

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on November 28, 2006 was called to order by Mr. Byron Brooks at 8:31 a.m.

### 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

### OTHERS PRESENT:

Raymond Elwell, Deputy Chief Financial Officer, Finance  
Chris McCullion, Economic Development Manager, Economic Development  
James Varnado, Budget Analyst III, Finance Department  
Barbara Muzeni, Budget Analyst Senior, Finance Department  
Leland Brown, Human Resources Division Manager  
Mike Stieber, Budget Manager  
Mark Medlar, Budget Analyst II  
Tim Welter, Department Fiscal Manager, Police Administration  
Mark Oakes, Deputy Chief, Fire Administration  
Tessie Lookhoff, Department Fiscal Manager, Fire Administration  
James Reynolds, Fire Chief, Fire Administration  
Manuel Soto, Emergency Manager

### NEW BUSINESS:

#### GENERAL FUND

#### 1 FIRE DEPARTMENT

- A. BA07-17, BR07-38 and Resolution – Rescue Operations – request to budget funds received from the Department of Homeland Security and approved by City Council on September 18, 2006. Funding will be used for the purchase of 5,000 smoke alarms, a 2006 Fire Safety House trailer with a weather smart package for public education presentations and other accessories. Net increase: \$87,000.
- B. Administration – request to reassign program 609, City Emergency Management, from the Executive Offices to the Fire Department. Effective 12/3/06. No budget transfer required for this action, this is a change in reporting responsibility only. The existing budget, including four positions, will remain intact. This transfer is being made so that Emergency Management may benefit from the strong administrative support available in the Fire Department, thereby strengthening program operations, and it will more clearly align emergency support functions in centralized public safety areas.

#### 2 ECONOMIC DEVELOPMENT DEPARTMENT

- A. BA07-18, BR07-41, Project No. 2927 and Resolution – Director – request to transfer funds to the Terry Avenue Extension project to cover the cost of the Conceptual Design Study. Transfer of funding from contingency: \$50,000.

3 GENERAL ADMINISTRATION DEPARTMENT

A. BR07-43 - Technology Management – request to transfer an Applications Administrator, S09, from program 192 (Strategic Support) to program 195 (Software Support). Effective 12/31/06. This will allow for better alignment of positions with program missions. Transfer of existing funding: \$67,441.

4 FINANCE DEPARTMENT

A. BR07-47 - Treasury – request to merge the Capital Investment and Treasury Divisions (eliminating the Capital Investment Division). This will entail reassigning program 185, Capital Investment, to the Treasury Division and will include the deletion of the Capital Investment Division Manager, NB119, program 185, and the addition of an Assistant Treasurer, NB117, program 184. An Accountant III, S12, will also be transferred from program 185 to program 182. All actions effective December 3, 2006. Transfer of existing funding from program 185 to program 184: \$80,535.

POLICE DEPARTMENT

A. Special Services – request to reclassify a Police Officer, program 694, to a Sergeant. Effective 12/3/06. The position serves as the Department's representative to the Criminal Justice Institute at Valencia Community College. The Academy requires a designated coordinator with supervisory skills, knowledge and law enforcement experience. Additional cost for the remainder of the fiscal year: \$9,968. No budget transfer necessary due to vacancy savings.

OTHER FUNDS

6. CAPITAL IMPROVEMENT FUND

A. BA07-19, BR07-42, Project Nos. 2925, 2840 and Resolution – Parks – per the agreement between the Orange County Expressway Authority and the City, funds were received for the Z.L. Riley Park project (\$362,500). The billing properly occurred in September 2006 (funds were actually received in October). Based upon the billing date, Financial Reporting recognized the revenue in FY 2005/2006. These funds are part of the Fund Balance and need to be allocated to the project for FY 2006/2007. The Bill Frederick Park Barn suffered a fire loss in FY 2004/2005. Risk Management funding was received for the loss (\$14,006). These funds were not budgeted, are part of the Fund Balance and need to be allocated to the project for FY 2006/2007. Net increase: \$376,506.

