



Budget Review Committee

North & South Collaborations Conference Rooms, 1st Floor, City Hall

The Budget Review Committee meeting on February 13, 2018 was called to order by Byron Brooks at 10:36 a.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:

Michelle McCrimmon, Deputy Chief Financial Officer
Martin Carmody, Budget Division Manager
Jason Wojkiewicz, Budget Analyst III
Ricky Vanderoef, Budget Analyst III
Anthony Bellizio, Budget Analyst I
James Varnado, Treasury Manager
Amy Kessel, Transportation Department Fiscal Manager
Janeiro Coulter, Comm. Venues Special Projects/MBE Division Manager
Marya Collier, MBE/Blueprint Supervisor
Cynthia De Oliveira, Office of Business and Financial Services Fiscal Manager
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

NEW BUSINESS:

FY2017/18 BUDGET – APPROPRIATIONS

1. **GENERAL FUND (0001_F)**

A. BA18-27, Fire Nondepartmental (OFD0002_C) – Request to reduce transfer from Emergency Medical Services (EMS) Transport Fund (0017_F) for Supplies in new OFD Off-Duty cost center (OFR0011_C). Net decrease to budget: \$8,000.

2. **DESIGNATED REVENUE FUND (0005_F)**

A. BA18-24, Task Force 4 (TF4) Warehouse (OFR0005_P) – Request to recognize FY2016/17 and FY2017/18 revenues received from lease agreement with Orange County Fire Department and Seminole County Fire Department for TF4 Warehouse. Transferring funds from General Fund (0001_F) to Designated Revenue Fund (0005_F) for Orlando Fire Department's 1/3 of rent for the remainder of FY2017/18. Net increase to budget: \$226,114.

3. GRANTS FUND (1130 F)

- A. BA18-25, FY 16 Assistance to Firefighters Grant (OFD0025_G and OFD0026_G) – Request to budget the FY2016 Assistance to Firefighters Grant program (AFG), as approved by City Council on September 25, 2017. This grant funds the purchase of smoke alarms and smoke alarm installation to residents within the City of Orlando. The grant award is \$23,810 and the City matching contribution is \$1,190, which will come from OFR0010_C OFD Public Relations. Net increase to budget: \$25,000.
- B. BA18-26, FY2017-2018 EMPG CERT/Citizen Corps Program Grant (OFD0023_G) – Request to budget the FY2017-18 EMPG CERT/Citizen Corps Program Grant as approved by City Council on August 28, 2017. These funds will be used to support the Orlando Community Emergency Response Team (CERT) and the preparedness exercise with CERT teams from around the state. This grant requires a cash or in-kind dollar for dollar match. The match will be provided through the annual Oracle donation to the CERT program and through salary and benefits (in-kind) for the Emergency Management staff that provides overall program coordination and instruction. Net increase to budget: \$7,000.
- C. BA18-30, Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreement for the Orlando Urban Trail Gap and Extension Grant (TSP0009_G), Recognize and appropriate revenue from Florida Department of Transportation (FDOT) for design services related to the Orlando Urban Trail Gap and Extension Grant. This is a Local Agency Program (LAP) Agreement and was approved by City Council on January 22, 2018. Net increase to budget: \$814,546.

4. PARKING REVENUE FUND (4132 F)

- A. BA18-31, GEICO Garage (PKG0021_C), Request to shift debt service related to the GEICO Garage from the Venues Department to Parking. In addition to reallocating existing budget authority, this action includes the move of the Build America Bonds' subsidy to the Parking Revenue Fund. This amendment also closes three related but dormant capital projects. This is related to the transfer of the GEICO garage into the City's garage operations. This will add \$982,686 in additional budget authority to the Parking Revenue Fund and reduce the debt service funds budget by the same amount. No net increase to the overall City budget.

