

BUDGET REVIEW COMMITTEE
SUSTAINABILITY ROOM, 2nd FLOOR

The Budget Review Committee meeting on June 13, 2017 was called to order by Byron Brooks at 3:30 p.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Christopher McCullion, Chief Financial Officer
Frank Billingsley, Chief of Staff
Wes Powell, Assistant City Attorney

OTHERS PRESENT:

Brian Battles, Deputy CFO
Martin Carmody, Budget Division Manager
Kevin Pierre, Budget Analyst III
Jason Wojkiewicz, Budget Analyst III
Richard Vanderoef, Budget Analyst II
Anthony Bellizio, Budget Analyst I
Madison K. Johnson, OBFS Intern
Amy Kessel, Transportation Department Fiscal Manager
Janice Rahill, Parks Assistant Division Manager/Green-Up Manager
Ashley Connolly, Public Works Fiscal Manager
Susan Harris, Communications and Neighborhood Relations, Assistant to Director
Dean Grandin, City Planning Division Manager
Maria Neff Caulder, Orlando Police Department Fiscal Manager
Lusbeth Perez Pena, Economic Development Fiscal Manager
Andres Tyjeski, Economic Development Intern
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

FY2016/17 BUDGET

NEW BUSINESS:

1. GRANTS FUND (1130 F)
 - A. BA17-44, FM Global Fire Prevention Grant (OFD0021_G) – Request to budget receipt of the FM Global Foundation Grant. Net increase will be used to purchase portable scene lights for the four (4) OFD Arson Investigators. This item went to City Council May 9, 2016. Net increase to budget: \$2,400.
 - B. BA17-49, National Recreation and Park Association (NRPA) 2017 Meet Me at the Park Program (PKS0007_G) – Request to recognize funding from the NRPA for the addition of fitness equipment and improvements to the fitness trail at Bill Frederick Park at Turkey Lake. This item went to City Council April 10, 2017. Net increase to budget: \$20,000.
 - C. BA17-46, Intelligent Transportation System Downtown Master Plan (TRE0004_G) - Request to recognize revenue for the reimbursement of traffic signals, controllers, and CCTV equipment under a Joint Participating Agreement with FDOT. Net increase to budget: \$398,910.

2. TRANSPORTATION IMPACT FEE-NORTH (1070 F)
 - A. BA17-47, Summerlin Improvements (TSP0007_P) - Request to allocate fund balance to the South Eola Impact Fees Transportation (IFT) District. This project was closed in FY2016 due to inactivity; however, the South Eola Small Neighborhood Plan has a separate impact fee in addition to the standard fees collected by the development in the area. The money collected in this account can only be used within the boundaries of the small area plan for improvements as outlined in the Plan, and the Summerlin Improvements project qualifies. This transaction will reinstate the project. Net increase to budget: \$22,196.
3. GAS TAX FUND (1100 F)
 - A. BR17-06, Colonial Drive & Mills Avenue Traffic Signal (TRE0032_P) – Request to transfer money from New Traffic Signals Project (TRE0001_P) to the Colonial Drive & Mills Avenue Traffic Signal Project for design of the intersection. The amount being transferred is \$178,930. No net increase to budget.
4. STORMWATER UTILITY FUND (4160 F)
 - A. BA17-50, Rapid Response Construction (CIP0086_P) – Request to reallocate fund balance for a series of emergency stormwater drainage projects utilizing the City's Rapid Response Agreements. This budget request will allow City staff to quickly procure construction and engineering services to address drainage repairs and improvements at Highland Avenue; Westmoreland Shared-Use Path; 8th Street; and any other imminent needs. Net increase to budget: \$4,000,000.

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 (0001 F)
 - A. Communications and Neighborhood Relations (COM0001_C) – Request to add one (1) Graphic Designer (S21) position due to an increased need for graphics work in support of the Public Works department. This effectively upgrades the temporary/seasonal position performing these duties to a contracted full-time position. Costs will be covered by Public Works, and thus absorbed within the existing budget.
 - B. City Planning (PND0001_C) – Request to reclassify a Project Manager I (S10) position to Appearance Review Official (S08) to reflect the increased responsibility the position has acquired over time. This change also allows the City to establish a formal Appearance Review Official role, which is defined in the Land Development Code. Other positions within the City have been acting in that capacity previously. Costs will be absorbed within the existing budget.
 - C. Criminal Investigation Division (OPI0001_C) – Request to transfer one (1) Emergency Communications Specialist III position (S16) from OPA0003_C to OPI0001_C. The position will be reclassified as Crime Analyst (S16). No net increase in budget.

6. WATER RECLAMATION FUND (4100 F)
 - A. Environmental Control (WAS0012_C) – Request to reclassify two (2) Utility Service Worker II (L03) to Construction Inspector (S14). This request will allow the Environmental Control program to hire specialized personnel to inspect the installation of reclaimed water lines and ensure they meet code.
 - B. Water Conserv II (WAS0009_C) – Request to add one (1) Treatment Plant Shift Supervisor (S14) to assist with the shortage of a Shift Supervisor and keep the department in-line with DEP Permit Regulations. Costs will be absorbed within the existing budget.

7. SOLID WASTE ADMINISTRATION (4150 F)
 - A. Solid Waste Administration (SWM0001_C) - Request to drop the Public Works Project Coordinator P/T-Contract position in ENG0001_C and add a Public Works Project Coordinator – Contract (NB111) to SWM0001_C. This position will be instrumental as Solid Waste rolls out its Solid Waste Weekly Collection and Commercial and Multi-Family Recycling project that will last several years and involve outreach to about 65,000 customers. Costs will be absorbed within the existing budget.

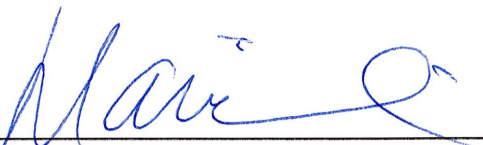
8. BUILDING CODE ENFORCEMENT FUND (1100 F)
 - A. Permitting Services and Plans Review (PER0003_C and PER0005_C) – Request to add four (4) positions: one (1) Small Business Development Services Administrator (NB119); one (1) Permitting Services Assistant Division Manager (NB115); one (1) Economic Development Deputy Director (NB121); and one (1) Deputy Building Official (TBD). These positions will better address customer needs and enhance customer service, including creating a dedicated team for permitting of small projects. This will also provide greater depth in management. Costs will be absorbed within the existing budget.

A motion to approve items 1A through 8A was made by Frank Billingsley. Christopher McCullion seconded the motion and vote carried to approve items 1A through 8A.

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



Christopher McCullion, Chief Financial Officer



Maria Cioce, Recording Secretary