

BUDGET REVIEW COMMITTEE MINUTES

The Budget Review Committee's meeting on May 26, 2006 was called to order by Ms. Rebecca Sutton at 9:42 a.m. (Mr. Brooks entered the meeting at 9:43.)

MEMBERS PRESENT:

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

OTHER PRESENT:

Ray Elwell, Budget Division Manager/Acting Controller, Finance Dept.
Mike Stieber, Budget Manager, Finance Dept.
Barbara Muzeni, Budget Analyst Sr., Finance Dept.
Chris McCullion, Budget Analyst III, Finance Dept.
James Varnado, Budget Analyst III, Finance Dept.
Worth Busbee, Fiscal Manager, Public Works Dept.
Jim Hunt, Streets & Stormwater Services Division Manager, Public Works Dept.
Laurie Botts-Wright, Real Estate Division Manager, Economic Development Dept.
Dennis Tipton, Engineering Project Coordinator, Public Works Dept.
Pat Dellacona, Planner II, Economic Development Dept.
Denise Holdridge, City Clerk Aide, Office of City Clerk
Lauren Dellacona, Intern, Economic Development Dept.

NEW BUSINESS:

GENERAL FUND

1. EXECUTIVE OFFICES

- A. BR06-282, BR06-283 – City Commissioners – to provide funding due to the election of new Commissioners for District 3 and District 6 (\$15,000 each). Funding will cover transition costs and other items. Transfer of funding from contingency: \$30,000.
- B. BA06-79, BR06-285 and Resolution – City Clerk – to budget Merits program contribution and donations revenue. Revenue includes: (1) donations to cover City Artworks t-shirts and supplies expense (\$1,100) and (2) funds from the National Arts Program for City Artworks awards (\$3,000). Net increase: \$4,100.

2. PUBLIC WORKS DEPARTMENT

- A. BR06-274 – Engineering Services – the 1995 model plotter that is used for the Survey Services CADD drawings has quit working. Technology Management Division personnel contacted the vendor and were told that parts are no longer available. Therefore, a new plotter needs to be purchased. Funding is available due to vacancies that have existed from the start of the fiscal year through March, when all positions were filled. Transfer of existing funding: \$10,040.

3. GENERAL ADMINISTRATION DEPARTMENT

- A. BA06-81, BR06-284 and Resolution – Facilities Management – to recognize and allocate Risk Management Insurance payments for repairs to damaged City property. Net Increase: \$22,576.
- B. BR06-293 – Human Resources – to provide funding to cover the cost of the Florida Public Personnel Association (FPPA) annual conference and pre-conference for Compensation Staff. Attending the pre-conference is key to one employee to maintain her certification in the compensation field and a second employee is working

towards her FPPA certification. Transfer of funding: \$1,000.

4. ECONOMIC DEVELOPMENT DEPARTMENT

- A. BR06-290 – Real Estate Management – to provide funding to recondition City owned property at 700 N. Lake Formosa Drive so that the City can lease the property. Transfer of funding from contingency: \$25,000.

OTHER FUNDS

5. JUSTICE FORFEITURE SHARING FUND

- A. BA06-72, BR06-263, Project No. 6014 and Resolution – Patrol Services – to provide funding for the purchase of a replacement security camera system at the Southeast Community Police Office (\$19,700). The current system is fourteen years old and breaks down on a regular basis. Several video repair companies have refused to service the system due to age and the lack of a service warranty. Also, to provide funding within the project for future Federal Asset Sharing eligible items (\$55,300). Net increase: \$75,000.

6. CAPITAL IMPROVEMENT FUND

- A. BA06-75, BR06-273, Project Nos. 4271706, 4951099 and Resolution – Streets and Stormwater Services – request Stormwater Utility funding be transferred from Project 4271706 (Storm System Rehabilitation) to Project 4951099 (Crystal Lake Drive Improvements) so that the contractor can install seals in the 54 inch storm line to correct leaking joints. This work was unforeseen and outside the original scope of the contract, but is required before road improvements are completed. Transfer of existing funding: \$8,041.
- B. BR06-291, Project No. 2921 – Real Estate Management – to provide funding for the removal of asbestos and to demolish the unfenced buildings of the Apartments of Southport, including concrete slabs and driveways from the section immediately in front of the fenced area. This will allow for an open area that is easier to mow and maintain. Transfer of funding from CIP contingency: \$400,000.