SUMMARY OF FY 2005/2006 YEAR END ITEMS:

GENERAL FUND

EXECUTIVE OFFICES

A. BA06-134, BR06-466, Project No. 2079 and Resolution – Legal Affairs/City Commissioners – request to provide funding to construct two offices in Legal Affairs to accommodate two additional City Attorneys previously approved by the Budget Review Committee (\$7,000). Also, to provide funding for renovations to the Commissioner's Aides' desks/cubicles (\$10,000). Transfer of existing funding: \$17,000.

2. POLICE DEPARTMENT

- A. BA06-141, BR06-472, Project No. 2779 and Resolution – Investigative Services – to adjust the appropriate budgets to facilitate the closure of the Urban Area Security Initiative Grant for FY 2005/2006. Net increase: \$3,633.
  - B. BA06-142, BR06-474, Project No. 6031 and Resolution – Investigative Services - to recognize additional revenue for contributions made to the Ferran Memorial project. Net increase: \$774.
  - C. BA06-143, BR06-475, Project No. 6041 and Resolution – Investigative Services - to recognize merchandise sales and other revenue to the OPD Cop Shop and to provide funding for supplies to replenish the stock. Net Increase: \$22,219.
  - D. BA06-139, BR06-471, Project No. 2963 and Resolution – Administrative Services - to provide funding for needed projects at the Orlando Police Department as follows: ICJIS Field Arrest Application (\$150,000); Cop Logic - online desk reporting (\$22,500); Building Maintenance (\$360,000); New World Interface (\$50,000); Falcon Printrack (\$98,860); Livescan (\$30,000); Audio Visual Equipment (\$60,495); 18 Mobile Radios (\$96,000); 8 MCT's (\$50,720); Security Cameras (\$100,000); Vehicles for Hire Badging System (\$9,000); Forensic Imaging Unit Digital Lab System (\$150,000) and a Camera Outfit (\$8,248). Funding is available from salary and benefit savings. Transfer of existing funding: \$1,185,823.
3. FIRE DEPARTMENT
- A. BR06-473 – Fire Administration – requesting transfer of available funds due to salary and benefit savings for year-end closeout to cover overdrafts in various programs. Transfer of existing funding: \$383,857.
  - B. BA06-144, BR06-476, Project Nos. 7113, 2932 and Resolution – Fire Administration – to transfer previously approved funding to projects. The Dive Rescue Team van was ordered, but not received prior to year end due to unavoidable delays, therefore a request is being made to move the funding to a project to pay for the vehicle once it arrives (\$90,595). Also, furniture for the OFD Training office was ordered and not received due to production and delivery problems, therefore a request is being made to move the funding into a CIP project to pay for the furniture once it arrives (\$42,622). Transfer of existing funds: \$133,217.
4. FINANCE DEPARTMENT
- A. BA06-138 and Resolution – Controller – transfer funding to cover cash shortfalls in the School Crossing Guard Fund (\$150,000) and the Mennello Museum Fund (\$20,000). Transfer of existing funding: \$170,000.
5. FAMILIES, PARKS & RECREATION DEPARTMENT
- A. BA06-146 and Resolution – Parks – to establish a separate Street Tree Trust Fund. Funding has historically been collected in the General Fund. A separate Fund is being established to properly segregate this funding. A total of \$500,000 is being transferred at this time. Transfer of funding from contingency: \$500,000.
6. ECONOMIC DEVELOPMENT DEPARTMENT
- A. BA06-147 and Resolution – Permitting – to transfer funding to the Building Code Enforcement Fund per the terms of the agreement with the Home Builder's Association (HBA). This transfer will establish an initial cash balance in the Fund and is the result of negotiations with the HBA. Net increase: \$3,000,000.

