

BUDGET REVIEW COMMITTEE MINUTES  
CONFERENCE ROOM R – 2nd FLOOR

The Budget Review Committee's meeting on April 8, 2014 was called to order by Byron Brooks at 3:36 p.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer  
Rebecca W. Sutton, Chief Financial Officer  
Frank Billingsley, Chief of Staff  
Wes Powell, Assistant City Attorney

OTHERS PRESENT:

Ray Elwell, Deputy Chief Financial Officer  
Brian Battles, Budget Division Manager  
Martin Carmody, Budget Manager  
Tysha Resnick, Budget Analyst IV  
Brendan Gibson, Budget Analyst III  
Ashley Connolly, Budget Analyst II  
Eric Hutcherson, Budget Analyst I  
James Varnado, Treasury Manager  
Mike Carroll, Solid Waste Division Manager  
Linda Rhinesmith, Housing Division Manager  
Ana Palenzuela, Human Resources Director  
Charles Ramdatt, Deputy Public Works Director/Transportation Engineer  
John Rogers, Project Manager II, Transportation Engineering  
Tom Connery, Capital Improvement Division Manager  
Robert Rutter, Project Manager II, Capital Improvement  
Rob Visser, Fiscal Manager, Public Works Department  
F. J. Flynn, Deputy Director, Economic Development Department  
Tisa Mitchell, Fiscal Manager, Economic Development Department  
Lusbeth Perez, Fiscal Coordinator, Transportation Planning Division  
Pat Dellacona, Fiscal Manager, DDB/CRA  
Shaniqua Rose, DDB/CRA Board Secretary  
Ian Sikonia, Planner III, Transportation Planning  
Maria Caulder, Fiscal Manager, Orlando Police Department  
Tessie Lookhoff, Fiscal Manager, Orlando Fire Department  
Margaret Roberts, Recording Secretary

FY2013/14 BUDGET  
NEW BUSINESS:

1. GENERAL FUND

- A. BR14-41, Cost Center No. OFD0002\_C – Fire – request to increase IAFF Union Wage Bank allocation to \$72,931. Under Article 39.3 of the recent IAFF contract, the City shall allocate this amount for the purpose of reimbursing on-duty Union negotiation team members for hours spent in negotiations or in activities equivalent to 2,496 hours multiplied by the average hourly rate of sworn personnel below the rank of Assistant Chief. For FY 13-14, the budgeted amount for the IAFF Union Wage Bank was \$60,000. Transfer of existing funding: \$12,931.

