

BUDGET REVIEW COMMITTEE
SUSTAINABILITY ROOM, 2nd FLOOR

The Budget Review Committee meeting on April 12, 2016 was called to order by Rebecca Sutton at 3:37 p.m.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Brian Battles, Deputy CFO
Martin Carmody, Budget Division Manager
Amy Kessel, Budget Analyst III
Jason Wojkiewicz, Budget Analyst I
Richard Vanderoef, Budget Analyst I
Mike Rhodes, Code Enforcement Division Manager
Kory Keith, Code Enforcement Red Light Operations Manager
Tisa Mitchell, Economic Development Fiscal Manager
Maria Garcia, Economic Development Accounting Specialist
Lusbeth Perez, Transportation Planning Fiscal Coordinator
Maria Neff Caulder, Orlando Police Department Fiscal Manager
Ana Palenzuela, Human Resources Division Manager
Taryn Rutkovitz, Recreation District Manager
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

FY2015/16 BUDGET

NEW BUSINESS:

1. **GENERAL FUND**

- A. BA16-45, Red Light Camera (ENF0002_C) – Request to create two (2) additional contract positions to support the additional red light cameras going online this summer. The camera count will nearly double and additional support is needed to handle the anticipated increase in citations and dispute cases. This Item relates to 4C below. Net increase to budget: \$47,862.
- B. BR16-09, Dover Shores Community Center (REC0011_C) – Request to transfer a Regional Recreation Specialist position and its budget from Dr. James R. Smith Center (REC0010_C) to Dover Shores Community Center (REC0011_C). This action will move \$19,271 in salary and benefit costs. This is being done to align staffing across all recreation centers. This Item relates to 4D below. Net increase to budget: \$0.
- C. BR16-10, Police Communications (OPA003_C) and Fire Communications (OFS0005_C) – Reclassify Emergency Communications workers as a result of a union request effective September 27, 2015. Affected positions are Emergency Communications Specialists I/II/III and Emergency Communications Shift Supervisors. Funds will be transferred to the appropriate cost centers from Non-

departmental – General Fund (NDG0001_C). This Item relates to 4B below. Net increase to budget: \$428,358.

2. BUILDING CODE ENFORCEMENT FUND (1110 F)
 - A. BA16-46, Permitting Services (PER0003_C) – Request to create one (1) additional Accounting Specialist I position to work in the Cashier's Office processing EDV walk-up and mailed customer payments. The majorities served in this location are EDV customers, and this position will support the current Accounting Clerk with facilitating improved customer service. This item relates to Item 5A below. Net increase to budget: \$20,664.
3. GRANTS FUND (1130 F)
 - A. BA16-44, Police Department (OPD0048_G) - Request to budget funding from FY2016 Central Florida High Intensity Drug Trafficking Act (HIDTA) Award Grant Agreement. The amended award letter was approved by City Council on March 28, 2016. The award period is January 1, 2016 to December 31, 2017. Net increase to budget: \$109,472.

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.

4. GENERAL FUND
 - A. Police Special Operations (OPS0003-C) – Reclassify one (1) Staff Assistant position (S20) to Extra Duty Coordinator (S18).
 - B. Police Communications (OPA003_C) and Fire Communications (OFS0005_C) - Reclassifying Emergency Communication workers. The reclassification is a result of a union request effective September 27, 2015. Affected positions are Emergency Communications Specialists I/II/III and Emergency Communications Shift Supervisors. The additional cost for FY2015/16 is approximately \$252,746 for salary and \$175,612 for benefits, for a total cost of \$428,358. This Item relates to 1C above.
 - C. Red Light Camera (ENF0002_C) – Request to add one (1) Traffic Infraction Enforcement Officer - Contract position and one (1) Board Secretary – Contract position to support the additional red light cameras going online this summer. The camera count will nearly double and additional support is needed to handle the anticipated increase in citations and dispute cases. This Item relates to 1A above.
 - D. Dover Shores Community Center (REC0011_C) – Request to transfer a Regional Recreation Specialist position and its budget from the Dr. James R. Smith Center (REC0010_C) to the Dover Shores Community Center. This item relates to 1B above.
 - E. Human Resource Records (HRD0003_C) – Request to reclassify one (1) Employee Records Supervisor based on changes to the responsibilities of the position that have developed over time.
 - F. Compensation and Benefits (HRD0008_C) – Request to reclassify one (1) Compensation Specialist based on changes to the responsibilities of the position that have developed over time.
 - G. Employment and Recruitment (HRD0004_C) – Request to reclassify one (1) HR Assessment Analyst based on changes to the responsibilities of the position that have developed over time.

H. Streets Administration (STW0006_C) – Request to reclassify the Communications Specialist (S20) to a Stormwater Support Specialist I/II (S18/S17). This action will align the position with the actual work being performed. The cost will be absorbed in the cost center.

5. BUILDING CODE ENFORCEMENT FUND (1110 F)

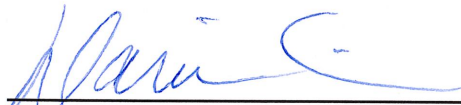
A. Permitting Services (PER0003_C) – Request to add one (1) Accounting Specialist I position to work in the Cashier's Office processing EDV walk-up and mailed customer payments. The majorities served in this location are EDV customers, and this position will support the current Accounting Clerk with facilitating improved customer service. This Item relates to 2A above.

A motion to approve items 1A through 5A as written above was made by Frank Billingsley. Wes Powell seconded the motion and vote carried to approve items 1A through 5A.

The meeting was adjourned at 3:38 p.m.



Rebecca W. Sutton, Chief Financial Officer



Maria Cioce, Recording Secretary