

## **BUDGET REVIEW COMMITTEE MINUTES**

The Budget Review Committee's regular meeting on January 6, 2004 was called to order by Mr. Richard Levey at 4:05 p.m.

### **MEMBERS PRESENT:**

Richard Levey, Chief Administrative Officer  
Rob Garner, Director, Management, Budget and Accounting  
Kent Olson, Treasurer  
Jody Litchford, Chief Assistant City Attorney, Legal Affairs  
Jose I. Fernandez, City Clerk/Director General Administration Dept.  
Lee Brown, Human Resources Division Manager (non-voting)

### **OTHERS PRESENT:**

Wayne Rich, City Attorney/Chief of Staff  
Deborah Girard, Deputy Director, Management, Budget and Accounting  
Linda Jennings, Deputy Director, General Administration/City Clerk Dept.  
Linda Rhinesmith, Assistant to the Director, Economic Development Dept.  
Byron Brooks, Director, Families, Parks and Recreation  
Leroy Frazier, Area Manager, Families, Parks and Recreation  
Linda Jennings, Deputy Director, General Administration/City Clerks Dept.  
Chief Robert Bowman, Fire Department  
Jim Reynolds, Deputy Chief, Fire Department  
Armando Bevelacqua, District Chief, Fire Department  
Charles Ramdatt, Division Manager, Transportation Engineering Division, Public Works  
Paulette Edwards, Housing Manager  
Jim Kimbler, Chief Planner, Economic Development  
Worth Busbee, Public Works Fiscal Manager  
Chris Polke, Accounting Specialist I, General Administration/City Clerk Dept.  
Tessie Lookhoff, Fiscal Manager, Fire Department  
Paul Rooney, Police Department  
Norman Poe, Police Department  
Tim Welter, Fiscal Manager, Police Department  
Neil Ross, Safety Specialist, Human Resources Division  
Mary Brant, Budget Analyst III, Management, Budget and Accounting Dept.  
Cedric Wallace, Budget Analyst III, Management, Budget and Accounting Dept.  
Jim Callahan, Budget Analyst II, Management Budget and Accounting Dept.  
Dave Van Gelder, Citizen  
Kimberly Marshall, Citizen  
Ken Mulvaney, Citizen  
Lisa Jester, Citizen

### **NEW BUSINESS:**

#### **GENERAL FUND**

##### **1. EXECUTIVE OFFICES**

- A. PE04-35, BR04-82 – Legal Affairs – request to reclassify the Legal Administrative Coordinator, 15, program 152, to an Administrative Coordinator, 13, due to the reorganization of the Office of Legal Affairs. Effective 1/4/04. Total cost for a full fiscal

year: \$8,857. Cost for the remainder of this fiscal year: \$6,256. Transfer of existing funding: \$6,256.

- B. BA04-36, BR04-97, Project No. 2691 – Communications/Neighborhood Enhancement - to budget a grant from the State of Florida Department of Community Affairs for Citizen Corps. The grant was awarded and approved by the City Council in April and covered the period of May through December 2003. It supported the Orlando Citizen Corps initiative, which trains citizens in emergency preparedness, crime prevention and disaster response. Net increase: \$17,802.
- C. BR04-105 – City Commissioners – to request an annual salary increase of \$2,500 for the District 3 Commissioner's Aide. Effective 1/4/04. Total cost for FY 2003/2004 will be \$2,244 including benefits. Transfer of funding from contingency: \$2,244.
- D. PE04-37, BR04-128 – Chief Administrative Officer – request to reclassify the Aide to the CAO, 13, program 141, to Aide to the CAO, 10. Effective 1/4/04. Total cost for a full fiscal year: \$14,583. Cost for the remainder of this fiscal year: \$10,938. Transfer of funding from contingency: \$10,938.

2. FAMILIES, PARKS & RECREATION DEPARTMENT

- A. BR04-83, Project No. 5530 – Recreation – request to provide the correct amount of funding for the Rock Haven Youth Development project. Twenty percent of dance admission charges go to the Rock Haven Youth Advisory Board per agreement. Any funding remaining at year-end should carry forward to the next fiscal year. An analysis of activity since FY 1998/99 indicates that the project budget should be \$12,813. The current budget is \$4,500. Transfer of funding from contingency: \$8,313.
- B. BR04-98 – Director – request to delete a Recreation Parks Manager, 11, program 285 and add an Assistant to the Director, 10, program 241. Effective 12/8/03. Transfer of existing funding: \$55,360.

