

## BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on March 1, 2005 was called to order by Mr. Jose Fernandez at 8:30 a.m.

### MEMBERS PRESENT:

Deborah Girard, Director, Management, Budget & Accounting Dept  
Jody Litchford, Deputy City Attorney, Legal Affairs for Dykes Everett, City Attorney  
Jose Fernandez, Chief of Staff  
Lee Brown, Human Resources Div. Manager, (non-voting technical advisor)

### OTHERS PRESENT:

Mike Stieber, Budget Manager, Management, Budget and Accounting Dept.  
Joe Hinely, Budget Analyst III, Management, Budget and Accounting Dept.  
Richard Grzelewski, Budget Analyst II, Management, Budget and Accounting Dept.  
Tim Welter, Fiscal Manager, OPD  
Bob Beal, Supp. Services Manager, OPD  
Robert Bowman, Chief, Fire Dept.  
Mark Oakes, Assistant Chief, Fire Dept.  
Tessie Lookhoff, Fiscal Manager, Fire Dept.  
Worth Busbee, Fiscal Manager, Public Works Dept.  
Tom Connery, Capital/Infrastructure Division Manager, Public Works Dept.  
Charlie Conklin, Engineering Design Manager, Public Works Dept.  
Byron Brooks, Director, Families, Parks & Recreation Dept.  
Linda Rhinesmith, Manager, Economic Development Dept.  
Michelle Tarrant, Compensation & Records Mgr. Gen. Admin. Dept.  
Chris Polke, Accounting Specialist I, Gen. Admin. Dept.

### NEW BUSINESS

#### GENERAL FUND

#### 1. GENERAL ADMINISTRATION DEPARTMENT

A. BR05-166 – Human Resources – to provide additional funding for the Education Reimbursement account for City employees tuition reimbursement based upon an analysis of anticipated requests for the remainder of the fiscal year. Transfer of funding from General Fund contingency: \$30,000.

#### 2. POLICE DEPARTMENT

A. PE05-15 – Administrative Services – request to reclassify two Police Audio Visual Technician positions, grade 17, program 662 to grade 15. Effective February 27, 2005. This evaluation was in process prior to the implementation of the current freeze on reclassifications since the FY 2005/2006 budget process has begun. Costs for the remainder of the fiscal year: \$7,671. Costs for a full fiscal year: \$13,151. No budget transfer necessary due to existing vacancies within the Bureau.

#### 3. PUBLIC WORKS DEPARTMENT

A. BR05-172 – Director – request a transfer within Program 701, Public Works Director's Office, in order to provide additional funds for the FEMA Coordinator contract (Dave Metzker). Funding is available in the Salary account line. There is no fiscal impact as the transfer is within the existing fund and program and the expenditure will be non-recurring. Transfer of existing funding: \$40,000.

- B. Capital/Infrastructure Division – for information only – at the February 1 meeting it was approved to add an Assistant Division Manager for this new Division. The grade level indicated was 9. Assistant Division Managers can be either grade 8 or 9. This position will require a Professional Engineer license and should be grade 8 per Human Resources. **ITEM DEFERRED**
- C. BR05-179 – Streets and Stormwater Services – request to delete a Staff Assistant, S20, program 707 as part of the reorganization of the Streets and Stormwater Division. Savings to the General Fund for the remainder of the fiscal year: \$25,681. Savings for a full fiscal year: \$44,024. This will help offset increased costs in the Stormwater Utility Fund. No budget transfer necessary.
- 4. FIRE DEPARTMENT
  - A. PE05-23 – Support Services – request to delete a Fire Engineer and add two EMS Quality Assurance Coordinators, 14, program 603. Effective 2/27/05. This evaluation was in process prior to the implementation of the current freeze on reclassifications since the FY 2005/2006 budget process has begun. This will result in a savings of \$10,279 for a full fiscal year based upon the minimum salary for a grade 14. No budget transfer necessary.
- 5. FAMILIES, PARKS & RECREATION DEPARTMENT
  - A. PE04-58 – Parks – request to reclassify four Landscape Technician, D31, positions in program 736 to grade D41. Effective 2/27/05. This evaluation was in process prior to the implementation of the current freeze on reclassifications since the FY 2005/2006 budget process has begun. Additional cost for the remainder of the fiscal year: \$6,597. Additional cost for a full fiscal year: \$11,436. No budget transfer necessary due to existing vacancies within the Division. **ITEM DEFERRED**

