

BUDGET REVIEW COMMITTEE
SUSTAINABILITY ROOM, 2nd FLOOR

The Budget Review Committee meeting on February 9, 2016 was called to order by Byron Brooks at 3:30 p.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Frank Billingsley, Chief of Staff
Rebecca Sutton, Chief Financial Officer
Wes Powell, City Attorney

OTHERS PRESENT:

Brian Battles, Deputy CFO
Chris McCullion, Deputy CFO
Martin Carmody, Budget Division Manager
Amy Kessel, Budget Analyst III
Rashad Jackson, Budget Analyst II
Jason Wojkiewicz, Budget Analyst I
Richard Vanderoef, Budget Analyst I
Tisa Mitchell, Economic Development Fiscal Manager
Jose Taitt, Permitting Services Fiscal Manager
Maria Neff Caulder, Orlando Police Department Fiscal Manager
Renee Jackson, Families, Parks and Recreation Fiscal Manager
Lisa Henry, Streets and Stormwater Division Manager
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

FY2015/16 BUDGET

NEW BUSINESS:

1. GENERAL FUND (0001 F)
 - A. BA16-28 – Real Estate Acquisition (REM0002_P) – Request to recognize revenue received in the sale of Lake Dot Circle property to the Salvation Army. Net Increase to budget: \$165,000.
 - B. BA16-21 – Fire Communications (OFS0005_C) - Request to add one (1) Communication Quality Assurance position and drop one (1) EMS Quality Assurance Coordinator. The new position will be located in the Department Communications function and be responsible for more department-wide issues. The EMS Fund, which funded the EMS Quality Assurance Coordinator, will instead transfer the funding to the General Fund. Net increase to the General Fund: \$77,099. This item relates to 5C below.
 - C. BA16-33 – Engineering Services Administration (ENG0001_C) – Request to add one (1) Civil Engineer I/II/III/IV – Contract. The new position will help respond to an increase in site reviews due to the upturn in development activity. The General Fund will be reimbursed by the Stormwater Utility Fund. Net increase to the budget: \$46,197. This item relates to 5F below.

2. TRANSPORTATION IMPACT FEE-SE FUND (1071 F)
 - A. BA16-26 – TIF SE Collection Area (TSP0003_C) – Request to recognize any unbudgeted fund balance in the Narcoossee Road Construction Fund (3020_F) and transfer all funds back to the SE Transportation Impact Fee Fund, due to project completion. Net Increase: \$996,776.

3. BUILDING CODE ENFORCEMENT FUND (1110 F)
 - A. BA16-27 – Plan Scanning (PER0001_P) – Request to allocate \$200,000 in Building Code Fund Balance for the EDV Document Scanning contract as opposed to utilizing operational budget for multi-year project. PER0001_P was already set up for this purpose with an initial \$50,000 investment four years ago, and this project is anticipated to take 3-5 years further to complete. This amendment also addresses negative budgets within the project. Net Increase to budget: \$200,000.
 - B. BA16-29 – Permitting & Field Inspection (PER0003_C / PER0006_C) – Request to create and fund two (2) new positions within Permitting to support recent growth. Net Increase to budget: \$116,881. This item relates to 6A below.

4. GRANTS FUND (1130 F)
 - A. BA16-30 – Florida Department of Law Enforcement (FDLE) Mutual Aid Agreement (OPD0042_G) - Request to budget FDLE Mutual Aid Agreement (MAA), Award period July 1, 2015 to June 30, 2016. This item was approved by City Council on September 21, 2015. Net Increase to budget: \$17,500.
 - B. BA16-31 - FDLE Edward Byrne Memorial Justice Assistance Grant (JAG) Countywide Program (OPD0046_G) – Request to budget sub-grant award for forensic lab equipment. This item was approved by City Council on December 7, 2015. Award period October 1, 2015 to September 30, 2016. Net increase to budget: \$47,435.
 - C. BA16-32 – High Visibility Enforcement (HVE) for Pedestrian and Bicycle Safety (OPD0045_G) Request to budget FY 15-16 HVE agreement. This was approved by City Council on October 5, 2015 for overtime reimbursement. Award period 30 days from contract execution through May 2016. Net increase to budget: \$40,069.

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.

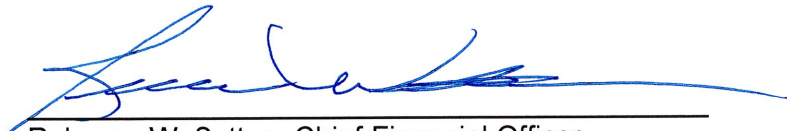
5. GENERAL FUND
 - A. Athletics (REC0003_C) – Drop one (1) Recreation Maintenance Worker position and add one (1) Regional Recreation Specialist position due to the result of an arbitration decision that reinstates a previously dismissed employee.
 - B. Recreation Maintenance (REC0002_C) – Drop one (1) Recreation Maintenance Worker position and add one (1) Regional Recreational Specialist position due to a current employee's voluntary demotion of Dover Shores Community Center Program Coordinator.
 - C. Fire Communications (OFS0005_C) - Request to add one (1) Communications Quality Assurance position and drop one (1) EMS Quality Assurance Coordinator. This item relates to 1B above.
 - D. Police Department (OPI0001_C) – Request to add one (1) IRIS System Technician to the Criminal Investigations Division (OPI0001_C) and to drop one (1) Emergency

- Communications Specialist from the Communications Division (OPA0003_C).
- E. After School All-Stars (REC0028) – Request to create a Program Coordinator position that had been originally budgeted in the October 13, 2015 BRC. Due to the delay in getting the program started the position wasn't created at the time.
 - F. Engineering Services Administration (ENG0001_C) – Request to create a Civil Engineer II – Contract position. This item relates to 1C above.
6. BUILDING CODE ENFORCEMENT FUND (1110_F)
- A. Permitting & Field Inspection (PER0003_C / PER0006_C) – Request to create and fund one (1) new Accounting Specialist I and one (1) new Construction Inspector Supervisor position within the Building Code Fund to support recent growth. This item relates to 3B above.


Rebecca Sutton advised the agenda had been amended. The original agenda Item 5D under Position/Staffing Actions was deleted, and the new agenda Item 5D had been added.

A motion to approve items 1A through 6A as written above was made by Frank Billingsley. Rebecca Sutton seconded the motion and vote carried to approve items 1A through 6A.

The meeting was adjourned at 3:32 p.m.



Rebecca W. Sutton, Chief Financial Officer



Maria Cioce, Recording Secretary