

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's regular meeting on March 30, 2004 was called to order by Mr. Richard Levey at 8:36 a.m.

MEMBERS PRESENT:

Richard Levey, Chief Administrative Officer
Rob Garner, Director, Management, Budget and Accounting
G. Michael Miller, Chief Financial Officer
Wayne Rich, City Attorney/Chief of Staff
Jose I. Fernandez, City Clerk/Director, General Administration Dept.
Lee Brown, Human Resources Division Manager

OTHERS PRESENT:

Byron Brooks, Director, Families, Parks and Recreation
Deborah D. Girard, Deputy Director, Management, Budget and Accounting
John Matelski, Chief Information Officer, Technology Management Division
Linda Jennings, Deputy Director, General Administration/City Clerk Dept.
Chief Robert Bowman, Fire Department
Wes Powell, Assistant City Attorney II, Office of Legal Affairs
Linda Rhinesmith, Assistant to the Director, Economic Development Dept.
Worth Busbee, Fiscal Manager, Public Works
Bob Cadle, Project Manager II, Wastewater
Chris Polke, Accounting Specialist I, General Admin/City Clerk Dept.
Pat Dellacona, Administrative Coordinator, Downtown Development Board
Cedric Wallace, Budget Analyst III, Management, Budget and Accounting

NEW BUSINESS:

GENERAL FUND

1. MANAGEMENT, BUDGET & ACCOUNTING DEPARTMENT

A. BR04-137 – Management and Budget – to provide additional funding for the actuarially required City contribution to the Police Pension Fund. The required contribution has been determined to be 28.08% of covered payroll. The initial budget estimate was 23.98% of covered payroll. This is an increase of 4.10% on a covered payroll of approximately \$38 million. Transfer of funding from contingency: \$1,588,177.

2. FAMILIES, PARKS & RECREATION DEPARTMENT

A. BA04-80, BR04-265 and Resolution – Recreation – to budget funding received from Risk Management for replacement items at Hankins Park due to burglary. Capital funding is for two computers (\$1,990). Remainder of funds (\$1,807) allocated to the supplies group to replace TV, VCR, DVD and other miscellaneous items stolen. Net increase: \$3,797.

B. BA04-84, BR04-280 and Resolution – Recreation – to recognize revenue received from a National Football League-National Recreation & Park Association Grant to cover the purchase of football equipment. This grant supports outstanding youth football programs and leagues developed at the local level. Net increase: \$1,500.

3. GENERAL ADMINISTRATION DEPARTMENT

- A. BR04-267 – Human Resources – to provide funding for HIPAA (Health Insurance Portability and Accountability Act of 1996) compliance. Funding will cover forms necessary to distribute to employees regarding HIPPA compliance, along with the services of an outside attorney. This \$4,000 internal cost provides a savings versus the estimated \$15,000 necessary to outsource the function to a third party administrator. Transfer of funding from contingency: \$4,000.
- B. BR04-274 - Human Resources – request to change the pay grade for the Custodian position and eliminate the Custodian-Lead title across the City. This will affect one position in the Families, Parks & Recreation Department and two positions within the Police Department. Program 281; reclassify the Custodian P/T, D11, to D21. Effective 3/14/04. This results in a cost of \$515 for the remainder of the fiscal year and a cost of \$923 for a full fiscal year. No transfer of funding necessary. Increase can be absorbed in current budget due to vacancies. Program 662; reclassify the Custodian, D11, to D21. Effective 3/14/04. This results in no increased cost as the position is currently vacant and the prior employee was paid at a higher rate than the minimum of the new grade. Program 662; change the title of the Custodian-Lead, D21, to Custodian, D21. Effective 3/14/04. No increased costs, title change only.
- C. BR04-158, Project No. 2403 – Technology Management - the requested amount is required in order to support the migration/upgrade from JDEdwards OneWorld XE to PeopleSoft EnterpriseOne 8.9 that must occur due to the acquisition of JDEdwards by PeopleSoft. The City of Orlando will lose support from the vendor in the first quarter of 2005 and must be prepared by acquiring appropriate training and consulting for activities that must be completed during the current fiscal year. In order to ensure a successful migration/upgrade of the City's mission critical financial/Enterprise Resource Package (ERP) the funding is needed. Transfer of funding from contingency: \$59,000.

4. HOUSING DEPARTMENT

- A. BA04-83, BR04-277, Project No. 2695 and Resolution – Housing & Community Development – On March 18, 2002, City Council approved the designation of Parramore Village as a "project area" and authorized staff to undertake acquisition, relocation and demolition activities. The General Fund was to provide \$1,145,000 toward these activities. A total of \$880,000 was previously allocated. This amendment will allocate the remaining \$265,000. Transfer of funding from contingency: \$265,000.