7. INTERNAL LOAN FUND

- A. BA06-77 and Resolution – Controller – request to budget the proceeds of the Capital Improvement Special Revenue Bonds, Series 2006B. The Series 2006B Bonds were issued to refund the \$5 million principal on the Capital Improvement Special Revenue Bonds, Series 2002 that matured on April 1, 2006. The Series 2002 bonds financed the Parks Initiative. Net increase: \$5,000,000.

8. WASTEWATER FUNDS

- A. BA06-78, BR06-280 and Resolution – Wastewater – this request is for the purchase of two perforated plate band screens for the Iron Bridge WRF. The current screens have failed to perform, primarily due to small rocks or gravel that get wedged between the bars and cause the screens to jam. The manufacturer, who has assisted the City in repairing them several times, has evaluated the existing screens. Based on the performance of the existing screens and the need to protect the downstream treatment processes at Iron Bridge, there is an urgent need to replace them. Through discussions with the manufacturer, we have determined that a different type of screen, which consists of perforated plates, is required to alleviate the problems encountered with the rocks and gravel. Fortunately, the manufacturer is willing to work with the City to solve the problem. Funds are available in Wastewater R&R Fund Retained Earnings and will be allocated for replacement of the existing equipment. Net increase: \$159,800.
- B. BR06-269, Project No. 2017 – Wastewater - the CIP/Infrastructure Division performs various miscellaneous tasks for the Wastewater Division that are not related to specific

capital projects. Project 2017 provides a means of funding these small Wastewater related assignments that require the input of the CIP/Infrastructure Division Project Managers and Design Section staff. Additional funding is required to replenish the project. Funding is available from Wastewater contingency and is requested to be transferred. Transfer of existing funding: \$25,000.

9. STORMWATER UTILITY FUND

A. BR06-242, Project Nos. 2860, 2918 – Engineering Services - request to transfer funds from the Weber Street Drainage project, which has been completed, to the Villages of Southport Drainage project . Phase I of the Villages of Southport Drainage project is near completion. Phase II is currently under design and construction will commence during this fiscal year. Transfer of existing funding: \$200,000.

B. BR06-288, Various Project Nos. – Engineering Services - it has been determined that the City's current rainfall and lake level monitoring network needs to be expanded by 50 lake level stations. Data from these stations is needed to provide more accurate information in order to better manage the stormwater management program. The data is critical in preventing flooding through proper storm system design. It will be used for future planning activities and to monitor flood conditions during storm events so staff can respond and prevent damage. Staff has recommended the purchase of these stations be a sole source to Praxis Software, Inc. in the amount of \$255,632 plus freight and shipping charges that are estimated to be \$6,000. The purchase of this package is on the Consent Agenda for the City Council meeting of June 5, 2006. Funding being transferred will be added to existing funding to cover the purchase amount. Transfer of existing funding: \$228,002.

10. PARKING FUNDS

A. BA06-80 and Resolution –Controller – to revise BA06-35, which budgeted bond proceeds to fund the construction of the new parking garage on the site of Lot 6 (Jefferson St. Garage). BA06-35 budgeted the proceeds directly in the Jefferson St. Garage Construction Fund (#408). The proceeds were actually recorded by Financial Reporting in the Parking System Revenue Fund (#401) and then transferred to the Jefferson St. Garage Construction Fund. Transfer of existing funding: \$20,524,406. Net increase: \$675,594. Total: \$21,200,000.

11. COMMUNITY REDEVELOPMENT AGENCY FUND

A. BR06-230, Project No. 2914 – CRA - request the transfer of funding to establish an initial budget to update the Downtown Development Regional Impact (DRI). At a total estimated cost of \$1 million dollars, funds will be budgeted over several fiscal years to accomplish this goal. The funds for this transfer were approved by the CRA during the 2005/2006 budget process. Transfer of existing funding: \$375,000.

After discussion of Items 1A and 5A, it was moved by Ms. Sutton, seconded by Ms. Henry and vote carried to approve Items 1A through 11A.

Rebecca W. Sutton, Chief Financial Officer

Michael Stieber, Recording Secretary