

BUDGET REVIEW COMMITTEE
SUSTAINABILITY ROOM – 2nd FLOOR

The Budget Review Committee meeting on August 11, 2015 was called to order by Byron Brooks at 3:36 p.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Rebecca Sutton, Chief Financial 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
Brendan Gibson, Financial Systems Administrator
James Varnado, Treasury Manager
Victor Godlewski, Wastewater Division Manager
Maria Neff Caulder, Orlando Police Department Fiscal Manager
John Rogers, Public Works Project Manager
Kristi Fries, Public Works, CIP
Tisa Mitchell, Economic Development Fiscal Manager
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

FY2014/15 BUDGET

NEW BUSINESS:

1. **CAPITAL IMPROVEMENTS FUND**

A. BA15-89, Project No. REM0002_P - Request to budget the return of funds that the City previously put on deposit for the acquisition of the Northbrook property for the Soccer Stadium. Net Increase in Project Revenue & Expenses: \$2,950,000.

2. **WASTEWATER RENEWAL AND REPLACEMENT FUND**

A. BA15-88, Cost Center No. WAS0015_C and Project No. CIP0169_P – Public Works – Request to allocate fund balance to replace effluent analyzers and to consolidate monitoring equipment at Conserv II Water Reclamation Facility. The aging analyzers must be replaced to continue to meet water reuse standards. Net Increase in Project Expenses: \$415,000.

3. GRANTS FUND

- A. BA15-80, Cost Center No. LEU0001_C, Grant No. LEU0004_G & LEU0005_G and Resolution – Orlando Venues – Request to budget the 2015-2016 Florida Division of Cultural Affairs General Program Support Grant and the subsequent City match. The Grant Award was approved by City Council on 08/10/15. The grant funds will be used to support and enhance the current educational programming and special events at the Gardens. Net Increase to Grants Fund: \$70,746. Transfer of Existing Funding from Leu Gardens Fund to Designated Revenue Fund: \$70,746.
- B. BA15-81, Grant No. FPR0014_G and Resolution – Families, Parks, & Recreation - Request to budget the NRPA Grant for Community Gardens. The grant will assist in the expansion of community gardens throughout the City and implementation of the council adopted Green Works Orlando Community Action Plan to eliminate food deserts and increase the percentage of our food grown locally. The grant award was approved by City Council 8/10/15. Net Increase to Grants Fund: \$8,000.
- C. BA15-82, Grant No. OPD0038_G – Police – Request to budget Organized Crime Drug Enforcement Task Force (OCDETF) FC/FLM-1021 Agreement approved by City Council on 8/10/15, for overtime reimbursement. Net Increase to Grants Fund: \$6,000.
- D. BA15-83, Grant No. OPD0024_G – Police – Request to budget modification #3 of High Intensity Drug Trafficking Areas 2014 Program Award approved by City Council on 6/15/15. Net Decrease to Grants Fund: \$1,209.
- E. BA15-85, Grant No. OPD0034_G – Police – Request to budget Target Community Engagement Funds Grant Award approved by City Council on 7/27/15, to be used for National Night Out events. Net Increase to Grants Fund: \$4,480.

4. JUSTICE ASSISTANCE GRANT 2016 FUND

- A. BA15-84, Grant No. OPD0039_G – Police – Request to budget 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation Award approved by City Council on 8/10/15, for the purchase of radios and related equipment. Net Increase: \$169,717.

5. HOUSING AND URBAN DEVELOPMENT (HUD) FUND

- A. BR15-18, Grant Nos. HSG0098_G and HSG0112_G – Housing - Request to transfer unexpended FY2014/15 program budget to the Housing and Neighborhood Development Services of Central Florida, Inc. (HANDS) to be used to provide pre-purchase and foreclosure prevention services to 15 - 20 eligible homebuyers within the City of Orlando. Transfer of Existing Budget: \$15,000.

6. STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) FUNDS

- A. BA15-86, Grant Nos. HSG0102_G and HSG0106_G – Housing – Request to budget additional FY 2014/15 SHIP allocation received on 7/01/15 with ten percent allocated toward administrative costs and the remainder to housing strategies. Net Increase: \$72,982.
- B. BA15-87, Cost Center HSG0005_C and Grant Nos. HSG0092_G and HSG0102_G – Housing - Request to budget SHIP interest previously earned, but not recognized. A portion of this funding will be allocated to administrative costs, with the remainder used to carry out the strategies listed in the City of Orlando's most recent Local Housing Assistance Plan. Net Increase: \$42,467.

7. GAS TAX FUND

- A. BR15-19, Project Nos. TRE0027_P, TRE0007_P and TRE0023_P – Public Works – Request to budget the Locally Funded Agreement with Florida Department of Transportation (FDOT) approved by City Council on 7/13/15, for additional pedestrian and signalization enhancements beyond the scope of FDOT's resurfacing improvements along Colonial Drive. Transfer of Existing Budget: \$230,708.

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. Police – OPA0003_C – Request to drop one (1) Emergency Communications Specialist (S19) and add one (1) Staff Assistant (S20) to maintain division efficiency and to continue to ensure Certification guidelines are met for Communications personnel. No additional Personnel costs will be incurred from this change.

9. BUILDING CODE ENFORCEMENT FUND

- A. Economic Development – PER0003_C – Request to drop one (1) Accounting Specialist I (S19) and add one (1) EDIS System Administrator in order to help manage the implementation of the Economic Development Information System. Additional Personnel costs will be covered by existing budget.

10. WASTEWATER REVENUE FUND

- A. Public Works – WAS0003_C and WAS0013_C – Request to drop one (1) O&M Manual Writer and Trainer (S14) from WAS0003_C Industrial Automation Group and add one (1) O&M Manual Writer and Trainer (S14) to WAS0013_C Compliance and Public Awareness. This position is responsible for educating the public on proper disposal of items that affect the wastewater treatment process and is a better fit under the Compliance and Public Awareness cost center. No additional Personnel costs will be incurred from this change.
- B. Public Works – WAS0009_C – Request to drop one (1) Maintenance Worker (L01) and add one (1) Mechanic I/II/III/IV (L02 – L05). Additional Personnel costs will be covered by existing budget.

11. STORMWATER UTILITY FUND

- A. Public Works – STW0003_C – Request to drop one (1) Utility Service Worker II (L03) and add one (1) Mechanic II – Automotive (L03). No additional Personnel costs will be incurred from this change.

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

The meeting was adjourned at 3:37 p.m.



Rebecca Sutton, Chief Financial Officer



Maria Cioce, Recording Secretary