



Budget Review Committee
Veterans Conference Room, 2nd Floor, City Hall

The Budget Review Committee meeting on November 29, 2018 was called to order by Byron Brooks at 10:01 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:

Deborah Girard, Deputy Chief Administrative Officer
Brian Battles, Deputy Chief Financial Officer
Martin Carmody, Budget Division Manager
Jason Wojkiewicz, Budget Analyst IV
Ricky Vanderoef, Budget Analyst III
Kevin Pierre, Budget Analyst III
Anthony Bellizio, Budget Analyst II
Carmen Rasnick, Budget Analyst II
Craig Charrette, Families, Parks and Recreation Fiscal Manager
Amy Kessel, Transportation Department Fiscal Manager
Ashley Connolly, Public Works Department Fiscal Manager
Tony Blanca, Human Resources Division Compensation and Benefits Manager
Douglas Horner, Financial Reporting Manager
James Varnado, Treasury Manager
Frederick English Jr, Public Works Department Environmental Specialist III
Brady Bailo, SEIU Florida Public Union Services Staff Member
Lawanna Gelzer, Citizen of Orlando
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

Brady Bailo, SEIU Florida Public Union Services Staff Member, inquired about item 6A, BR19-01, and Deputy Chief Financial Officer Brian Battles responded.

NEW BUSINESS:

FY2018/19 BUDGET – APPROPRIATIONS

1. STREET TREE TRUST FUND (0003 F)

A. BA19-07, Street Tree Trust (PKS0010_C) – Request to allocate fund balance to cover a portion of the costs of a new contract for the purchase of trees. The contract with Cherrylake Inc. for FY18/19 is \$279,740 and has four (4) 12-month renewal options; it was approved by City Council on November 12, 2018. Net increase to budget: \$80,000.

2. DESIGNATED REVENUE FUND (0005 F)

- A. BA19-02, National Night Out Fundraising (OPD0010_P) - Request to move remaining unused budget authority from the Collision Avoidance Training for Teens program (CAT) to the National Night Out program (NNO). The CAT program no longer exists and there were no requirements from the donor on how to repurpose remaining funds. The NNO program is an ongoing community program that generally uses forfeiture funds. Net increase to budget: \$15,949.

3. TRANSPORTATION IMPACT FEE-NORTH FUND (1070 F)

- A. BA19-10, Bicycle Beltway (TSP0062_P) - Request to allocate Fund Balance for the segment of the Bike Beltway not funded, utilizing bond proceeds from the Neighborhood Improvement Bond. This will fully fund Transportation's Bicycle Beltway Project. Net increase to budget: \$450,000.

4. TRANSPORTATION IMPACT FEE-SOUTHWEST FUND (1072 F)

- A. BA19-11, Shingle Creek Trail Support Project (CIP0051_P) - Request to allocate Fund Balance in the amount of \$1,800,000 to the Shingle Creek Trail Support Project (CIP0051_P). Increased funding is needed for additional items included in the Invitation to Bid for the construction of the trail. These additional items are not eligible for reimbursement with the Florida Department of Transportation Local Agency Program (LAP) grant for \$4,050,000, which was approved by City Council on February 26, 2018. The construction contract with Gibbs & Register is scheduled for approval by City Council on December 10, 2018. This action would fully fund the City's obligation of the agreement. Net increase to budget: \$1,800,000.

5. GRANTS FUND (1130 F)

- A. BA19-01, FY19 High Visibility Enforcement for Pedestrian & Bicycle Safety (OPD0076_G) - Request to budget grant funds for the FY19 High Visibility Enforcement for Pedestrian & Bicycle Safety. This grant will reimburse overtime expenses related to traffic enforcement operations directed at enforcing bicycle and pedestrian safety. This grant was approved by City Council on August 20, 2018. Net increase to budget: \$54,793.
- B. BA19-04, FY19 HUD Fair Housing Assistance Program (FAP) (EXO0001_G) - Request to recognize the receipt of the annual HUD Fair Housing Assistance Program grant, which provides Human Relations funding to administer fair housing laws that HUD has determined to be substantially equivalent to the Fair Housing Act. Net increase to budget: \$41,200.
- C. BA19-06, FY18 Bulletproof Vest Partnership Grant (OPD0077_G) – Request to budget Federal Department of Justice grant funds that will be used to cover 50 percent of the cost of approximately 449 new bulletproof vests that are due to expire within the next two years, or to purchase new vests for new officers. This item was approved by City Council on October 22, 2018. Net increase to budget: \$112,333.