3. POLICE DEPARTMENT

- A. BA04-35, BR04-87, Project No. 6031 – Administrative Services – request to provide funding for the purchase of a replacement K-9 dog (\$7,500) ("Justice" died from an internal infection on 11/04/2003). Also, to fund the Supply Group for future expenditures as required by the K-9/Mounted Units of the Special Operations Division (\$16,209). Net increase: \$15,000. Transfer of existing funding: \$8,709. Total: \$23,709.
- B. PE04-42 – Internal Affairs – request for classification of position as Internal Affairs Section Manager, grade (08), in the Professional Standards Bureau, Program 660. Effective January 18, 2004. The cost at midpoint for FY 2003/2004: \$93,175.26. OPD estimates annual budget to be \$82,320. Remaining FY 2003/2004 budgetary impact is \$58,257. Funding source contingent upon review.
- C. BA04-45, BR04-124, Project 2752 – Special Services - request funding for the OPD Police Memorial Project. The monies will be used to fund expenses incurred while attending three memorials held for police every year. The locations are the City/County in Orlando, Tallahassee, Florida, and Washington, D.C. The funding will pay for the OPD Honor Guard, the Motors Unit and several of the officers coordinating the events. Net increase: \$8,300.

4. MANAGEMENT, BUDGET & ACCOUNTING DEPARTMENT

- A. BA04-34 – Management and Budget – to adjust the General Fund, CRA and CRA Trust Fund budgets to account for the tax increment rebate due to the General Fund as a result of Value Adjustment Board reductions. This rebate was incorporated into the FY 2003/2004 budget. Per Accounting, this budget adjustment allows the rebate to be accounted for per statute. Transfer of existing funding: \$219,787.
- B. BA04-39 and Resolution – Management and Budget – to budget the FY 2002/2003 General Fund surplus carryover. The funding will be allocated as necessary for any

currently unbudgeted items occurring during the remainder of FY 2003/2004. Net increase: \$3,500,000.

- C. BA04-40, BR04-108 – Accounting and Control - to provide additional funding in the Management, Budget and Accounting Department for an increase in salary and benefits due to the City's reorganization; the conversion of the City's legacy accounts receivable and lien system to a JDE system; to assist with the year end audit and financial statements; replace four computer monitors due to the resolution requirements of the Kronos payroll application; payment to an actuary for the biennial study on compensated absences liability for financial statement purposes and training on accounting standards/generally accepted accounting principles as required. Net increase: \$56,000.
  - D. BR04-109 – Management and Budget – to provide funding within each department to cover personal leave buy downs for FY 2003/2004. Estimate is based upon prior two fiscal year's activity. Transfer of funding from contingency: \$760,000.
5. GENERAL ADMINISTRATION DEPARTMENT
- A. PE04-38, BR04-125, Project No. 3042 – City Clerk – request to reclassify Staff Assistant (20) to City Clerk Aide (16), Program 150. Effective January 4, 2004. Additional cost for FY 2003/2004: \$6,214.61.
6. FIRE DEPARTMENT
- A. BA04-47, BR04-127, Project No. 2754 Special Operations – request funding from the Federal Emergency Management Agency (FEMA) for Special Operations Technical Training Initiative Project amounting to \$225,756 with City's Match of \$96,572, which is currently included in the OFD budget. Net increase: \$225,756.

#### OTHER FUNDS

7. WASTEWATER FUNDS

- A. BR04-100, Project No. 2347 – Wastewater – On December 8, 2003 the City Council approved a change order with Perri Builders, Inc. for the Curry Ford Road sanitary sewer project. The project was recently completed and is now providing sewer service to the west Curry Ford Road area. This change order is necessary to make adjustments to the original bid quantities in order to reflect the final installed quantities. The change order also includes an adjustment for additional work associated with unforeseen utility conflicts at the Bumby Avenue intersection. The cost of the changes increased the contract value by \$135,392. Also, this transfer will cover Project Management fees (\$9,000) and additional construction items (\$45,608). Transfer of existing funding: \$190,000.
- B. PE04-40, BA04-49, BR04-127 and Resolution – Wastewater Administration – request for contract position, unclassified, as a Wastewater Project Consultant, in Program 341. The position is responsible for the development and implementation of projects and programs associated with research and optimization of the City's water reclamation facilities. A consultant at \$200/hour currently performs these services. The cost to the City will be \$40.81/hour or \$116,461.05 including fringes for a full fiscal year. Effective January 13, 2004. Remaining FY 2003/04 budgetary impact including fringes: \$84,211.