- B. BA14-42, BR14-50, Cost Center No. OPI0001\_C and Resolution – Police - request to budget additional revenue based on the annual agreement for the Orange County Schools School Resource Officer (SRO) Program. Through this agreement, revenue amounts are expected to increase from a current FY13-14 budgeted amount of \$544,500 to \$708,125 and reduce the departmental attrition allowance. The agreement was approved by City Council on March 17, 2014. Net increase: \$163,625.
2. COMMUNITY REDEVELOPMENT AGENCY FUND
- A. BA14-30, BR14-37, Program No. 960 and Resolution – CRA – request to budget fund balance for Project DTO. This will allow the CRA to utilize the services of Renaissance Planning Group to create a vision plan and comprehensive re-write of the Downtown Orlando Community Redevelopment Agency Plan. This item was approved by the CRA Advisory Board on January 22, 2014 and approved by CRA on February 10, 2014. Net increase: \$600,000.
3. GRANT FUND
- A. BA14-29, BR14-33, Grant No. OFD0007\_G and Resolution – Fire – request to budget the 2013 State Homeland Security Grant Program (SHSGP) funding, as approved by City Council on November 25, 2013. Net increase: \$56,000.
- B. BA14-31, BR14-38, Grant No. OPD0021\_G and Resolution – Police – request to budget the FDOT DUI Enforcement grant award. The concept paper for application and award of this grant was approved by City Council on February 4, 2013. Net increase: \$100,000.
- C. BA14-33, BR14-40, Grant No. OPD0023\_G and Resolution – Police – request to budget the FY2012 State Homeland Security Program, Florida Division of Emergency Management, OPD Issue 7 grant award as approved by City Council on February 24, 2014. Net increase: \$9,000.
- D. BA14-43, BR14-51, Grant No. OPD0022\_G and Resolution – Police – request to budget the FDOT High Visibility Enforcement Contract for Pedestrian & Bicycle Safety and Letter of Agreement between the City of Orlando Police Department and the University of South Florida, Board of Trustees as approved by City Council on March 17, 2014. Net increase: \$108,060.
- E. BA14-44, BR14-52, Grant No. OPD0024\_G and Resolution – Police – request to budget the Central Florida High Intensity Drug Trafficking Area (HIDTA) grant award. The award letter is scheduled to go before City Council on April 14, 2014. Net increase: \$99,524.
- F. BA14-49, BR14-53, Grant No. TSP0004\_G and Resolution – Economic Development – request to budget the Economic Development Transportation Project Fund (EDTPF) grant award. This item is scheduled to go before City Council on April 14, 2014. Net increase: \$245,000.
4. HOUSING FUNDS
- A. BA14-35, BR14-42, NSP Grant No. HSG0084\_G and HSG0083\_G and Resolution – Housing – request to budget Program Income in NSP Salaries and Benefits (\$30,494) and Contractual Services (\$274,437). Net Increase: \$304,931.
5. CAPITAL IMPROVEMENT FUND
- A. BA14-36, BR14-43, Recreation Surcharge Project REC0004\_P – request to recognize surcharge revenue that was received in REC0004\_P from FY2008-FY2013. This revenue is set aside to replace fitness center equipment. Net Increase: \$29,719.
- B. BA14-45, BR14-46, Parramore BRT Project TSP0021\_P – request to transfer budget for LYMMO Extension projects. This total activity was appropriated in the FY13-14 Capital Improvement Plan and the intention was to have some funding allocated to the Parramore BRT Project. Net Increase: \$500,000.

6. TRANSPORTATION IMPACT FEE – NORTH FUND
  - A. BA14-37, BR14-44, Colonial Overpass Project TSP0036\_P – request to use fund balance to fund professional design services for a bicycle and pedestrian bridge over Colonial Drive that connects to the Orlando Urban Trail. Net Increase: \$200,000.
7. GAS TAX FUND
  - A. BR14-45, Economic Development Transportation Sidewalk Extension Project TSP0037\_P – request to allocate fund contingency to budget the City's match portion to widen existing sidewalks around the new soccer stadium. FDOT is partially funding this project through a grant awarded to the City, scheduled to go before City Council on April 14, 2014. Transfer of Existing Funding: \$100,000.
8. SOLID WASTE FUND
  - A. BA14-39, BR14-47, Compressed Natural Gas Fueling Station Project SWM0005\_P – request to use fund balance for a new compressed natural gas fueling station for the Solid Waste Fleet. Net Increase: \$1,603,926.
9. WASTEWATER GENERAL CONSTRUCTION FUND
  - A. BA14-40, BR14-48, GOAA Hangar Fire Pumps Project CIP0053\_P – request to recognize OUC's contribution negotiated through the Joint Task Order Agreement as part of the fully executed City/OUC Interlocal Agreement dated 01/26/2001. Net Increase: \$1,968,887.
10. TRANSPORTATION IMPACT FEE – SOUTHWEST FUND
  - A. BA14-41, BR14-49, Millenia Elementary Pedestrian Bridge Project TSP0035\_P – request to use fund balance to construct a pedestrian bridge that connects to Shingle Creek Trail. The Developer has agreed to reimburse the City \$263,000 at project completion. The City is required to fund the remaining costs amounting to \$50,048. This item was approved by City Council on October 16, 2008. Net Increase: \$318,048.
11. COMMUNITY VENUES CONSTRUCTION FUNDS
  - A. BA14-46, 14-47, and 14-48, BR14-54, 14-55, and 14-56, Tourist Development Tax Funded and Team Funded Projects for Performing Arts Center, Citrus Bowl and Soccer Stadium – request to appropriate the bond issue and Orlando City Contribution for various projects within the Amended Interlocal Agreement plan. The bond resolution was approved by City Council on February 10, 2014 and the Project Construction Agreement was approved on March 31, 2014. Net Increase: \$49,463,293 – PAC, \$7,000,000 – Citrus Bowl, \$50,000,000 – Soccer Stadium.

