

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on June 5, 2007 was called to order by Mr. Byron Brooks at 8:36 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
Brie Turek, Deputy Chief of Staff, Executive Offices

OTHERS PRESENT:

Raymond M. Elwell, Deputy Chief Financial Officer
Michael Stieber, Budget Manager, Management & Budget Division
James Varnado, Budget Analyst III
Brian Battles, Budget Analyst II
Mark Medlar, Budget Analyst II
Barbara Muzeni, Budget Analyst IV
Denise Aldridge, Fiscal Manager, Families, Parks & Recreation
Worth Busbee, Fiscal Manager, Public Works
Alana Brenner, City Clerk, Office of the City Clerk
Maria Neff, Accountant III, Transportation Department
F. J. Flynn, Transportation Planning Division Manager
Mike Carroll, Solid Waste Division Manager
Alan Oyler, Public Works Department Director
Yvonne Wilson, TRN Fiscal Coordinator, Transportation Engineering
Doug Horner, Accountant III, Financial Reporting
Benjamin Wilson, Budget Analyst Trainee, Management & Budget

NEW BUSINESS: GENERAL FUND

1. EXECUTIVE OFFICES

- A. BA07-98, Project No. 6224 and Resolution – City Clerk – request to fund the agreement between Orange County, Seminole County, Osceola County and the City regarding the Central Florida Regional Commission on Homelessness. Each jurisdiction has agreed to the formation of a 25 member Commission to address economic and social impacts of homelessness on our community, and has agreed to contribute \$20,000 toward funding a Staff Coordinator (outside consultant) and an additional \$5,000 toward administrative expenses. The funding agreement is included on the 6/4/07 City Council agenda for approval. Net increase: \$75,000. Transfer of funding from contingency: \$25,000. Total: \$100,000.

- B. City Commissioners – request to change the Commissioner's Aide – Contract, NB109, program 131 to a permanent position. Effective upon the current incumbent's departure. No budget transfer necessary. The position will remain permanent during the new Aide's tenure, but will revert back to a contract position at the time it next becomes vacant.

OTHER FUNDS

2. TRANSPORTATION IMPACT FEE FUNDS

- A. BA07-95, BR07-285, Project Nos. 2872, 2382 and Resolution – Transportation Engineering – request realignment of funds (\$144,768) and transfer of Gas Tax funds from the new traffic signal project (\$26,000) for services associated with the construction of the traffic signal at the intersection of Semoran (SR 436) and Turnbull. These actions are necessary to cover the additional cost of having OUC remove and reroute their power feed for the neighborhood on the east side of the intersection. The high voltage power lines are in conflict with the signal construction. Transfer of existing funding: \$170,768.

3. WASTEWATER FUNDS

- A. BR07-207, Project No. 2017 – Wastewater – to replenish funding in Project 2017, Wastewater Project Management Services. The CIP/Infrastructure Division, via Project Managers and the Engineering Design Section, perform various miscellaneous tasks for the Wastewater Division that are not related to specific capital projects. Project 2017 provides a means of funding these Wastewater related assignments that require the input of the Project Managers and Engineering Design Section staff. Transfer of existing funding: \$20,000.

