

BUDGET REVIEW COMMITTEE  
SUSTAINABILITY ROOM, 2<sup>nd</sup> FLOOR

The Budget Review Committee meeting on January 12, 2016 was called to order by Rebecca Sutton at 3:30 p.m.

**MEMBERS PRESENT:**

Rebecca Sutton, Chief Financial Officer  
Frank Billingsley, Chief of Staff  
Jody Litchford, City Attorney

**OTHERS PRESENT:**

Brian Battles, Deputy CFO  
Chris McCullion, Deputy CFO  
Martin Carmody, Budget Division Manager  
Rashad Jackson, Budget Analyst II  
Jason Wojkiewicz, Budget Analyst I  
Richard Vanderoef, Budget Analyst I  
Renee Jackson, Families, Parks and Recreation Fiscal Manager  
David Dunn, Fleet and Facilities Management Division Manager  
Kristine Tate, Orlando Police Department Accounting Section Supervisor  
Pamela Corbin, Parking Administration/Planning Manager  
Lisa Henry, Streets and Stormwater Division Manager  
Lisa McElwee, Street and Stormwater Fiscal Manager  
Victor Godlewski, Wastewater Division Manager  
Rosa Akhtarkhavari, Technology Management Chief Information Officer  
Roberto Lopez, Technology Management Computer Operations Manager  
Maria Cioce, Recording Secretary

**PUBLIC COMMENT:**

There were no public comments.

**FY2015/16 BUDGET**

**NEW BUSINESS:**

1. **GENERAL FUND (0001 F)**
  - A. BR16-8 – Crime Prevention (OPS0002\_C) - Request to transfer one (1) Police Officer position from Police Special Operations (OPS0003\_C) to Crime Prevention (OPS0002\_C). Alignment of the cost center will correspond with the current organization chart within the Department. No net increase in total departmental budget authority.
  
2. **DESIGNATED REVENUE FUND (0005 F)**
  - A. BA16-22 – Orange County Cultural Facilities FY15/16 Grant Match (PKS0006\_G) - FPR – Request to transfer \$30,000 from the District 3 Capital Project (OCC0003\_P) to Loch Haven Park Improvement grant match. Net increase to budget: \$30,000.
  
3. **EMERGENCY PHONE SYSTEM FUND (0008 F)**
  - A. BA16-23 - 911 Call Center Furniture Systems (OPA0001\_P) – Request to allocate Emergency Phone System Fund balance to pay for a replacement raised floor. The

flooring installation will occur at the same time the 911 furniture system is replaced.  
Net increase to budget: \$72,533.

4. CRA OPERATING FUND (1250 F)
  - A. BA16-25 – Various Projects - Request to realign project budget priorities with Project DTO initiatives and current spending plan. Net increase to budget: \$4,430,000.
5. PARKING FUND (4132 F)
  - A. BR16-7 - Central Garage Repairs (PKG0010\_P) - Request to transfer existing budget authority to the Central Avenue Garage lighting replacement / elevator upgrade project. The existing budget for this project is \$175,000 but the lowest bid received was \$193,160. An amount of \$10,317 is being transferred from the remaining balance of an old Central Av Garage project (PKG0004\_P). The remainder of the transfer, \$30,459, will come from the Parking Funds Contingency to cover the increased cost and provide a future contingency. No net increase in total budget authority.
6. WASTEWATER GENERAL CONSTRUCTION FUND (4106 F)
  - A. BR16-9 - Central Boulevard Sanitary Sewer Improvements (CIP0166\_P) – Request to transfer \$3,200,000 of existing budget authority from Downtown Sanitary Sewer Project (CIP0070\_P) to Central Avenue Sanitary Sewer Project (CIP0166\_P). The project funding to date covered pre-construction activities. This additional funding will cover the construction. No net increase in total budget authority.
7. WASTEWATER STATE REVOLVING LOAN FUND (4102 F)
  - A. BA16-19 – Lift Station 5 State Revolving Loan Fund (SRF) (CIP0184\_P) - Request to budget State Revolving Loan, which was approved at November 16, 2015 City Council. Funds will go toward replacing Lift Station 5. Net increase to budget: \$7,505,000.
8. SOLID WASTE FUND (4150 F)
  - A. BA16-24 – Solid Waste Administration (SWM0001\_C) – Request to allocate fund balance for two (2) new contract positions for the weekly recycling pilot program starting in February. Net increase to budget: \$138,039.