- D. BA19-08, Orlando Citywide Pedestrian Signal (TRE0007_G) - Request to recognize and appropriate Florida Department of Transportation revenue for the Orlando Citywide Pedestrian Signal Local Agency Program (LAP) Agreement. The LAP agreement, in the amount of \$439,000, was approved by City Council on September 4, 2018. The Orlando Citywide Pedestrian Signal project consists of the design of pedestrian infrastructure improvements at 37 signalized intersections within the Central Business District and the Downtown South Main Street District of Orlando. Net increase to budget: \$439,000.
- E. BA19-09, Orlando Urban Trail Gap Connectivity (TSP0009_G) - Request to reduce budget authority for the Orlando Urban Trail Gap Local Agency Program (LAP) Agreement with Florida Department of Transportation by \$4,921. The Orlando Urban Trail Gap grant award, in the amount of \$814,546, was established in BA18-30 and approved by City Council on February 26, 2018. There is a Supplemental LAP Agreement, approved by City Council on November 12, 2018, in the amount of \$809,625 that reflects the actual cost of engineering design services. Net decrease to budget: \$4,291.
- F. BA19-12, Harry P Leu Gardens (LEU0010_G) – Request to recognize and appropriate Florida Department of State Division of Cultural Affairs agreement. Net increase to budget: \$8,668.
- G. BA19-14, Energy Foundation Grant (SUS0001_G) – Request to recognize the receipt of the Energy Foundation Grant. These funds will be utilized to support implementation of the City's energy benchmarking and transparency policy. Net increase to budget: \$65,300.

6. CRA OPERATING FUND (1250 F)

- A. BR19-01, Community Redevelopment Agency (CRA0002_C) – Request to utilize fund contingency to cover \$58,903 in additional personnel costs. These costs are being incurred because an Administrative Specialist position is being transferred into the fund to provide additional support to CRA staff. This item is related to PA19-06 below. No net change to budget.

7. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)

- A. BA19-13, Special – Sewer General Construction (WAS0014_C) - Request to transfer Water Reclamation General Construction Fund contingency to various projects. The additional budget is needed for the Easterly Wetlands Education Center; sewer pipe improvements; and emergency generators at multiple lift stations. No net change to budget.

8. VARIOUS FUNDS

- A. BA19-05, Various Cost Centers and Funds – Request to complete a variety of adjustments to several City budgets. These adjustments focus on moving budget from one cost center or project to another without changing the budget amount; and the transfer of funds to the CIP Fund. Net increase to budget: \$27,050.

FY2018/19 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. PR19-01, Criminal Investigations Division (OPI0001_C) – Request to reclassify one (1) Forensic Video Analyst (S15) to a Forensic Video Analyst (S14). Increased workload, education and training have widened the scope of the Forensic Analyst position. To remain competitive in the current market and retain employees, OPD is requesting this reclassification. The estimated cost of \$4,160 will be absorbed within the department's existing budget.
- B. PR19-02, City Planning (PND0001_C) – Request to reclassify one (1) Planning Technician (S17) to a Planner I (S14). This role has developed enhanced responsibility over the past few years and needs to be adjusted to reflect the increased responsibilities that support the Historic Preservation Officer. For the remainder of the current fiscal year, the estimated cost of \$12,150 will be absorbed within the department's existing budget.
- C. PR19-03, Compensation and Benefits (HRD0008_C) – Request to reclassify one (1) Employee Benefits Spec II (S12), and one (1) Benefits and Compensation Analyst Senior (NB112), to a new Benefits Analyst (NB111) classification. Combining these two classifications will better facilitate cross training between HR functions and generally improve division efficiency. There will be no additional costs for this change.

10. CRA OPERATING FUND (1250 F)

- A. PA19-06, Community Redevelopment Agency (CRA0002_C) – Request to transfer one (1) Administrative Specialist from the Building Code Enforcement Fund (1110_F) to the CRA Operating Fund (1250_F). The duties of the position have been adjusted to reflect primarily CRA responsibilities. This item is related to BR19-01 above.

11. ORLANDO VENUES ENTERPRISE FUND (4001 F)

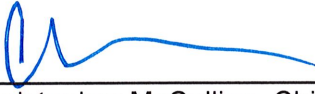
- A. PA19-01, Venues Operations (VEN0001_C) – Request to create one (1) Venues Guest Services Manager (S13) position to assist the Events Department in the planning and organization of all events with a guest experience focus. The creation of this new position will be funded by attrition from an unfilled Venues Events Services Division Manager position, at an estimated cost of \$65,365 for the remainder of the current fiscal year.
- B. PA19-02, Amway Center (VEN0004_C) – Request to create one (1) Venues Event Coordinator (S13) position. This position will have the responsibility of monitoring necessary logistical requirements for events held at facilities, resolving minor event-related problems and completing event evaluations. This position has been budgeted; the action will recognize the head count.

12. PARKING SYSTEM REVENUE FUND (4132 F)

- A. PA19-07, Parking Enforcement (PKG0015_C) – Request to create one (1) Parking Enforcement Senior Specialist (NB104). This position will assist the Parking Enforcement Supervisor in overseeing the Parking Enforcement Unit. This position will also be assigned to extensively train all new Parking Enforcement Specialists I and II. This position has been budgeted; the action will recognize the head count.

A motion to approve items 1A through 12A was made by Frank Billingsley. Wes Powell seconded the motion and vote carried to approve items 1A through 12A.

The meeting was adjourned at 10:09 a.m.



Christopher McCullion, Chief Financial Officer



Maria Ciocce, Recording Secretary