

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's regular meeting on April 13, 2004 was called to order by Mr. Mickey Miller at 8:32 a.m.

MEMBERS PRESENT:

G. Michael Miller, Chief Financial Officer
Jose I. Fernandez, City Clerk/Director, General Administration Director
Wayne Rich, City Attorney/Chief of Staff
Deborah D. Girard, Director, Management, Budget and Accounting (Interim)
Lee Brown, Human Resources Division Manager (non-voting)

OTHERS PRESENT:

Jody Litchford, Chief Assistant City Attorney
Linda Rhinesmith, Assistant to the Director, Economic Development Dept.
Pat Dellacona, Administrative Coordinator, Downtown Development Board
Chief Robert Bowman, Fire Department
Tessie Lookhoff, Fiscal Manager, Fire Department
Worth Busbee, Fiscal Manager, Public Works
Charles Ramdatt, Transportation Engineering Division Manager, Public Works
Miguel Garcia, Transportation Engineering Division Project Mgr., Public Works
Mike Stieber, Budget Manager, Management, Budget and Accounting
Cedric Wallace, Budget Analyst, Management, Budget and Accounting

NEW BUSINESS:

GENERAL FUND

1. POLICE DEPARTMENT

A. Patrol Services – as recommended by Human Resources, request an increase in salary of 6% for the Training Specialist, 19, program 694, based upon **exceptional performance of current and additional duties**. Effective 2/29/04. This will result in an additional cost of \$1,273 for the remainder of the fiscal year and \$2,397 for a full fiscal year. No budget transfer necessary. Funding is available from salary savings within the current budget due to an employee being replaced at a lower pay rate.

2. EXECUTIVE OFFICES

A. PE04-56 – Office of the Mayor – request to reclassify an Administrative Specialist, 15, program 101, to Public Information Officer, 12. Effective **4/11/04**. This will result in an additional cost of **\$5,606 for the remainder of the fiscal year** and \$12,186 for a full fiscal year. No budget transfer necessary. Funding is available due to current vacancy.

B. BR04-301 – Office of City Commissioners – to provide funding to purchase furnishings for the Commissioner's conference room. Transfer of funding from contingency: \$3,200.

3. MANAGEMENT, BUDGET & ACCOUNTING DEPARTMENT

A. Management and Budget – request to make the Budget Analyst II – Contract, 13, position in program 153 permanent. Effective 4/11/04. This will not result in any additional cost and no budget transfer is necessary.

4. FIRE DEPARTMENT

- A. BR04-302 – Support Services – requesting transfer of funds to cover promotion of three Fire Prevention Inspectors II, 15, to Fire Prevention Inspectors III, 14, in program 605. Effective 4/11/04. The pay increase for each position is 7%. This results in an additional cost of \$5,388 for the remainder of the fiscal year and \$11,673 for a full fiscal year. Sufficient funding available through savings from existing budget. Transfer of funding: \$5,388.

