

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Budget Change Requests, Budget Amendment Requests and Special Items

**DEPARTMENT:** Fiscal Services      **DIVISION:** Budget

**AUTHORIZED BY:** Lisa H. Spriggs      **CONTACT:** Lisa H. Spriggs      **EXT.** 7172

<b>Agenda Date</b> <u>5-25-04</u> <b>Regular</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/> <b>Work Session</b> <input type="checkbox"/> <b>Briefing</b> <input type="checkbox"/> <b>Public Hearing – 1:30</b> <input type="checkbox"/> <b>Public Hearing – 7:00</b> <input type="checkbox"/>
---

**MOTION/RECOMMENDATION:**

Approval and authorization for the Chairman to execute the following:

**BACKGROUND:**

- A. BCR #04-25 – \$17,150 – Library & Leisure Services – Parks & Recreation – Fund: 00100 – General Fund.** To move funds for fencing to replace inferior backstops on softball fields one and two at Red Bug Lake Park from operating repairs and maintenance to a capital account line, as it exceeds \$5,000.
- B. BCR #04-27 – \$215,662 – Public Works – Road Operations/Stormwater – Fund: 13000 – Stormwater Fund.** An interim budget adjustment is needed to transfer available monies to Stormwater projects which require additional funding. An evaluation of the status for certain projects has revealed that \$132,662 is needed in the current year for three projects: Old I-4 Borrow Pit Conversion (to cover permitting fees), Oakhurst/Red Bug Outfall (to cover construction costs), and Center Drive (partial funding for construction to proceed in the late summer/early fall). Funding is proposed to come from available balances in the completed Walden Drive Outfall Study and the completed Lake View Construction projects, supplemented by the use of fund reserves addressed on a related Budget Amendment Request (on this agenda).

An available balance of \$83,000 has also been identified from the Northwestern Ave and Horse Lovers Lane projects in the Little Wekiva River Basin due to the use of in-house staff for Construction Engineering & Inspection. It is requested that these funds be returned to the overall Little Wekiva Basin Project so that other cooperative undertakings with the Water Management District and Orange County can proceed.

<b>Reviewed by:</b>
Co Atty: _____
DFS: _____
Other: _____
DCM: <u>ESS/ML</u>
CM: <u>LS</u>
File No. <u>CFSB00</u>

- C. BCR #04-30 – \$100,000 – Public Works – Roads & Stormwater Operations – Fund: 10101 – Transportation Trust fund.** Additional funding will be necessary to maintain the level of service of the tree trimming program. The current budget of \$450,000 for tree trimming also includes tree removal and stump grinding. A \$20,000 adjustment of budgeted operating funds is proposed in order to: respond to increased requests that are being received from citizens, meet current year needs of the Unpaved Road Program, provide for the upcoming summer storm season, and achieve the 8-year tree trimming cycle established in performance targets of the Adopted Budget. In addition, the handling of fill dirt generated from cleaning canals and ditches has resulted in landfill tipping fees which exceed the original budget allocation of \$92,648. Clean sifted material is used for shoulder repair, base for sidewalks, bank restoration or is sold but the remaining unusable dirt must be disposed of at the landfill. A recent clean up was necessary due to several years' accumulation of fill dirt and debris at the Consumers, Yankee Lake and Oviedo satellite yards. A clean up is now needed at the Red Bug yard to prevent citizen complaints; an additional \$80,000 would provide funding for the landfill tipping fees incurred by the Red Bug clean up and would also cover the normal accumulation of trash for the balance of this fiscal year. Funds are available to cover both needs from the Road Materials Account Line as a result of a reduced need for millings.
- D. BCR #04-31 – \$41,591 – Public Works – Road Operations / Stormwater / Traffic Engineering – Fund: 13000 – Stormwater fund and 10101 – Transportation Trust fund.** Vehicle BCC # 24523, a Ford truck assigned to the Stormwater section of the Roads/Stormwater Division, was involved in a traffic accident on 12/15/03. There was extensive damage to the entire driver's side and the drive shaft which resulted in the truck being totaled, and a salvage value of \$2,160 received. (Insurance settlement is being pursued, but has not been received as of this date). This request is to replace the wrecked vehicle with an F-250 Quad Cab Pick-up truck with a 6' bed. In the interim, the Stormwater crew is using a pool vehicle, which needs to be returned to Fleet Services as soon as practicable. Vehicle BCC #20968, a Ford truck assigned to Traffic Engineering, is budgeted for replacement in FY 04/05. Recently, the engine on this vehicle has failed. Upon consulting with Fleet Services, it has been determined that repair of this vehicle is not cost effective. This truck is essential in daily activities of both signal and new construction inspections. The replacement vehicle would be a Ford F-150 with six foot bed, extended cab with seat, bed-liner, rain-shields, floor mats and a Cross Bed Aluminum Tool Box. Upon approval to advance this replacement to FY 03/04, the Ford-F-150 will be removed from the FY 04/05 Budget. Adequate balances are available in the current year capital equipment account to cover the purchase of both vehicles.
- E. Budget Amendment Request, \$500,000 – Public Works: 11541 – 2001 Renewed Sales Tax Fund.** Design of the Howell Creek Pedestrian Bridge under the 2001 Sales Tax Sidewalk Program was advanced into the Fiscal Year 03/04 Budget by a 2<sup>nd</sup> Public Hearing Adjustment to address safety concerns. A specific budget allocation for construction was deferred until completion of the design phase, with the intention of construction being funded in FY 04/05.

