

March 12, 2019, 3:30 p.m.

MINUTES

City Hall, Tarpon Conference Room, 4th Floor

Members Present:

Kevin Edmonds, Acting Chief Administrative Officer
Frank Billingsley, Chief of Staff
Christopher McCullion, Chief Financial Officer
Wes Powell, Assistant City Attorney

Others Present:

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
Amy Kessel, Transportation Fiscal Manager
Tysha Resnick, Orlando Fire Department Fiscal Manager
Denise Aldridge, City Clerk
Tara Culver, Assistant Controller
Maria Cioce, Recording Secretary

1. Call to Order

The Budget Review Committee meeting on March 12, 2019 was called to order by Kevin Edmonds at 3:32 p.m.

2. Public Comment

There were no public comments.

3. New Business

FY2018/19 BUDGET – APPROPRIATIONS

1. CODE ENFORCEMENT BOARD LIEN ASSESSMENT FUND (0011_F)

- A. BA19-38, Code Enforcement Board Lien Assessment (ENF0003_C) – Request to allocate contingency and additional fund balance to support the City's \$500,000 commitment to the refurbishment of Parramore housing units. Net increase to budget: \$293,107.

2. TRANSPORTATION IMPACT FEE-NORTH FUND (1070 F)
 - A. BA19-41, North Quarter Simulation Analysis (TSP0063_P) – Request to move budget authority from Bike Beltway Segment (TSP0062_P) to North Quarter Simulation Analysis (TSP0063_P). The Simulation Analysis is a necessary component for the continuation of design to the North Quarter Two-Way Restoration project and the Orlando Urban Trail Gap project. No net increase to budget.

3. GRANTS FUND (1130 F)
 - A. BA19-42, Shingle Creek Trail from Sand Lake Road to Oakridge Road (CIP0016_G) - Request to recognize Supplemental LAP Grant Agreement between the City and the Florida Department of Transportation for the Shingle Creek Trail project. On April 9, 2018, the City and the FDOT entered into a Local Agency Program agreement for the construction and engineering inspection (CEI) of Shingle Creek Trail from Sand Lake Road to Oak Ridge Road. Net increase to budget: \$1,174,805.

4. U.S. DEPARTMENT OF TREASURY – FEDERAL EQUITABLE SHARING AGREEMENT FUND (1167 F)
 - A. BA19-45, Federal Asset Sharing – Treasury (OPD0006_G) – Request to recognize revenue from the past several years. Traditionally, we recognize revenue and allocate budget authority at year-end BRC, but this has not been done over the past several years in this fund. We will also allocate fund balance to bring the budget authority close to available cash in the fund. Net increase to budget: \$898,877.

5. WATER RECLAMATION REVENUE FUND (4100 F)
 - A. BA19-37, Water Reclamation Nondepartmental (WAS0002_C) - Request to recognize revenues received from sale of property located at Water Conserv II to Orange County. Orange County purchased the property to construct an extension to Hamlin Groves Trail which will serve the Sportsplex Park. The sale of this property was approved by City Council on September 21, 2015. Closing date of the sale was January 31, 2019. Net increase to budget: \$493,250.

6. CAPITAL IMPROVEMENT FUND (3001 F)
 - A. BA19-44, Sign / Signal Shop Facility Improvements (TRE0042_P) – Request to move budget authority from Facility Evaluation, Repairs and Rehabilitation (FAC0019_P) to Sign/Signal Shop Facility Improvements (TRE0042_P). This will allow the improvements at the Sign and Signal Shop to be tracked separately. No net increase to budget.

7. DESIGNATED REVENUE FUND (0005 F)
 - A. BA19-39, Soccer Loan Repayments (FIN0004_P) – Request to recognize revenues received from principal and interest earnings from soccer team loan. Net increase to budget: \$1,263,486.

