

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's regular meeting on April 27, 2004 was called to order by Mr. Richard Levey at 8:28 a.m.

### MEMBERS PRESENT:

Richard Levey, Chief Administrative Officer  
G. Michael Miller, Chief Financial Officer  
Jose I. Fernandez, City Clerk/Director, General Administration Director  
Mike Stieber, Budget Manager, Management, Budget and Accounting  
Jody Litchford, Chief Assistant City Attorney, Office of Legal Affairs

### OTHERS PRESENT:

Byron Brooks, Director of Families, Parks and Recreation  
John Perrone, Parks Assistant Division Mgr., Families, Parks and Recreation  
Chief Robert Bowman, Fire Department  
Jon Somsen, Chief Assistant City Attorney, Office of Legal Affairs  
Linda Rhinesmith, Assistant to the Director, Economic Development Dept.  
Worth Busbee, Fiscal Manager, Public Works  
Bill Cadle, Project Manager II, Wastewater  
Bill Chamberlin, Stormwater Utilities Division Manager, Public Works  
Miguel Garcia, Transportation Engineering Division Project Manager, Public Works  
Ana Palenzuela, Employee Benefits Manager, Human Resources Division  
Michelle Tarrant, Compensation & Records Manager, Human Resources Division  
Cedric Wallace, Budget Analyst III, Management, Budget and Accounting

### NEW BUSINESS:

#### GENERAL FUND

#### 1. EXECUTIVE OFFICES

- A. PE04-63 – Office of Legal Affairs – request to reclassify a vacant Staff Assistant, 20, program 152, to a Paralegal, 15. Effective 4/25/04. The additional cost for the remainder of the fiscal year is \$100 based upon the previous incumbent's salary. The additional cost for a full fiscal year will be \$172. No transfer of funding necessary. Additional cost can be absorbed within the current budget.
- B. BR04-326, PE04-65 – Office of the Mayor – request to reclassify the Special Assistant to the Mayor, 13, program 101, to grade 11. Effective 4/25/04. The additional cost for the remainder of the fiscal year will be \$4,736. The additional cost for a full fiscal year will be \$10,102. Transfer of existing funding: \$4,736.

#### 2. FAMILIES, PARKS & RECREATION DEPARTMENT

- A. PE04-47 - Parks – request to reclassify two Equipment Operator – Light, D31, program 736, to Equipment Operator – Mid Size, D41. Effective 2/1/04. The additional cost for the remainder of the fiscal year will be \$4,112. The additional cost for a full fiscal year will be \$6,168. No transfer of funding necessary. Additional cost can be absorbed within the current budget.

- B. BR04-329, PE04-60 – Administration – request to reclassify a Recreation Program Coordinator, 15, program 274, to an After School All Stars Coordinator, 11. Effective 4/25/04. The additional cost for the remainder of the fiscal year will be \$5,180. The additional cost for a full fiscal year will be \$12,251. Transfer of existing funding: \$5,180.

### OTHER FUNDS

#### 3. STORMWATER UTILITY FUND

- A. BR04-306, Various Project Nos. – Engineering/Streets & Drainage – request to transfer unencumbered funds from completed projects (2355 - Lake of the Woods Drainage Wells, 2361 - Edgewater & Alba Drainage Improvements, 4928 - Lake of the Woods Drainage Improvements, 4929 - Mariposa Drainage Improvements and 4903 - Lake Fran Flood Control) are proposed to be transferred to Project #2360 - Amelia Street Drainage Improvements to cover unanticipated project management charges. The transfers are entirely within the Stormwater Utility Fund. No fiscal impact, transfer of existing funding: \$18,027.
- B. BR04-307, Project Nos. 2392, 2623 – Engineering/Streets and Drainage – request transfer of funds to complete flood studies for the Lake Porter-Lake Farrar area and the Villages of Southport. The additional funds for the Porter-Farrar area are to cover unanticipated data collection efforts and the additional funds for the Southport area will enable the evaluation of tailwater conditions for the completion of the Southport study. The funds will be transferred from Lake Notasulga, Project 2392. No fiscal impact, transfer of existing funding: \$25,000.
- C. BR04-320, Project Nos. 2360, 4143 – Transportation Engineering – request transfer of funding to cover the internal service charges that resulted from the addition of the re-bricking of Shine Ave. between Amelia St. and Livingston St. after Shine was found to be partially brick with an asphalt overlay during the excavation for the construction of the storm sewer line. District 4 Commissioner Patti Sheehan and the Engineering/Streets & Drainage Division agreed to this additional re-bricking and it's funding. No fiscal impact, transfer of existing funding: \$36,000.
- D. BR04-327, Project Nos. 2140, 2663 – Transportation Engineering – request transfer of funding to provide for the Sheridan Boulevard Drainage Improvements project contingency, along with internal service charges, both of which were not funded previously. The construction of the project was initiated recently. No fiscal impact - transfer from the East Lake Arnold Drainage Improvement project. Transfer of existing funding: \$122,500.
- E. BR04-328, Various Project Nos. – Public Works Director – request to provide funding from existing Stormwater Utility projects for payment of the legal settlement costs and legal fees in the Masci Construction case. In addition, transfer the remaining funds in Project 2102 (Amelia Primrose) in order to close out that project. The funds are being transferred to Project 4926 (Dubsdread Basin Drainage) in order to make the required payments for settlement, legal fees, and consultants. Transfer of existing funding: \$757,368.

