

## **BUDGET REVIEW COMMITTEE MINUTES**

The Budget Review Committee's meeting on March 29, 2005 was called to order by Mr. Jose Fernandez at 8:34 a.m.

### **MEMBERS PRESENT:**

Richard Levey, Chief Administrative Officer  
Mickey Miller, Chief Financial Officer, Finance Dept.  
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 & Accounting Dept.  
Barbara Muzeni, Budget Analyst Sr., Management, Budget & Accounting Dept.  
Richard Grzelewski, Budget Analyst II, Management, Budget & Accounting Dept.  
Gus Reeves, Chief Accountant, Management, Budget & Accounting Dept.  
Wes Powell, Assistant City Attorney, Legal Affairs  
Robert Bowman, Chief, Fire Dept.  
Tessie Lookhoff, Fiscal Manager, Fire Dept.  
Manuel Soto, Emergency Manager, Fire Dept.  
Linda Rhinesmith, Manager, Economic Development Dept.  
Jeffrey Arms, Project Manager II, Economic Development Dept.  
Jason Burton, Trans. Fee Coordinator, Economic Development Dept.  
Worth Busbee, Fiscal Manager, Public Works Dept.  
Bob Rutter, Project Manager II, Public Works Dept.  
Bill Burns, Project Manager II, Public Works Dept.  
Charles Ramdatt, Trans. Eng. Division Manager, Public Works Dept.

### **NEW BUSINESS**

#### **GENERAL FUND**

##### **1. EXECUTIVE OFFICES**

A. BA05-66, BR05-204, Project No. 2809 and Resolution – Legal Affairs – to budget funding representing a franchise renewal fee received from Bright House Networks. This funding should appropriately be utilized to offset expenses for outside counsel involving cable franchise issues. Net increase: \$5,000.

##### **2. ECONOMIC DEVELOPMENT DEPARTMENT**

A. BR05-204 – Permitting – request to transfer three Permitting administrative staff from Program 147 to program 146 per the Permitting Services reorganization plan. The three positions are: Accounting Specialist Sr., Accounting Specialist II, and Software Consultant – Contract. This request also includes swapping the Administrative Specialist position in Program 141 with the Administrative Assistant position in Program 147. All personnel actions are effective March 27, 2005. Transfer of existing funding: \$128,314.

B. PE05-21 - Permitting – on 11/9/2004 the BRC approved a Horizontal Review Manager, 10, in program 148. Based upon further review by Human Resources and discussions with the Permitting Division Manager, it has been determined that the position should be

classified as a Chief Plans Examiner, 11. Effective March 27, 2005. This will result in an annual savings of \$6,849 at the midpoint of the salary range.

3. FIRE DEPARTMENT

- A. BA05-68, BA05-69, BR05-220, BR05-221 and Resolution – Support Services - to budget grant funding from the Department of Community Affairs in the amount of \$51,811. Grants are to purchase a Personnel Accountability System for credentialing volunteer workers at various sites during disasters or emergencies (\$20,000) and to purchase two Tac Pak Portable Office systems (deployable public awareness system \$31,811). The grants run from July 1, 2004 through September 30, 2005. The grant agreements were approved by the City Council on December 13, 2004 and February 7, 2005 respectively. Net increase: \$51,811.

OTHER FUNDS

4. SOLID WASTE MANAGEMENT FUND

- A. BA05-67, BR05-213, Project No. 2787 and Resolution – Solid Waste Management – to allocate funding from retained earnings to purchase five replacement refuse trucks due to increased vehicle costs. This funding will supplement replacement funds previously collected. The five trucks are automated side loading vehicles that are replacing five rear loading refuse trucks currently in service. These trucks will service current routes that are in process of being switched to automated collection. Net increase: \$321,331.

5. WASTEWATER FUNDS

- A. BR05-212, Project No. 2604 – Capital/Infrastructure – this request will cover the costs associated with constructing the Water Conserv II Automatic Backwash Filters (ABW) Traveling Bridge Filters Rehabilitation project. The construction will rehabilitate the existing ABW filters at the Water Conserv II Reclamation Facility, including backwash and washwater pumps, washwater hoods, provide new control panels, power signal wiring, festoon trolleys, the replacement of filter media, replacement of existing underdrain systems, new gates and stop logs in the influent and effluent channels and in the chlorine contact tanks, and facilitate the repair of concrete cracks, and include cleaning and re-coating of the interior walls of the filters. Funding is available in the Wastewater General Construction contingency, and will be transferred into the project. Transfer of existing funding: \$3,252,500.

6. HURRICANE WORKING CAPITAL FUND

- A. BA05-58 and Resolution – Chief Financial Officer – per the Finance Department, to budget the FY 2004/2005 debt amortization on the Hurricane Working Capital Loan. Payment is anticipated to be made on or before 9/30/2005. Payment depends upon cash availability, which is primarily dependent upon the pace of reimbursements received from FEMA. The Finance Department is addressing provisional plans should that not be the case. Net increase: \$6,077,148.

NON-AGENDA

OTHER FUNDS

7. GAS TAX FUND

- A. BA05-70, BR05-222, Various Project Nos. and Resolution – Capital/Infrastructure – to appropriate and budget FDOT grant funds for a reimbursable grant for the Dinky Line Trail Phase 2 project (\$149,900). Additionally, provide funding transfer from Project 3413 (\$233,900) and Project 2678 (\$43,000). Transportation Planning set up project 2678 to address funding for proposed trail construction around Lake Formosa and therefore the use of funding from this project for the Dinky Line Trail project is appropriate. Project 3413 (Alden Road - Orange Avenue to Princeton Street) is able to

provide funding, as it is unlikely that this project will advance. Transfer funding from the other Dinky Line Trail project (Project 2442 \$636,928) into Project 8637 in order to complete the project. Funding transfers are necessary to meet project costs associated with construction, inspection and testing. Net increase: \$149,900. Transfer of existing funding: \$913,828. Total: \$1,063,728.

An additional item, 7A was walked onto the agenda.

Item 3A was discussed.

Chief Bowman stated that the City would not be obligated to replace or continue the noted systems after the expiration of the grant.

Item 6A was discussed. Mr. Miller stated the intent was to provide budgetary authority for the repayment noting that if the cash was not available (upon analysis at fiscal year end), the repayment would not be made and alternative plans would be developed.

After discussion of items 3A and 6A, it was moved by Mr. Miller, seconded by Mr. Fernandez and vote carried to approve items 1A through 6A.

It was moved by Mr. Miller, seconded by Mr. Levey, and vote carried to approve item 7A.

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

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Deborah D. Girard, Director  
Management, Budget and Accounting

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Karen Smith, Recording Secretary