



**Budget Review Committee**  
Sustainability Room, 2<sup>nd</sup> Floor, City Hall

The Budget Review Committee meeting on November 28, 2017 was called to order by Byron Brooks at 3:33 p.m.

**MEMBERS PRESENT:**

Byron Brooks, Chief Administrative Officer  
Michele Brennan, Communications and Neighborhood Relations Director  
Christopher McCullion, Chief Financial Officer

**OTHERS PRESENT:**

Brian Battles, Deputy Chief Financial Officer  
Michelle McCrimmon, Deputy Chief Financial Officer  
Martin Carmody, Budget Division Manager  
Kevin Pierre, Budget Analyst III  
Jason Wojkiewicz, Budget Analyst III  
Ricky Vanderoef, Budget Analyst II  
Anthony Bellizio, Budget Analyst I  
Maria Neff Caulder, Orlando Police Department Fiscal Manager  
Scott Zollars, Parking Division Manager  
Amy Kessel, Transportation Fiscal Manager  
Tysha Resnick, Orlando Fire Department Fiscal Manager  
Giorgina Pinedo, Office of Community Affairs Assistant to Director/Fiscal Manager  
James Varnado, Treasury Manager  
Eric Hutcherson, Orlando Venues Fiscal Manager  
Joseph Johnson, Housing and Community Development Fiscal Manager  
Nancy Criscuolo, Housing and Community Development Grants Accountant  
Maria Cioce, Recording Secretary

**PUBLIC COMMENT:**

There were no public comments.

**NEW BUSINESS:**

**FY2017/18 BUDGET – APPROPRIATIONS**

1. **GRANTS FUND (1130 F)**

- A. BA18-08, FY 17/18 State Homeland Security Grant (OPD0067\_G) - Request to budget 2017 State Homeland Security Program (SHSP) Sub award and Grant Agreement, approved by City Council on September 25, 2017, to purchase law enforcement equipment such as an x-ray backpack to be used by the Arson/Bomb Units. The award period is through September 30, 2018. Net increase to budget: \$85,160.

- B. BA18-09, FY 17/18 High Visibility Enforcement for Pedestrian and Bicycle Safety (OPD0068\_G) - Request to budget FY 17/18 High Visibility Enforcement for Pedestrian and Bicycle Safety (HVE) Agreement, approved by City Council on October 23, 2017 for overtime reimbursement. The award period is through May 17, 2018. Net increase to budget: \$46,906.
- C. BA18-10, FY17/18 Walmart Community Grant Program (OPD0066\_G) - Request to budget funding from Walmart Foundation Community Grant for Shop with A Super Cop event approved by City Council on June 5, 2017. Net increase to budget: \$2,500.

2. COMMUNITY REDEVELOPMENT AGENCY OPERATING FUND (1250 F)

- A. BR18-01, Community Redevelopment Agency (CRA0002\_C) – Request to create one (1) DDB/CRA Project Manager position to help cover project management responsibilities for an increasingly active project portfolio. This position is anticipated to cost approximately \$80,000 and will be covered through the transfer of existing department budget. This item is related to PA18-03. No net change to budget.

3. REAL ESTATE FUND (3006 F)

- A. BA18-06, Creative Village Land (REM0011\_P) – Request to recognize budget from the sale of Creative Village Parcel J Student Housing. Net increase to budget: \$3,265,310.

4. FLEET REPLACEMENT FUND (5002 F)

- A. BA18-05, Fleet Replacement Program (FLT0005\_C) – Request to transfer funds from Orlando Fire Department Equipment Replacement (OFR0001\_P) to Fleet Replacement Program (FLT0005\_C) for the purchase of a replacement Arson/Bomb truck. This transfer covers the difference between collections to date and cost of new vehicle. Net increase to budget: \$60,000.

5. WASTERWATER STATE REVOLVING LOAN FUND (4102 F)

- A. BA18-11, State Revolving Fund Loan (CIP0218\_P) – Request to recognize the State Revolving Fund loan agreement for Iron Bridge WRF Low Voltage Improvements project approved at July 24, 2017 City Council Meeting. The existing low voltage systems in twelve areas at the facility have exceeded their useful life and replacement parts are no longer available. In order to improve reliability, maintainability, and the ability to recover from power outages, replacement of these systems is critical. The upgraded equipment will greatly reduce operational malfunctions to allow consistent, uninterrupted treatment of influent wastewater. Net increase to budget: \$12,768,910.