#### 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. GENERAL FUND
  - A. Crime Prevention (OPS0002\_C) – Request the transfer of one (1) Police Officer position from Police Special Operations (OPS0003\_C) to Crime Prevention (OPS0002\_C). This item relates to 1A above.
  - B. Material and Equipment Management (STW0007\_C) - Request to reclassify Grounds Maintenance Contract Coordinator to a Street Right of Way Supervisor. Cost will be absorbed within the existing budget.
  - C. Material and Equipment Management (STW0007\_C) - Request to drop one (1) Equipment Operator - Multi and add one (1) Instrumentation Tech II. Cost will be absorbed within the existing budget.
  - D. Streets Administration (STW0006\_C) - Request to reclassify Staff Assistant to Accounting Specialist I. Cost will be absorbed within the existing budget.

- E. Accounting Operations (ACL0002\_C) - Request to reclassify three (3) Accounting Section Manager positions in Payroll, Accounts Payable, and Revenue Collection. These positions are responsible for the City's critical accounting functions which include weekly, biweekly, and monthly payroll payments to over 4,000 employees and pensioners; weekly payments to over 2,000 City vendors; and daily processing of cash, check, and credit card payments from City customers, taxpayers, and other governments. Additionally, the City's cloud-based ERP system, Workday, is updated biannually resulting in an increased workload for these positions. Additional costs will be managed within existing Divisional cost center budgets.
- F. Office of the Mayor (EXO0001\_C) - Request to add one (1) Press Secretary position and drop one (1) Public Information Officer. As the City has grown, so have the communication vehicles with which our residents and business receive information. This staff change is needed to manage those complex proactive communications and media initiatives. Additional cost has already been budgeted within the previously approved Executive Offices budget.
- G. Government Affairs (EXO0003\_C) - Request to reclassify the Director of Innovation to a Digital Communications Manager that will build, execute and manage a strategic plan for the various emerging and digital media platforms. This position is being refocused to support the growing number of emerging and digital communications platforms the City is utilizing to inform, engage and interact with constituents.
- H. Human Relations (OCA0002\_C) Request to add one (1) Human Relations Supervisor as part of the City's compliance with EEOC and HUD federal Workshare Agreements for all casework and investigations to be approved by the supervisor for accuracy and compliance with federal laws before cases are officially closed and the city receives payments. This position would hold certification specializing in human relations.
- I. City Clerk (CLK0001\_C) - Request to add one (1) Deputy City Clerk to help manage the increase and complexity in records requests while ensuring records are responded to in a timely manner. This position will also oversee office financial matters.
- J. Asset Management (PUR0002\_C) - Request to reclassify one (1) Storekeeper Senior position and one (1) Property Coordinator position to two (2) Asset Coordinator positions in order to have the same title and grade. This will align positions within our Asset Management area as currently the staff shares similar duties. Additional costs will be managed within existing Divisional cost center budgets.
- K. Various Technology Management Cost Centers - These requests are to align the Information Technology team with the technology related initiatives supporting the City's strategy of building a financially responsible standardized, secure and sustainable operation that meets today's business needs as well as alignment for future direction. It includes Cost Center changes; Supervisory Organization changes; reclassifications; title and job description changes; additional positions; and the deletion of positions.
  - i. Request to add one (1) Configuration Coordinator I-III and drop one (1) Application Developer II P/T. This role will manage all IT related fixed and critical assets to support security, compliance and IT operation.
  - ii. Request to add one (1) System and Network Administrator and drop one (1) HRIS Application Administrator.
  - iii. Request to add one (1) Quality Assurance Analyst and drop one (1) Technology Business Analyst. The new role will ensure all outcome is compliant with the City Policies & Procedures, adhere to the established standards and ensure proper testing occurs before changes are done in the production environment.
  - iv. Request to add one (1) Innovation Official and drop (1) System and Network

Engineer.

