS & RECREATION DEPARTMENT

A. BA06-126, BR06-422 and Resolution – Parks – request to transfer funding for capital purchases as follows: two 52" Scag Lawn Mowers to replace worn out mowers due to increased areas of maintenance; one mechanical parts washing unit to replace rental unit thereby reducing contractual services (new unit is also more environmentally friendly); two radios to replace one lost and one stolen unit, which are critical in communicating with maintenance crews working in the field; one trailer to replace stolen trailer needed to transport mowers; one chipper to accommodate an increase in debris from trees at Bill Frederick Park so that Park Service Workers can manage the debris rather than contracting out or borrowing equipment from the Forestry Section. Transfer of existing funding: \$30,800.

2. GENERAL ADMINISTRATION DEPARTMENT

A. BA06-127, BR06-432, Project 2546 and Resolution – Director – request to transfer funding for the acquisition of generator equipment necessary to provide backup electrical power to the information technology infrastructure in City Hall (\$32,000). Also, to provide funding to contract for engineering services to conduct a power

utilization review for each floor of City Hall. The end result will enable the City to determine how many floors can be safely loaded onto the existing generator (\$25,000). Transfer of funding from contingency: \$57,000.

- B. PE07-64 – Human Resources – request to downgrade a Sr. Compensation/HRIS Analyst, 11, program 206, to a Compensation Analyst, 12. Effective 9/17/06. Net savings for a full fiscal year: \$4,253. No budget transfer necessary.

3. TRANSPORTATION DEPARTMENT

- A. BR06-431 – Parking – request funding to combine the parking lots across from City Hall, between Rosalind and Orange Avenues. This includes removal of the island, demo wall head, patch all asphalt, removal of the debris, additional base as required, grading and striping. Transfer of funding from contingency: \$65,000.

OTHER FUNDS

4. WASTEWATER FUNDS

- A. BA06-125, BR06-429, Project No. 2348 and Resolution – Wastewater – this request will cover the costs associated with additional engineering services, permitting, bidding and construction related to improvements to Iron Bridge, including modifications to the wastewater and sludge treatment systems and improvements to the existing Master Pump Station influent sewers, inlet box and channels structures. These Master Pump Station structures have experienced severe corrosion and a full range of engineering services is needed, including evaluation of alternatives for corrective action and/or system modifications, design, permitting, bidding and construction services. This request is based on a proposal from Boyle Engineering Corporation. Funding will be provided by Wastewater R&R Fund Retained Earnings (\$356,259) and the Northerly Entities (\$328,853). Net increase: \$685,112.
- B. BA06-128, BR06-440, Project No. 2308 and Resolution – CIP/Infrastructure – request funding to cover the cost of the survey and contingency for the second phase of the West Lake Fairview Sewer project. The cost of the survey is based on a proposal from Southeastern Survey and Mapping under their Continuing Professional Services Agreement with the City of Orlando. Net increase: \$25,000.
- C. BA06-129, BR06-447, Project No. 2611 and Resolution – CIP/Infrastructure – request to budget the unfunded portion of the contract (approved by City Council on 8/15/05, 11/14/05 and 6/19/06) with C.E. James, Inc. for the Miscellaneous Neighborhood Sewer Improvements – East Dubsdread Project. Funding will be provided via a low interest loan through the Florida Department of Environmental Protection SRF Program. Net increase: \$850,000.
- D. PE07-63 – Wastewater – per Human Resources evaluation, make the following reclassifications in program 353: one Laboratory Tech Sr., S16, to Quality Assurance Officer, S13; one Laboratory Tech Sr., S16, to Environment Scientist, S13; one Laboratory Tech I, S19, to Laboratory Analyst I, S17; one Laboratory Tech II, S18, to Laboratory Analyst II, S15; three Laboratory Tech III, S17, to Laboratory Analyst Sr., S14. This evaluation was undertaken at the request of the Service Employees International Union (SEIU) in accordance with SEIU contract Article 32.16. Effective 9/24/06. Net cost for a full fiscal year: \$66,596. No budget transfer necessary.

5. HOME INVESTMENT PARTNERSHIP PROGRAM FUND

- A. BR06-444, Project Nos. 3260003, 3259004, 3259003, 3260004 – Housing & Community Development – request to transfer funds between projects (New Construction and Rental Rehab) to align the funding with the approved action plan for the HOME Fund. Transfer of existing funding: \$86,535.

6. COMMUNITY REDEVELOPMENT AGENCY FUND

A. BR06-220, Project No. 2910 – CRA – the CRA approved funding for the High Wage High Value Job program at the April 17, 2006 CRA meeting. Funding is \$1,000,000 per year for three years. Request to appropriate the funding for year one. Years two and three will be appropriated through the budget development process. Transfer of existing funding: \$1,000,000.

7. CAPITAL IMPROVEMENT FUND

A. BR06-433, Project No. 5901099 – Centroplex – the air conditioning system for the balcony at the Bob Carr has two dual stage condensing units on the west side of the building. One of the units has a burnt compressor and the other unit is not running at full potential. The replacement of the A/C system, along with other air-conditioning enhancements, was originally scheduled and included in the proposed budget for the new fiscal year. Due to the burnt compressor, it is imperative to change out both of the condensing units at this time in conjunction with the other A/C improvements. Transfer of existing funding from CIP contingency: \$75,000.

8. FY 03/04 CONSTRUCTION FUND

A. BR06-445, Project Nos. 2707, 2829 – Recreation – request to transfer remaining funding from the Smith Center Pool project to cover expenses that came in over budget as follows: Emery Hamilton Sports Complex scoreboards; additional repairs (installation of taller fencing) to the Callahan Center golf netting due to continued vandalism; the Jackson Center pool bath house upgraded doors due to continued vandalism; supplies and equipment for the Northwest Center teen room to include installation of cabinets. Transfer of existing funding: \$79,030.

9. STORMWATER UTILITY FUND


A. BR06-453, Project Nos. 2699, 2855 – CIP/Infrastructure – request a transfer of available funding from the Al Coith Drainage Improvements Project (#2699) to the Dove/Virginia Drainage Project (#2855) to provide funding for stormwater management remedial work. Work includes regrading and installation of pipes and yard drains to eliminate a flooding problem. Transfer of existing funding: \$8,000.

It was moved by Ms. Sutton, seconded by Ms. Litchford and vote carried to approve Items 1A through 9A.

The meeting was adjourned at 8:31AM.



Rebecca W. Sutton, Chief Financial Officer



Yelitza Azua, Recording Secretary