## **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.*

### **6. GENERAL FUND (0001 F)**

- A. PR18-01, Fire Administration (OFD0001\_C) – Request to reclassify Fire District Chief position (506233) to Fire Assistant Chief and change pay grade from DCH40 to NB118. Current position serves as Staff Director to the Fire Chief dealing with confidential issues. Changes requested to make position non-bargaining in order to avoid potential conflicts of interest. This change is anticipated to have a negligible impact on costs.
- B. PR18-03, Police East Patrol (OPP0003\_C) - Request to reclassify Community Service Officers (CSOs) citywide to have a starting compensation grade of S18 (CSO II - S17; CSO III - S16). This affects approximately 25 current positions and could impact the budget by \$85,000. Any change in costs will be absorbed within the department.
- C. PA18-04, Special Events and Street Permit (TRE0007\_C) – Request to create an Assistant Supervisor Traffic Control (S15) – This position increases the ability to handle special event traffic as well as non-event lane closures and temporary traffic control. This supervisory position handles traffic control coordination for special events and with contractors for utility permits. As this position directly supports the Traffic Control Manager, this position provides a potential succession plan for the Traffic Control Manager. This position is anticipated to cost approximately \$80,000, and these costs will be absorbed within the department.
- D. PA 18-05, Transportation Sign and Pavement Markings (TRE0005\_C) – Request to create a Traffic Maintenance Worker I (L03) – This position installs and inspects traffic control devices for special events and inspects temporary traffic control for the growing number of utility permits. This position will also assist in reviewing right-of-way permits, which has increased in volume since FY2014. This position is anticipated to cost approximately \$65,000, and these costs will be absorbed within the department.
- E. PA 18-06, Director of Public Works (PWK0001\_C) – Request to drop one (1) vacant Survey Project Coordinator (S13) position in ENG0002\_C and add one (1) Assistant to Director (NB113) based on the responsibilities of the role and needs of the office. This position is anticipated to cost approximately \$34,000, and these costs will be absorbed within the department.
- F. PA18-07, Director of Families, Parks and Recreation (FPR0001\_C) – Request to create a new FT FPR Grant Writer (NB113) position. Funding for the position will be taken from the line item for contracted grant services, which we will no longer use after hiring a full time person to take on these responsibilities. This position is anticipated to cost approximately \$50,000, and these costs will be absorbed within the department.
- G. PR18-05, Director of Families, Parks and Recreation (FPR0001\_C) – Request to reclassify a vacant FPR Deputy Department Director (5553039, NB120) to a Children's Affairs Division Manager. An estimated \$21,000 for this position will be reimbursed by the After School All Stars Nonprofit. This change is anticipated to have a negligible impact on costs.

- H. PR18-07, Director of Families, Parks and Recreation (FPR0001\_C) - Request to reclassify a Grants Accountant - Contract (62024, S14) to a Division Fiscal Manager (NB112). For this fiscal year the estimated impact to the budget will be approximately \$18,500 if the change is effective January 1, 2018. Any change in costs will be absorbed within the department.
  - I. PR18-08, Director of Families, Parks and Recreation (FPR0001\_C) - Request to reclassify an FPR Administration Coordinator (518473, S12) to a Database Administrator (S10). For this fiscal year the estimated impact to the budget will be approximately \$14,500 if the change is effective January 1, 2018. Any change in costs will be absorbed within the department.
  - J. PR18-09, OPASS Orlando Partnership for School Success Grant Staffing (FPR0005\_C) - Request to reclassify an Administrative Assistant - Contract (62676, S19) to an HR Specialist (S18). For this fiscal year the estimated impact to the budget will be approximately \$13,000 if the change is effective January 1, 2018. Any change in costs will be absorbed within the department.
7. AFTER SCHOOL ALL STARS (0023 F)
- A. PR18-06, After School All Stars (FPR0004\_C) – Request to reclassify the After School All Stars State Director – Contract (unclassified) to an Orlando After School All Stars Executive Director (TBD). The City will continue to contribute \$30,000 to this position and the rest will be reimbursable from the After School All Stars Nonprofit. Any change in costs will be absorbed within the department.
8. PARKING REVENUE FUND (4132 F)
- A. PR18-04, Orange County Courthouse Garage Operations (PKG0008\_C) - Request to reclassify a Parking Facilities Supervisor (S15) to Parking Facilities Senior Supervisor (S14). The Parking Facilities Supervisor reclassification will develop a comprehensive training plan and follow up by conducting employee performance inspections and providing customer service training/coaching. This position will also assist other sections within the Division for training purposes this position is anticipated to cost approximately \$5,500, and these costs will be absorbed within the department.
9. BUILDING CODE ENFORCEMENT FUND (1110 F)
- A. PA18-02, Plans Review (PER0005\_C) – Request to delete two (2) existing Construction Inspector I - PT - Contract (S14) positions from Field Inspection and Review (PER0006\_C), and create one (1) new Plans Examiner I – Licensed (S12) position in Plans Review. The two part-time positions are vacant, and the new arrangement better suits current business needs. This change is anticipated to have a negligible impact on costs.
  - B. PR18-02, Permitting Services (PER0003\_C) – Request to replace a vacant Accounting Specialist I (S19) position with a Revenue Collections Coordinator (S15). This is necessary to provide supervision to Cashier's Office staff and oversight of the recognition of revenue. This change is anticipated to have a negligible impact on costs.