- v. Request to add one (1) Deputy Chief Information Officer to increase focus on operational management within a complex technological environment while helping other officers with strategic direction and assisting in the implementation of the City's modernization agenda.
- vi. Request to add one (1) Client Services Support Manager. The new role will manage the day to day interaction with City departments by helping them better understand and deliver technology solutions to address their business needs.
- vii. Request to add one (1) Desktop Support Manager. The new role will manage and direct supervision of the Help Desk and computer desktop support staff.
- viii. Request to add two (2) IT Project Managers to support major IT initiatives such as Economic Development Information System (EDIS), Open Government Portal, Police Records and Police / Fire Computer Aided Dispatch (CAD).
- ix. Request to add one (1) Information Security Officer to review the City's security by design approach so that security and compliance is reviewed at all stages of projects which increases our interactive cyber monitoring.
- x. Request to add one (1) Configuration Coordinator. This role will be responsible for gathering service data, administering service reporting tools and administering service catalogs.
- xi. Request to add one (1) Computer Support Specialist. This role will increase the current Help Desk staffing to four (4) FTE and allow for faster response time, twenty-four hour response for critical services and deployment of corrective measures.
- xii. Request to reclassify one (1) Information Security and Compliance Manager to align with other senior IT management and reporting relationships.
- xiii. Request to reclassify one (1) Application Developer II to an Information Security Officer which will align the position with current job duties, access levels and help address area needs.
- xiv. Request to reclassify one (1) Senior Administrative Assistant to an Executive Assistant to align with citywide administrative support grades and functions.

10. STORMWATER UTILITY FUND (4160 F)

- A. Stormwater Management (STW0003\_C) - Request to reclassify the Field Supervisor position to Stormwater Management Supervisor. The cost will be absorbed within the existing budget.

11. SOLID WASTE FUND (4150 F)

- A. Solid Waste Administration (SWM0001\_C) – Request to add two (2) new contract positions for the weekly recycling pilot program. This item relates to 8A above.

12. FLEET AND FACILITIES FUNDS (5001 F and 5005 F)

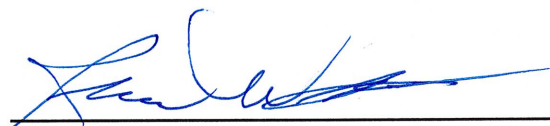
- A. Various Facilities and Fleet Management Cost Centers - This effort will realign the Fleet & Facilities Management Division through standardization and adjustments to Job Descriptions, Titles, Grades and Reporting Structure with similar positions throughout the City. This also includes additional positions to better support the increased departmental and project workload resulting in more efficient support of the Division's

City client base. Any changes in cost will be managed within existing Divisional financial and budgetary resources.

- i. Request to reclassify the Fleet and Facilities Assistant Division Manager to the same level as other City Assistant Division Managers. This position will also have additional direct reports and increased management responsibility.
- ii. Request to reclassify the Budget Analyst IV position to Division Fiscal Manager. The duties being performed by the Budget Analyst at Fleet and Facilities are more aligned with fiscal management than analysis, and this position does not report through the Office of Management and Budget. There will be no change in grade or direct reports.
- iii. Request to add one (1) Project Coordinator position in Facilities Engineering to provide oversight and contract management for the additional work orders being generated by the renewed emphasis on infrastructure and facility maintenance citywide.
- iv. Request to reclassify the Mechanic Supervisor-Automotive position to Collision and Warranty Manager and align with current job responsibilities of working with automakers on warranty programs. The success and collection rate of this warranty program has created the need for this position to focus solely on management of revenues and not on supervising automotive work.
- v. Request to add two (2) Parts Specialist II positions to Fleet Parts in order for each shift to have a staff member dedicated to parts kitting and distribution around the shop floor. This will enhance utilization and timeliness of mechanic personnel performing preventative and demand maintenance and repair of City vehicle assets.

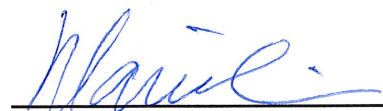
A motion to approve items 1A through 12A as written above was made by Frank Billingsley. Jody Litchford seconded the motion and vote carried to approve items 1A through 12A.

The meeting was adjourned at 3:31p.m.



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Rebecca W. Sutton, Chief Financial Officer



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Maria Cioce, Recording Secretary