

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's regular meeting on March 2, 2004 was called to order by Mr. Richard Levey at 8:38 a.m.

MEMBERS PRESENT:

Richard Levey, Chief Administrative Officer
Rob Garner, Director, Management, Budget and Accounting Dept.
G. Michael Miller, Chief Financial Officer
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 Dept.
Linda Jennings, Deputy Director, General Admin./City Clerk Dept.
Wes Powell, Assistant City Attorney II, Office of Legal Affairs
Worth Busbee, Fiscal Manager, Public Works
Chris Polke, Accounting Specialist I, General Admin/City Clerk Dept.
Linda Rhinesmith, Assistant to the Director, Economic Development Dept.
Bob Cadle, Project Manager II, Wastewater
Joe Lofaso, Project Manager, Public Works
Mary Brant, Budget Analyst III, Management, Budget and Accounting Dept.

NEW BUSINESS:

GENERAL FUND

1. POLICE DEPARTMENT

A. BR04-219 – Administrative Services – request to transfer the vacant Telecommunications Specialist, 15, program 742, to program 666. Effective 2/29/04. This position was previously authorized in program 742 and charged back to program 666. This action will facilitate the hiring of a Telecommunications Specialist by the Orlando Police Department. No additional fiscal impact, transfer of existing funding: \$62,559.

2. PUBLIC WORKS DEPARTMENT

A. BA04-69, BR04-223 and Resolution – Director – request a Budget Amendment to provide the added revenue and expenditure budget for a position reclassification from Landscape Coordinator I to Project Coordinator I that was approved by the Budget Review Committee on 11/25/03 pending future budgetary action. The position will bill time to projects and generate the necessary revenue to provide for the expenditures. Net increase: \$20,250.

3. GENERAL ADMINISTRATION DEPARTMENT

A. BR04-225 – Director – request to transfer the Grants Development Specialist, 11, from the Office of the Mayor, program 101, to the Performance Optimization Program, 155. Effective 2/29/04. This will improve the effectiveness of grants development and administration in the City. No additional fiscal impact, transfer of existing funding: \$40,578.

OTHER FUNDS

4. WASTEWATER FUNDS

- A. BA04-67, BR04-205 and Resolution – Wastewater – the existing 4160 Volt Feeder at Substation No.3 at Water Conserv II does not have an alternate electrical Circuit Path. The Alternate Circuit Path is required and will be used in the event of a failure of the power feeder to the Master Pump, Operations Building or Preliminary Treatment Station. The Alternate Electrical Circuit Path will also be invaluable when adding or modifying equipment on this electrical circuit. Additionally, the Alternate Electrical Circuit Path is required to meet Class 1 Reliability. The Alternate Circuit Path was removed when the old obsolete substation was dismantled. The old substation was removed by OUC because of the possibility of an accidental spill of oil that contained PCB's. There is a need to install a new 4160 Volt three phase power feeder from Substation No.3 to PMS G. The new power feeder will serve as an alternate electrical power circuit if there is a failure of the existing electrical circuit. The new power feeder will also serve as an alternate electrical circuit when electrical maintenance is performed or new equipment is added or modified. Net increase: \$70,000.
- B. BR04-237, Project No. 2759 – Wastewater - request a transfer to provide funding for a Reclaimed Water Rate Study to be performed by Hartman & Associates under their Continuing Wastewater Consulting Agreement. Hartman has vast experience and expertise in rate analyses both from efforts on past City projects as well as on a statewide basis for other clients. This experience and expertise is not available from current staff. Transfer of existing funding: \$40,000.

5. COMMUNITY REDEVELOPMENT AGENCY FUNDS

- A. BA04-70, BR04-224, Project Nos. 2568, 2758 and Resolution – Engineering/Streets and Drainage – the City is preparing to construct the Parramore Heritage Central Stormwater Pond. This pond will cover a 5.5-acre area in the heart of the Parramore Heritage District. The City has announced its intention to further develop the pond site into a neighborhood park. The CRA has identified a total of \$1 million for park design and construction, \$500K in fiscal year 2004/2005 and the remainder in fiscal year 2005/2006. To avoid a six month delay starting the process of obtaining required approvals, permits, plan development and contract bidding, it is proposed to advance the funds to perform platting, master planning, design and bid document preparation from the Stormwater Utility Fund (Project 2568). This would allow park construction to start at the outset of fiscal year 2005/06 when the full funding becomes available in the CRA Fund. The Stormwater Utility Fund will be reimbursed by the CRA Fund upon receipt of the first \$500,000 of funding in October 2004. Transfer of existing funds: \$160,000.
- B. BA04-71 and Resolution – Accounting and Control - the Conroy Road CRA (CRA III) is required to return \$2,317,350 in surplus tax increment revenue to the Florida Department of Transportation per the Deferred Payment Agreement. This will budget the first installment of \$795,126, which is to be paid during FY 2003/04. Net increase: \$2,374. Transfer of existing funding: \$792,752. Total: \$795,126.

6. 911 EMERGENCY PHONE SYSTEM FUND
 - A. BA04-72, BA04-229 and Resolution – Police Administrative Services – to provide funding for the purchase of cross reference directories. Net increase: \$1,034.
7. TRANSPORTATION IMPACT FEE FUNDS
 - A. BA04-73, BA04-231, Project No. 2757 and Resolution – Public Works Director – to provide funds from the North Impact Fee Fund for the right of way acquisition necessary for Humphries Road. The acquisition is one of the requirements in the Developer's Agreement with the Baldwin Park Development. Humphries Road is a collector road and is reflected on the City of Orlando's Growth Management Plan. Legal Affairs and Real Estate will utilize the funds for survey, appraisals, legal fees and property acquisition. Net increase: \$2,750,000.

After discussion of Item 7.A., it was moved by Mr. Levey and seconded by Mr. Garner to approve Items 1.A. through 7.A. Motion carried.

The meeting was adjourned at 8:40 a.m. by Mr. Levey.

Rob Garner, Director, Management, Budget and Accounting

Susan Hancock, Recording Secretary