Design for this project is now complete, and the Water Management District is anticipated to issue the requisite environmental permit shortly. Bidding of the estimated \$.5M improvement can then proceed, pending approval of this proposed Budget Adjustment.

- F. Budget Amendment Request, \$122,500 – Public Works: 13000 – Stormwater Fund.** The use of Stormwater Fund Reserves is requested in the amount of \$122,500 to allow construction of the budgeted Center Drive Project to proceed in the late summer/early fall of this year, supplemented by an additional \$57,562 on Budget Change Request 04-27 for a total project transfer of \$180,062. Cost estimates for construction have been updated to address associated environmental permitting and reconstruction requirements.

The above Budget Amendment Requests have no effect on General Fund Reserves for Contingency.

**\*\*\*SEMINOLE COUNTY BUDGET REQUEST\*\*\***

Budget Division Use only:

DATE: 4-21-04  
 FROM: Department Library and Leisure Services  
 Division Parks and Recreation Division

BCR	<input checked="" type="checkbox"/>	04-25

**WHAT IS NEEDED:**

- Accounting adjustment: Item is budgeted, but funds are in incorrect account line.
- More funds for Budgeted Item: Item is budgeted, but additional funds are required.
- New item: Item is not in this fiscal year's budget.
- Operational Adjustment (Transfer or Savings to cover overage)

**Detailed Explanation:**

To move funds for fencing to replace inferior backstops on softball fields one and two at Red Bug Lake Park from operating repairs and maintenance to a capital account line, as it exceeds \$5,000.

Fund #	00100	Fund Name	General Fund	
	FUND/ACCOUNT NUMBER	Project #	ACCOUNT TITLE	AMOUNT
TRANSFER FROM	043800 53046000	None	Repair and Maintenance	17,150
				0
				0
				0
			<b>TOTAL</b>	<b>\$17,150</b>
	FUND/ACCOUNT NUMBER	Project #	ACCOUNT TITLE	AMOUNT
TRANSFER TO	043800 56063000	None	Improvements Other than Bldgs.	17,150
				0
				0
				0
			<b>TOTAL</b>	<b>\$17,150</b>

**CONCURRENCE OF OTHER INVOLVED DIVISIONS** (ie: IT (hardware/software); Fleet/Vehicles; Purchasing/Capital; Support Svcs; etc)

Approval Date \_\_\_\_\_ Department/Division \_\_\_\_\_

**RECOMMENDATION:**  Approval Date 4/23/04 Analyst Jason Showe Director 

**APPROVING AUTHORITY:**  FS Director  County Manager  BCC Meeting Date 5/11/04

Approved Date Signed \_\_\_\_\_ Signature \_\_\_\_\_

**FINANCE:** Transfer has been posted Date \_\_\_\_\_ Signature \_\_\_\_\_

**\*\*\*SEMINOLE COUNTY BUDGET REQUEST\*\*\***

Budget Division Use only:

DATE: 4/2/04  
 FROM: Department Public Works  
 Division Road Operations/Stormwater

<b>BCR</b>	<input checked="" type="checkbox"/>	04-27

**WHAT IS NEEDED:**

- Accounting adjustment: Item is budgeted, but funds are in incorrect account line.
- More funds for Budgeted Item: Item is budgeted, but additional funds are required.
- New item: Item is not in this fiscal year's budget.
- Operational Adjustment (Transfer or Savings to cover overage)

**Detailed Explanation:**

An interim budget adjustment is needed to transfer available monies to Stormwater projects which require additional funding. An evaluation of the status for certain projects has revealed that \$215,662 is needed in the current year for three projects: Old I-4 Borrow Pit Conversion (to cover permitting fees), Oakhurst/Red Bug Outfall (to cover construction costs), and Center Drive (partial funding for construction to proceed in the late summer/early fall). Funding is proposed to come from available balances in the completed Walden Drive Outfall Study and the completed Lake View Construction projects, supplemented by the use of fund reserves addressed on a related Budget Amendment Request (on this agenda).

