



**Budget Review Committee**  
Tarpon Conference Room, 4<sup>th</sup> Floor, City Hall

The Budget Review Committee meeting on August 14, 2018 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:**

Brian Battles, Deputy Chief Financial Officer  
Martin Carmody, Budget Division Manager  
Jason Wojkiewicz, Budget Analyst III  
Kevin Pierre, Budget Analyst III  
Anthony Bellizio, Budget Analyst II  
Carmen Rasnick, Budget Analyst II  
Amy Kessel, Transportation Fiscal Manager  
Giorgina Pinedo, Office of Community Affairs & Human Relations, Assistant to Director  
Celeste Brown, Senior Advisor for Public Engagement  
Maria Cioce, Recording Secretary

**PUBLIC COMMENT:**

There were no public comments

**NEW BUSINESS:**

**FY2017/18 BUDGET – APPROPRIATIONS**

1. **PARKING SYSTEM REVENUE FUND (4132 F)**

A. BR18-02, Jefferson Street Garage Operations (PKG0012\_C), Request to transfer \$70,450 budget authority from Fund Contingency to facility expenses. This transaction will align the budget with facility-related expenses. No net increase to budget.

2. **TRANSPORTATION IMPACT FEE-NORTH FUND (1070 F)**

A. BA18-63, TIF North Collection Area (TSP0002\_C), Request to transfer budget authority in Fund Contingency in the amount of \$233,872 and allocate Fund Balance Allocation in the amount of \$154,128 to fund the Amelia Street Trail Crossing project for a total project amount of \$388,000. The construction of this segment will connect the Colonial Overpass Pedestrian Bridge to Gertrude's Walk, a segment of the Bicycle Beltway. The project budget includes construction, resurfacing, CEI and contingency. Net increase to the funds budget: \$154,128.

3. TRANSPORTATION IMPACT FEE-SOUTHWEST FUND (1072 F)
  - A. BA18-57, SR 435 (Kirkman Road) Multi-Use Trail (TSP0052\_P) – Request to transfer budget authority in Fund Contingency in the amount of \$92,806 to the SR 435 (Kirkman Road) Multi-Use Trail Project. This is related to FDOT's Resurfacing Restoration and Rehabilitation (RRR) Project on SR 435 (Kirkman Road) for utility relocation design. The Locally Funded Agreement between the City and FDOT was approved by City Council on June 25, 2018. Net increase to budget: \$92,806.
  
4. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)
  - A. BA18-64, Iron Bridge Master Pump Station Tank Replacement Project (CIP0228\_P) – Request to transfer balance from a completed project to the Iron Bridge Master Pump Station Tank Replacement project. City staff suggests replacing the underground storage tank at the Iron Bridge facility now as part of another tank replacement project at a nearby lift station currently out for bid. No net increase to budget.
  - B. BA18-65, Narcoossee Road Reclaimed Water Main project (CIP0237\_P) – Request to allocate fund balance to the Narcoossee Road Reclaimed Water Main project concurrently with the Narcoossee Road Widening project. The water reclamation portion of this project will install an approximately 13,000 linear foot water main (for reclaimed water) in the median of Narcoossee Road between north of Kirby Smith Road and north of Dowden Road. Net increase to budget: \$8,948,187.
  
