

**BUDGET REVIEW COMMITTEE MINUTES
SUSTAINABILITY ROOM – 2nd FLOOR**

The Budget Review Committee's meeting on June 16, 2015 was called to order by Byron Brooks at 3:30 p.m.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Martin Carmody, Budget Division Manager
Tysha Resnick, Budget Analyst IV
Brendan Gibson, Budget Analyst IV
Ashley Connolly, Budget Analyst III
Eric Hutcherson, Budget Analyst III
Jason Wojkiewicz, Budget Analyst I
Tisa Mitchell, Economic Development Fiscal Manager
John Rhoades, Transportation Planning Project Manager I
Lusbeth Perez Pena, Transportation Planning Fiscal Coordinator
Tara Culver, Housing & Community Development Fiscal Manager
Renee Jackson, Families, Parks and Recreation Fiscal Manager
Kristine Tate, Orlando Police Department Accounting Section Supervisor
Angelina Fernandez, Orlando Police Department Fiscal Coordinator
James Hunt, Public Works, Deputy Public Works Director - City Engineering
Robert Visser, Public Works Fiscal Manager
Victor Godlewski, Wastewater Division Manager
Thomas Connery, Capital Improvement Projects Division Manager
Lisa Henry, Streets and Stormwater Division Manager
Maria Cioco, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

FY2014/15 BUDGET

NEW BUSINESS:

1. GENERAL FUND

- A. BA15-68, Cost Center Nos. TRE0003_C, TRE0006_C, and various Cost Centers – Public Works – Request to budget revenue received from Florida Department of Transportation (FDOT) for traffic signal maintenance and to add four (4) new positions to accommodate increased maintenance responsibilities. This item is related to Item 10B. Net Increase: \$265,749.
- B. BA15-69, Cost Center Nos. PND0001_C and PER0002_C – Economic Development – Request to increase revenue budget and to add six (6) contract positions in order for City Planning and Permitting Offices to maintain an efficient permit process. This item is related to Item 10C. Net Increase: \$1,034,532.

2. BUILDING CODE ENFORCEMENT FUND

- A. BA15-69, Cost Center No. PER0006_C – Economic Development – Request to increase revenue budget and to add two (2) contract positions due to increase in building permit activity. This item is related to Item 11A. Net Increase: \$111,368.

3. HOUSING AND URBAN DEVELOPMENT (HUD) FUND
 - A. BA15-65, Grant Nos. HSG0076_G, HSG0079_G and HSG0080_G – Housing – Request to budget revenue received from the resale of 6441 Greylynn Street and sale of 608 W. Washington Street in the Neighborhood Stabilization Program. Net Increase: \$69,047.
 - B. BR15-16, Grant Nos. Various – Housing – Request to adjust HUD award budgets carried forward from Fiscal Year 2013/14. Transfer of Existing Budget: \$884,755.
4. STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM (SHIP) FUND
 - A. BA15-66, Grant Nos. HSG0092_G and HSG0093_G – Housing – Request to consolidate Administration and Housing Strategies budgets associated with Fiscal Year 2013/14 State Housing Initiative Partnership (SHIP). These budgets were initially separated to reflect the award allocation and the additional revenue received through Program Income. The need for this separation is no longer needed. Transfer of Existing Budget: \$520,367.
5. GRANTS FUND
 - A. BA15-62, Grant No. FPR0010_G – Families, Parks, & Recreation – Request to budget the National Recreation and Parks Association (NRPA)/Disney Parks Build Community 2015 grant. The City entered into an MOU with NRPA at the April 6, 2015 Council meeting. Net Increase: \$20,000.
 - B. BA15-63, Grant Nos. FPR0011_G and FPR0012_G; Cost Centers FPR0001_C and FPR0006_C – Families, Parks, & Recreation - Request to budget the Corporation for National and Community Service (CNCS) Operation AmeriCorps Grant and the subsequent Fiscal Year 2014/15 match. This grant will provide a total of sixty-five (65) AmeriCorps workers to the City of Orlando's Families, Parks and Recreation Department with a Full Time (Contract) Program Manager and a Full Time (Contract) Academic Coordinator. The grant was approved at the May 18, 2015 Council meeting. This item is related to 10D. Transfer of Existing Budget in General Fund: \$26,000 and Net Increase to Grants Fund: \$918,301.
6. DESIGNATED REVENUE FUND
 - A. BA15-67, Project No. OPD0001_P – Police – Request to budget Fund Balance Allocation to account for several years of earned Police Lost and Found Revenue in the Police Memorial project. Net Increase: \$50,371.
7. WASTEWATER GENERAL CONSTRUCTION FUND
 - A. BA15-70, Cost Center No. WAS0002_C and Project No. CIP0168_P – Public Works – Request to allocate fund balance in the Wastewater Revenue Fund and transfer it to the Wastewater General Construction Fund to install recently purchased equipment for the Conserv II Anaerobic Digester project. Net increase in Project Expenses: \$1,642,224.
8. CAPITAL IMPROVEMENTS FUND
 - A. BA15-71, Project Nos. TSP0016_P and TSP0021_P – Economic Development – Request to transfer a portion of budget appropriated in the LYMMO Extension project to the Parramore BRT project. Net Increase to Capital Improvements Fund: \$500,000 and Net Decrease to Transportation Impact Fee – North Fund: \$500,000.
9. TRANSPORTATION IMPACT FEE – NORTH FUND
 - A. BA15-72, Cost Center No. TSP0002_C and Project No. TRE0026_P – Public Works – Request to allocate fund balance to design and construct a new traffic signal at the intersection of Alden Road and Virginia Drive for The Yard Development. Net Increase in Project Expenses: \$450,000.

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.

10. GENERAL FUND

- A. Office of Business and Financial Services – PEN0009_C – Request to reclassify one (1) Accounting Specialist position to Retirement Plans Specialist or similar. This would be a new position title pending HR review and was requested due to the evolution of this role beyond the scope of an Accounting Specialist. Additional cost will be managed from vacancy savings within the department.
- B. Public Works – TRE0003_C and TRE0006_C – Request to add two (2) Computer Operator I positions and two (2) Traffic Electronic Tech I positions due to additional traffic signal maintenance responsibilities Citywide. This item is related to Item 1A.
- C. Economic Development – PND0001_C and PER0002_C – Request to add two (2) Planner I/II/III positions, one (1) Planning Technician position, two (2) Construction Inspector I/II/III positions and one (1) Development Review Technician I/II position needed to support the land development process for City Planning and Permitting. All requests are contract positions and additional costs will be covered by anticipated revenue. This item is related to Item 1B.
- D. Families, Parks, & Recreation – FPR0006_C – Request to add one (1) Recreation Program Coordinator – Contract position, and one (1) Recreation Academic Coordinator – Contract position in order to administer the new Operation AmeriCorps Grant. This item is related to Item 5B.

11. BUILDING CODE ENFORCEMENT FUND

- A. Economic Development – PER0006_C – Request to add two (2) Construction Inspector I/II/III – Contract positions to support the increase in permit inspections and issuances. Additional costs will be covered by anticipated revenue. This item is related to Item 2A.

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 3:31 p.m.



Martin Carmody, Budget Division Manager



Maria Cioce, Recording Secretary