

## **BUDGET REVIEW COMMITTEE MINUTES**

The Budget Review Committee's regular meeting on March 16, 2004 was called to order by Mr. Richard Levey at 8:31 a.m.

### **MEMBERS PRESENT:**

Richard Levey, Chief Administrative Officer  
Rob Garner, Director, Management, Budget and Accounting  
G. Michael Miller, Chief Financial Officer  
Jose I. Fernandez, City Clerk/Director, General Administration Dept.  
Lee Brown, Human Resources Manager (non-voting)

### **OTHERS PRESENT:**

Deborah Girard, Deputy Director, Management, Budget and Accounting  
Linda Jennings, Deputy Director, General Administration/City Clerk Dept.  
Chief Robert Bowman, Fire Department  
Tessie Lookhoff, Fiscal Manager, Fire Department  
Bob Cadle, Project Manager II, Wastewater  
Chris Polke, Accounting Specialist I, General Administration/City Clerk Dept.  
Mary Brant, Budget Analyst III, Management, Budget and Accounting

### **NEW BUSINESS:** **GENERAL FUND**

1. **FAMILIES, PARKS & RECREATION DEPARTMENT**
  - A. Recreation – request to reclassify the Aquatics Program Manager, 11, program 284 to grade 12. Effective 3/14/04. Savings for the remainder of the fiscal year: \$2,520. Savings for a full fiscal year: \$4,652.
2. **PUBLIC WORKS DEPARTMENT**
  - A. BR04-233 – Transportation Engineering – request to provide funding for an employee to travel to a safety conference being held in San Diego, California. The employee will be representing the City of Orlando and the Community Traffic Safety Team of the State of Florida. All travel costs paid by the City of Orlando will be reimbursed by the State of Florida Dept. of Transportation, including per diem expenses. No additional fiscal impact, transfer of existing funding: \$1,800.
3. **FIRE DEPARTMENT**
  - A. BR04-236 – Fire Administration – request to transfer a Fire Lieutenant position from Program 613 (C Shift) to Program 601 (Fire Administration) due to a promotion of a Firefighter to a Specialist Lieutenant in the Special Investigative Services (SIS) Unit. This firefighter position has been classified as an overhire. This transfer will eliminate the overhire status. Effective 3/14/04. No additional fiscal impact, transfer of existing funding: \$83,356.
  - B. BA04-76, BR04-243, Project No. 9158 and Resolution – Rescue Operations - to budget revenues collected from merchandise sales from the Fire Shop, Project 9158. Funding is utilized to stock merchandise. Net increase: \$3,936.

4. GENERAL ADMINISTRATION DEPARTMENT

- A. PE04-52, BR04-253 – Performance Optimization – request to reclassify one Management Analyst II, 12, program 155, to a Performance Optimization Manager, 9. Effective 3/14/04. Cost for the remainder of the fiscal year: \$8,644. Cost for a full fiscal year: \$14,982. Transfer of existing funding: \$8,644.

OTHER FUNDS

5. CAPITAL IMPROVEMENT PROGRAM FUND

- A. BA04-75, BR04-238, Project No. 2735 and Resolution – Police Administrative Services - budget amendment 04-37 provided 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. This was approved by City Council on December 8, 2003. This amendment provides additional traffic citation surcharge funding for a training course for the Radio Systems Administrator to familiarize and properly understand how to operate and maintain the new Gold Elite consoles for the OPD Communications Division. Net increase: \$2,275.

6. CRA DEBT SERVICE FUNDS

- A. BA04-74 and Resolution – Chief Financial Officer – to budget the Downtown CRA refunding bonds that were issued 2/5/04. This refunding will result in a net present value savings of \$847,348 over the life of the debt. Net increase: \$12,851,647. Transfer of existing funding: \$612,321. Total: \$13,463,968.

7. STORMWATER UTILITY FUND

- A. BR04-248, Project Nos. 2623, 2670 – Engineering/Streets & Drainage – a flood study of the Lake Fran area is necessary for reductions in floodplain elevations to be officially recognized. Insufficient funds are available in Flood Studies, Project 2623, but significant reductions in estimated construction costs in the Dubsdread and Fairview Shores projects reduces the need for money allocated to Annexation Studies, Project 2670. Transfer of existing funding: \$50,000.

8. GAS TAX FUND

- A. BA04-77, BR04-249, Project No. 4138 and Resolution – Engineering/Streets & Drainage - to appropriate and budget funding received from a special assessment to property owners along Marks Street for Brick Street Restoration (\$68,902) and to fund a pilot study of Ground Penetrating Radar (GPR) by Ardaman & Associates, Inc. (\$37,772) to detect the presence and location of old brick pavements beneath overlying asphalt concrete pavement. Net increase: \$106,674.

9. WASTEWATER FUNDS

- A. BR04-251, Project No. 2727 – Wastewater – request to transfer funding to cover the cost for soils and materials testing during construction of the Iron Bridge Deep Bed Filters expansion. The cost is based on a proposal from PSI to perform the work under their continuing services agreement. No additional fiscal impact, transfer of existing funding: \$14,310.

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

The meeting was adjourned at 8:34 a.m.

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Rob Garner, Director of Management, Budget and Accounting

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Susan Hancock, Recording Secretary