

**January 15, 2019, 3:30 p.m.**

**MINUTES**

**City Hall, Veterans Conference Room, 2<sup>nd</sup> Floor**

**Members Present:**

Kevin Edmonds, Acting Chief Administrative Officer  
Heather Fagan, Deputy Chief of Staff  
Christopher McCullion, Chief Financial Officer  
Wes Powell, Assistant City Attorney

**Others Present:**

Brian Battles, Deputy Chief Financial Officer  
Jason Wojkiewicz, Budget Analyst IV  
Ricky Vanderoef, Budget Analyst III  
Anthony Bellizio, Budget Analyst II  
Carmen Rasnick, Budget Analyst II  
Tysha Resnick, Orlando Fire Department Fiscal Manager  
Ashley Connolly, Public Works Fiscal Manager  
Amy Kessel, Transportation Fiscal Manager  
David Bass, Wastewater Division Manager  
Victoria Salmon, OBFS Intern  
Maria Cioce, Recording Secretary

**1. Call to Order**

The Budget Review Committee meeting on January 15, 2019 was called to order by Kevin Edmonds at 3:34 p.m.

**2. Public Comment**

There were no public comments.

**3. New Business**

**FY2018/19 BUDGET – APPROPRIATIONS**

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

- A. BA19-19, Fire Shifts (OFR0001\_C) - Request to transfer budget from Capital Improvement Fund (3001\_F) to General Fund (0001\_F) to cover expenses associated with equipment up-fitting on Hazmat vehicle. Budget for the equipment was authorized in FY2017/18 and rolled over to FY2018/19. Net increase to budget: \$254,275.

2. DESIGNATED REVENUE FUND (0005 F)

- A. BA19-16, TF4 Warehouse (OFR0005\_P) – Request to budget TF4 Warehouse lease payments. Two-thirds of the lease cost is paid through an agreement with Orange County Fire Department and Seminole County Fire Department. The remaining one-third is paid from OFD's General Fund (0001\_F) budget via a transfer to the Designated Revenue Fund (0005\_F). Net increase to budget: \$133,706.
- B. BA19-32, MATCH FY 19 OPASS AmeriCorps Program (FPR0031\_G) / MATCH FY 19 Operation AmeriCorps (FPR0033\_G) - Request to move grant match budget currently in a cost center to the specific grant match cost centers. Net increase to FPR0031\_G: \$204,009. Net increase to FPR0033\_G: \$219,420.

3. DUBSDREAD RENEWAL & REPLACEMENT FUND (0016 F)

- A. BA19-25, Dubsdread Equipment (DUB0003\_P) – Request to move budget authority from Dubsdread Course/Grounds Maintenance project (DUB0002\_P) to pay for equipment purchases. Net increase to budget: \$68,000.

4. AFTER SCHOOL ALL STARS (0024 F)

- A. BA19-24, After School All Stars (FPR0004\_C) – Request to move the salary and benefits budget for the ASAS Project Coordinator position from the General Fund (0001\_F) to the After School All Stars Fund (0024\_F). This move is part of the Children Affairs Division reorganization. This relates to item 18A below. Net increase to budget: \$70,516.

5. GRANTS FUND (1130 F)

- A. BA19-15, FY 18 State Homeland Security Grant Program (OFS0001\_G) – Request to budget the FY18 State Homeland Security Grant Program grant. This project supports the maintenance of advanced devices to detect and identify chemical, biological, radiological, nuclear, and explosive substances for the Hazardous Materials Response Team. This grant was approved by City Council on October 8, 2018. Net increase to budget: \$57,890.
- B. BA19-22, FY 19 Orlando Health Community Benefit (SUS0002\_G) – Request to recognize the receipt of the Orlando Health Community Grant. These funds will assist in the acceptance of SNAP at the Parramore Farmers Market, which contributes to the City's sustainability goals of enhancing our local food systems and community food access. The grant is pending City Council approval on January 14, 2019, and there is no match requirement. Net increase to budget: \$11,795.
- C. BA19-23, FY 19 Afterschool Nutrition Program Agreement and Grant (FPR0034\_G) – Request to budget the reimbursable grant from the Florida Department of Health. This is a permanent contract with annual renewals approved at the January 28, 2013 Council meeting and provides nutritious meals to children in City after school programs. Net increase to budget: \$400,727.
- D. BA19-26, FY 18 High Intensity Drug Trafficking Area (HIDTA) (OPD0073\_G) – Request to budget the remaining award for the HIDTA grant. The grant went to City Council on March 19, 2018 for the amount of \$109,472, but in the May 2018 BRC we budgeted \$38,315, representing 35% of the original award due to the Federal Government operating on a Continuing Appropriations Resolution. This item budgets the remaining grant award, plus an amendment to the grant award increasing it to \$127,940 and was approved by Council on November 27, 2018. Net increase to budget: \$86,109.