**POSITION / STAFFING ACTIONS**

12. GRANT FUND
  - A. Housing and Community Development – request to add a Department Fiscal Manager position and drop a vacant Housing Financial Specialist position. This does not increase the total authorized positions for the Department and the position will be completely grant funded in the future. The incremental cost will also be managed within current cost center grant resources.
  - B. Police – request to add a Police Officer position funded completely by the STOP Violence Against Women Formula Grant Program. Grant requirements indicate the need for an additional position separate from other cost centers. This will increase the total authorized positions for the Department by one (1) and this position will be dropped when the grant period ends.
13. GENERAL FUND
  - A. Families, Parks, & Recreations – request to add a PKZ Academic Coordinator Part-Time Contract position. This will increase the total authorized position count for the department by one (1) position. The department originally requested one (1) Full-Time Academic Coordinator position at the 11/26/13 BRC meeting but changed the request to two (2) part-time positions, one of which has been created. Therefore, FPR is seeking permission to create the other part-time contract position. Any incremental cost will increase departmental attrition allowance.

- B. Police – request to add a Fiscal Coordinator position and drop an Accounting Clerk position. This does not increase the total authorized positions for the Department. Any incremental cost will increase departmental attrition allowance.
  - C. Police – request to add a Police Services Specialist II position and drop a vacant Report Review Information Specialist position. This does not increase the total authorized positions for the Department. Any incremental cost will increase departmental attrition allowance.
  - D. Police – request to add fifteen (15) Police Officer positions and drop one (1) Police Officer – FTO position and one (1) Transitional Police Officer – FTO position. This will increase the total authorized positions for the Department by thirteen (13). Implementation of Workday and its Position Management structure treat Field Training Officers (FTO) in Cost Center OPD0007\_C Police Training the same as permanent Police Officer positions since they retain many of the same benefits. Previously, Field Training Officer positions were considered temporary and did not count toward position totals. These position costs have already been budgeted appropriately for FY13-14.
  - E. Police – request to add an OPD Fleet Coordinator in Cost Center OPP0002\_C North Patrol. There will be an increase of one (1) position related to this request. Any incremental cost will increase departmental attrition allowance.
  - F. Technology Management – request to add an Accounting Specialist I/II position and drop a Computer Operator Senior position. This request will help focus resources on monitoring and maintaining partnerships with Information Technology vendors. Any incremental cost change will decrease departmental attrition allowance.
14. BUILDING CODE
- A. Economic Development – request to add a Fire Safety Examiner position and drop a Plans Examiner (Licensed) position to better align with Permitting's review staffing needs. This does not increase the total authorized positions for the Department and does not have a fiscal impact.
15. STORMWATER FUND
- A. Public Works – request to add a Division Fiscal Manager and drop an Administrative Specialist to align current position with actual nature of fiscal duties being performed. This request will reduce the Stormwater General Fund Position Count by one (1) and increase the Stormwater Fund Position Count by one (1). Any incremental cost will be managed within current fund financial resources.

Before becoming final, all position actions require further review by Human Resources with effective dates, titles and grades dependent upon that review.

Item 6A was discussed.

A motion to approve items 1A to 15A written above was made by Frank Billingsley. Rebecca Sutton seconded the motion, and vote carried to approve items 1A through 15A as written above.

The meeting adjourned at 3:39 p.m.

  
Rebecca W. Sutton, Chief Financial Officer

  
Margaret Y. Roberts, Recording Secretary