An available balance of \$83,000 has also been identified from the Northwestern Ave and Horse Lovers Lane projects in the Little Wekiva River Basin due to the use of in-house staff for Construction Engineering & Inspection. It is requested that these funds be returned to the overall Little Wekiva Basin Project so that other cooperative undertakings with the Water Management District and Orange County can proceed.

	Fund # <u>13000</u>	Fund Name <u>Stormwater</u>	
	<b>FUND/ACCOUNT NUMBER</b>	<b>Project #</b>	<b>ACCOUNT TITLE</b>
<b>TRANSFER FROM</b>	<u>13000-077600-56068000</u>	<u>DC69175X 2069-01</u>	<u>Walden View Outfall</u>
	<u>13000-077600-56065000</u>	<u>DC69179X 2069-05</u>	<u>Lake View</u>
	<u>13000-077600-56068000</u>	<u>PC69185X 2076-01</u>	<u>Osceola Rd Curve 2</u>
	<u>13000-077600-56065000</u>	<u>PC67053X 0117-05</u>	<u>Northwestern Ave</u>
	<u>13000-077600-56065000</u>	<u>PC67054X 0117-06</u>	<u>Horse Lovers Lane</u>
		<b>TOTAL</b>	<b>\$215,662</b>
	<b>FUND/ACCOUNT NUMBER</b>	<b>Project #</b>	<b>ACCOUNT TITLE</b>
<b>TRANSFER TO</b>	<u>13000-077600-56068000</u>	<u>PC67045X 0116-01</u>	<u>I-4 Borrow Pit</u>
	<u>13000-077600-56065000</u>	<u>DC69177X 2069-03</u>	<u>Oakhurst/Redbug Outfall</u>
	<u>13000-077600-56065000</u>	<u>PC69204X 2291-02</u>	<u>Center Dr</u>
	<u>13000-077600-56068000</u>	<u>DC67051X 0117-01</u>	<u>Little Wekiva Basin</u>
		<b>TOTAL</b>	<b>\$215,662</b>

**CONCURRENCE OF OTHER INVOLVED DIVISIONS** (ie: IT (hardware/software); Fleet/Vehicles; Purchasing/Capital; Support Svcs; etc)

Approval Date \_\_\_\_\_ Department/Division \_\_\_\_\_

**RECOMMENDATION:**  Approval Date 5/11/04 Analyst Crockett Hunter Director \_\_\_\_\_

**APPROVING AUTHORITY:**  FS Director  County Manager  BCC Meeting Date 5/25/04

Approved Date Signed \_\_\_\_\_ Signature \_\_\_\_\_

**FINANCE:** Transfer has been posted Date \_\_\_\_\_ Signature \_\_\_\_\_

**\*\*\*SEMINOLE COUNTY BUDGET REQUEST\*\*\***

Budget Division Use only:

DATE: 5/5/04  
 FROM: Department Public Works  
 Division Roads & Stormwater Operations

BCR	<input checked="" type="checkbox"/>	04-30
-----	-------------------------------------	-------

**WHAT IS NEEDED:**

- Accounting adjustment: Item is budgeted, but funds are in incorrect account line.
- More funds for Budgeted Item: Item is budgeted, but additional funds are required.
- New item: Item is not in this fiscal year's budget.
- Operational Adjustment (Transfer or Savings to cover overage)

**Detailed Explanation:** Additional funding will be necessary to maintain the level of service of the tree trimming program. The current budget of \$450,000 for tree trimming also includes tree removal and stump grinding. A \$20,000 adjustment of budgeted operating funds is proposed in order to: respond to increased requests that are being received from citizens, meet current year needs of the Unpaved Road Program, provide for the upcoming summer storm season, and achieve the 8-year tree trimming cycle established in performance targets of the Adopted Budget

In addition, the handling of fill dirt generated from cleaning canals and ditches has resulted in landfill tipping fees which exceed the original budget allocation of \$92,648. Clean sifted material is used for shoulder repair, base for sidewalks, bank restoration or is sold but the remaining unusable dirt must be disposed of at the landfill. A recent clean up was necessary due to several years' accumulation of fill dirt and debris at the Consumers, Yankee Lake and Oviedo satellite yards. A clean up is now needed at the Red Bug yard to prevent citizen complaints; an additional \$80,000 would provide funding for the landfill tipping fees incurred by the Red Bug clean up and would also cover the normal accumulation of trash for the balance of this fiscal year.