- E. BA19-27, Speed and Aggressive Driving Enforcement (OPD0078\_G) – Request to budget the award for this grant, which will be used to reimburse overtime for officers on the Speeding/Enforcement Team. The objective is to efficiently and safely reduce traffic crashes, fatalities, and injuries due to speeding and aggressive driving. This grant was approved by City Council on November 11, 2018. Net increase to budget: \$75,000.
6. COMMUNITY REDEVELOPMENT AGENCY OPERATING FUND (1250\_F)
- A. BA19-20, Parramore Housing Initiative (CRA0007\_P) - Request to recognize revenues received from sale of parcels at 734 and 736 Short Avenue as part of the Parramore Housing Initiative. Net increase to budget: \$390,492.
7. REAL ESTATE ACQUISITION FUND (3006\_F)
- A. BA19-17, Creative Village Land (REM0011\_P) - Request to recognize revenues received from sale of Creative Village Lot 3 (Parcel M) to Creative Village Development, LLC. Net increase to budget: \$5,670,832.
8. WATER RECLAMATION FUNDS (4106, 4107\_F)
- A. BA19-28, Various – Request to complete adjustments to various Water Reclamation project budgets. These adjustments focus on the realignment of budgets to better match actual project costs, project prioritization, and higher than expected project cost estimates. The estimated cost of \$1,038,884 will be absorbed within the department’s existing budget.
9. WATER RECLAMATION REVENUE FUNDS (4100\_F)
- A. BA19-29, Various – Request to transfer Water Reclamation fund contingency to fund new position and compensation upgrade requests. The division is requesting eighteen (18) new positions and twenty-one (21) reclassifications to manage the surge in plan reviews; line repairs; capital projects; lift station upgrades and replacements; reclaimed water connection requests; and compliance inspections. The estimated annual cost of \$2,000,000. The fund contingency was set aside specifically for this purpose. This relates to item 19A below. No net increase to budget.
10. STORMWATER CAPITAL FUND (4161\_F)
- A. BA19-33, Various – Request to close out projects in Stormwater Utility Fund (4160\_F) and reestablish in Stormwater Capital Fund (4161\_F). The department has requested to create a Fund dedicated to Capital Projects, which will make tracking projects easier. This action will also recognize revenue from a Joint Participant Agreement with OUC. Net increase to budget: \$24,566,509.
11. FLEET REPLACEMENT FUND (5002\_F)
- A. BA19-18, Fleet Replacement Program (FLT0005\_C) – Request to transfer budget from various funds to 5002\_F Fleet Replacement Fund for reimbursement due to costs incurred for department-requested additional vehicles and/or upgrades to replacement vehicles. Net increase to budget: \$819,366.

12. VARIOUS FUNDS

- A. BA19-21, Various - Request to transfer remaining budget from various inactive Facilities projects to supplement current energy efficiency efforts; transfer budget for expenses related to OPD IRIS equipment; and transfer budget from new OFD equipment replacement project to align budget to actuals and inactivate the old project. No net increase to budget.
- B. BA19-03, Various – Request to true up central cost allocation budgets. The final KPMG report which provides the FY19 Cost Allocation Plan charges was received after the budget was finalized. This action will match the budget to the plan. Net increase to budget: \$263,661.

13. WATER RECLAMATION SRF LOAN CONSTRUCTION FUND (4112 F)

- A. BA19-30, Various – Request to recognize loan proceeds from two executed State Revolving Fund (SRF) loan agreements between the City's Water Reclamation Division and the Florida Department of Environmental Protection, and categorize a previously approved SRF agreement from project to grant. Net increase to budget: \$21,706,550.

