

BUDGET REVIEW COMMITTEE MINUTES
HARVARD ROOM – 9th FLOOR

The Budget Review Committee's meeting on October 22, 2014 was called to order by Byron Brooks at 2:32 p.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Rebecca Sutton, Chief Financial Officer
Frank Billingsley, Chief of Staff

OTHERS PRESENT:

Ray Elwell, Deputy Chief Financial Officer
Brian Battles, Budget Division Manager
Tysha Resnick, Budget Analyst IV
Ashley Connolly, Budget Analyst II
Brendan Gibson, Budget Analyst III
Eric Hutcherson, Budget Analyst I
Tom Connery, Division Manager, Capital Improvement, Public Works
Mike Melzer, Project Manager II, Capital Improvement
Paul Deuel, Assistant Division Manager, Wastewater
Kristi Fries, Project Manager II, Capital Improvement
Rob Visser, Fiscal Manager, Public Works Department
Lisa McElwee, Fiscal Manager, Stormwater Division
Tessie Lookhoff, Fiscal Manager, Orlando Fire Department
April Taylor, Fire Planning and Grants Manager, Orlando Fire Department
Maria Neff, Fiscal Manager, Orlando Police Department
Kim Adison-Harris, Fiscal Coordinator, Orlando Police Department
Tisa Mitchell, Fiscal Manager, Economic Development Department
Margaret Roberts, Recording Secretary

FY2014/15 BUDGET

NEW BUSINESS:

1. DESIGNATED REVENUE FUND

- A. BA15-07, Project No. OFR0005_P – Fire - request to budget the City's one-third portion of the annual rent for the Task Force 4 Warehouse and to budget contributions from Orange and Seminole Counties. This agreement was approved by City Council on 8/11/14. The warehouse is used to house Urban Search and Rescue (USAR) and Hazardous Material (HAZMAT) fire equipment. The City's budget comes from a reduction in the OFR0005_C Special Operations Cost Center in the General Fund. Net Increase: \$126,732.

2. EMERGENCY MEDICAL SERVICES AND GENERAL FUNDS
 - A. BA15-06, Cost Center Nos. OFR0001_C, OFR0002_C, OFR0003_C and OFR0006_C – Fire – request to amend the budget associated with a position reorganization to more accurately identify positions solely related to EMS activity. Net Decrease: \$4,797,241 EMS Fund and Net Increase \$1,307,351 General Fund.

3. GRANT FUND
 - A. BA15-01, Grant No. OPD0028_G – Police – request to budget grant revenue from the FY2014 Organized Crime Drug Enforcement Task Force (OCDETF) Agreement, approved by City Council on September 15, 2014, for overtime reimbursement. Net Increase: \$5,000.

4. JUSTICE ASSISTANCE GRANT 2015 FUND
 - A. BA15-02, Grant No. OPD0027_G – Police – request to budget grant revenue from the FY2014 Edward Byrne Memorial Justice Assistance Grant (JAG) - Local Solicitation Award, approved by City Council on September 8, 2014, for the purchase of approximately 36 portable radios. Net Increase: \$194,185.

5. STORMWATER UTILITY FUND
 - A. BA15-09, Cost Center No. STW0001_C – Public Works – request to budget two (2) new Civil Engineer positions to maintain level of service due to increased permit requests. Positions will be funded by Stormwater Utility fund balance. Net Increase: \$177,858.

6. WASTEWATER REVENUE BONDS 2013 CONSTRUCTION FUND
 - A. BR15-01, Project Nos. Various – Public Works – request to realign the Wastewater Bond Construction Fund. Funding is being transferred to Lift Station 3 and Lift Station Telemetry Replacement projects that will soon be in the construction phase. Transfer of Existing Funding: \$6,945,253.

7. WASTEWATER REVENUE FUND
 - A. BR15-02, Project Nos. Various – Public Works – request to reorganize WAS0003_C Industrial Automation Group to align with current Wastewater Division practices. Transfer six (6) positions from WAS0003_C Industrial Automation Group to various Wastewater Cost Centers. Transfer of Existing Funding: \$480,440.
 - B. BR15-03 Cost Center Nos. Various – Public Works - request to add one (1) Civil Engineer II, one (1) Assistant Asset/Billing Manager, one (1) Lift Station Operator "A", one (1) Utility Service Worker I/II, two (2) Electricians I/II and three (3) Environmental Specialists I/II/III to the Wastewater Division. These nine (9) position requests are included in FY14/15 wastewater cost center contingency budget. Transfer of Existing Funding: \$991,809.

