

BUDGET REVIEW COMMITTEE
SUSTAINABILITY ROOM, 2nd FLOOR

The Budget Review Committee meeting on April 11, 2017 was called to order by Byron Brooks at 3:31 p.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Frank Billingsley, Chief of Staff
Christopher McCullion, Chief Financial Officer

OTHERS PRESENT:

Martin Carmody, Budget Division Manager
Kevin Pierre, Budget Analyst III
Jason Wojkiewicz, Budget Analyst II
Richard Vanderoef, Budget Analyst II
Anthony Bellizio, Budget Analyst I
Amy Kessel, Transportation Fiscal Manager
Maria Neff Caulder, Orlando Police Department Fiscal Manager
Nancy Criscuolo, Housing & Community Development Grants Accountant
Ian Jurgensen, Sustainability Project Manager
Joseph Hinely, Fleet and Facilities Assistant Division Manager
Giorgina Pinedo, Office of Community Affairs Assistant to the Director
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

FY2016/17 BUDGET

NEW BUSINESS:

1. **VARIOUS FUNDS**

- A. BA17-29, Various Projects & Grants – Request to cleanup a variety of project and grant budget issues stemming from rollover, rounding & estimation, and prior year revenue receipts. Net increase to budget: \$692.
- B. BA17-37, Various Cost Centers – Request to reallocate salary and benefit reserves to the appropriate cost centers based on recent cost of living adjustments and current position arrangement, as compared to the original budget. No net change to budget.

2. **TRANSPORTATION IMPACT FEE-NORTH FUND (1070 F)**

- A. BA17-34, Colonial Overpass (TSP0036_P) – Request to allocate Fund Balance to the Colonial Pedestrian Overpass Project (TSP0036_P) to increase the project budget for City Capital Improvement & Inspection Division (CIID) Charges and Contingency. Net increase to the budget: \$657,008.

3. GAS TAX FUND (1100 F)
 - A. BR17-06, Regional Computerized Traffic Signal System Fiber Design (TRE0012_P) – Request to transfer remaining budget from Regional Computerized Signal project to Regional Computerized Traffic Signal System Fiber Design project. Both projects are used for the regional computerized traffic signal system, and this transaction will consolidate the budget into one project. No net change to budget.
 - B. BR17-07, Bicycle Plan Implementation (TSP0013_P) – Request to transfer budget from Miscellaneous Transportation Projects - Transportation Planning (TSP0023_P) to Bicycle Plan Implementation project (TSP0013_P). Both projects are used to fund bicycle implementation, and this transaction will consolidate the budget into one project. No net change to budget.

4. GRANTS FUND (1130 F)
 - A. BA17-32, USDA Farmers Market Promotion Program Grant (CAO0003_G) – Request to budget receipt of the USDA Farmers Market Promotion Program Grant and the corresponding expense budgets, representing anticipated uses. This is related to Item 9B below. Net increase to budget: \$250,000.
 - B. BA17-35, High Intensity Drug Trafficking Areas (HIDTA) – 2017 (OPD0063_G) - Request to budget funding from FY2017 Central Florida HIDTA Award Grant Agreement. The funding amount represents 57.3% of the full award (\$109,472) due to the government operating under a Continuing Appropriations Resolution. The remaining portion of the award will be available when Congress approves the 2017 budget. Net increase to budget: \$62,727.
 - C. BA17-36, Orlando Main Street District Planning Study (TSP0008_G) – Request to recognize and appropriate revenue from Florida Department of Transportation (FDOT) for engineering consultant services related to the Orlando Main Street District Planning Study. This is a Local Agency Program (LAP) Agreement that is scheduled to be placed on the April 24, 2017 City Council agenda for approval. Net increase to budget: \$150,000.

5. U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT GRANTS FUND (1200 F)
 - A. BA17-30, HOME FY16/17 Housing Activities (HSG0181_G) – Request to recognize HOME funds recaptured from the sale of homes where the affordability period was not satisfied and funds were used for either rehabilitation or down payment assistance. Funds will be reprogrammed and used for housing activities as specified in the annual action plan. Net increase to budget: \$61,686.
 - B. BA17-31, Various NSP FY10/11 Grants – Request to recognize Neighborhood Stabilization Program (NSP) 3 funds recaptured from the sale of homes where the affordability period was not satisfied and funds were used for down payment assistance. Funds will be reprogrammed and used for housing activities as specified in the annual action plan. Net increase to budget: \$16,000.

6. WASTEWATER GENERAL CONSTRUCTION FUND (4106 F)
 - A. BA17-33, Central Boulevard Sanitary Sewer Improvements (CIP0166_P) – Request to increase the West Central Blvd Streetscape Phase 3 project as outlined in the Fiscal Impact Statement for the improvements along West Central Blvd between Glenn Lane and Hughey Avenue approved by City Council on February 27, 2017. Net increase to budget: \$231,785.
 - B. BA17-42, Hydraulic Modifications at Conserv II (CIP0213_P) – Request to allocate Fund Balance to implement hydraulic modifications at Conserv II in order to rerate the plant through FDEP. Net increase to budget: \$400,000.

