



Budget Review Committee
Sustainability Room, 2nd Floor, City Hall

The Budget Review Committee meeting on October 10, 2017 was called to order by Byron Brooks at 3:32 p.m.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Martin Carmody, Budget Division Manager
Kevin Pierre, Budget Analyst III
Jason Wojkiewicz, Budget Analyst III
Anthony Bellizio, Budget Analyst I
Tisa Mitchell, Economic Development EDIS Administrator
Marsha Tim, IT Project Manager
George McGowan, Director of Audit Services and Management Support
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

NEW BUSINESS:

FY2017/18 BUDGET – APPROPRIATIONS

1. TRANSPORTATION IMPACT FEE-SOUTHWEST FUND (1072_F)

A. BA18-03, SR 435 (Kirkman Road) Multi-use Trail (TSP0052_P) – Request to allocate \$1,464,833 in fund balance to the SR435 (Kirkman Road) Multi-use Trail project. This is necessary to fund the City's construction of Segment 3 & 4 of the project, which extends from Valencia College Drive to Raleigh Street, and Metrowest Boulevard to L.B. McLeod Road. Metroplan Orlando will separately fund the trail segment from Metrowest Boulevard to Valencia College Drive (Segment 1 & 2). Net increase to budget: \$1,464,833.

2. BUILDING CODE ENFORCEMENT FUND (1110_F)

A. BA18-01, Permitting Services (PER0003_C) – Request to add the budget associated with adding one (1) Administrative Assistant to the EDIS Project Team to serve as the contact point for EDIS issues and liaison to the staff and customers impacted. The position will help centralize EDIS support and minimize the impact on other administrative staff in the department. This item is related to PA18-01. Net increase to budget: \$53,725.

B. BA18-02, Plan Scanning (PER0001_P) – Request to allocate an additional \$100,000 in fund balance to the Plan Scanning project to support increased contract costs. The increase in the contract is necessary to complete the conversion of approximately 5,000 rolls of archived microfilm plans to a digital format compatible with the new Document Management System. Net increase to budget: \$100,000.

3. GRANTS FUND (1130 F)

A. BA18-04, After School Nutrition Grant (FPR0022_G) – Request to budget the reimbursable grant from the Florida Department of Health. This is a permanent contract with annual renewals approved at the January 28, 2013 Council meeting and provides nutritious meals to children in City after school programs. Net increase to budget: \$581,700.

FY2017/18 BUDGET – STAFFING

Note: Staffing changes are approved with the flexibility for specific classification decisions to be reviewed and revised by Human Resources as necessary.

4. GENERAL FUND (0001 F)

A. PR18-01, Audit Services and Management Support (LEG0002_C) – Request to convert one (1) Senior Administrative Assistant P/T into an Auditor III P/T to better allow for the department to retain institutional knowledge in Auditing roles. Any additional costs will be absorbed within the department.

5. BUILDING CODE ENFORCEMENT FUND (1110 F)

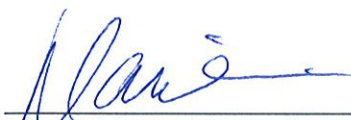
A. PA18-01, Permitting Services (PER0003_C) – Request to add one (1) Administrative Assistant to the EDIS Project Team to serve as the contact point for EDIS issues and liaison to the staff and customers impacted. The position will help centralize EDIS support and minimize the impact on other administrative staff in the department. This item is related to BA18-01.

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

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



Christopher McCullion, Chief Financial Officer



Maria Cioce, Recording Secretary