

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on June 19, 2007 was called to order by Mr Byron Brooks at 8:35 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
Joe Robinson, Chief of Staff

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
Benjamin Wilson, Budget Analyst I
Charles Ramdatt, Transportation Engineering Division Manager
Worth Busbee, Fiscal Manager, Capital Improvements/Infrastructure
Jeffrey Arms, Transportation CIP Manager
Tessie Lookhoff, Fiscal Manager, Fire Department
Tahitisa Mitchell, Administrative Specialist, Economic Development
Lisa McElwee, Accounting Specialist, Economic Development
Priscilla Mallory, Communications Manager, Fire Department

NEW BUSINESS:
GENERAL FUND

1. ECONOMIC DEVELOPMENT DEPARTMENT

- A. PE07-80 – Permitting – request to reclassify a Plans Examiner II, S13, program 139, to a Senior Development Review Technician, S12. Also, the remaining Plans Examiner I & II positions will be re-titled to Development Review Technician I & II. The reclassified position will become a lead position and will be responsible for reviewing the work of others in the section, as well as training. Effective 7/8/07. No budget transfer necessary.

OTHER FUNDS

2. EMERGENCY PHONE SYSTEM FUND

- A. BA07-90, BR07-272 and Resolution – Fire Support Services – request to budget funds received from Orange County for the OFD portion of the quarterly Emergency 911 revenues. (Revenue received \$34,302; less \$27,002 currently budgeted for a difference of \$7,300.) Budget funding to cover supplies (\$2,300) and unanticipated communications personnel overtime hours (\$5,000). Net increase: \$7,300.

3. WASTEWATER FUNDS

- A. BA07-101, BR07-296, Project Nos. 2942, 2966 and Resolution – CIP/Infrastructure – request to establish the project budget for the Andora Stormwater and Sewer Improvement project, including internal service costs, construction costs, geotechnical and surveying. Funding will be provided by Wastewater Impact Fees (\$568,750) and Stormwater Utility Fees (\$350,000). Net increase: \$568,750. Transfer of existing funding: \$350,000. Total: \$918,750.
- B. BA07-102, BR07-302, Project No. 6220 and Resolution – CIP/Infrastructure – request to establish the budget for the West Pine Street Sanitary Sewer Project. The existing residential area in the vicinity of West Pine Street, between Ohio Avenue and Texas Avenue, has been identified by the City as a redevelopment opportunity for upgraded residential units. As such, sanitary sewer service is necessary. This project is not part of the existing Wastewater master plan. Funding will be allocated from Wastewater Impact Fee Retained Earnings. Net increase: \$352,650.

4. STORMWATER UTILITY FUND


- A. BA07-103, BR07-303, Project Nos. 2856, 6226 and Resolution – Engineering Services – request to budget the additional funding necessary for the proposed contract award for the Lake Angel/Conroy Basin Drainage/Division, Kaley and Columbia Intersection Project (to be included on the 7/9/07 City Council agenda). Grant funding of \$450,000 from the South Florida Water Management District (SFWMD) will be recognized along with the transfer of existing funding from the Wastewater R&R Fund (\$216,545). The SFWMD agreement was approved by City Council on October 30, 2006. The total contract will be \$1,288,151, the remainder of which is funded through existing budgets. Net increase: \$450,000. Transfer of existing funding: \$216,545. Total: \$666,545.

5. GAS TAX FUND

A. BA07-104, BR07-305, Project Nos. 2149, 2611 and Resolution – Transportation Engineering – request to budget additional State grant funding for right-of-way (\$753,743) and construction (\$16,824,000) for the Conway Road project. The supplemental agreement for the additional right-of-way funding was approved by City Council on March 26, 2007 and has been fully executed by FDOT. The agreement for the construction funding was approved by City Council on February 26, 2007 and has also been fully executed by FDOT. The City's matching share for the design and right-of-way portion of the project was budgeted previously. The City's matching share for construction is \$1,979,000. \$1,379,000 will be allocated from Southeast Transportation Impact Fee Fund Balance at this time. The remaining \$600,000 from the same source has been included in the requested FY 07/08 Capital Improvement Program budget. Also, request to budget a contribution from Orange County for work benefiting Orange County Utilities. A Joint Participation Agreement was approved by City Council on January 12, 2004, whereby the City will complete the work and be reimbursed by the County (\$475,665). Lastly, improvement of City wastewater facilities will also be accomplished as part of the project. The budget for this work is being provided by existing Wastewater funds (\$275,000). Net increase: \$19,432,408. Transfer of existing funding: \$275,000. Total: \$19,707,408.

After discussion regarding Items 2A and 3B, a motion to approve Items 1A through 5A as written above was made by Joe Robinson. Rebecca Sutton seconded the motion and vote carried to approve Items 1A through 5A as written above.

The meeting was adjourned at 8:36 a.m.



Rebecca W. Sutton, Chief Financial Officer



Michael Stieber, Recording Secretary