14. SOLID WASTE FUND (4150 F)

- A. BA19-31, Commercial Collection (SWM0003\_C) – Request to transfer Solid Waste fund contingency to the Facilities budget line to account for preventative maintenance costs at the compressed natural gas (CNG) fueling station. The estimated cost of \$303,000 will be absorbed within the department's existing budget.

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

- A. BA19-34, SR 435 (Kirkman Rd) Multi-Use Trail (TSP0052\_P) – Request to allocate Fund Balance in the amount of \$480,729 to the SR 435 (Kirkman Rd) Multi-Use Trail project. This is related to FDOT's Resurfacing Restoration and Rehabilitation Project on SR 435 (Kirkman Rd) for utility construction. The Locally Funded Agreement between the City and FDOT was approved by City Council on June 25, 2018. Net increase to budget: \$480,729.
- B. BA19-35, Millenia Palms and Northbridge Traffic Signal (TRE0040\_P) - Request to fund a traffic signal for Millenia Palms and Northbridge. The addition of a traffic signal is a condition of approval for the Sabin Planned Development where the developer is responsible for 50% towards the installation and construction of a mast-arm signal. The City's portion will come from Transportation Impact Fee – Southwest Fund Balance (\$187,986), and the transfer budget authority from New Traffic Signal Southwest IFT (\$162,014). Net increase to budget: \$350,000.

16. GAS TAX FUND (1100 F)

- A. BA19-36, Citywide Pedestrian Traffic Signals – City Support (TRE0041\_P) - Request to transfer budget authority from Intersection Safety Improvements (TRE0006\_P) to Citywide Pedestrian Traffic Signals – City Support for \$96,608. On September 4, 2018 City Council approved a Local Agency Program (LAP) agreement with Florida Department of Transportation (FDOT) awarding grant funds in the amount of \$439,000 for design of 37 intersections. On November 12, 2018, City Council approved the design contract with Vanasse Hangen Brustlin, Inc (VHB) for \$535,607. Net increase to budget: \$96,608.

## **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.*

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

- A. PA19-13, Director of Transportation (TRN0001\_C) – Request to drop one (1) Planner III (S11) and add one (1) Senior Planner (S10) position. This position will coordinate the implementation of multi-discipline transportation projects within the Director's office. The estimated increase in annual costs of \$9,930 will be absorbed within the department's existing budget.

### **18. AFTER SCHOOL ALL STARS (0024 F)**

- A. PA19-08, After School All Stars (FPR0004\_C) – Request to move the salary and benefit budget for an ASAS Project Coordinator position from the General Fund to the After School All Stars Fund. This relates to item 4A above.

### **19. WATER RECLAMATION REVENUE FUND (4100 F)**

- A. PA19-09, Various – Request to transfer Water Reclamation fund contingency to fund eighteen (18) new positions and twenty-one (21) reclassifications to manage the surge in plan reviews; line repairs; capital projects; lift station upgrades and replacements; reclaimed water connection requests; and compliance inspections. The estimated cost of \$948,837 will be absorbed within the department's existing budget. This relates to item 9A above.

### **20. PARKING REVENUE FUND (4132 F)**

- A. PA19-10, Parking Administration (PKG0001\_C) – Request to add one (1) Planner I (S14). This position will assist with preparation for and implementation of Transportation Planning activities. The expansive growth of the City and expansion of I-4 has had a great impact on transportation and parking in the City of Orlando. The estimated cost of \$83,640 will be absorbed within the department's existing budget.
- B. PA19-11, Parking Administration (PKG001\_C) – Request to add one (1) Accounting Specialist I/II (S18). The accounting workload has increases due to the addition of the GEICO Garage, Orange Lot, and general increase in parking demand. This position will help decrease the department's backlog of work and eliminate the need for a seasonal Accounting Clerk position. The estimated cost of \$71,852 will be absorbed within the department's existing budget.
- C. PA19-12, Parking Enforcement (PKG0015\_C) – Request to add two (2) Parking Enforcement Specialists (NB102). These positions will assist with the increase in workload in Parking Enforcement. The estimated cost of \$109,017 will be absorbed within the department's existing budget.

## **4. Adjourn**

A motion to approve items 1A through 20C was made by Wes Powell. Christopher McCullion seconded the motion and vote carried to approve items 1A through 20C.

The meeting was adjourned at 3:35 p.m.



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Christopher McCullion  
Chief Financial Officer



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Maria Ciocce  
Recording Secretary