8. FLEET REPLACEMENT FUND (5002 F)
 - A. BA19-40, Fleet Replacement Program (FLT0005_C) – Request to transfer budget from various funds to 5002_F Fleet Replacement Fund. This is the 2nd quarter reimbursement for costs incurred due to department-requested additional vehicles and/or upgrades to replacement vehicles. Net increase to budget: \$895,047.

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. PA19-17, Police Support Services (OPA0001_C) – Request to reclassify two (2) Police Service Specialist II positions to two (2) Quality Assurance Coordinator positions. For the remainder of the current fiscal year, the estimated cost of \$15,440 will be absorbed within the department's existing budget.
- B. PA19-18, Police Support Services (OPA0001_C) – Request to reclassify five (5) Property Clerk positions and two (2) Supply Clerk positions to seven (7) Police Property Clerk positions. This reclassification will serve to bring the compensation level with similar positions across the City. For the remainder of the current fiscal year, the estimated cost of \$33,158 will be absorbed within the department's existing budget.
- C. PA19-19, Police Support Services (OPA0001_C) – Request to reclassify one (1) Property Clerk Senior position from S19 to S15. This reclassification will serve to bring the compensation level with similar positions across the City. For the remainder of the current fiscal year, the estimated cost of \$5,763 will be absorbed within the department's existing budget.
- D. PA19-20, Police Support Services (OPA0001_C) – Request to reclassify one (1) Police Property Supervisor position from S13 to S12. This reclassification will serve to bring the compensation level with similar positions across the City. For the remainder of the current fiscal year, the estimated cost of \$1,933 will be absorbed within the department's existing budget.
- E. PA19-21, Criminal Investigations Division (OPI0001_C) – Request to reclassify one (1) Police Lieutenant (sworn) to an Assistant to Director (non-sworn). Currently, Lieutenants are selected and rotated through the position. There is a need for consistency in the position. For the remainder of the current fiscal year, the estimated cost of \$100 will be absorbed within the department's existing budget.
- F. PA19-22, Police Support Services (OPA0001_C) – Request to reclassify one (1) Police Lieutenant (PLT1) to one (1) Police Captain (NB118). This position is needed to oversee a new division (Central Patrol) within the agency. For the remainder of the current fiscal year, the estimated cost of \$9,230 will be absorbed within the department's existing budget.
- G. PA19-14, Financial Reporting (ACL0001_C) – Request to add one (1) Disaster Recovery Coordinator – Contractual (S14) position. This position will lead efforts in reconciling, processing, and submitting reimbursements to the Federal Emergency Management Agency (FEMA) for costs incurred due to natural disasters. For the remainder of the current fiscal year, the estimated cost of \$37,029 will be absorbed within the department's existing budget and may be supported by additional federal reimbursement.
- H. PR19-04, Systems Support & Development (TMD0005_C) – Request to reclassify one (1) Computer Cartography Manager (NB112) position to one (1) GIS Manager (NB115) position and reclassify one (1) Systems Development Manager (NB117) position to one (1) Integration Manager (NB115) position. The GIS Manager will be primarily responsible for monitoring staff and other operational resources supporting City of Orlando Engineering Records and Geographic Information Systems (GIS). The Integration Manager will be primarily responsible for managing application development staff responsible for system integrations. For the remainder of the current fiscal year, the estimated cost of \$2,333 will be absorbed within the department's existing budget.