Funds are available to cover both needs from the Road Materials Account Line as a result of a reduced need for millings.

	Fund #	Fund Name	Transportation	
	10101			
	<b>FUND/ACCOUNT NUMBER</b>	<b>Project #</b>	<b>ACCOUNT TITLE</b>	<b>AMOUNT</b>
<b>TRANSFER FROM</b>	10101 077400 53053000		Road Materials	100,000
				0
				0
			<b>TOTAL</b>	<b>\$100,000</b>
	<b>FUND/ACCOUNT NUMBER</b>	<b>Project #</b>	<b>ACCOUNT TITLE</b>	<b>AMOUNT</b>
<b>TRANSFER TO</b>	10101 077400 53034000		Contracted Services-Tree Trimming	20,000
	10101 077400 53043000		Utilities/Landfill Tipping Fees	80,000
			<b>TOTAL</b>	<b>\$100,000</b>

**CONCURRENCE OF OTHER INVOLVED DIVISIONS** (ie: IT (hardware/software); Fleet/Vehicles; Purchasing/Capital; Support Svcs; etc)

Approval Date \_\_\_\_\_ Department/Division \_\_\_\_\_

**RECOMMENDATION:**  Approval Date 5/6/04 Analyst Crockett Hunter Director 

**APPROVING AUTHORITY:**  FS Director  County Manager  BCC Meeting Date 5/25/04

Approved Date Signed \_\_\_\_\_ Signature \_\_\_\_\_

**FINANCE:** Transfer has been posted Date \_\_\_\_\_ Signature \_\_\_\_\_

**\*\*\*SEMINOLE COUNTY BUDGET REQUEST\*\*\***

Budget Division Use only:

DATE: 5/5/04  
 FROM: Department Department of Public Works  
 Division Road Ops/Stormwater/Traffic Eng

BCR	<input checked="" type="checkbox"/>	04-31

**WHAT IS NEEDED:**

- Accounting adjustment: Item is budgeted, but funds are in incorrect account line.
- More funds for Budgeted Item: Item is budgeted, but additional funds are required.
- New item: Item is not in this fiscal year's budget.
- Operational Adjustment (Transfer or Savings to cover overage)

**Detailed Explanation:**

Vehicle BCC # 24523, a Ford truck assigned to the Stormwater section of the Roads/Stormwater Division, was involved in a traffic accident on 12/15/03. There was extensive damage to the entire driver's side and the drive shaft which resulted in the truck being totaled, and a salvage value of \$2,160 received. (Insurance settlement is being pursued, but has not been received as of this date). This request is to replace the wrecked vehicle with an F-250 Quad Cab Pick-up truck with a 6' bed, purchased with available balances from current year acquisitions. In the interim, the Stormwater crew is using a pool vehicle, which needs to be returned to Fleet Services as soon as practicable.

Vehicle BCC #20968, a Ford truck assigned to Traffic Engineering, is budgeted for replacement in FY 04/05. Recently, the engine on this vehicle has failed. Upon consulting with Fleet Services, it has been determined that repair of this vehicle is not cost effective. This truck is essential in daily activities of both signal and new construction inspections. The replacement vehicle would be a Ford F-150 with six foot bed, extended cab with seat, bed-liner, rain-shields, floor mats and a Cross Bed Aluminum Tool Box. Adequate balances are available in the current year capital equipment account from line item #8 – International Truck which has already been purchased. Upon approval to advance this replacement to FY 03/04, the Ford-F-150 will be removed from the FY 04/05 Budget.

