

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on June 21, 2005 was called to order by Mr. Byron Brooks at 8:30 a.m.

MEMBERS PRESENT:

Byron Brooks, Interim Chief Administrative Officer
Deborah Girard, Director, Management, Budget and Accounting
Kent Olson, Interim Chief Financial Officer, Finance Dept.
Cheryl Henry, Chief of Staff
Dykes Everett, City Attorney
Lee Brown, Human Resources Division Manager (non-voting technical advisor)

OTHERS PRESENT:

Mike Stieber, Budget Manager, Management, Budget & Accounting Dept.
Barbara Muzeni, Budget Analyst Sr., Management, Budget & Accounting Dept.
Jim Callahan, Budget Analyst II, Management, Budget & Accounting Dept.
Wes Powell, Assistant City Attorney, Legal Affairs
Charles Ramdatt, Trans. Eng. Division Manager, Public Works Dept.
Linda Rhinesmith, Manager, Economic Development Dept.
Worth Busbee, Fiscal Manager, Public Works Dept.
Pam Corbin, Manager, Parking Administration, Public Works Dept.
Roger Neiswender, Director, Transportation Dept.
Sam Vennero, Manager, Parking Division, Public Works Dept.
Pat Dellacona, Admin. Coordinator, Downtown Development Bd, Economic Dev. Dept.

NEW BUSINESS

GENERAL FUND

1. PUBLIC WORKS DEPARTMENT

A. Streets and Stormwater Services – to comply with the settlement agreement between the Laborer's International Union and the City, request to reclassify four Equipment Operators - Mid Size, D41, Program 729, to Equipment Operator – Heavy, D51. Cost for the remainder of the fiscal year: \$6,368. Cost for a full fiscal year: \$14,589. No budget transfer necessary. Funding available due to vacancies.

2. EXECUTIVE OFFICES

A. PE05-27 – Chief Administrative Officer – request to reclassify an Administrative Assistant, 19, program 141, to CAO Executive Assistant, 16. This action is being taken outside of the budget process due to the recent separation of the CAO position from the Director of Economic Development position and the return to Permitting of the Administrative Specialist position that previously supported the CAO's Office. The reclassified position will not be posted or filled until a permanent CAO is hired. As a result, no budget transfer is necessary at this time.

3. GENERAL ADMINISTRATION DEPARTMENT

A. BR05-344 – Human Resources – to provide funding for moving expense for David J. Rafanowicz, Union Negotiator, as per contract approved by City Council 6/13/05. Transfer of existing funding: \$3,000.

OTHER FUNDS

4. PARKING FUND

- A. BA05-92 and Resolution – Parking – to provide funding from Parking Retained Earnings for the purchase of property on Garland, between Pine and Central. The property will be utilized as a surface lot at this time. Net increase: \$3,831,887.
- B. BA05-95, BR05-352 and Resolution – Parking – request funding for the data collection phase (Phase I) of the Comprehensive Parking Study. During this phase, the consultant will provide the City with an inventory of parking and land use of both private and parking facilities. This analysis will be used in the future for the Parking Assessment (Phase II) and the consultant, which will perform the Transportation Study. The Parking Division is still receiving proposals from their on-going consultant firms, but is requesting the maximum amount of funding for this portion of the project. Any remaining funds will be used for the Phase II portion. Net increase: \$50,000.

5. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BA05-93, BR05-345, Project No. 2843 and Resolution – CRA – request to fund a new CRA project for Holiday Lighting. There is a Holiday Lighting Project currently for the DDB, which is funded separately from this project. Net increase: \$50,000.
- B. BR05-348, Project No. 2550 – CRA – this transfer is to initiate the Division Avenue Streetscape Project. The Division Avenue Streetscape project extends from W. Church Street to W. Washington St. The cost estimate for the design and construction is approximately \$2.2 million. The construction is anticipated to be completed early 2007. Transfer of existing funding: \$6,000.

6. WASTEWATER FUNDS

- A. BR05-346, Project No. 2685 – Wastewater – some adjoining residents and neighbors to the Michigan/ Brown Ave. Sewer Improvement Project expressed interest in obtaining sewer services from the City. The City is the designated wastewater service provider for the area. Property owners are currently using septic tanks. Some of those septic tanks are failing and this project will eliminate the failing septic tanks. The City Council approved a change order to the Michigan / Brown Ave. Sewer Improvement Project in the amount of \$ 270,439.85 plus 10%. This appropriation will cover the construction cost and PM/CM inspection fees (\$300,000). Also, to fund an additional \$254,057 as approved by City Council on 8/23/04, but not previously funded. Transfer of existing funding: \$554,057.
- B. BR05-350, Project No. 2807 – Wastewater – over 2,200 linear feet of the existing 42” gravity sanitary sewer main north of the Conserv II Water Reclamation Facility is beginning to leak and collapse due to corrosion caused by high concentrations of hydrogen sulfide gas inside the sewer system. The in-house design staff has designed a sliplining system to rehabilitate the pipeline by lining it with a corrosion proof pipe material and restoring the structural integrity of the pipeline. The project will also include the rehabilitation of nine manholes, and include the rehabilitation of two existing 30” cast iron pipes crossing a canal. Transfer of existing funding: \$700,000.

OLD BUSINESS

7. GENERAL FUND

- A. BR05-260 - to provide additional funding for external audit fees. Additional audit work on the financial statements was necessary due to various legal issues facing the City, an evaluation of hurricane recovery costs, and other matters. Auditor correspondence indicates the additional work was discussed with the former Chief Financial Officer. Transfer of funding from contingency: \$20,100.

After discussion of Items 5A, 6A, and 7A, it was moved by Mr. Olson, seconded by Mr. Everett, and vote carried to approve items 1A through 7A, as amended.

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

Deborah D. Girard, Director
Management, Budget and Accounting

Susan Hancock, Recording Secretary