

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on August 7, 2007 was called to order by Mr. Byron Brooks at 8:32 a.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer, Executive Offices
Rebecca W. Sutton, Chief Financial Officer, Finance Department
Jody Litchford, Deputy City Attorney
Joe Robinson, Chief of Staff

OTHERS PRESENT:

Michael Stieber, Budget Manager, Management & Budget Division
James Varnado, Budget Analyst III
Brian Battles, Budget Analyst II
Barbara Muzeni, Budget Analyst IV
Benjamin Wilson, Budget Analyst I
Mark Medlar, Budget Analyst II
Worth Busbee, Fiscal Manger, Capital Improvements/Infrastructure
Robert Cadle, Wastewater Division Manager
Leland Brown, Human Resources Division Manager
Charles Ramdatt, Transportation Engineering Division Manager
James Reynolds, Fire Chief, Fire Department

NEW BUSINESS:

OTHER FUNDS

1. STORMWATER UTILITY FUND

- A. BR07-358, Project Nos. 2734, 2858, 2918 – Engineering Services – request to transfer funding to cover professional and inspection services for Southport Drainage Phase II. Southport Drainage Phase I is complete and has a remaining balance of \$73,397 that is available for transfer. The Orange/New Hampshire Drainage project is not ready for construction and \$44,603 can be transferred from that project. Transfer of existing funding: \$118,000.
- B. **BA07-120**, BR07-377, Project Nos. 2838, 2857, 2977 and Resolution – CIP/Infrastructure – request a transfer of funds in order to sufficiently budget for the construction phase of the Grant St. Improvement project. A contract award will be presented for City Council approval on August 20. Available funding will be transferred from the Wastewater Master Plan (\$398,125) and the Antique Row Drainage project (\$149,900). Additionally a Task Order has been executed with OUC (\$200,000). Transfer of existing funding: \$548,025. Net increase: \$200,000. Total: \$748,025.

2. HOME INVESTMENT PARTNERSHIP PROGRAM FUND

A. **BA07-116**, BR07-366, Project No. 1285006 and Resolution – Housing & Community Development – request to budget HUD Economic Development Initiative funds that were awarded by the Federal government and approved by City Council on February 26, 2007. The specific initiative this funding will provide for is land acquisition in the Parramore neighborhood. Net increase: \$192,448.

3. JUSTICE ASSISTANCE GRANT FUNDS

A. **BA07-117**, BR07-367, Project No. 1251 and Resolution – Police Investigative Services – request to budget interest earned from the inception of the grant through June 2007 (\$16,759). Also, to realign existing funding within the project (\$16,000). Funding was originally approved for various facility and technology enhancements, gas masks, gym equipment, and special uniforms. Net increase: \$16,759. Transfer of existing funding: \$16,000. Total: \$32,759.

4. LOCAL HOUSING ASSISTANCE TRUST FUNDS

A. **BA07-118**, BR07-370 and Resolution – Housing & Community Development – request to budget additional FY 2006/2007 funding from the State. The final amount awarded was \$2,007,959. A total of \$1,976,049 was originally budgeted. The funding will be allocated to a specific project at a later date. Net increase: \$31,910.

5. WASTEWATER FUNDS

A. BR07-365, Project No. 6227 – Wastewater – the Water Conserv II RIBs have been in operation for over 20 years, and many of the RIB structures are exhibiting problems due to erosion and sedimentation. The Water Conserv II operator (Woodard & Curran) has identified corrective work, including removal of accumulated sediment, installation of retaining walls and construction of drainage and roadway improvements that must be implemented to correct the problems. The improvements will be implemented over a five-year period, and the cost of the improvements will be shared with Orange County, which is a partner in the Water Conserv II program. Request to fund the City's 50 percent share of the costs for the first year from the FY 2006/2007 allocation of Wastewater R&R funds. Transfer of existing funding: \$100,000.

B. PE07-81 – Wastewater – per a career ladder progression analysis performed at the request of the Service Employees International Union, request to reclassify two Instrumentation Technician, S18, positions in program 357 to Instrumentation Technician II, S16. Also, request to re-title three Instrumentation Technician Sr., S14, positions to Instrumentation Technician III, S14. In addition, a new classification will be created for future use, Instrumentation Technician I, S17. Effective 8/26/07. The additional cost for a full fiscal year will be \$12,500. No budget transfer necessary for the current year.

6. CAPITAL IMPROVEMENT FUND

A. **BA07-119**, BR07-371, Project No. 2904 and Resolution – Housing & Community Development – request to budget two years of payments in Lieu of Taxes (PILOT) received from the Orlando Housing Authority. The funds will be used for the Hope VI Carver Court project per the Memorandum of Understanding with the Orlando Housing Authority approved by City Council in November 2002. A total of five payments were to be used toward this endeavor. These are the final two. Net increase: \$376,385.

ADD ONS:

GENERAL FUND

7. FAMILIES, PARKS & RECREATION DEPARTMENT

- A. PE07-85 – Recreation – request to reclassify the Lake Eola Park Supervisor, S14, program 285, to Lake Eola Park Manager, NB110. The duties assigned to the position, along with the required skills and abilities, place it on the same level as other Department positions with similar responsibility, such as a Regional Center Manager and Parks Manager. Effective 8/26/07. The additional cost for a full fiscal year will be \$6,850. No budget transfer necessary for the current year.
- B. PE07-86 – Recreation – request to reclassify five Parks Service Specialists, S19, program 285, to grade S18. Job responsibilities will now include issuing trespass warnings. Internal pay alignment with other positions with similar duties and responsibilities warrants a reclassification. Effective 8/26/07. The additional cost for a full fiscal year will be \$13,550. No budget transfer necessary for the current year.

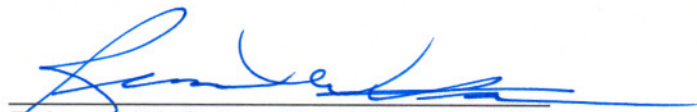
OTHER FUNDS

8. STORMWATER UTILITY FUND

- A. BR07-379, Project Nos. 2671, 4122 – Engineering Services – per a Letter of Understanding signed in March 2003, between The Greater Orlando Aviation Authority (GOAA) and the City, it was agreed that the City would contribute 26% of the total actual project cost of the Herndon Avenue Drainage Basin Improvements at Orlando Executive Airport. The project has been completed and the cost came to a total of \$1,763,538.20. GOAA has requested that the City remit payment for their share of the costs. Transfer of existing funding: \$458,520.

After discussion regarding Item 3A, a motion to approve Items 1A through 8A as written above was made by Rebecca Sutton. Joe Robinson seconded the motion and vote carried to approve Items 1A through 8A as written above.

The meeting was adjourned at 8:37a.m.



Rebecca W. Sutton, Chief Financial Officer



Marquita Godfrey, Recording Secretary