

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on January 24, 2006 was called to order by Mr. Byron Brooks at 8:35 a.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Rebecca Sutton, Chief Financial Officer, Finance Dept.
Cheryl Henry, Chief of Staff
Jody Litchford, Deputy City Attorney, Legal Affairs for Dykes Everett, City Attorney
Lee Brown, Human Resources Div. Manager (non-voting technical advisor)

OTHERS PRESENT:

Deborah Girard, Deputy Chief Administrative Officer
Ray Elwell, Deputy Director, Management, Budget & Accounting Dept.
Mike Stieber, Budget Manager, Management, Budget & Accounting Dept.
Barbara Muzeni, Budget Analyst Senior, Management, Budget & Accounting Dept.
Chris McCullion, Budget Analyst III, Management, Budget & Accounting Dept.
James Varnado, Budget Analyst III, Management, Budget & Accounting Dept.
Worth Busbee, Fiscal Manager, Police Dept.
Tessie Lookhoff, Fiscal Manager, Fire Dept.
Linda Rhinesmith, Manager, Economic Development Dept.
Chief Robert Bowman, Fire Dept.
Laurie Botts-Wright, Real Estate Manager, Finance Dept.
George McGowan, Manager, Audit & Evaluation, Executive Offices
Charles Ramdatt, Transportation Engineering Div. Mgr., Transportation Dept.
Pat Dellacona, Administrative Coord., Downtown Dev. Board, Economic Dev. Dept.
Lisa Early, Direction of Children & Education, Executive Offices
Steve Wiedenbeck, Project Mgr., CIP/Infrastructure, Public Works Dept.

NEW BUSINESS:

GENERAL FUND

1. DEPARTMENT OF FINANCE

- A. BR06-107 – Chief Financial Officer – to realign operating funding for the new Department of Finance for the remainder of the fiscal year through the consolidation and reorganization of programs previously in the Management, Budget and Accounting and Finance Departments. The reorganization will result in four operating divisions: (Management and Budget, Comptroller, Treasury, and Capital Investment). There is no change in the total number of authorized positions, and the classification of Division Managers and the Deputy Chief Financial Officer is subject to the concurrence of Human Resources. The following position changes are included: a) delete the MBA Department Director, program 182, and add a Deputy Chief Financial Officer, program 181; b) change the title of MBA Deputy Director, program 182, to Comptroller; c) transfer the Assistant Treasurer from program 184 to program 185; d) transfer a Budget Analyst III from program 153 to program 185; e) transfer an Accountant III from program 182 to program 185; f) transfer an Executive Assistant from program 182 to program 153. In addition, funding will be transferred from the Department of Finance to the Executive Offices / Chief Administrative Officer, program 141, to fund the previously authorized Deputy Chief Administrative Officer and operating expenses. Transfer of existing funding: \$146,700.

- B. PE06-34 – Treasury – request to reclassify a Financial Analyst, S11, program 184, to a Financial Analyst, S9. Cost for a full fiscal year: \$12,609. This request was properly submitted during the budget process and Human Resources has now completed their evaluation. Retroactive to 9/25/05.
2. EXECUTIVE OFFICES
- A. BR06-91 – Audit Services & Mgmt. Support – request to transfer the Performance Optimization function from the General Administration Department to the Office of Audit Services and Management Support. This will include the transfer of the Performance Optimization Manager, 9, along with related salary, benefit and operating funding from program 155 to program 104. Effective 1/29/06. Transfer of existing funding: \$78,287.
- B. Chief Administrative Officer – request to reassign program 609, City Emergency Management, from the Office of the Mayor to the Chief Administrative Officer. Effective 1/29/06. This is a change in reporting responsibility only. The existing emergency management budget, including four positions, will remain intact. No budget transfer necessary.
3. FIRE DEPARTMENT
- A. BA06-27, BR06-102 and Resolution – Rescue Operations - request to recognize reimbursement from the State of Florida for overtime (backfilling), tuition, and other costs incurred for OFD personnel attending internal OFD HazMat training (\$200,798). Also recognize funds received from the State to purchase three vehicles – Cargo Box trucks and F350 to be used by the EMS unit (\$144,447). Net increase: \$345,245.
4. FAMILIES, PARKS & RECREATION DEPARTMENT
- A. BR06-106 – Director – request to transfer the Director of Children and Education position from the Mayor's Office, program 101, to the Families, Parks, and Recreation (FPR) Department, program 241. The position will be vacant for a few months until the new FPR Director has evaluated operations. At the appropriate time, the position will be downgraded and filled, pending Human Resources evaluation of the title and grade. The savings from the vacancy and downgrade of the position will be utilized to fund the new position of FPR Grants and Project Manager, 13, program 241. In conjunction with these actions, request to delete the Arts and Entertainment Manager, 11, program 806. The Arts and Entertainment Manager position has been vacant for approximately two years and was not funded in FY 05/06. This realignment also includes the assignment of program 158, Children and Education, to the Families, Parks & Recreation Department. Transfer of existing funding: \$45,420.
5. ECONOMIC DEVELOPMENT DEPARTMENT
- A. BR06-108 - Real Estate Management – request to reassign program 186, Real Estate Management, from the Department of Finance to the Economic Development Department. Effective 1/29/06. This reassignment includes the request to reclassify the Real Estate Manager, 8, to Division Manager, 6. Transfer of funding from personnel contingency to cover salary increase for the remainder of the fiscal year: \$4,125.
- B. PE06-35, PE06-36 – Real Estate Management – request to reclassify two Real Estate Agent positions, S15, program 186, to Real Estate Agent I, S14. Cost for a full fiscal year \$8,129. Request to reclassify a Real Estate Appraiser, S15, program 186, to Real Estate Appraiser, S12. Cost for a full fiscal year: \$12,334. Total cost for all actions: \$20,463. These requests were properly submitted during the budget process and Human Resources has now completed their evaluation. Retroactive to 9/25/05.