7. STORMWATER UTILITY FUND (4160 F)
 - A. BA17-38, Lake Lucerne/Davis Interconnection (CIP0089_P) – Request to allocate Fund Balance to the Lake Lucerne/Davis Interconnection project, which involves the construction of a storm sewer and drainage improvements from Lake Lucerne to Lake Cherokee along the Ponce de Leon Place Right-of-Way. Additional funding is needed due to scope of project expansion. Net increase to budget: \$1,362,542.
 - B. BA17-39, Vineland Road Drainage Improvements (STW0024_P) – Request to allocate Fund Balance to the Vineland Road Drainage Improvements project, which involves additional pipe and drainage improvements at Vineland Road and Peregrine Avenue. This additional budget authority will be combined with funds previously allocated to the Cheryl Street Drainage project (CIP0032_P). Net increase to budget: \$2,472,630.

8. WASTEWATER RENEWAL AND REPLACEMENT FUND (4107 F)
 - A. BA17-40, Lift Stations Underground Rehabilitation, (CIP0071_P) Request to allocate Fund Balance to the lift stations 28, 54, 60 and 67 upgrades. These stations have reached their useful life and are in need of electrical, instrumentation, and mechanical component replacements. Net increase to budget: \$1,274,299.

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 (0001 F)
 - A. Transportation Planning (TSP0001_C) – Request to add one (1) Planner Senior (S10) and drop one (1) Planner III (S11). Costs will be absorbed within the existing budget.
 - B. Chief Administrative Officer (CAO0001_C) – Request to add one (1) Contract Farmers Market Manager Position to manage the USDA Farmers Market Promotion Program Grant and City Farmers Market initiatives. The position is intended to be funded by the grant. This is related to Item 4A above.
 - C. Director of Transportation (TRN0001_C) – Request to add one (1) Fiscal Specialist (S17) and drop one (1) Administrative Assistant (S19). Costs will be absorbed within the existing budget.
 - D. Records Management (CLK0002_C) – Request to reclassify a Property Clerk (S21) position to a Storekeeper (S19). This position requires computer literacy as well as warehouse work, and the Storekeeper role better reflects the duties and required skills of the position. Costs will be absorbed within the existing budget.
 - E. Police Administration (OPD0001_C) – Request to add one (1) new Police Fiscal & Management Analyst (S12). This position will assist with the additional workload that has been created with the new transparency in reporting Extra Duty Payment and processing. The increase in the Extra Duty Administration Fee revenues will cover the costs of this new position.

10. SOLID WASTE FUND (4150 F)
 - A. Solid Waste Administration (SWM0001_C) – Request to add one (1) Sustainability Project Manager (S10) position to implement the Mandatory Commercial and Multi-family Recycling effort. Costs will be absorbed within the existing budget.

11. DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT FUND (1170 F)
 - A. Downtown South Neighborhood Improvement District (EDV0003_C) – Request to add one (1) Project Manager (NB114) position to manage the operations and initiatives of the Downtown South Neighborhood Improvement District, as recommended by the DSNID Advisory Board. Costs will be absorbed within the existing budget.

12. STORMWATER UTILITY FUND (4160 F)
 - A. Stormwater Utility Administration (STW0001_C) – Request to reclassify a vacant Staff Assistant (S20) to a Fiscal Specialist (S17). The request will realign the position with the current workload and any new duties and responsibilities will be outlined. Costs will be absorbed within the existing budget.

13. FACILITIES MANAGEMENT (5005 F)
 - A. Facilities Management (FAC0001_C) – Request to reclassify a Service Writer (S18) to an Accounting Specialist II (S18). This request is to realign the position with the duties performed on a daily basis. Costs will be absorbed within the existing budget.

OTHER ACTIONS:

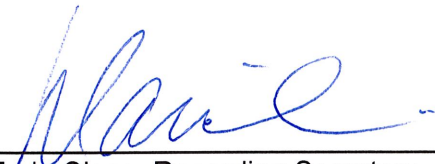
14. GENERAL FUND (0001 F)
 - A. Families, Parks, and Recreation (FPR) – Request to remove vehicle (#6756) out of fleet surplus and put back into service. Per policy and procedures, a Department may use a vehicle from surplus for seven (7) months without needing BRC approval. FPR is requesting to keep vehicle in permanent service along with the new replacement vehicle they received in August 2016. FPR will absorb the costs of the surplus vehicle.

A motion to approve items 1A through 14A was made by Frank Billingsley. Christopher McCullion seconded the motion and vote carried to approve items 1A through 14A.

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



Christopher McCullion, Chief Financial Officer



Maria Cioce, Recording Secretary