5. EXECUTIVE OFFICES

- A. BR04-271 – Office of City Commissioners – to establish budget needed to support planned events that will be attended by the Commissioners as representatives for the City of Orlando. As a representative for the City, the Commissioner will attend several events during the year. Such organizations may include the Florida League of Cities Board of Directors, National Black Caucus of Local Elected Officials and National League of Cities. Transfer of funding from contingency: \$13,739.

OTHER FUNDS

6. CAPITAL IMPROVEMENT PROGRAM FUND

- A. BA04-78, BR04-257, Project Nos. 2310, 2392, 2489 and Resolution – Public Works Director - to return funding to its original source due to the completion of the first phase of the Metrowest Boulevard extension. Five funds contributed to the first phase and will be credited with their respective balance, if any, of the unused funding. The surpluses from the Transportation Impact Fee - SW and Gas Tax Funds will remain in the project for second phase work. There was no surplus from the WW General Construction Fund contribution. The surpluses from the Parks Initiative (\$85,711) and Stormwater Utility (\$59,364) Fund contributions are being returned to those funds via this amendment. Net savings, transfer of existing funding: \$145,075.
- B. BA04-85, BR04-281, Project No. 2353 and Resolution – Transportation Engineering - this request will allow for the replacement of a deteriorated ductile iron forcemain with a new pvc line in the Mercy Drive area. The new line will allow for the connection of the recently replaced forcemain in the Mercy Drive project with Lift Station #45 by replacing the existing line along Ferguson Drive. Funding to be provided from the Wastewater R&R Fund. No fiscal impact, transfer of existing funding: \$90,000.

7. WASTEWATER FUNDS

- A. BA04-79, BR04-258, Project No. 2684 and Resolution – Wastewater – request to provide funding to cover construction costs associated with the relocation of Water Conserv II distribution system facilities including piping, electrical and instrumentation, in order to avoid conflicts with the Western Beltway between RIB Site 6 and Seidel Road. The Orlando Orange County Expressway Authority (OOCEA) will reimburse the costs for construction administration services of the consultant (Woodard & Curran/PB Water) and the contractor's construction costs under an agreement with the City of Orlando and Orange County. During construction, Orange County will pay 50% of the consultant's invoices under the current Water Conserv II agreement. The construction contractor will be working directly for the consultant. Net increase: \$3,514,440.
- B. BA04-81, BR04-266, Project Nos. 2465, 2477, 2683 and Resolution – Wastewater - this request will cover additional construction administration and inspection charges on the Water Conserv II RIB Site II project due to additional work to be performed by the contractor. The additional work, which was covered by change orders, involves increased quantities of excavation and backfill for the construction of the rapid infiltration basins. Funds will be transferred from two other Water Conserv II projects (RIB Site 6 Retrofit and Seidel Road Turnout Relocation) that were recently completed under budget. No additional fiscal impact, transfer of existing funding: \$37,300.

8. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BR04-270 – CRA - for the past several years, the CRA has paid the Solid Waste Division for trash pickup in the Downtown right-of-way (pole cans), as this was over and above the basic service Solid Waste provided. The estimated cost to the CRA for this service for the 2002/2003 year was approximately \$108,000. The Downtown Maintenance Program of the CRA is now performing this function in house, utilizing casual labor from Lakeside Alternatives and The Ripple Effect. This is being done for an annual cost of approximately \$33,000, a savings of \$75,000 annually. Transfer of existing funding: \$33,000.

9. DUBSDREAD GOLF COURSE FUND

- A. BA04-82, BR04-276 and Resolution – Recreation - on January 26, 2004, the City Council approved a management contract with Kitson & Partners, LLC to operate the Dubsdread Golf Course. This amendment will budget operations for the eight-month period ending September 30, 2004 as provided by the contractor. Net increase: \$822,048.

NON-AGENDA

GENERAL FUND

10. GENERAL ADMINISTRATION DEPARTMENT

- A. PE04-53, PE04-55 – Facilities Management – request to delete a Trades Maintenance Chief, 12, program 749, and add a Facilities Fiscal Manager, 11. Effective 3/28/04. This results in a cost of \$2,505 for the remainder of the fiscal year and a cost of \$4,652 for a full fiscal year. Also, request to delete a Plumber II, D61, program 749, and add a General Maintenance Technician I, D51. Effective 3/28/04. This results in a cost savings of \$2,485 for the remainder of the fiscal year and a cost savings of \$4,785 for a full fiscal year. No budget transfer is necessary due to the cost savings outlined and vacancies within the program.

After discussion regarding the re-wording of Item 5.A., it was moved by Mr. Miller, seconded by Mr. Rich to approve Items 1.A. through 9.A., vote carried.

It was moved by Mr. Miller and seconded by Mr. Rich to approve Non-Agenda Item 10.A., vote carried.

The meeting was adjourned at 8:35 a.m. by Mr. Levey.

Rob Garner, Director, Management, Budget and Accounting

Susan Hancock, Recording Secretary