



Budget Review Committee

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

The Budget Review Committee meeting on March 13, 2018 was called to order by Byron Brooks at 10:31 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:

Brian Battles, Deputy Chief Financial Officer
Martin Carmody, Budget Division Manager
Jason Wojkiewicz, Budget Analyst III
Ricky Vanderoef, Budget Analyst III
Kevin Pierre, Budget Analyst III
Anthony Bellizio, Budget Analyst I
Amy Kessel, Transportation Department Fiscal Manager
Ashley Connolly, Public Works Department Fiscal Manager
Lisa McElwee, Streets and Stormwater Division 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. BA18-21, Fire Nondepartmental (OFD0002_C) – Request to reduce transfer from Emergency Medical Services (EMS) Transport Fund (0017_F) in support of an expansion of EMS Transport services. There will be a corresponding decrease in General Fund Contingency. Related to PA18-15 below. Net decrease to budget: \$988,561.

2. **TRANSPORTATION IMPACT FEE-SOUTHWEST FUND (1072 F)**

A. BA18-41, Grand National – Oakridge to Sand Lake (TRE0017_P), Request to transfer budget from International Drive Congestion Management (CIP0082_P) to Grand National - Oakridge to Sand Lake. This transaction is needed to increase the project budget for Grand National Blvd to plan for future construction costs and align with FY19 Capital Improvement Program (CIP) budget development. The total amount allocated to project budget: \$979,371. No net increase to Fund.

- B. BA18-42, Narcoossee Widening: SR 528 – SR417 (TRE0028_P), Request to transfer budget from various projects to Narcoossee Road Widening: SR 528 - SR417 project (TRE0028_P). This transaction is needed to increase the project budget for Narcoossee Road and align with FY19 Capital Improvement Program (CIP) budget development. The total amount allocated to project budget: \$2,887,850. No net increase to Fund.
3. GAS TAX FUND (1100 F)
- A. BA18-43, Virginia Drive Improvements (TSP0060_P), Request to transfer budget from Medical City Connector (TSP0022_P) to Virginia Drive Improvements. This project is related to the City approved Virginia Drive/Lake Highland Transportation and Land Use Study. The streetscape project includes placing utilities underground, improving sidewalks, adding parkways, landscaping, curb extensions, and bicycle infrastructure. Additional funding for design and construction costs is expected to be in the FY19 - FY23 Capital Improvement Program (CIP) budget request. The total amount allocated to project budget: \$229,434. No net increase to Fund.
4. GRANTS FUND (1130 F)
- A. BA18-39, Orlando Health Community Benefit (CAO0004_G) – Request to recognize funding received from Orlando Health to support the SNAP Program at the Parramore Farmers Market. Net increase to budget: \$14,028.
- B. BA18-32, Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreement for the Shingle Creek Trail (CIP0016_G) - Recognize and appropriate revenue from Florida Department of Transportation (FDOT) for construction, engineering and inspection of the Shingle Creek Trail from Sand Lake Road to Oak Ridge Road. Net increase to budget: \$4,050,000.
5. REAL ESTATE FUND (3006 F)
- A. BA18-35, Creative Village Land (REM0011_P) – Request to recognize revenues received from the sale of Creative Village Parcels N and P to Amelia Court at Creative Village Partners Ltd. Net increase to budget: \$3,649,329.
- B. BA18-38, Land Acquisitions (REM0010_P) – Request to recognize revenues received from the sale of property (nine parcels) located at the southwest intersection of South Division Avenue and West South Street to SSHP LLC. Net increase to budget: \$1,156,328.
6. STORMWATER UTILITY FUND (4160 F)
- A. BA18-36, Various Projects: Request to allocate fund balance, to support Stormwater priority projects: Lake Davis/Greenwood Interconnect and Oregon Street (Hampton to Altaloma) Drainage Improvements. Net increase to budget: \$6,063,017.
7. WATER RECLAMATION FUNDS (4100 F, 4104 F, 4106 F, and 4110 F)
- A. BA18-37, Various Projects: Request to closeout completed projects, reallocate remaining balances from these projects, and allocate additional fund balance, as needed, towards Water Reclamation priority projects. Net increase to budget: \$41,048,802.

8. VARIOUS FUNDS

- A. BA18-33, Various Projects and Grants – Request to resolve various project & grant budget issues identified during the rollover process and subsequent review of combined current year allocations. No net change to budget.

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.

9. GENERAL FUND (0001 F)

- A. PR18-17, Traffic Studies and Neighborhood Traffic (TRE0004_C) - Request to drop one (1) Transportation Special Projects Manager (NB118) and add one (1) Traffic Studies Manager position (NB114). This position will serve as the primary point of contact for traffic studies and the proposed classification is lower than the current position.

10. EMERGENCY MEDICAL SERVICES TRANSPORT FUND (0017 F)

- A. PA18-15, EMS (OFS0008_C) – Related to BA18-21 above, request to create several new positions: two (2) EMS District Chief Supervisors; one (1) EMS Supply/Logistics Officer; one (1) Training Coordinator; two (2) Quality Improvement Officers; and twenty-nine (29) EMS Transport Civilian Positions. The estimated personnel cost of \$645,154, combined with estimated operating cost of \$343,407 (for a total of \$988,561), will be absorbed within the department's existing budget.

11. BUILDING CODE ENFORCEMENT FUND (1110 F)

- A. PR18-18, Customer Services and Logistical Support (PER0004_C) – Request to reclassify a Records Specialist (S18) to a Records & Archives Supervisor (S14). This position has taken on supervisory responsibilities and will need to supervise temporary staff going forward with the digital conversion team, which is moving off-site, separate from other supervisors. The estimated cost of \$9,384 will be absorbed within the department's existing budget.

12. STORMWATER UTILITY FUND (4160 F)

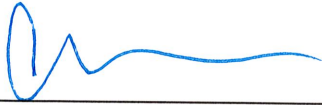
- A. PR18-19, Streets Administration (STW0006_C) - Request to reclassify a vacant Utility Billing Specialist (S18) to a Fiscal Specialist (S17). This change will allow for cross training and more flexibility in staffing assignments. The estimated cost of \$14,572 will be absorbed within the department's existing budget.

13. VARIOUS FUNDS

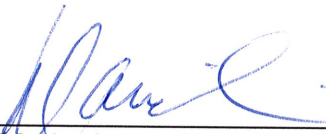
- A. PR18-15, Various Permitting Cost Centers – Request to reclassify all Construction Inspector Supervisor positions (S11 to S10). This adjustment is needed based upon the responsibilities of the role relative to other Permitting positions, which saw changes as part of the larger Permitting Division reorganization that was previously approved. There are currently six (6) impacted positions across the General Fund and Building Code Enforcement Fund, and the total estimated cost of the request is \$30,579, which will be absorbed within the department's existing budget.

A motion to approve items 1A through 13A was made by Frank Billingsley. Wes Powell seconded the motion and vote carried to approve items 1A through 13A.

The meeting was adjourned at 10:32 a.m.



Christopher McCullion, Chief Financial Officer



Maria Cioce, Recording Secretary