- I. PA19-15, Chief Information Officer (TMD0001_C) – Request to add one (1) Fiscal Manager - Departmental (NB113) position and one (1) Office Assistant (S21) position. The Fiscal Manager - Departmental will handle fiscal and operational administrative work for the division. The estimated cost of \$60,147 will be absorbed within the department's existing budget. The Office Assistant is to perform various office and clerical duties for the division and handle other front-of-office responsibilities. For the remainder of the current fiscal year, the estimated cost of \$29,313 will be absorbed within the department's existing budget.
- J. PA19-16, Chief Information Officer (TMD0001_C) – Request to add one (1) Public Safety IT Administrator (NB115) position and two (2) Public Safety IT Coordinator (S13) positions. The Public Safety IT Administrator will develop and maintain the public safety Computer Aided Dispatch road map in alignment with Orlando Police and Fire strategic direction, operational effectiveness, business needs and manage the Public Safety IT Coordinator positions. For the remainder of the current fiscal year, the estimated cost of \$69,051 will be absorbed within the department's existing budget. The Public Safety IT Coordinators will provide paraprofessional, administrative, and system support to the City's public safety functions. For the remainder of the current fiscal year, the estimated cost of \$101,352 (\$50,676 per position) will be absorbed within the department's existing budget.
- K. PR19-05, OFD Fire Safety Management (OFA0005_C) - Request to reclassify two (2) Communications Specialist II/III (FEC02/FEC03) positions to two (2) Fire Prevention Inspector I (S14) positions. The continued growth of Orlando, specifically in Lake Nona, has caused a greater need for fire inspections. These positions will assist in alleviating the backlog and will be partly responsible for inspections at Fire Stations 13, 14, 15, and 16 (Lake Nona stations). For the remainder of the current fiscal year, the estimated cost of \$15,416 will be absorbed within the department's existing budget.
- L. PR19-06, City Clerk (CLK0001_C) – Request to reclassify two (2) City Clerk Aide (S16) positions to a City Clerk Aide I/II/III (S16-S14). The office is working to reclassify these general purpose aide positions into a flexible career ladder that allows for varying compensation, based on the level of work performed by a particular position and the experience of the individual holding it. The estimated cost of \$8,255 for the remainder of the current fiscal year will be absorbed within the department's existing budget.
- M. PR19-07, Records Management (CLK0002_C) – Request to reclassify one (1) Records & Archives Supervisor (S14) to a Records & Cemetery Manager (NB113). This reclassification is needed to expand the management responsibilities of the position to include daily oversight and management of the Greenwood Cemetery and their staff. The estimated cost of \$13,930 for the remainder of the current fiscal year will be absorbed within the department's existing budget.
- N. PA19-27, Police East Patrol (OPP0003_C) – Request to reclassify two (2) Police Officer positions to two (2) Police Sergeant positions. This reclassification is required to assist with the current reorganization taking place that has created a new patrol squad in the newly formed Central Patrol Division. For the remainder of the current fiscal year, the estimated cost of \$20,556 will be absorbed within the department's existing budget.

10. BUILDING CODE ENFORCEMENT FUND (1110 F)

- A. PA19-23, Administration and Customer Services (PER0004_C) – Request to create one (1) Sr. Administrative Assistant (S18) position for the Permitting Services Division Manager's Office, to provide a wide range of support functions throughout the division. The estimated cost of \$29,217 for the remainder of the current fiscal year will be absorbed within the department's existing budget.

11. CEMETERY TRUST FUND (1150 F)

A. PR19-08, Greenwood Cemetery (CLK0003_C) – Request to reclassify one (1) Records Specialist (S18) to a Cemetery Coordinator (S16) to better reflect the more cemetery-oriented duties of this particular position. The estimated cost of \$3,574 for the remainder of the current fiscal year will be absorbed within the department's existing budget.

12. HARRY P. LEU GARDENS FUND (1155 F)

A. PA19-24, Harry P. Leu Gardens (LEU0001_C) – Request to drop one (1) Light Equipment Operator (L2) position and add one (1) Irrigation Tech I (L4). This position will repair, and replace broken irrigation heads and nozzles, along with maintenance. For the remainder of the current fiscal year, the estimated cost of \$15,833 will be absorbed within the department's existing budget.

Budget Division Manager, Martin Carmody, advised the committee that a correction had been made to item 9M.

4. Adjourn

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

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



Christopher McCullion
Chief Financial Officer



Maria Ciocce
Recording Secretary