- B. BA06-150 and Resolution – Business Development – to budget funding 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. Net increase: \$15,500,000.
- 7. TRANSPORTATION DEPARTMENT
  - A. BA06-148 and Resolution – Parking – to transfer funding to the Parking Fund to reimburse the Fund for real estate assets, which were used as part of the City's contribution toward economic development packages. Net increase: \$2,800,000.
  - B. BR06-479 – Transportation Engineering – to correct an overdraft in the Transportation Department for FY 2005/2006. The overdraft was due to street lighting expenditures. Transfer of funding from contingency: \$72,194.
- 8. HOUSING DEPARTMENT
  - A. BR06-479 – Housing & Community Development – to correct an overdraft in the Housing Department for FY 2005/2006. The overdraft was due to the attrition allowance and reclassifications. Transfer of funding from contingency: \$6,638.
- 9. GENERAL ADMINISTRATION DEPARTMENT
  - A. BA06-152, Project No. 2782 and Resolution – Facilities Management – to provide for a contribution to the Building Repair/Rehab project to help address required maintenance at various facilities. Transfer of funding from contingency: \$500,000.

OTHER FUNDS

- 10. STORMWATER UTILITY FUND
  - A. BA06-135, BR06-469, Project Nos. 2734, 2918 and Resolution – Engineering Services – to budget a grant received from the South Florida Water Management District to design Phase II of the Southport Stormwater project (\$35,354). Also, transfer remaining funds from the original Southport project (#2734) to the Southport Phase II project (#2918 - \$73,596). Net increase: \$35,354. Transfer of existing funding: \$73,596. Total: \$108,950.
- 11. COMMUNITY REDEVELOPMENT AGENCY FUNDS
  - A. BA06-136 and Resolution – Controller – to reimburse the CRA Internal Loan Debt Service Fund for interest charges that were recorded in a prior fiscal year. Debt service should have been recorded in the Downtown Hotels Special Assessment Fund. Net increase: \$72,371.
  - B. BA06-145 and Resolution – Controller – to budget interest earnings in the various CRA Funds for FY 2005/2006. Net increase: \$216,946.
- 12. FLEET MANAGEMENT FUNDS
  - A. BA06-137 and Resolution – Management and Budget – to close the Fleet Facility Replacement Fund and transfer the remaining balance to the Fleet Replacement Fund. Transfer of existing funding: \$204,171.
- 13. CAPITAL IMPROVEMENT FUND
  - A. BA06-140 and Resolution – City Commissioners – transfer remaining FY 2005/2006 funding in the District 1 and 3 Commissioner budgets to the District 1 (\$11,860) and 3 (\$5,700) improvements projects. Transfer of existing funding: \$17,560.
  - B. BA06-151 and Resolution – Management and Budget – to transfer funding to the Real Estate Purchase Fund to fund real estate purchases

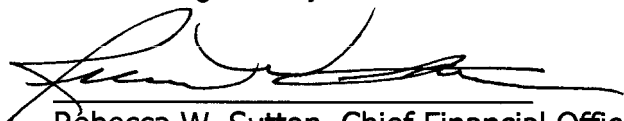
not funded with related capital projects. Transfer of existing funding from contingency: \$1,455,000. Net increase from Fund Balance: \$507,463. Total: \$1,962,463.

14. OTHER POST EMPLOYMENT BENEFITS (OPEB) FUND

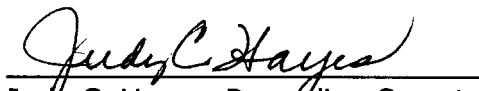
- A. BA06-149 and Resolution – Treasury – to establish an Other Post Employment Benefits (OPEB) Fund as recommended in new Governmental Accounting Standards Board Guidelines. The City is establishing a dedicated Fund to set aside a reserve for, and account for, future retiree benefit payments, other than pensions. Net increase: \$2,000,000.

After discussion of Items 2A and 5A of New Business; and 11A and 13B of Summary of FY 2005/2006 Year End Items, it was moved by Ms. Sutton, seconded by Ms. Litchford and vote carried to approve Items 1A through 6 of New Business, and Items 1A through 14 of Summary of FY 2005/2006 Year End Items as written above.

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



Rebecca W. Sutton, Chief Financial Officer



Judy C. Hayes, Recording Secretary