8. GENERAL FUND
 - A. BR15-04, Cost Center No. PER0002_C – Economic Development – in order to implement an internal audit staffing recommendation, request to delete one (1) Civil Engineer IV and add one (1) Development Review Technician I/II, and two (2) Construction Inspectors I/II/III. Increased revenue from operations was anticipated in FY14/15 budget formulation process and will be implemented by moving contingency that was set aside for this purpose to salary and benefits budget accounts. Transfer of Existing Funding: \$160,000.

POSITION / STAFFING ACTIONS

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

9. EMERGENCY MEDICAL SERVICES AND GENERAL FUND

- A. Fire – OFR0001_C, OFR0002_C, OFR0003_C and OFR0006_C – request to transfer forty-six (46) Firefighters from the EMS Fund to the General Fund in order to better identify positions solely related to EMS activity. Related budget amendment for this position change is included in Item 2A.

10. FLEET FUND

- A. Office of Business and Financial Services – FLT0006_C – request to add one (1) Accounting Clerk position and delete one (1) Senior Administrative Assistant as the function has changed due to an increased need for assistance in processing vendor related entries. This relates to the position change requested in Item 11A.
- B. Office of Business and Financial Services – FLT0001_C and TMD0002_C – request to add one (1) position and delete one (1) Applications Developer Trainee to support the technology needs of the division, consistent with the City's technology strategy of having functional expertise located within the applicable operating department.

11. FACILITIES MANAGEMENT FUND

- A. Office of Business and Financial Services – FAC0001_C – request to add one (1) Senior Administrative Assistant to support the Division Manager and delete one (1) Accounting Clerk as the duties will now be performed by an Accounting Clerk in Fleet Administration. This relates to the position change requested in Item 10A.

12. GENERAL FUND

- A. Police - OPS0002_C and OPA0003_C – request to add one (1) Neighborhood Watch Ambassador to OPS0002_C and delete one (1) Emergency Communication Specialist in OPA0003_C. This does not increase the total authorized positions for the Department. Any incremental cost will increase departmental attrition allowance.
- B. Economic Development – PER0002_C - request to delete one (1) Civil Engineer IV and add one (1) Development Review Technician I/II and two (2) Construction Inspectors I/II/III. Related budget amendment for this position change is included in Item 8A.
- C. Fire – OFA0001_C and OFS0005_C – request to process a final reconciliation for Workday Position Management to the Adopted Budget Resolution by adding one (1) District Chief to OFA0001_C and deleting one (1) Fire Assistant Chief from OFS0005_C. This action does not impact the total authorized position count for the Department.

13. WASTEWATER REVENUE FUND

- A. Public Works – Various – request to transfer two (2) Instrumentation Technicians III to WAS0009_C, one (1) Instrumentation Technician II and one (1) Instrumentation Technician III to WAS0010_C, and two (2) Instrumentation Technicians III to WAS0011_C from WAS0003_C. Related budget amendment for this position change is included in Item 7A.
- B. Public Works – Various – request to add one (1) Civil Engineer II to WAS0001_C, one (1) Assistant Asset/Billing Manager to WAS0006_C, one (1) Lift Station Operator "A", one (1) Utility Service Worker I/II and two (2) Electricians I/II to WAS0011_C, and three (3) Environmental Specialists I/II/III to WAS0012_C. Related budget amendment for this position change is included in Item 7B.

14. STORMWATER UTILITY FUND

- A. Public Works – STW0001_C – request to add two (2) Civil Engineers I/II/III/IV to maintain level of service due to increased permit requests. Related budget amendment for this position change is included in Item 5A B.

In Item 14A, reference to item "5B" was changed to "5A".

A motion to approve items 1A to 14A as amended was made by Rebecca Sutton. Frank Billingsley seconded the motion, and vote carried to approve items 1A through 14A as amended.

The meeting adjourned at 2:35 p.m.



Rebecca W. Sutton, Chief Financial Officer



Margaret Y. Roberts, Recording Secretary