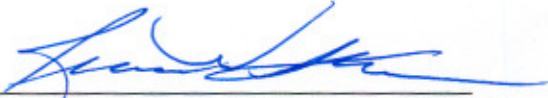
4. CAPITAL IMPROVEMENT FUND

- A. BA07-92, BR07-282, Project No. 2513 and Resolution – Recreation – FDOT is acquiring land from the City along the western boundary of Trotter's Park for the extension of John Young Parkway. As part of that acquisition, FDOT agreed to compensate the City for the design and construction of certain general improvements within or adjacent to Trotter's Park, including but not exclusively, a wall (or an aluminum fence), a substructure to support an Art Relief Treatment Wall, the provision of artwork or traditional park improvements. This action was approved by City Council on 1/22/07. The revenue has been received and is being budgeted. Net increase: \$121,000.
- B. BA07-94, BR07-280, Project No. 6202 and Resolution – Transportation Engineering – request to provide funding to establish a project to study and develop a plan for enhanced sidewalks and streetscapes along State roadways. The plan to improve pedestrian safety and visual aesthetics along these roadways will be implemented as redevelopment occurs. The comprehensive sidewalk plan will result in a smoother process for redevelopment as developers coordinate and receive City and Florida Department of Transportation Permits. Funding will be transferred from the Economic Development Annexation Fee Incentive Account and Transportation Planning. Transfer of existing funding: \$50,000.
- C. BA07-97, BR07-287, Project No. 6221 and Resolution – Recreation – to establish a project for the revenue that was collected from the Fitness Surcharge prior to FY 06/07. The revenue was previously deposited into the General Fund. This action will transfer the funds to Project 6221 in the Capital Improvement Fund. Going forward, surcharge funds will be deposited in the new project to be used for the replacement of worn out and non-repairable fitness equipment at recreation centers. Net increase: \$109,870.

- D. BA07-100, BR07-295, Project No. 2897 and Resolution – Transportation Planning – to recognize and budget the second of three developer contributions from 55 West (\$70,000) and the Plaza (\$180,000) for their Transportation Improvement Payment per agreement. This amount is their share of the cost to install Intelligent Transportation System equipment and roadway/intersection improvements. The contributions were necessary to mitigate their traffic impacts and provide better access to the projects. Net increase: \$250,000.
5. SOLID WASTE FUND
- A. BA07-93, BR07-286, Project No. 2991 and Resolution – Public Works Director – on April 9, 2007, City Council approved the ranking for the Municipal Solid Waste (MSW) Conversion Technology engineering services project. The project will involve the evaluation of technology available in the market that can convert MSW into a synthesis gas suitable for burning in a turbine and producing electrical energy. The end result will be the development of an RFP to secure a firm that can design, build, own and operate an MSW conversion facility in the vicinity of the Stanton Energy Center. Orange County Utilities and the Orlando Utilities Commission are partners with the City in the project. Staff entered into negotiations with Shaw Environmental to develop a scope and budget for the first phase of the project, which will include data gathering, site visits to the Orange County landfill and the Stanton Energy Center, an evaluation of the gasification technology currently available and the best means of delivering synthesis gas/power to the Stanton facility. Staff negotiated a fee of \$112,000 for these tasks. \$45,000 is currently budgeted. OUC will contribute \$50,000. Net increase: \$50,000. Transfer of existing funding: \$17,000. Total: \$67,000.
- B. BA07-96, BR07-208, Project No. 6222 and Resolution – Solid Waste – request to budget loan proceeds for the purchase of five automated side loader refuse trucks. This will enable the implementation of automated garbage collection in the western areas of the City (Metro West, Rosemont, Richmond Heights, etc.). Also, a reallocation of funds is requested to cover the cost of debt payments for the remainder of FY 06/07. It is projected that these trucks will be delivered after July 2007. The FY 07/08 budget request includes funding for debt. Transfer of existing funding: \$82,863. Net increase: \$1,500,000. Total: \$1,582,863.
6. CRA DEBT SERVICE FUNDS
- A. BA07-99 and Resolution – Accounting & Control – at the end of FY 05/06, the Treasury Division determined that there were excess funds in the two Downtown CRA Debt Service Reserve Funds. This action will budget the transfer of the excess funds to the appropriate CRA Debt Service Fund. At the end of this fiscal year, if the excess reserves are not needed in the Debt Service Funds, they will be transferred to the CRA operating Fund. Net increase: \$128,048.

After discussion regarding Items 1A, 1B, 4B, a motion to approve Items 1A through 6A as written above was made by Rebecca Sutton. Jody Litchford seconded the motion and vote carried to approve Items 1A through 6A as written above.

The meeting was adjourned at 8:42 a.m.



Rebecca W. Sutton, Chief Financial Officer



Marquita Godfrey, Recording Secretary