8. GAS TAX FUND

- A. BA04-38, BR04-107, Project Nos. 2747, 4978 – Transportation Engineering – when the Operations Center was initially designed in 2000, it included floor space for a traffic management center (TMC) to complement the Police and Fire Communications operations and provide for enhanced collaboration and incident management. Due to budget restrictions, the TMC was not able to relocate to the Operations Center and the portion of the building allocated was left unfinished. On March 18, 2002, City Council

approved a Memorandum of Understanding with FDOT to join the Central Florida Regional Transportation Operations Consortium. The Consortium's first major project is called iFlorida, which has a goal of integrating the Intelligent Transportation Systems in the Central Florida area to enhance security and to improve emergency response to critical events such as weather or terrorist activities. Better coordination between Traffic Management Centers and Emergency Operations Centers is a key component in the Consortium project. To further this effort, FDOT is providing \$731,000 towards the City's effort to relocate our TMC so that it is located with the other Public Safety Emergency Communications functions within the Operations Center. The City will match the FDOT grant with a \$250,000 contribution, for a total of \$981,000. Under the terms of the proposed Agreement, the City shall provide project management services for the relocation project, in addition to the design of the Operations Center floor space and shall obtain the necessary permits and construct the project in accordance with FDOT standards and specifications. The \$250,000 in matching funds is coming from the Area Wide Signal System Project, which was just completed. An additional \$50,000 is being transferred for project contingencies, which makes for a total of \$300,000. Transfer of existing funding: \$300,000. Net increase: \$731,000. Total: \$1,031,000.

9. CAPITAL IMPROVEMENT FUND

- A. BA04-37, BR04-101, Project No. 2735 – Administrative Services - to provide funding for the upgrading of the microwave and radio alarm system. The upgrades must be implemented before the new radio consoles can be installed and before adding the sixth radio site in the southeast portion of the City. Without this additional capacity, the microwave link will be unable to carry the additional audio and data transmission and provide required redundancy for the new radio consoles that are to be installed by early 2004. Approved by City Council on December 8, 2003. Funding will be provided by traffic fine surcharge fees (\$1,007,912) and GOAA (\$318,288). Net increase: \$1,326,200.
- B. BA04-43, BR04-121, Project No. 2489 – Public Works Director - request funding to cover the increase in the size of the reclaimed water line between Kirkman Road and the Metrowest Bridge to service anticipated new customers. Funding to be provided by the Wastewater General Construction Fund. Net increase: \$87,195.

10. HOME FUND

- A. BA04-41, BR04-113, Project Nos. 3264003, 3186003 – Housing and Community Development – Recognition of CDBG (housing rehab proceeds) and HOME grant (down payment assistance repayments) program income. Net increase: \$12,196.

11. RISK MANAGEMENT FUND

- A. BA04-42, BR04-117, Project No. 2751 –Human Resources- to recognize and appropriate grant funds received from the Medtronic Foundation for AED training. Transfer of existing funds: \$11,000.

12. LOCAL LAW ENFORCEMENT BLOCK GRANT FUND

- A. BA04-48, BR04-128, Project 2737 – Patrol Services - request funding for the Local Law Enforcement Block Grant 2003 (Grant #2003-LB-BX-1023). The City is required to provide a 10% match. The grant period is from 12/9/03-12/8/05. The grant was approved by City Council on November 10, 2003. Net increase: \$685,063. Transfer of funding from General Fund contingency: \$76,118. Total: \$761,181.

13. TRANSPORTATION IMPACT FEE FUNDS

- A. BA04-46, BR04-126, Project 2753 – Transportation Engineering - requesting funding to facilitate independent professional research and analyses of major components of the downtown street network, with regard to levels of service, capacity, queue lengths, and

other traffic characteristics, in order to provide guidance to decision-making relative to street configurations and traffic flow designations. Net increase: \$55,000.

OLD BUSINESS:  
GENERAL FUND

14. ECONOMIC DEVELOPMENT DEPARTMENT

A. PE04-36 – City Planning – request to reclassify four Chief Planner, 8, and one City Architect, 8, program 821, to grade 7. Titles will remain the same. Effective 10/1/03. Total General Fund cost for a full fiscal year: \$39,049. Also, to reclassify the vacant Transportation Planning Bureau Chief, 6, to a Planner III, 12. Effective 1/4/04. Total savings: \$47,224. No budget transfer necessary. Funding is available due to downgrade and savings from a previous vacancy.

15. CAPITAL IMPROVEMENT FUND

A. BA04-28, BR04-62, Project No. 2507 – Technology Management – request to amend item approved at the November 25, 2003 BRC meeting that provided funding to implement a portal strategy which will improve our Internet and Intranet sites by allowing connectivity and integration to our enterprise data. Original item was a transfer of existing funding for \$364,615. Item is being amended to \$90,000 for this fiscal year and the remaining cost will be added to an existing lease.

After discussion of Items 3.B. and 6.A, it was moved by Mr. Garner and seconded by Mr. Fernandez to approve Items 1.A. through 15.A. Motion carried.

The meeting was adjourned at 4:10 p.m.

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Rob Garner, Director, Management, Budget and Accounting

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Susan Hancock, Recording Secretary