

## **BUDGET REVIEW COMMITTEE MINUTES**

The Budget Review Committee's regular meeting on February 17, 2004 was called to order by Mr. Richard Levey at 8:33 a.m.

### **MEMBERS PRESENT:**

Richard Levey, Chief Administrative Officer  
Rob Garner, Director, Management, Budget and Accounting  
G. Michael Miller, Chief Financial Officer  
Jody Litchford, Chief Assistant City Attorney  
Jose I. Fernandez, City Clerk/Director, General Administration Dept.  
Lee Brown, Human Resources Division Manager (non-voting)

### **OTHERS PRESENT:**

Deborah Girard, Deputy Director, Management, Budget and Accounting  
John Matelski, Chief Information Officer, Technology Management Division  
Chief Robert Bowman, Fire Department  
Mark Austin, Fire Lieutenant, Rescue Operations Bureau  
Wes Powell, Assistant City Attorney II, Office of Legal Affairs  
Tessie Lookhoff, Fiscal Manager, Fire Department  
Bob Cadle, Project Manager II, Wastewater  
Tim Welter, Fiscal Manager, Police Department  
Worth Busbee, Fiscal Manager, Public Works  
Chris Polke, Accounting Specialist I, General Administration/City Clerk Dept.  
Joe Hinely, Budget Analyst III, Management, Budget and Accounting Dept.  
Mary Brant, Budget Analyst III, Management, Budget and Accounting Dept.

### **NEW BUSINESS:**

#### **GENERAL FUND**

#### **1. FIRE DEPARTMENT**

A. BR04-189, Project Nos. 2092, 2634, 2629 – Rescue Operations – request transfer of funds to cover a project overdraft due to the greater than expected cost of a self-contained breathing apparatus (\$1,017). Also, request transfer of funds to cover the purchase of a thermal imaging camera (\$10,600) to be utilized by the Training Division. Currently, vendor availability of equipment is relied upon when conducting training. The remaining balance in project 2092 (\$2,309) will be returned to the General Fund contingency. Transfer of existing funding: \$13,926.

#### **2. GENERAL ADMINISTRATION DEPARTMENT**

A. BR04-200 – Technology Management – request reallocation of Program 193 Stand By Pay funding to account for additional expenses associated with the promotion of an employee from CSSA I, grade 15, to CSSA II, grade 13. Effective 2/15/04. Additional full fiscal year cost: \$6,535. Cost for remainder of fiscal year funded through transfer of existing funding: \$4,174.

B. PE04-51, BR04-199 – Technology Management – request to reclassify a GIS Analyst Senior, 12, program 192, to a Technology Business Analyst, 10. Effective 2/15/04. Additional full fiscal year cost: \$10,673. Cost for the remainder of the fiscal year funded through transfer of existing funding: \$6,569.

## OTHER FUNDS

### 3. TREASURY FORFEITURE SHARING FUND

A. BA04-63, BR04-187, Project No. 2430 and Resolution – Patrol Operations – to provide funding for the purchase of 65 AR 15 weapons systems for replacement vehicles for Patrol Operations. Net increase: \$64,656.

### 4. WASTEWATER FUNDS

A. BR04-182, Project No. 2348 – Wastewater – request to cover the costs associated with reviewing the remaining final design drawings and specifications for the Bardenpho Improvements project and with bidding the Belt Filter Press Replacement and Bardenpho Improvements projects. Transfer of existing funding: \$10,000.

B. BA04-62, BR04-171, Project No. 2727 and Resolution – Wastewater – this request will cover the costs associated with the construction of improvements to the Deep Bed Filters at the Iron Bridge Regional Water Reclamation Facility. The improvements will consist of constructing a new structure for six new Deep Bed Filter cells, converting the existing Automatic Backwash (ABW) Filter Basin to a Chlorine Contact Chamber, rehabilitating the existing Chlorine Contact Basin, modifying the existing Post Aeration Basins and providing all required piping, valves, mechanical equipment, electrical equipment, control systems and appurtenances. The project is required to increase the capacity of the effluent filtration process as part of the program to rerate the treatment plant to 40 mgd and replace the outdated ABW filters that have been taken out of service with the rest of the RBC treatment process train. The project will also convert the ABW tankage to a chlorine contact chamber to provide disinfection for the new reclaimed water system. The construction cost budget is based on a bid by Adams Robinson Enterprises, Inc. who is the apparent low bidder for the construction project. The funding breakdown for this project is as follows: City \$5,044,367 (WW General Construction Fund #455); Northerly Entities \$4,349,633; Seminole County \$264,000. Net increase: \$9,658,000.

### 5. PARKING FUNDS

A. BA04-64 and Resolution – Accounting and Control – to revise budgets for debt service due to the refunding of the 1994 Parking Bonds with 2004 Parking Bonds. This refunding will provide a minimum annual savings of \$75,000 through October 1, 2010 per the Fiscal Impact Statement. Transfer of existing funding: \$1,493,100.

### 6. CHURCH STREET INCENTIVE FUND

A. BA04-65 and Resolution – Office of Legal Affairs – to establish a special account to set aside incentive funding for the Church Street Station/F.F. Station LLC Transcontinental Records, Inc.-Transcontinental Studios, Inc project pending the resolution of the claim to the funding. Net increase: \$750,000.

7. PARKS INITIATIVE FUND

- A. BA04-66, BR04-198, Project No. 2319 and Resolution – Public Works Director – request a transfer within the Trotters Park Project (2319) in order to appropriate the revenue contributed by the Central Florida Miracle League, Inc. The Central Florida Miracle League, Inc. agreed to provide one-half of the cost for this project (\$230,000) for the construction of a hard surface baseball field that is accessible to disabled baseball players. In accordance with the agreement, the League has paid the amounts of \$150,000 and \$50,000 due prior to January 31, 2004. The remaining balance of \$30,000 is due on or before January 31, 2005. Net increase: \$200,000.

It was moved by Mr. Fernandez and seconded by Mr. Levey to approve Items 1.A. through 7.A. and motion carried.

The meeting was adjourned at 8:35 a.m.

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Rob Garner, Director of Management, Budget and Accounting

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Susan Hancock, Recording Secretary