

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on February 23, 2007 was called to order by Mr. Byron Brooks at 12:53 p.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
Mayanne Downs, City Attorney
Worth Busbee, Department Fiscal Manager, Public Works
Paz (Tessie) Lookhoff, Fiscal Manager, Fire
Barbara Muzeni, Budget Analyst IV
Mark Medlar, Budget Analyst II
James Varnado, Budget Analyst III
Brian Battles, Budget Analyst II
Charles Ramdatt, Transportation Engineering Division Manager
Mark Oakes, Fire Deputy Chief
Steve Wiedenbeck, Project Manager II, Public Works
Maria Neff, Accountant III, Transportation
F.J. Flynn, Chief Planner, Transportation
Frank Usina, Logistical/Customer Service Manager, Economic Development
Marsha Segal-George, Deputy Chief Administrative Officer, Executive Offices

NEW BUSINESS:

GENERAL FUND

1. POLICE DEPARTMENT

- A. BR07-128 – Administrative Services – request to transfer a Property Clerk, S21, from program 691 (North Patrol Division) to program 662 (Support Services Division Supply Unit). Request to delete a Property Clerk, S21, program 692 (East Patrol Division) and add a Police Services Specialist I, S19, program 662 (Support Services Division Property and Evidence Unit). Also, to delete a Police Communications Specialist I, S21, program 662 (Support Services Division) and add a Crime Analyst I, S16, program 660 (Police Administration Crime Analysis Unit). All changes effective 2/25/07. Existing salary and benefits budget will be transferred. The two salary increases will be absorbed within existing budgets. Transfer of existing funding: \$76,293.

OTHER FUNDS

2. GAS TAX FUND

- A. BA07-51, BR07-131, Project No. 4985 and Resolution – Transportation Engineering – request to budget funding that will be provided by the Florida Department of

Transportation (FDOT). On August 15, 2005, City Council approved a Joint Participation Agreement with the FDOT for improvements to the intersections of Division Avenue/Kaley Street and Division Avenue/Columbia Street. Per this agreement, the FDOT will reimburse the City up to the amount indicated. Net increase: \$311,000.

3. PUBLIC SAFETY CONSTRUCTION FUND

A. BA07-52, BR07-132, Project No. 2952 and Resolution – Fire Administration – request to budget a developer contribution, plus interest earned, for the construction of Fire Station #16 (Mudd Lake) in the Lake Nona area. The contribution was received in a prior fiscal year and has been shown as Deferred Revenue. The project is now ready to go forward and the contribution needs to be recognized in order to provide sufficient budget. Net increase: \$2,308,143.

4. LAW ENFORCEMENT TRUST FUNDS

A. BA07-53, BR07-138 and Resolution – Investigative Services – to provide funding for the purchase of Super Kids Program promotional materials for the School Resource Unit of the Criminal Investigations Division. Net increase: \$19,000.

B. BA07-54, BR07-140, Project No. 6014 and Resolution – Patrol Services – to provide funding for the purchase and installation of car alarms for 460 marked vehicles of the Orlando Police Department's fleet. The alarms will enhance the current vehicle security system. Approved by City Council on 2/5/07. Net increase: \$187,541.

5. CAPITAL IMPROVEMENT PROGRAM FUND

A. BA07-55, BR07-143, Project No. 3420 and Resolution – Transportation Planning – to budget a contribution from Orlando Regional Healthcare Systems for maintaining public transit service per the DRI agreement (\$118,750). The amount covers the annual contribution for the years 2000-2006 (The maximum annual contribution is \$25,000. The payment can be reduced by 10% for every 1% of the ORHS workforce that uses public transit to travel to and from work. If ORHS reaches a 10% public transit work goal the annual contribution is eliminated for that year.) Also, to budget a contribution from the General Fund to recognize the prior balance in the project (\$30,866). Net increase: \$149,616.

B. BA07-57, BR07-146, Project No. 2830 and Resolution – Transportation Planning – to budget the FY 2006/2007 contribution from Florida Hospital for maintaining public transit service per the Transportation agreement (\$25,000). Also, to budget a contribution from the General Fund to recognize the previously unbudgeted prior year contributions (\$35,347). Net increase: \$60,347.

6. CENTROPLEX FUND

A. BR07-145 – Centroplex Operations – request to add the following positions in the Community Venues program, #578: 1) Community Venues Project Director-Contract, Unclassified; 2) Executive Assistant - Contract, NB107. Effective 3/5/07. Positions will be staffed until the venues are completed. Transfer of existing funding: \$184,745.

7. TRANSPORTATION PROPORTIONATE FAIR SHARE FUND

A. BA07-56, BR07-142 and Resolution – Transportation Planning – to budget revenue received from Douglas Development Services, Inc. for their proportionate fair share payment per the Douglas Grand International project developer's agreement approved by City Council on 10/16/2006. The funding will be utilized to undertake improvements in the North International Drive area. Net increase: \$1,389,550.

ADD ONS:


OTHER FUNDS

8. STORMWATER UTILITY FUND

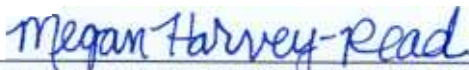
- A. BA07-58, BR07-150, Various Project Nos. and Resolution – CIP/Infrastructure – request to close various completed projects within the FY 2003/2004 Construction Fund and transfer the remaining funds to the Little Lake Fairview Restoration/Dubsdread Renovation project (\$507,959). The project consists of the construction of a new drainage management system which outfalls through an existing wetland to Little Lake Fairview, and Dubsdread Golf Course improvements which include a new irrigation system utilizing the improved drainage system; new greens, tees, traps and fairways; landscaping; new course restrooms; new cart paths and signage. Also, to budget a contribution from the Florida Department of Transportation to purchase an interest in the drainage management system and related easement (\$4 million). Transfer of existing funding: \$507,959. Net increase: \$4,000,000. Total: \$4,507,959.
- B. BA07-59, BR07-151, Various Project Nos. and Resolution – CIP/Infrastructure – request to close various completed projects within the Parks Initiative Fund and transfer the remaining funds to the Little Lake Fairview Restoration/Dubsdread Renovation project (\$100,354). Also, to budget the remaining Fund Balance in the Parks Initiative Fund and transfer said funds to the Little Lake Fairview Restoration/Dubsdread Renovation project (\$862,721). Lastly, budget Fund Balance in the Capital Improvement Fund and transfer said funds to the Little Lake Fairview Restoration/Dubsdread Renovation project (\$1,227,171). Expected revenue from the sale of related land (\$1.3 million) will fall to Fund Balance when realized and is not being used to fund this project. Net increase: \$2,089,892. Transfer of existing funding: \$100,354. Total: \$ 2,190,246.

After discussion regarding Item 5A, a motion to approve Items 1 through 8 as written above was made by Ms. Sutton. Ms. Litchford seconded the motion and vote carried to approve Items 1 through 8 as written above.

The meeting was adjourned at 12:58 p.m.



Rebecca W. Sutton, Chief Financial Officer



Megan Harvey-Read, Recording Secretary