**10. CRA OPERATING FUND (1250 F)**

- A. PA18-03, Community Redevelopment Agency (CRA0002\_C) – Request to create one (1) DDB/CRA Project Manager (NB114) position to help spread project management responsibilities for an increasingly active project portfolio. This position is anticipated to cost approximately \$80,000 and will be covered through the transfer of existing department budget. This item is related to BR18-01.

**FY2016/17 BUDGET – APPROPRIATIONS (YEAR-END)**

**11. VARIOUS FUNDS**

- A. BA17-55, Various Cost Centers and Projects – Request to complete a variety of year-end adjustments for the Performing Arts Center and Camping World Stadium. These adjustments move existing budget authority between projects to align with contracts and spending plan. Net increase to budget: \$556,832.
- B. BA17-56, Various Cost Centers, Projects, and Grants – Request to complete a variety of year-end adjustments to various project and grant budgets. These adjustments focus on the realignment of expense budgets to better match actual project costs and transaction categorization, as well as the recognition of revenues or grant awards received. Net increase to budget: \$7,929,946.
- C. BA17-57, Various Cost Centers and Projects – Request to sweep budget between cost centers and projects in cases where surpluses and deficits are balanced out, or there is a need to set aside budget for prior commitments not yet paid out. This includes sweeps to/from the Commissioners' Capital Projects; Mayor's Matching Grants Program; Economic Development Incentives; and other items. Net increase to budget: \$1,484,212.
- D. BA17-58, Various Cost Centers and Projects – Request to align city revenue budgets to actual funding received from various federal, state, and local sources. This is needed to match revenues to budget for those sources that were not originally planned or were projected differently, and to increase or decrease their corresponding activity expense budgets. Net increase to budget: \$48,046,043.
- E. BA17-59, Various Housing Grants – Request to perform a variety of year-end budget adjustments across the Housing Grant portfolio, including the recognition of program income, reallocation of budgets within a grant award in-line with the current Action Plan, and reconciliation of City budgets with grantor systems. Net increase to budget: \$41,804.
- F. BA17-60, Various Cost Centers and Projects – Request to better align city expense budgets with actual expenses in cases where unexpected costs or priorities caused variances. This includes the recognition of operational revenue in cases where it was closely tied to increased expenditure. Net increase to budget: \$5,478,426.
- G. BA17-61, Various Families, Parks, and Recreation Cost Centers and Grants – Request to budget the 21st Century Community Learning Centers Grant that was received by the City of Orlando After School All Stars program for the Recreation Division. This is year two of five with remaining years being budgeted in the adopted budget. Budget OPASS (First of 3 years) and OP AmeriCorps (Year 2 of 2) 17/18 new award funding. Also, moving General Fund budget to designated revenue fund for the 16/17 OPASS and AmeriCorps Grant Matches. Net increase to budget: \$1,690,339.

H. BA17-62, Various Real Estate Projects – Request to transfer existing budget in various real estate acquisition projects within the Capital Improvements Fund to a new Real Estate Acquisition Fund. The new fund will allow better segregation of large real estate efforts. Transfer between funds resulting in a net increase to budget: \$10,830,814.

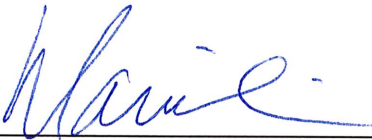
A motion to approve items 1A through 11H was made by Michele Brennan. Christopher McCullion seconded the motion and vote carried to approve items 1A through 11H.

The meeting was adjourned at 3:34 p.m.



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Christopher McCullion, Chief Financial Officer



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Maria Cioce, Recording Secretary