#### 4. WASTEWATER FUNDS

- A. BR04-314, Project No. 2308 – Wastewater – request transfer of funds to cover the cost to verify the accuracy of the survey work performed by John B. Webb & Associates for the West Lake Fairview Sanitary Sewer Improvements project. Webb

completed the project, but errors in the survey were discovered when the City tried to construct a portion of the project on Lake Breeze Drive. To determine if other survey errors were present in the construction plans, a proposal was requested from Southeastern Surveying and Mapping to perform a control survey of the project. The results of the control survey will indicate the need to make corrections to the drawings before the project is advertised for bid. Southeastern Survey and Mapping submitted a proposal for \$14,964.19 that has been found to be satisfactory by the City Surveyor. Funds for this work will come from the Wastewater General Construction Fund #455. Transfer of existing funding: \$15,000.

- B. BA04-90, BR004-313, Project Nos. 2465, 2466, 2477 and Resolution - Wastewater – request to cover additional costs anticipated by the consultant (PB Water), for the completion of construction phase services for the Conserv II RIB Site 2 project. The request is based on a proposal prepared by the consultant for additional costs associated with gopher tortoise relocation, extended construction phase services and record drawing preparation. The contract time was extended, by change order, due to additional quantities of excavation and backfill required to construct the RIBs, which will result in additional progress meetings and site visits by PB Water. Funds will be transferred from two other Water Conserv II projects (RIB Site 6 Retrofit and Reclaimed Water Main Extension to Stoneybrook West) that were recently completed under budget. Transfer of existing funding: \$20,000.

5. CAPITAL IMPROVEMENT PROGRAM FUND

- A. BR04-315, Project Nos. 2634, 9155 – Fire Administration - request transfer of funds between projects to purchase 55 sets of bunker gear @ \$1,444 = \$79,420; 447 harnesses @ \$53.35 = \$24,168; and 225 pairs of boots @ \$264 = \$67,320 for the sworn personnel which will complete 95% of the IAFF contract, Article 23.1. Sufficient funding available from the Reserve Rescue Project to cover this transfer request. Transfer of existing funding: \$170,908.
- B. BR04-323, Project Nos. 5225, 2625, 5193099 – Engineering/Streets and Drainage - request the transfer of funds to close out Project 2625 (Hankins/Ivey Lane Rec Center) and reduce the balance in Project 5225 (Dickson Azalea Park) in order to provide funding for the final change order to Project 5193099 (Hankins Park Phase II). These changes were for the removal of an existing trailer, electrical changes for OUC, and rewiring a meter and equipment panel. By closing two completed projects, no additional funds are necessary, as funds are available from Recreation CIP projects. Transfer of existing funding: \$22,891.

6. GAS TAX FUND

- A. BA04-91, BR04-324, Project No. 4138 and Resolution – Engineering/Streets and Drainage – to allocate funding received from special assessment to property owners along Cherokee Drive for brick street restoration. Also includes funding for postage for mailing letters and ballots to property owners. Net increase: \$58,754.

NON-AGENDA  
GENERAL FUND

7. EXECUTIVE OFFICES

- A. BR04-330 – Legal Affairs – request to provide funding for consulting on general telecommunications matters, including community needs ascertainment in relation to upcoming franchise renewals. Transfer of funding from contingency: \$175,000.

After discussion of Items 1.B., 3.C., 3.E., and 4.A., it was moved by Mr. Levey and seconded by Mr. Miller to approve Items 1.A. through 6.A., with the following exceptions: motion was made by Mr. Stieber and second by Mr. Miller to pull Item 1.B.; motion was made by Mr. Levey and seconded by Mr. Miller to pull Item 3.C.; and motion was made by Mr. Miller and seconded by Mr. Stieber to approve Item 3.E. with amended language.

It was moved by Mr. Miller and seconded by Mr. Stieber to approve Non-Agenda Item 7.A.

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

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Mike Stieber, Budget Manager, Management, Budget and Accounting

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Susan Hancock, Recording Secretary