

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's regular meeting on January 20, 2004 was called to order by Mr. Richard Levey at 8:32 a.m.

### MEMBERS PRESENT:

Richard Levey, Chief Administrative Officer  
Rob Garner, Director, Management, Budget and Accounting  
G. Michael Miller, Chief Financial Officer  
Jody Litchford, Chief Assistant City Attorney  
Jose L. Fernandez, City Clerk/Director, General Administration Dept.

### OTHERS PRESENT:

Chief Robert Bowman, Fire Department  
Linda Jennings, Deputy Director, General Administration/City Clerk Dept.  
Tessie Lookhoff, Fiscal Manager, Fire Department  
Manuel Soto, Emergency Manager, Fire Support Services Bureau  
Abe Jardaneh, Project Manager II, Wastewater  
Bob Cadle, Project Manager II, Wastewater  
Chuck Miller, Wastewater Tech Support Mgr., Environmental Services Division  
Chris Polke, Accounting Specialist I, General Administration/City Clerk Dept.  
Cedric Wallace, Budget Analyst III, Management, Budget and Accounting  
David van Gelder, Citizen

### NEW BUSINESS:

#### GENERAL FUND

#### 1. GENERAL ADMINISTRATION DEPARTMENT

A. BR04-132 – Human Resources – due to reorganization, request to transfer the salary and fringe benefits funding for a Human Resources Specialist for the remainder of FY 2003/2004 from program 205 to 210. (This is an overhire position. Move funding only. No transfer of authorized strength.) This transfer has no future fiscal impact. Transfer of salary and benefit funding from one program to another only. Transfer of existing funding: \$30,245.

#### 2. ECONOMIC DEVELOPMENT DEPARTMENT

A. BA04-44, BR04-133 – City Planning – at the January 6 meeting, the Budget Review Committee approved the reclassification of the City Architect from grade 8 to grade 7. This position resides in the General Fund, but is funded 50% by the CRA. This budget amendment will cover that 50% contribution. Transfer of existing funding: \$4,451.

#### 3. MANAGEMENT, BUDGET AND ACCOUNTING DEPARTMENT

A. Management & Budget - The Budget Review Committee on 9/30/03 gave authority for approval of year-end transactions for FY 2002/2003 by the Management, Budget and Accounting Director. A summary of transactions was to be provided to the BRC after year-end closing. That summary is presented here.

4. POLICE DEPARTMENT

A. BR04-140 – Administrative Services – request to transfer a Staff Assistant, 20, from Police Administration (Program 660) to Special Operations (Program 681). Effective 1/18/2004. This transfer has no future fiscal impact. Transfer of salary and benefit funding from one program to another only. Transfer of existing funding: \$22,080.

5. FIRE DEPARTMENT

A. BA04-51, BR04-145 – Support Services – to budget grant revenues to be received from Orange County to cover purchase of a computer (\$1,801), software (\$307) and materials and supplies for Flat Elevation Maps (\$692) for Hazard Mitigation activities to reduce injuries, loss of life and damage to property. Approved by City Council. This transfer has no future fiscal impact. Net increase: \$2,800.

OTHER FUNDS

6. COMMUNITY REDEVELOPMENT AGENCY FUND

A. BR04-135 – CRA – request to transfer funding to cover the CRA contribution to the Disney/Small Business Association National Entrepreneur Center as approved by the CRA Advisory Board on May 21, 2003. This is the first of five annual payments. Transfer of existing funding: \$5,000.

B. BR04-136 – CRA – request to transfer funding to initiate a six-month test of a WiFi or wireless zone within the Downtown core as approved by the CRA on December 8, 2003. Staff has negotiated an amendment with a currently contracted City vendor. This is a one-time set-up cost. If the zone were expanded, additional approvals and budget transfers would be necessary at that time. Transfer of existing funding: \$10,800.

7. WASTEWATER FUNDS

A. BR04-134, Project No. 2685 – Wastewater – request a transfer of funds for the following: some adjoining residents and neighbors to the Michigan/Brown Ave. area have expressed interest in obtaining sewer services from the City. The City is the designated service provider for the area for property owners currently using septic tanks. The City wishes to move forward and complete the design of the sanitary sewer collection system and make it readily available for construction. This preliminary appropriation is to cover the design fees, geotechnical investigation and the project management fee. Transfer of existing funding: \$100,000.

B. BR04-144, Project No. 2755 – Wastewater – request a transfer to provide funding for the general wastewater consulting services authorization for Hartman and Associates under their continuing services agreement. Expertise offered by this consultant is not available on staff. It is not economical to hire staff to fill an occasional need. Transfer of existing funding: \$100,000.

C. BA04-50, BR04-146, Project No. 2017 and Resolution – Wastewater - request to provide funding for small projects that Wastewater Project/Construction Management staff accomplish each year for the Division. This provides a cost savings when compared to the cost of utilizing an outside engineering firm. Net increase: \$25,000.

- D. BA04-53, BR04-149, Project No. 2465 – Wastewater – request funding to cover a change order required to accommodate increased quantities of excavation and backfill for the construction of the rapid infiltration basins at RIB Site 2, as well as potential future change orders. Fifty percent of the funding is available in the Wastewater General Construction Fund and 50% will be reimbursed by Orange County under the current Water Conserv II Agreement. Net increase: \$149,698. Transfer of existing funding: \$149,698. Total: \$299,396.
8. CENTRAL FLORIDA FIRE ACADEMY FUND  
A. PE04-43 – Central Florida Fire Academy – request to reclassify a Maintenance Worker, D21, to an Administrative Assistant, 19, program 645. Effective 1/18/04. No additional funding is necessary as the Maintenance Worker position was funded and has been vacant since the beginning of the fiscal year.
9. CAPITAL IMPROVEMENT PROGRAM FUND  
A. BA04-52, BR04-143, Project Nos. 2591, 2658 – Business Development - request to transfer funding from the Urban Investment Fund Project to the District 1 Traffic Calming Project as a reimbursement for speed humps that were installed as part of an annexation agreement. Transfer of existing funding: \$25,000.

It was moved by Mr. Miller and seconded by Mr. Garner to approve Items 1.A. through 9.A. Motion carried.

The meeting was adjourned at 8:35 a.m.

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Rob Garner, Director of Management, Budget and Accounting

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Susan Hancock, Recording Secretary