OTHER FUNDS

5. STORMWATER UTILITY FUND

- A. BA04-88, BR04-290, Project Nos. 2360, 2594, 4138 and Resolution – Transportation Engineering - this transfer is requested to provide funding to re-brick Shine Ave. between Amelia St. and Livingston St., which was added after Shine was found to be partially brick with an asphalt overlay during the excavation for the construction of the storm sewer line. The District 4 Commissioner and the Engineering/Streets and Drainage Division agreed to this additional re-bricking and it's funding. No fiscal impact, transfer of existing funding: \$83,394.
- B. BA04-87, BR04-291, Project No. 2568 and Resolution – Engineering/Streets and Drainage - request to budget grant revenue received from the South Florida Water Management District (SFWMD) for the Parramore Central Stormwater Management Facility real property acquisition. The grant agreement with SFWMD was approved by City Council May 5, 2003. Approval is anticipated in May 2004 to begin Phase II construction of the stormwater pond. Net increase: **\$350,000**.
- C. BR04-286, Project Nos. 2763, 4124 – Stormwater Utility - located in the 600 block of West Robinson Street, the Orlando Coal Gasification Plant manufactured water coal gas from 1887 to 1960. Various studies of the potential soil and groundwater contamination emanating from this facility have been conducted over the past fifteen years. Most recently, a consortium of former owners of the site, under U. S. Environmental Protection Agency (EPA) mandate, have undertaken an array of environmental studies over the past two years. At present, this consortium is under agreement to undertake the Remedial Investigation/Feasibility Study (RI/FS) phase of the EPA program. The City was brought into this process as a result of the possibility of a drainage well, which was maintained by the City, being a possible conduit for contamination to have reached the Upper Floridan aquifer. An agreement was reached with EPA and other partners for the City to participate at a 3% level for past work and the future RI/FS work as a result of our involvement with the subject drainage well. The \$71,000 requested in this BRC action is the City's estimated share of the past and future environmental study costs. The agreement to participate in this program with the associated funding level was approved by City Council on November 10, 2003. No current year fiscal impact, transfer of existing funding: \$71,000.

6. WASTEWATER FUNDS

- A. BA04-89, BR04-289, Project No. 2729 and Resolution – Wastewater – request to provide funding for the necessary labor and equipment to remove and replace the corroded section of the 36" forcemain aerial crossing Shingle Creek. This task is emergency in nature due to the repeated failure of the PCCP pipe crossing Shingle Creek. No fiscal impact, transfer of existing funding: \$55,000.

- B. Wastewater – request to reclassify two Crew Leader, 17, positions, program 344 to Wastewater Technician Senior, D51. Effective 4/11/04. This action changes the benefit group for the positions, but results in no fiscal impact. The salaries of the incumbents fit within the new salary range.
7. COMMUNITY REDEVELOPMENT AGENCY FUND
- A. BR04-111 – Public Works Director - the City has entered into a Tri-Party Agreement for relocating the OUC chilled water lines and the City telecommunications lines to prepare for the construction of the CNL Tower II on the North Parking Lot property. OUC contractors will be doing the work for the City, CNL and OUC. OUC will invoice the City as the work progresses. No fiscal impact, transfer of existing funding: \$183,630.
- B. BR04-284 – CRA – request a transfer of funding for three destination activity catalyst projects. The amounts indicated reflect the remaining balance for the Mad Cow Theatre (\$20,000) and the FY 03/04 payments due for Kres Chophouse (\$15,000) and the Downtown Media Arts Center (DMAC - \$70,056). The last payments due to them will be the first quarter of 07/08. No fiscal impact, transfer of existing funding: \$105,056.
8. MENNELLO MUSEUM FUND
- A. BA04-86, BR04-282 and Resolution – Arts & Entertainment – request to budget 100% of the Museum Director's salary in the Mennello Museum Fund. Currently half of the funding is budgeted in the General Fund and half in the Mennello Museum Fund. No fiscal impact, transfer of existing funding: \$34,307.
9. GAS TAX FUND
- A. BR04-300, Project Nos. 2679, 3413070 – Transportation Engineering – the Mills Avenue Congestion Management Study has been deemed complete by the FDOT, subject to the execution of additional tasks recently requested by the Federal Highway Administration (FHWA). These tasks include a Typical Section Report, a Cultural Resource Assessment Study and a Programmatic Categorical Exclusion Package. Negotiations have been successfully completed with the contractor for these services in the amount of \$39,959. Gas Tax will initially provide funding subject to discussions on reimbursement according to the terms of the FDOT Local Agency Program Agreement approved by City Council on November 12, 2001 and as recently amended by FDOT. No fiscal impact, transfer of existing funding: \$40,000.

Discussion ensued regarding Items 1.A., 2.A., and 5.B. It was moved by Mr. Rich and seconded by Mr. Fernandez to approve Items 1.A., through 7.A., amending Items 1.A., 2.A., and 5.B. Motion carried.

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

Deborah D. Girard, Director of Management, Budget and Accounting (Interim)

Susan Hancock, Recording Secretary