

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's regular meeting on February 3, 2004 was called to order by Mr. Richard Levey at 3:30 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
Jose I. Fernandez, City Clerk/Director, General Administration Dept.
Lee Brown, Human Resources Division Manager (non-voting)

OTHERS PRESENT:

Deborah Girard, Deputy Director, Management, Budget and Accounting
Wes Powell, Assistant City Attorney II, Legal Affairs
Linda Rhinesmith, Assistant to the Director, Economic Development Dept.
Chief Robert Bowman, Fire Department
Tessie Lookhoff, Fiscal Manager, Fire Department
Laura Kinnear, Communications Manager, Fire Dept.
Worth Busbee, Fiscal Manager, Public Works
Chris Polke, Accounting Specialist I, City Clerk/General Admin. Dept.
Bob Cadle, Project Manager II, Environmental Services
David Sloan, Director, Environmental Services
Abe Jardaneh, Project Manager II, Wastewater
Tim Welter, Fiscal Manager, Police Department
Susan Geller, Assistant Business Manager, Centroplex Division
Joe Hinely, Budget Analyst III, Management, Budget and Accounting
Mary Brant, Budget Analyst III, Management, Budget and Accounting

NEW BUSINESS:

GENERAL FUND

1. FIRE DEPARTMENT

- A. BR04-151 – Support Services – request transfer of funds to cover Performance Incentive Program (PIP) Awards for the 10 Emergency Communication Specialists as stipulated in Article 10, Paragraph 3 of the Fire Communications contract (\$10,754). Funding is available in Personnel Contingency to cover this cost. Also, request salary increases for the three Emergency Communication Shift Supervisors to alleviate internal compression (\$6,355). Funding is available from savings due to a Service Shop Supervisor position that was vacated November 6 and still not filled at this current time. A Fire Lieutenant who is assigned as light duty personnel is currently handling the workload of that position. Transfer of existing funding: \$17,109.
- B. BR04-173 – Rescue Operations – request to transfer one Firefighter position from program 612 to program 611 and three Firefighter positions from program 612 to program 613. Effective February 1, 2004. This will place personnel in their appropriate programs. There is no fiscal impact. Transfer of existing salary and benefits funding between programs only. Transfer of existing funding: \$234,022.

2. ECONOMIC DEVELOPMENT DEPARTMENT

- A. BA04-56, BR04-160, Project No. 2748 **and Resolution** – City Planning – to appropriate funds to be received from the Robert Wood Johnson Foundation for the Active Living by Design Grant. The grant will continue for a five-year period, with the total amount awarded being \$200,000. The purpose of the grant is to develop and implement strategies that offer an environment conducive to increasing the physical activity of Orlando residents. Net increase: \$200,000.
- B. Business Development – request to convert the Economic Development Coordinator I, grade 14, program 145 to an Economic Development Coordinator I Part Time. Effective February 1, 2004. Funding is available in the current fiscal year budget due to vacancy savings. This will result in a full fiscal year savings of \$28,965 at the midpoint of the salary range.

3. POLICE DEPARTMENT

- A. BA04-58, BR04-168, Project No. 6041 **and Resolution** – Patrol Services – to recognize revenue received and fund the purchase of merchandise to restock the OPD Cop Shop. This action will also cover an overdrawn Supply Group. Net increase: \$7,375.

4. EXECUTIVE OFFICES

- A. Office of the Mayor – request an increase in annual salary for the Administrative Specialist to the midpoint of the salary range based upon increased duties and responsibilities. Effective October 1, 2003. This will result in a full fiscal year cost of \$5,137. No budget transfer necessary. Funding is available from vacancy savings.

