

BUDGET REVIEW COMMITTEE MINUTES  
SUSTAINABILITY ROOM – 2nd FLOOR

The Budget Review Committee's meeting on May 12, 2015 was called to order by Byron Brooks at 3:32 p.m.

**MEMBERS PRESENT:**

Byron Brooks, Chief Administrative Officer  
Frank Billingsley, Chief of Staff  
Wes Powell, Assistant City Attorney

**OTHERS PRESENT:**

Brian Battles, Deputy CFO  
Martin Carmody, Budget Division Manager  
Tysha Resnick, Budget Analyst IV  
Ashley Connolly, Budget Analyst III  
Eric Hutcherson, Budget Analyst III  
Jason Wojkiewicz, Budget Analyst I  
Rob Visser, Public Works Fiscal Manager  
Clyde Boutte, Orlando Venues Business Division Manager  
Thomas Connery, CIP Division Manager  
Robert Rutter, CIP Project Manager II  
Hector Sanchez, CIP Project Manager II  
Victor Godlewski, Wastewater Division Manager  
Walter Hawkins, CRA/DDB Director of Urban Development  
Tisa Mitchell, Economic Development Fiscal Manager  
Jeff Weiner, Orlando Sentinel  
Lawanna Gelzer, Citizen  
Maria Cioce, Recording Secretary

**PUBLIC COMMENT:**

There were no public comments.

**FY2014/15 BUDGET**

**NEW BUSINESS:**

**1. GENERAL FUND**

- A. BR15-12, Cost Center Nos. FIN0001\_C and OMB0001\_C – Office of Business and Financial Services – Request to transfer the budget associated with the Budget Analyst position currently in the Chief Financial Officer Cost Center to the Office of Management and Budget Cost Center. This position was created at the 01/13/15 BRC by deleting a position in the Chief Financial Officer's area but oversight should rest with OMB. This item is related to Item 8A. Transfer of Existing Budget: \$58,013.
- B. BA15-57, Cost Center Nos. STW0001\_C and ENG0001\_C – Public Works – Request to transfer the budget associated with two Civil Engineer IV positions currently in Stormwater Utility Administration to Engineering Administration. These two positions no longer inspect permits directly for Stormwater and are solely under Engineering's supervision. This item is related to Item 8D. Net Increase to General Fund: \$85,931 and Transfer of Existing Budget in Stormwater Fund: \$85,931.
- C. BA15-55, Project No. REM0002\_P – Office of Business and Financial Services – Request to budget additional revenue derived from the sale of two properties to Lift Orlando and to budget corresponding expenses. Net Increase: \$2,831,911.

- D. BR15-15, Cost Center Nos. TMD0003\_C, TMD0004\_C, and TMD0001\_C – Office of Business and Financial Services – Request to transfer the budget associated with two (2) Microcomputer Engineer positions and one (1) Systems/Network Engineer to the Chief Information Officer Cost Center in conjunction with their reclassification to IT Architect. This item is related to Item 8E. Transfer of Existing Budget: \$280,122.
2. LEU GARDENS FUND
- A. BA15-54, Cost Center Nos. LEU0001\_C and LEU0003\_G – Orlando Venues – Request to reallocate matching funds to the Leu Gardens Cost Center to adjust for the in-kind portion of the grant match requirement. Net Increase to Leu Gardens Fund: \$7,769 and Net Decrease to Designated Revenue Fund: \$7,769.
3. CAPITAL IMPROVEMENT FUND
- A. BA15-58, Project No. PAC0036\_P – Orlando Venues (Construction Performing Arts Center) – Request to budget the Dr. Phillips Performing Arts Center (DPAC) repair and replacement contribution for DPAC fiscal year ending 06/30/15 (City FY14/15) and DPAC fiscal year ending 06/30/16 (City FY14/15). This contribution was approved as part of the original Interlocal Agreement approved by City Council on 07/23/07 and was contingent on building occupancy timeframes being met. The City's contract requires deposit of the full amount of \$1.5M annually (adjusted annually by 3%) to a trustee on the first day of DPAC's fiscal year. Net Increase to Project Budget: \$2,670,000.
4. PUBLIC SAFETY CONSTRUCTION FUND
- A. BA15-60, Project Nos. OFR0006\_P & OFR0003\_P – Fire Department – Request to reallocate remaining unspent 2007 Public Safety Initiative Bond proceeds toward the completion of the Temporary and the Permanent Fire Station No. 2. Net Increase: \$791,572.
5. WASTEWATER REVENUE BONDS 2013 CONSTRUCTION FUND
- A. BR15-13, CIP0078\_P – Public Works – Request to reallocate unspent project funds to replace aging equipment at the Wetlands Pump Station that will substantially increase the wet weather flow capacity and water treatment process. Transfer of Existing Budget: \$3,205,000.
6. WASTEWATER GENERAL CONSTRUCTION FUND
- A. BR15-14, Project Nos. CIP0102\_P and CIP0168\_P – Public Works – Request to reallocate unspent budget from Yucatan Drive Sewers project, which is now complete, to purchase equipment for Conserv II Anaerobic Digester. Transfer of Existing Budget: \$1,100,000.
- B. BA15-59, Project No. CIP0116\_P – Public Works – Request to allocate fund balance, reallocate unspent budget from completed Wastewater projects, and to recognize OUC contribution to fund Marks Street Sewers. Net Increase: \$1,980,500. Transfer of Existing Budget: \$2,900,000.
7. WASTEWATER RENEWAL AND REPLACEMENT FUND
- A. BA15-56, Project No. CIP0167\_P – Public Works – Request to allocate fund balance for modifications to the rapid infiltration basin at Conserv I necessary to remove lateral flow percolation ponds for the future construction of light rail and related support facilities. Net Increase: \$732,796.

