

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on November 15, 2005 was called to order by Mr. Byron Brooks at 8:33 a.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Deborah Girard, Director of Management, Budget & Accounting Dept.
Jody Litchford, Deputy City Attorney, Legal Affairs for Dykes Everett, City Attorney
Lee Brown, Human Resources Div. Manager (non-voting technical advisor)

OTHERS PRESENT:

Mike Stieber, Budget Manager, Management, Budget and Accounting Dept.
Barbara Muzeni, Budget Analyst Sr., Management, Budget and Accounting Dept.
Chris McCullion, Budget Analyst III, Management, Budget and Accounting Dept.
Mike Carroll, Manager, Solid Waste Div., Public Works Department
Worth Busbee, Fiscal Manager, Public Works Department
Linda Rhinesmith, Manager, Economic Development Department
Pat Dellacona, DDB Administrative Coordinator, Economic Development Dept.
Conrad Cross, Chief Information Office, Technology Mgmt. Div., General Admin. Dept.
Wes Powell, Assistant City Attorney, Legal Affairs

NEW BUSINESS:

GENERAL FUND

1. GENERAL ADMINISTRATION DEPARTMENT

A. BR06-30 - Technology Management – request to transfer a GIS Specialist Senior P/T, S12, program 192, to program 195 and re-title the position Applications Developer III P/T, S12. All related funding will be transferred from program 192 to 195. This will allow for more software support and development. Effective 11/20/05. Transfer of existing funding: \$26,168.

2. POLICE DEPARTMENT

A. BA06-11, BR06-24A, BR06-24B and Resolution – Special Services – request to recognize two WMD Equipment Enhancement grants awarded by the Florida Department of Law Enforcement. The grants will be used to purchase equipment and supplies as outlined in the supporting documentation. Grants run from 8/1/05 through 6/30/06. Net increase: \$113,500.

B. BA06-14, BR06-36, Project No. 2886 and Resolution – Special Services – request to recognize SCIRS-SS Money Laundering Task Force grant. Grant is awarded by the IRS and is paid on a reimbursement basis. The grant period runs from October 1, 2005 through September 30, 2006. Net increase: \$24,725.

OTHER FUNDS

3. STORMWATER UTILITY FUND

A. BR06-29, Project Nos. 2663, 2699 – Engineering Services – Sheridan Street drainage improvements have been made and the project is now complete. Transfer remaining funds to the Al Coith Drainage project and close out the Sheridan St. project. Transfer of existing funding: \$61,211.

4. CAPITAL IMPROVEMENT FUND

A. BR06-31 – City Emergency Management – a recent inspection revealed that there are currently four bad batteries in the OOC Universal Back-up Power System (UPS) that are completely corrupted and need to be replaced immediately. The UPS maintains

critical systems during a power outage and specifically provides protection during the gap of time between an outage and the start-up of secondary power generators. A partial replacement is not the best response. Request to replace the entire OOC UPS battery supply (five banks of 80 batteries each = 400 total batteries), which is due for the recommended 5-year replacement in March 2006. Transfer of funding from CIP contingency: \$70,000.

5. WASTEWATER FUNDS

A. BR06-34, Project No. 2846 – CIP/Infrastructure – this request will cover the costs of professional (\$850,646) and internal services (\$33,354) necessary to accomplish Phase I of the project that will develop the design concepts necessary to upgrade and/or expand Conserv II, according to the desired objectives for the facility up to and including those needs projected to rerate the facility to a design capacity of 35 mgd average annual daily flow. Funding is available in the Wastewater General Construction Fund. Transfer of existing funding: \$884,000.

B. BA06-13, BR06-35, Project No. 2556 and Resolution – CIP/Infrastructure – this request is necessary to cover the costs associated with payment to Hubbard Construction Company for pipe materials and fittings left over from the FDOT SR 436 Widening project. An approximate 10% savings is anticipated due to the purchase price being at the unit cost of the materials, plus tax at the time they were originally purchased for the FDOT project. The materials are to be used on upcoming reclaimed water projects. (Approval of this payment is included for consideration on the 11/14/05 City Council agenda, item J5.) Net increase: \$21,700. Transfer of existing funding: \$26,954. Total: \$48,654.

6. COMMUNITY REDEVELOPMENT AGENCY FUND

A. BA06-12, BR06-33, Project No. 2550 and Resolution – CRA – to appropriate CRA Fund Balance to fund the Division Avenue Streetscape project that was approved by the CRA on May 9, 2005. The project extends from W. Church Street to W. Washington St. The construction is anticipated to be completed in early 2007. Net increase: \$2,200,000.

7. SOLID WASTE FUND

A. BR06-37, Project No. 4418 – Solid Waste – to transfer funds from contingency to supplement the purchase five replacement 32 cubic yard rear load collection vehicles. The purchase price for new vehicles has increased 11% over the replacement funding collected for these vehicles. Transfer of existing funding: \$142,031.

After discussion of Item 4A, it was moved by Ms. Litchford, seconded by Ms. Girard, and vote carried to approve Items 1A through 7A.

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

Deborah D. Girard, Director
Management, Budget and Accounting Dept.

Susan Hancock, Recording Secretary