OTHER FUNDS

5. FLEET MANAGEMENT FUND

- A. BR04-156 – Fleet Management – to provide funding for reimbursement for safety shoes purchased by LIU Bargaining Unit employees as stipulated in the contract. Transfer of existing funding: \$3,500.
- B. BA04-54, BR04-157 **and Resolution** – Fleet Management – to reduce the contribution from the Facilities Management Program (General Fund) to the Fleet Administration Program (Fleet Fund) due to a reduction in Administration staff costs. The contribution is calculated based upon the staff each fund utilizes. The total personnel costs are charged to the Fleet Administration Program. Also, for similar reasons, reduce the contribution from the Fleet Management Fund to the General Fund for the services of the Fleet Supply Program that is part of the Purchasing Division. This is also due to a reduction in staff costs. The effect on both funds will then be neutral. Transfer of existing funding: \$72,938.

6. CAPITAL IMPROVEMENT PROGRAM FUND

- A. BA04-55, BR04-161, Project No. 2735 **and Resolution** – Police Administrative Services – request to transfer the purchase order and related funding for 60 helmet communications systems for the Traffic Enforcement Section from Communications (Program 665) to the Traffic Surcharge Project (Project 2735). This will facilitate all traffic surcharge funding being accounted for in only one program/project. Traffic surcharge funding for this item was received in FY 2002/2003. Transfer of existing funding: \$43,906.

7. WASTEWATER FUNDS

- A. BA04-57, BR04-167, Project No. 2598 **and Resolution** – Wastewater – this request will cover additional design costs associated with the reclaimed water main to Tarmac. The cost is based on a budget amendment prepared by PB Water for additional services requested or required by the City including additional meetings with Tarmac

personnel, redesigning the turnout to accommodate Tarmac's needs, realigning the pipeline to accommodate easement issues, performing additional surveys, providing facilities for future connections and evaluating and designing surge protection facilities.

City funding for these additional services will come from the Wastewater General Construction Fund #455. Orange County will reimburse the City for 50% of these costs. Transfer of existing funding: \$11,144. Net increase: \$11,143. Total: \$22,287.

- B. PE04-49 – Wastewater – request to reclassify a vacant Mechanic IV, D61, program 354, to a Utility Service Worker II, D51. Effective February 1, 2004. This will result in a cost savings of \$4,785 for a full fiscal year.
- C. PE04-50 – Wastewater – request to reclassify a vacant Lift Station Operator A, D61, program 354, to a Utility Service Worker II, D51. Effective February 1, 2004. This will result in a cost savings of \$4,785 for a full fiscal year.
- D. PE04-41, BR04-177 – Wastewater – request to reclassify a vacant Civil Engineer III, grade 10, program 355, to a Project Manager II, grade 8, and transfer the position to program 341. Effective February 1, 2004. This will result in an additional cost of \$15,468 for a full fiscal year. Transfer of existing salary and benefits funding: \$69,689.
- E. BA04-60, BR04-176, Project No. 2471 and Resolution - on November 25, 2003, the City opened bids to construct a sanitary sewer collection system in order to serve newly annexed areas in the vicinity of Dubsdread golf course. As the designated service provider, the City wishes to move forward with the construction of the project in order to replace failing septic tanks. This appropriation will cover the cost of the said work in addition to project /construction management fees. The City Council awarded this contract to Prime Construction Group Inc. on January 12, 2004. Funding to be provided by Wastewater Impact Fees. Net increase: \$2,116,702.

8. CENTROPLEX FUNDS

- A. BA04-59, BR04-174, Project Nos. 5887, 5892, 5922 and Resolution – Centroplex – to budget the annual Arena (\$268,919), Bob Carr (\$12,657) and Citrus Bowl (\$67,168) concessionaire accrual allocation based on balances at 09/30/2003. Net increase: \$348,744.
- B. BA04-61, BR04-179, Project No. 5928 **and Resolution** – Centroplex - to budget additional funding received from the Florida Citrus Sports Association. This funding is to defray part of the expense of the Varsity Club renovation. Net increase: \$20,000.

After discussion of Item 1.A., Mr. Fernandez moved to approve items 1.A. through 8.B., seconded by Mr. Garner and vote carried.

The meeting was adjourned at 3:35 p.m. by Mr. Levey.

Rob Garner, Director, Management, Budget and Accounting

Susan Hancock, Recording Secretary