

BUDGET REVIEW COMMITTEE
SUSTAINABILITY ROOM, 2nd FLOOR

The Budget Review Committee meeting on May 10, 2016 was called to order by Byron Brooks at 3:32 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
Christopher McCullion, Deputy CFO
Martin Carmody, Budget Division Manager
Amy Kessel, Budget Analyst III
Rashad Jackson, Budget Analyst II
Richard Vanderoef, Budget Analyst I
Tisa Mitchell, EDIS Administrator
Lusbeth Perez, Economic Development Fiscal Manager
Lillian Scott-Payne, Business Development Division Manager
Timothy Johnson, Permitting Services Division Manager
Jose Taitt, Permitting Services Fiscal Coordinator
Victor Godlewski, Wastewater Division Manger
Oren Henry, Housing and Community Development Director
Tara Culver, Housing and Community Development Fiscal Manager
Shannon Fitzgerald, Mennello Museum Director
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

FY2015/16 BUDGET

NEW BUSINESS:

1. GRANTS FUND (1130 F)
 - A. BA16-43, Various Grants – Request to recognize reimbursement revenue earned in the previous fiscal year and adjust various grant budgets related to the grant budget roll-forward from FY14/15 to FY15/16. Net increase to budget: \$118,484.

2. BUILDING CODE ENFORCEMENT FUND (1110 F)
 - A. BA16-51, Customer Services and Logistical Support (PER0004_C) - Request to add thirteen (13) positions in Permitting to provide overnight processing of commercial and residential permits. This will provide funding for salary, benefits and necessary supplies for nine (9) Permit Techs (a blend of full-time and part-time); two (2) Plans Room Supervisors; one (1) Mechanical Plans Examiner; and one (1) Records Specialist. This Item relates to 10A below. Net increase to budget: \$238,134.

3. ORLANDO STADIUMS OPERATIONS R&R FUND (4006 F)
 - A. BA16-48, Florida Citrus Bowl (FCBR) City Contracts - CFA R&R (CBR0020_P) – Request to appropriate remaining fund balance from the Civic Facilities Authority (CFA) Renewal and Replacement fund for eligible expenses at the reconstructed Camping World Stadium, per the December 2013 Interlocal Agreement between the City of Orlando and Orange County related to the dissolution of the CFA. Net increase to budget: \$950,000.
4. WASTEWATER GENERAL CONSTRUCTION FUND (4106 F)
 - A. BA16-49, Iron Bridge Underground Pipe Rehabilitation (CIP0185_P) – Request to transfer project contingency from Wastewater Administration (WAS0001_C) to inspect the piping at the Iron Bridge facility to determine what repairs are needed. Net increase to budget: \$200,000.
5. EMERGENCY MEDICAL SERVICES TRANSPORT FUND (0017 F)
 - A. BA16-50, Emergency Transport Services (OFR0006_C) – Request to transfer a Fire District Chief position and its budget from Fire Communications (OFS0005_C) to Emergency Transport Services (OFR0006_C). This transaction will move \$54,660 in salary and benefit costs and reduce the Transfer Out to the General Fund by the same amount; therefore, the EMS Fund expenditure will remain the same. This Item relates to 11A below. Net increase to budget: \$0.

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.

6. GENERAL FUND (0001 F)
 - A. Accounting Operations (ACL0002_C) – Request to reclassify the Accounting Operations Manager position. This recognizes the change in responsibilities due to the implementation of the City's administrative system and new revenue collection system. Additional costs will be managed within the Division's existing budget.
7. U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT GRANTS FUND (1200 F)
 - A. Housing Grants (HSG0002_C) – Request staffing actions that are needed to continue effectively managing housing grants, which are becoming increasingly regulated and require an additional level of technical expertise. a) Replace one (1) Housing & Community Development Coordinator I position (S14) with one (1) Contract Compliance Coordinator position (S14); b) Replace one (1) Grant Admin. II-Housing position (NB110) with one (1) Underwriting Housing Specialist position (TBD); c) drop one (1) Housing Financial Specialist position (S18); and d) reclassify the pay grade for the Housing Development Program Manager position. Any additional costs will be managed within the existing budget and grant resources.
8. WASTEWATER REVENUE FUND (4100 F)
 - A. Water Conserv II (WAS0009_C) - Request to drop one (1) Multi-Equipment Operator (L05) position and add one (1) Treatment Plant Operator position (L05) related to the new Bioset system effective August 2016. This request does not impact the budget.

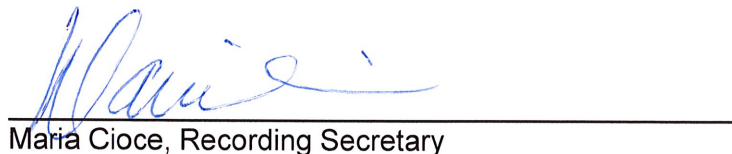
- B. Industrial Automation Group (WAS0003_C) – Request to drop one (1) Instrument Technician position (S14) and add one (1) Industrial Automation Technician position (NB111). The Industrial Automation Technician will provide more comprehensive, technical and mechanical skills, which is needed in order to perform electrical maintenance and installation. The cost will be absorbed within the cost center's existing budget.
9. MENNELLO MUSEUM – AMERICAN ART FUND (0020 F)
- A. Mennello Museum Fund (LEU0002_C) - Request to reclassify one (1) Accounting Specialist II – Contract (S18) position to an Office Manager/Accounting Specialist (TBD).
- B. Mennello Museum Fund (LEU0002_C) - Request to create a new position of Multimedia Communication and Design Coordinator (TBD).
10. BUILDING CODE ENFORCMENT FUND (1110 F)
- A. Customer Services and Logistical Support (PER0004_C) - Request to add thirteen (13) positions in Permitting to provide overnight processing of commercial and residential permits. This Item relates to 2A above.
11. EMERGENCY MEDICAL SERVICES TRANSPORT FUND (0017 F)
- A. Emergency Transport Services (OFR0006_C) – Request to move a Fire District Chief position from Fire Communications (OFS0005_C) to Emergency Transport Services (OFR0006_C). This Item relates to 5A above.

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

The meeting was adjourned at 3:33 p.m.



Rebecca W. Sutton, Chief Financial Officer



Maria Cioce, Recording Secretary