5. GRANTS FUND (1130 F)
  - A. BA18-59, FY 18 Emergency Medical Services (EMS) Matching Grant (OFD0028\_G) – Request to recognize grant revenue for FY 18 Emergency Medical Services (EMS) Matching Grant in 1130\_F. In order to satisfy the grant match requirement, \$17,730 from the Supplies budget in Emergency Medical Services Transport Fund (0017\_F) will be transferred to the grant match in Designated Revenue Fund (0005\_F). The grant will be used to purchase chest compression devices. The grant was approved by City Council on January 8, 2018. Net increase to budget: \$53,190.
  - B. BA18-60, FY 17 Orlando Police Department JAG-Radios (OPD0075\_G) - Request to budget \$174,067 for 26 portable radios that are due for replacement. The State of Florida Department of Management Services in their Public Safety Radio Communications Plan recommends replacement of radios after 6 years. The grant application was approved by City Council on September 6, 2017. Net increase to budget: \$174,067.
  - C. BA18-47, FY 18 Walmart Community Grant (OPD0074\_G) - Request to budget funding from Walmart Foundation Community Grant for the Shop with A Super Cop event. The grant application was approved by City Council on April 16, 2018. Net increase to budget: \$5,000.
  - D. BA18-61, FY 18 NRPA Meet Me at the Park Grant (FPR0029\_G) - Request to budget \$20,000 for the National Recreation and Park Association - NRPA, Meet Me at the Park Grant, which aims to improve local parks and recreation sites through projects that connect children and nature; help children and families live healthier lives; and increase children's access to sports. This was approved by City Council on March 19, 2018. Net increase to budget: \$20,000.

## **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.*

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

- A. PR18-25 Criminal Investigations Division (OPI0001\_C) – Request to reclassify an existing, vacant Police Officer (PO) position in the Auto Theft Unit in order to create one (1) Sergeant (SGT) position that will supervise the proposed School Resource Officer positions in FY18/19. OPD requested two (2) new Sergeant (SGT) positions for this purpose in their FY18/19 budget, but now requires at least one (1) in order to be ready for the start of the school year. This will not affect OPD's total position request for FY18/19. The estimated cost of \$21,713 will be absorbed within the department's existing budget.
- B. PR18-26, Transportation Planning (TSP0001\_C) – Request to reclassify a Traffic Infraction Enforcement Officer (S15) position to a Planner Senior (S10) position. This reclassification will provide better preparation for and implementation of Transportation Planning activities. The department does not currently have a person dedicated solely to overseeing the administrative activities as outlined in the Local Agency Program. The estimated cost of \$2,155 will be absorbed within the department's existing budget.
- C. PR18-28, City Grants Management (ACL0003\_C) – Request to reclassify one (1) Grants and Contract Analyst (S12) to a Grants Manager (NB113). This position reclassification is needed as the Grants Manager will oversee citywide grant opportunities/funds and assist with the workload created from the vacancy of the Grants and Contract Analyst position. The estimated cost of \$9,083 will be absorbed within the department's existing budget.

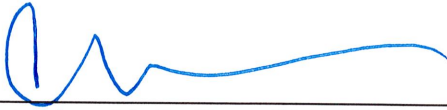
### **7. STORMWATER UTILITY FUND (4160 F)**

- A. PA18-25, Streets Administration (STW0006\_C) – Request to create one (1) Fiscal Specialist (S17) Contract position. The current full-time employee holding this position is being deployed on military duty for 400 days. During this time, the position will be vacant and duties are subject to delay which may lead to issues with efficiency in payment processing as well with other tasks. The estimated cost of \$6,178 will be absorbed within the department's existing budget.
- B. PR18-27, Keep Orlando Beautiful (STW0004\_C) – Request to reclassify one (1) Lead Maintenance Worker (L02) to a Community Outreach Coordinator (S20) position. This reclassification will allow the Keep Orlando Beautiful program to meet the demands of coordinating volunteer efforts as well as outreach. The estimated cost of \$367 will be absorbed within the department's existing budget.

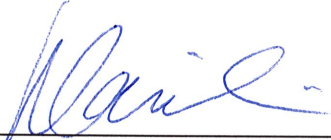
Budget Division Manager Martin Carmody advised that item 8A had been removed from the agenda.

A motion to approve items 1A through 7B, with the deletion of item 8A, was made by Frank Billingsley. Wes Powell seconded the motion and vote carried to approve items 1A through 7B.

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

A handwritten signature in blue ink, appearing to read 'C. McCullion', written above a horizontal line.

Christopher McCullion, Chief Financial Officer

A handwritten signature in blue ink, appearing to read 'Maria Cioce', written above a horizontal line.

Maria Cioce, Recording Secretary