#### OTHER FUNDS

- 6. SPECIAL ASSESSMENT FUNDS
  - A. BA05-60 and Resolution – Chief Financial Officer – to budget the estimated interest charges on the internal loans for the Plaza and 55 West Special Assessment Funds. Net increase: \$1,010,000.
- 7. STORMWATER UTILITY FUND
  - A. BR05-177 – Streets and Stormwater Services – request to transfer a Construction Inspector III, S14, from program 705 to program 708. No budget transfer necessary. Request to transfer the Stormwater Assistant Division Manager, 9, and related funding from program 708 to program 705 (\$21,027). Both transfers effective 2/27/05. Also, transfer funding to cover a retirement leave payout (\$24,180) and to provide additional overtime funding (\$5,000) for a special project. Transfer of existing funding: \$50,207.
  - B. BA05-61, BR05-178, Project No. 4228706 and Resolution – Public Works Director – Request an allocation from the Stormwater Utility Retained Earnings in order to provide funding for the consultant fees approved by Legal Affairs relating to the settlement of the Masci Construction - Amelia Primrose Project. These fees were incurred by outside counsel during the preparation for trial prior to settlement. Net increase: \$65,500.
- 8. WASTEWATER FUNDS
  - A. PE05-14, BR05-171 – Wastewater – due to the growing need and utilization of instrumentation, SCADA systems and complex industrial automation throughout the Wastewater Division's facilities, a principal focus for the Industrial Automation Group (IAG) is geared toward monitoring, maintaining and repairing the thousands of instrumentation devices that exist throughout the Division's facilities. This growing

workload requires that the IAG (program 357) add an Instrumentation Technician position, at pay grade 18, to accomplish maintenance of the instruments and devices. Funding for this position will come from the deletion of a vacant Treatment Plant Operator A position at Iron Bridge (program 353). This evaluation was in process prior to the implementation of the current freeze on reclassifications since the FY 2005/2006 budget process has begun. This will result in an annual cost savings of \$5,582. Effective February 27, 2005. Transfer of existing funding: \$26,839.

- B. BR05-181, Project No. 2719 – Wastewater – from time to time the Wastewater Division undertakes various minor projects that should be capitalized and not funded from operational budgets. This request for additional funding will cover the reclaimed water to Baldwin Park and engineering fees related to that work. See City Council Consent Agenda item J-3 from 8/25/03. This request for engineering costs remains for completion of this project. Transfer of existing funding: \$191,561.
- C. PE05-17, PE05-20, BR05-186 – Wastewater – request to add a Generator Technician Sr., 13, and a High Voltage Specialist, 11, in program 357. Effective 2/27/05. These positions will be part of the new Industrial Automation Group that was approved by the BRC on January 4, 2005. These evaluations were in process prior to the current freeze on new positions since the FY 2005/2006 budget process has begun. Cost for the remainder of the fiscal year: \$67,720. Cost for a full fiscal year: \$117,381. Transfer of existing funding: \$67,720.

9. FY 2003/2004 CONSTRUCTION FUND

- A. BR05-156, Project Nos. 2711, 2825 – Public Works Director – request to transfer funds from the cancelled Northwest Community Center Pool project into the Malibu Groves Wall project at the request of the District Commissioner. Both of these projects are in Commission District 5. The project involves the design and construction of a decorative masonry wall along Ivey Lane to buffer the Malibu Groves residential neighborhood from traffic noise, and to provide a distinctive feature to identify the neighborhood. Transfer of existing funding: \$250,000.
- B. BR05-180, Project Nos. 2703, 2704, 2716 – Public Works Director – this transfer is requested in order to provide funds for furniture and equipment at the Rosemont Community Center (#2716 - \$125,000), and initial funds for technology management at the College Park Center (#2703 - \$25,000) and the Dover Shores Center (#2704 - \$10,000). Transfer of existing funding: \$160,000.

OLD BUSINESS

10. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BA05-20, BR05-38, Project No. 2811 and Resolution - CRA – per the lease agreement between the University of Central Florida (UCF) and the City, request to provide funding for the renovation of the Expo Centre by a contractor selected by UCF and acceptable to the City. The renovation will include a new roof, HVAC, electrical, acoustical ceiling, flooring and paint. The design and construction of the renovations is subject to prior approval by the City. The estimated cost of the renovations is \$6,333,171. UCF will fund \$1,948,568 and the CRA up to \$4,384,603. A contingency for change orders will also be provided. UCF will establish the Florida Interactive Entertainment Academy (FIEA) and the School of Film and Digital Media (SFEM) in Downtown Orlando. The interactive entertainment business is a large and fast-growing segment of the digital media and information technology industries. Universities are key enablers of industry growth and regional economic development. This item was deferred at the November 23, 2004 BRC meeting at the request of the Finance Department. The bonds have been closed and Finance has provided notice

that this amendment can be processed. Net increase: \$4,603,833.

Items 3B and 5A were deferred. Item 4A was discussed. It was moved by Ms. Girard, seconded by Ms. Litchford and vote carried to approve items 1A through 10A.

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

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Deborah D. Girard, Director  
Management, Budget and Accounting

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Karen Smith, Recording Secretary