5. DOWNTOWN TRANSIT FUND (4131 F)

- A. BA18-28, Downtown Transit (PKG0016_C), Request to recognize Transfer In revenue in order to cover negative cash balance for the period ending September 30, 2017 caused by the timing of closing this Downtown Transit Fund. Transfer In will be derived from the existing Contingency budget in the Parking Revenue Fund (4132_F). Net increase to budget: \$176,843.

6. CAPITAL IMPROVEMENTS FUND (3001 F)

- A. BA18-29, Mass Transit Florida Hospital (TSP0003_P), Request to allocate Fund Balance from revenue received in FY16 and FY17 from Florida Hospital to supplement funding for the FY18 Funding Agreement with Lynx for the use of Omnimodal GPS Services. This is annual revenue received from Florida Hospital per the Mass Transit Agreement. Net increase to budget: \$50,000.

- B. BA18-34, Park of the Americas Lighting (PKS0012_P), Request to allocate budget authority for the lighting project at Park of the Americas. An agreement went to City Council on November 13, 2017 between CDBG and the Families, Parks, and Recreation Department for the installation of pedestrian lights (conduit, wiring, poles, and fixtures) at Park of the Americas in the amount of \$100,000. An additional \$10,000 in funding will come from the District 2 capital project. FPR will cover any additional funding needed to complete the project. Net increase to budget: \$110,000.

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.

7. GENERAL FUND (0001 F)

- A. PR18-12, M/WBE (MBE0001_C) – Request to reclassify one (1) Contract Compliance Investigator III (S12) into an MBE Project Manager (NB114). The current classification is lower than the level of work currently being performed, and there is a desire for this position to more actively monitor project MWBE participation going forward. The estimated cost of \$21,429 will be absorbed within the department's existing budget.
- B. PR18-13, Fire Planning and Resource Management (OFA0001_C) - Request to reclassify one (1) Fire Report Specialist Sr. (S15) to Functional Analyst (S10). The estimated cost of \$18,468 will be absorbed within the department's existing budget.

8. RISK MANAGEMENT FUND (5015 F)

- A. PR18-14, Risk Management Administration (RMD0001_C) - Request to reclassify one (1) Staff Assistant (S20) to Senior Administrative Assistant (S18). The estimated cost of \$5,877 will be absorbed within the department's existing budget.

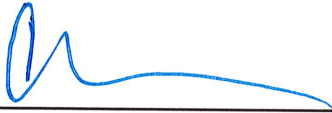
9. FLEET MANAGEMENT FUND (5001 F)

- A. PA18-15, Fleet Management Maintenance (FLT0003_C) – Request to add one (1) Fleet Program Coordinator (NB108), responsible for coordinating and managing fuel inventory; fuel card program; and drive cam program with City departments, and one (1) Fleet Specification Writer and Vehicle Replacement Coordinator (NB108), responsible for working with City departments regarding new and replacement vehicle specifications, as well as implementing a communications and budget plan for all vehicle transactions. The estimated cost of \$52,800 (\$26,400 for each position) will be absorbed within the department's existing budget.

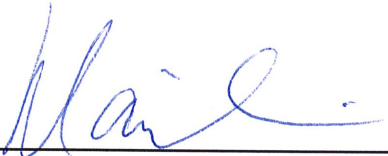
Budget Division Manager, Martin Carmody, advised the Committee that agenda item 3D, BA18-32, Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreement for the Shingle Creek Trail (CIP0016_G), was not approved at the February 12, 2018 City Council meeting as anticipated and asked whether it should be removed from the agenda. Transportation Department Fiscal Manager, Amy Kessel, provided further details, and it was decided to remove agenda item 3D from the February 13, 2018 Budget Review Committee meeting agenda and include it on the March 13, 2018 Budget Review Committee meeting agenda.

A motion to approve items 1A through 9A, with the deletion of agenda item 3D, was made by Frank Billingsley. Christopher McCullion seconded the motion and vote carried to approve items 1A through 9A.

The meeting adjourned at 10:39 a.m.



Christopher McCullion, Chief Financial Officer



Maria Cioco, Recording Secretary