6. GENERAL ADMINISTRATION DEPARTMENT

- A. Human Resources – request to reclassify the Employee Benefits Manager, 10, program 216, to Compensation and Benefits Manager, 9. Request to reclassify the Compensation & Records Manager, 10, program 206, to Sr. Compensation/HRIS Analyst, 11. Request to reclassify the Employment/Testing/Training Manager, 10, program 207, to grade 9. Request to reclassify a Human Resources Analyst, S13, program 207, to Personnel Supervisor, 12. Request to reclassify the Chief Negotiator-Contract, 10, program 215, to grade 8. Request to delete one EE Relations Specialist, 12, program 215. Effective 1/29/06. These actions will result in a net savings of \$29,438 and are being undertaken to maximize utilization of personnel resources.

OTHER FUNDS

7. COMMUNITY REDEVELOPMENT AGENCY FUND

- A. BR06-90 – DDB/CRA - request approval for reorganization and realignment of duties and funding in the DDB/CRA Division. The goal of the reorganization is to maximize resources, increase responsiveness and improve communications within the Downtown and CRA areas. The reorganization requires deleting three positions (Asst. CRA Director (E-8), Asst. DDB Director (E-8), and Business Development Manager (E-11)), and adding five new positions, (Asst. DDB/CRA Director (M-7), Marketing Special Events Manager (M-10), CRA/DDB Project Mgr.-Contract (CM-10), Economic Development Coordinator I (S-14) and Administrative Specialist (S-14)). The supporting documentation includes a summary of all personnel actions. The reorganization and realignment of duties will result in no net increase in salary costs, but will result in DDB Fund savings and a CRA Fund increase. Transfer of funding from CRA contingency: \$135,860.

8. SOLID WASTE MANAGEMENT FUND

- A. BR06-100 – Solid Waste – request to allocate funding from Retained Earnings to purchase one new Curotto Can as a modular container for collection of automated carts. This device will allow an existing commercial truck to serve as a back up vehicle for automated residential collection. Transfer of existing funding: \$19,536.

9. 2003 LOCAL LAW ENFORCEMENT BLOCK GRANT FUND (POLICE)

- A. BA06-26, BR06-98, Project No. 2737 and Resolution – Patrol Services – request to recognize interest earned in Fund and allocate funding to overdrawn accounts in order to close out the grant which ended 12/8/05. Net increase: \$1,455.

10. 2005 FEDERAL DEPARTMENT OF JUSTICE ASSISTANCE GRANT FUND (POLICE)

- A. BA06-29, BR06-105, Project No. 1251 and Resolution – Special Services – request to budget the FY 2005 Federal DOJ grant and allocate a portion of funding to capital to purchase gym equipment (\$9,345) and the remaining funds to contingency (\$369,036) for later allocation and use. Future allocations from contingency will be submitted to the BRC for approval. Net increase: \$378,381.

11. FLEET REPLACEMENT FUND

- A. BA06-28, BR06-104, Project No. 7105 and Resolution – Fleet Management – request to recognize Fund Balance and budget for Fleet vehicle purchase orders that were entered and encumbered in FY 2004/2005 and were rolled forwarded to FY 2005/2006. This request provides budget for the encumbrances, so that payments can be made in FY 2005/2006 when the vehicles are received. Net increase: \$2,984,454.

12. CENTROPLEX DEPARTMENT

- A. Director – request to reassign program 143 - H.P. Leu Gardens, program 144 – Mennello Museum and program 806 – Public Art from the Families, Parks and Recreation Department to the newly created Centroplex Department. Effective 1/29/06. This is a change in reporting responsibility only. The existing budgets, including all positions, will remain intact. No budget transfer necessary. Also, request to reclassify the Centroplex Director, 5, program 570 to grade 3.

13. STORMWATER UTILITY FUND

- A. BR06-94, Project Nos. 2392, 2761 – CIP/Infrastructure – request additional funding to cover the amount by which the low bid exceeded the engineer's estimate, along with a 10% construction contingency for potential change orders associated with the Gore Street outfall project (\$395,000). Funding is also requested to cover advertising costs associated with the bidding process (\$1,000). Transfer of existing funding: \$396,000.

After discussion of Items 4A, 7A, and 10A, it was moved by Ms. Litchford, seconded by Ms. Henry and voted carried to approve Items 1A through 13A, as amended.

The meeting was adjourned by Mr. Brooks at 8:40 a.m.

Rebecca Sutton, Chief Financial Officer

Susan Hancock, Recording Secretary