Fund # 13000 & 10101 Fund Name Stormwater & Transportation Trust Fund

	FUND/ACCOUNT NUMBER	Project #	ACCOUNT TITLE	AMOUNT
TRANSFER FROM	13000 077600 56064200	PC67055X 2203 01	Challenger Tractor with Boom	\$7,785
	13000 077600 56064200	PC67056X 2204 01	Crew Cab Dump Truck	\$ 393
	13000 077600 56064200		Dixie Clipper slope mower	\$1,315
	13000 077600 56064200	PC67057X 2205 01	Caterpillar 320 Excavator	\$ 15,098
	10101 077700 56064200	PE70135X 2123-01	International Truck/Aerial Boom	\$17,000
		<b>TOTAL</b>		<b>\$41,591</b>

	FUND/ACCOUNT NUMBER	Project #	ACCOUNT TITLE	AMOUNT
TRANSFER TO	13000 077600 56064200	2301 01	Ford 250 Quad Crew cab	\$24,591
	10101 077700 56064200		Ford-F150 w/ equipment	\$17,000
		<b>TOTAL</b>		<b>\$41,591</b>

**CONCURRENCE OF OTHER INVOLVED DIVISIONS** (ie: IT (hardware/software); Fleet/Vehicles; Purchasing/Capital; Support Svcs; etc)

Approval Date \_\_\_\_\_ Department/Division \_\_\_\_\_

RECOMMENDATION:  Approval Date 5/6/04 Analyst Crockett Hunter Director *JHS*

APPROVING AUTHORITY:  FS Director  County Manager  BCC Meeting Date 5/25/04

Approved Date Signed \_\_\_\_\_ Signature \_\_\_\_\_

FINANCE: Transfer has been posted Date \_\_\_\_\_ Signature \_\_\_\_\_

2004-R-

**BUDGET AMENDMENT REQUEST**

TO: Seminole County Board of County Commissioners  
FROM: Department of Fiscal Services  
SUBJECT: **Budget Amendment Resolution**  
Department: **Public Works/Engineering**  
Fund(s): **11541 – 2001 Renewed Sales Tax**

DFS Recommendation	
Crockett Hunter	4/22/04
Analyst	Date
<i>[Signature]</i>	5/13/04
Director	Date

**PURPOSE:** Design of the Howell Creek Pedestrian Bridge under the 2001 Sales Tax Sidewalk Program was advanced into the Fiscal Year 03/04 Budget by a 2<sup>nd</sup> Public Hearing Adjustment to address safety concerns. A specific budget allocation for construction was deferred until completion of the design phase, with the intention of construction being funded in FY 04/05. Design for this project is now complete, and the Water Management District is anticipated to issue the requisite environmental permit shortly. Bidding of the estimated \$.5M improvement can then proceed, pending approval of this proposed Budget Adjustment.

**ACTION:** Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

**Sources:**

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
11541-999941-59099994			Reserves & Contingencies	500,000
<b>Total Sources</b>				<b>\$500,000</b>

**Uses:**

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
11541-077541-56065000	2293-01	PE51307Z	Construction/Howell Creek Pedestrian Bridge	500,000
<b>Total Uses</b>				<b>\$500,000</b>

**BUDGET AMENDMENT RESOLUTION**

This Resolution, 2004-R-\_\_\_\_\_ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida \_\_\_\_\_ as reflected in the minutes of said meeting.

Attest:

\_\_\_\_\_  
Maryanne Morse, Clerk to the Board of County Commissioners

By: \_\_\_\_\_  
Daryl G. McLain  
Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Entered by County Finance Department

Date: \_\_\_\_\_

2004-R-

**BUDGET AMENDMENT REQUEST**

TO: Seminole County Board of County Commissioners  
 FROM: Department of Fiscal Services  
 SUBJECT: **Budget Amendment Resolution**  
 Department: **Public Works/Roads-Stormwater**  
 Fund(s): **13000 - Stormwater Fund**

DFS Recommendation	
C. Hunter	05/11/04
Analyst	Date
<i>VB</i>	5/13/04
Director	Date

**PURPOSE:** The use of Stormwater Fund Reserves is requested in the amount of \$122,500 to allow construction of the budgeted Center Drive Project to proceed in the late summer/early fall of this year, supplemented by a related Budget Change Request for \$57,562. Cost estimates for construction have been updated to address associated environmental permitting and reconstruction requirements.

**ACTION:** Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

**Sources:**

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
13000-999930-59099998			Reserve for Contingency	122,500
<b>Total Sources</b>				<b>\$122,500</b>

**Uses:**

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
13000-077600-56065000	2291-02	PC69204X	Center Drive	122,500
<b>Total Uses</b>				<b>\$122,500</b>

**BUDGET AMENDMENT RESOLUTION**

This Resolution, 2004-R-\_\_\_\_\_ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida \_\_\_\_\_ as reflected in the minutes of said meeting.

Attest:

\_\_\_\_\_  
 Maryanne Morse, Clerk to the  
 Board of County Commissioners

By: \_\_\_\_\_  
 Daryl G. McLain  
 Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Entered by County Finance Department

Date: \_\_\_\_\_