## 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.

### 8. GENERAL FUND

- A. Office of Business and Financial Services – FIN0001\_C and OMB0001\_C – Request to transfer one (1) Budget Analyst currently under Chief Financial Officer to the Office of Management and Budget. This item relates to Item 1A.
- B. Families, Parks, & Recreation – Various Cost Centers – Request to transfer six (6) positions related to a Recreation division reorganization that will better serve the needs of the Department.
- C. Office of Business and Financial Services – ACL0001\_C – Request to add one (1) Accountant to Financial Reporting. This position was funded and approved in the FY14/15 adopted budget and this action corrects authorized headcount in the system to correspond to the funded and approved budget. This action does not increase the FY14/15 General Fund budget.
- D. Public Works – STW0001\_C and ENG0001\_C – Request to transfer two (2) Civil Engineer IV positions to Engineering Administration. While these two positions support the Stormwater function, they no longer report to the Stormwater Division and should be located under Engineering Administration. This action will increase the FY14/15 General Fund budget but will continue to be fully funded by the Stormwater Utility Fund. This item relates to Item 1B.
- E. Office of Business and Financial Services – TMD0003\_C, TMD0004\_C, and TMD0001\_C – Request to reclassify two (2) Microcomputer Engineer positions and one (1) Systems/Network Engineer position to IT Architect, and then transfer the positions from their respective cost centers to the Chief Information Officer Cost Center, in accordance with the new role. This item relates to Item 1D.
- F. Office of Business and Financial Services – OMB0001\_C and FIN0001\_C – Request to reclassify one (1) Budget Manager to provide additional Workday reporting and management support. This position will focus on HR, Payroll and Financial report development as well as work with City departments on designing and producing management dashboards. The savings from this reclassification will go towards the Department's attrition targets.

### 9. ORLANDO VENUES FUND

- A. Orlando Venues – VEN0001\_C – Request to add one (1) Venues Booking and Revenue Development Division Manager Position. This new position will be responsible for carrying out a strategy to develop new business across all Venues by researching the existing market and emerging trends. The additional costs will be managed from current budgeted position vacancies within the Department and Enterprise Fund.

### 10. COMMUNITY REDEVELOPMENT AGENCY OPERATING FUND

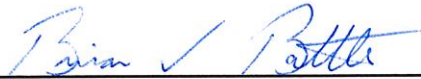
- A. Economic Development – CRA0006\_C – Request to add one (1) Assistant Supervisor position for the Downtown Maintenance Office. This position will help maintain levels of service with the recent increase in new construction, projects, and added streetscape. The additional costs will be absorbed into the CRA current operating budget and will be planned and budgeted in the operations budget from the Cost Center in the future.

11. FACILITIES MANAGEMENT FUND

- A. Office of Business and Financial Services – FAC0001\_C – Request to reclassify one (1) Energy Project Manager to align with expanded management and project responsibilities. This position will now manage and direct staff during the implementation of the already approved \$17.5 Million Energy Efficiently Bond Program throughout 55 City facilities including City Hall. The additional cost of this action will be covered by the bond funds through reimbursement of administrative expenses.

A motion to approve items 1A through 11A as written above was made by Frank Billingsley. Wes Powell seconded the motion and vote carried to approve items 1A through 11A.

The meeting was adjourned at 3:34 p.m.



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Brian Battles, Deputy CFO



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Maria Cioce, Recording Secretary