

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on April 24, 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

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
Pat Dellacona, Planner II, Economic Development
Charles Ramdatt, Transportation Engineering Division Manager
Denise Aldridge, Fiscal Manager, Families, Parks & Recreation
Worth Busbee, Fiscal Manager, Capital Improvements/Infrastructure
Bob Rutter, Project Manager II, Capital Improvements/Infrastructure
Tim Welter, Fiscal Manager, Police Administration
Breana Schreiber, Accounting Specialist II, Housing & Community Development
James Reynolds, Fire Chief, Fire Department
Michael Rhodes, Code Enforcement Division Manager
Linda Rhinesmith, Chief Planner, Economic Development
Brooke Rimmer-Bonnett, Deputy Director, Economic Development

NEW BUSINESS:

GENERAL FUND

1. FAMILIES, PARKS & RECREATION DEPARTMENT
 - A. BR07-231 – Recreation – to provide funding for two additional weeks of Summer Camp due to legislation specifying that school cannot begin earlier than August 20th. Transfer of funding from contingency: \$125,000.
2. ECONOMIC DEVELOPMENT DEPARTMENT
 - A. BA07-73, BR07-217 and Resolution – Code Enforcement – request to transfer funding from the CEB Lien Assessment Fund to cover anticipated Code Enforcement expenditures for the remainder of the fiscal year. Expenditures include lot cleaning, filing fees and various other enforcement related items. Net increase: \$50,000.

OTHER FUNDS

3. STORMWATER UTILITY FUND

A. BA07-71, BR07-204, Project No. 2918 and Resolution – CIP/Infrastructure – to budget a reimbursement from OUC for the relocation of water lines that are in conflict with improvements the City is undertaking at The Villages of Southport. A task order has been initiated per the City Joint Participation Agreement with OUC. Net increase: \$129,910.

4. GREENWOOD CEMETERY FUND

A. BA07-72 and Resolution – City Clerk – to provide funding from Fund Balance for the strategic purchase of property adjacent to the current Greenwood Cemetery boundary (\$213,400). Additional funding has also been allocated for minor expenses incidental to the sale (\$600). Approval of the purchase is included on the April 23 City Council agenda. Net increase: \$214,000.

5. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

A. BR07-214, Various Project Nos. – Housing & Community Development – to provide funding to the Grand Avenue Economic Community Development Corporation (GAEDC) for the installation of a new lift station, underground pipe, security fence and grease trap at the Maxwell Terrace Apartments. The Environmental Control Division has cited this property for improper sanitary drainage and has stated that this issue must be corrected as soon as possible (\$250,000). In addition, transfer funding from previously established multi-family rehab projects to projects for new roofs on six buildings at the Maxwell Terrace Apartments. The current roofs were part of the original construction and must be replaced and bought up to Code (\$700,000). Approval of the agreement with GAEDC is included on the April 23 City Council agenda. Transfer of existing funding: \$950,000.

6. GAS TAX FUND

A. BR07-220, Project Nos. 2885, 4978 – Transportation Engineering – request a transfer of funds to cover additional design services on the Citywide Pedestrian Improvements Project (re: Mills Avenue/Marks Street and Mills Avenue/Lake Highland Drive Intersection Improvement - \$22,076). Also, to provide additional project management funding (\$4,000). Transfer of existing funding: \$26,076.

7. HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) GRANT FUND

A. BR07-215, Project No. 1282006 – Housing & Community Development – to provide funding, per the agreement between the City and The Health Council of East Central Florida, to implement an AIDS Housing Resource Identification Project. The primary purpose of resource identification is to provide comprehensive planning and program development strategies that increase housing assistance for HOPWA eligible persons and their affected family members. Transfer of existing funding: \$100,000.

B. BA07-75, BR07-216, Project No. 1283006 and Resolution – Housing & Community Development – request to budget Fund Balance to carry forward funding remaining from the prior fiscal year. A portion of the funding will be placed in contingency for allocation at a later date (\$1,320,587). The remainder will be allocated, per the HOPWA Review Committee approval of a request from Habitat for Humanity of Greater Apopka, to acquire and rehabilitate property at 157 East 18th St., Apopka. The property will prevent homelessness by providing housing to low-income persons with AIDS or related diseases, and their families (\$800,000). Net Increase: \$2,120,587.

8. COMMUNITY REDEVELOPMENT AGENCY FUND

A. BR07-183, Project No. 8638 – CRA – the CRA updates the Downtown Outlook Plan every seven to ten years. There have been many shifts in the market and changes in Downtown due to the overall renaissance that has taken place since the adoption of the current Plan in October 2000. As a result, the Plan needs to be updated and amended to incorporate these changes. Request the transfer of funds, as approved by the CRA on 12/11/06, to amend and update the Downtown Outlook Plan and prepare associated documents. Transfer of existing funding: \$28,000.

9. CAPITAL IMPROVEMENT FUND

A. BA07-74, BR07-219, Project Nos. 2984, 4859 and Resolution – Transportation Engineering – to budget a developer contribution for the design and installation of a pedestrian crossing traffic signal at Universal Blvd. & Wet-n-Wild (\$59,146). Also, request transfer of funds to cover the cost of concrete, conduit and fiber optic cable added at the City's discretion (\$14,825). Net increase: \$59,146. Transfer of existing funding: \$14,825. Total: \$73,971.

B. BA07-77, BR07-230, Project No. 2897 and Resolution – Transportation Engineering – to budget Fund Balance in the Pine St. Extension and Conversion project for developer contributions from 55 West and The Plaza that were received in FY 2006/07, but not previously budgeted. The contributions were necessary to mitigate traffic impacts and provide better access to the projects. Net increase: \$250,000.

C. BA07-78, BR07-229, Project No. 2687 and Resolution – Transportation Engineering – to budget Fund Balance to recognize a prior contribution from the developer of East Park. The contribution is to be used towards the development of a bicycle/pedestrian trail along the main East-West gas easement through the East Park and Nona Crest Developments. A continuing consultant authorization has been executed to complete a preliminary engineering study of the corridor to identify preliminary costs and environmental impacts. Net increase: \$50,000.

10. TRANSPORTATION IMPACT FEE FUNDS

A. BA07-76, BR07-228, Project Nos. 4859, 6203 and Resolution – Transportation Engineering – to establish a budget for traffic signalization design at the intersection of Dowden Road and Narcoossee Road, utilizing the Developer Signals Matching Fund project to fund design of the project. Developer funding is anticipated to fund construction. Transfer of existing funding: \$39,000.

11. WASTEWATER FUNDS

A. BA07-79, BR07-226, Project Nos. 2150, 2981 and Resolution – CIP/Infrastructure – to transfer available funding from Project 2150 (Eastern Regional Reclaimed Water System – Fund 453) to Project 2981 (Eastern Regional Reclaimed Water System Phase II – Fund 455). These funds are needed to supplement the existing Contractual Services budget (\$38,000), as the FDEP requires that water quality sampling and analysis be conducted on water resulting from construction de-watering activities. Also, the Project Management budget needs to be increased based upon anticipated costs (\$30,000) and Contingency needs to be realigned between projects (\$100,000). Transfer of existing funding: \$168,000.

