



**May 14, 2019, 3:30 p.m.**

**MINUTES**

**City Hall, Sustainability Conference Room, 2<sup>nd</sup> 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:**

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 III  
Ana Palenzuela, Human Resources Director  
Amy Kessel, Transportation Department Fiscal Manager  
Lisa Henry, Streets and Stormwater Division Manager  
Denise Aldridge, City Clerk  
Maria Cioce, Recording Secretary

**1. Call to Order**

The Budget Review Committee meeting on May 14, 2019 was called to order by Kevin Edmonds at 3:33 p.m.

**2. Public Comment**

There were no public comments.

**3. New Business**

**FY2018/19 BUDGET – APPROPRIATIONS**

**1. GRANTS FUND (1130\_F)**

- A. BA19-51, FY 2017 HUD Fair Housing Assistance Program (FAP) (OCA0016\_G) – Request to recognize revenue received as part of the FY 2017 HUD Fair Housing Assistance Program (FAP) grant, which supports the enforcement of federal, state, and local fair housing laws. Net increase to budget: \$45,650.
- B. BA19-56, FY 19 High Intensity Drug Trafficking Area (HIDTA) (OPD0081\_G) – Request to budget the grant award for the FY19 HIDTA grant. The HIDTA grant provides funding for overtime and vehicle leases for officers assigned to MBI and the DEA Heroin Task Force. This item was approved by City Council on March 11, 2019. Net increase to budget: \$127,940.

C. BA19-57, FY 18 Edward Byrne Memorial Justice Assistance Grant (JAG) (OPD0080\_G) – Request to budget the grant award for the FY18 JAG. The funds will be used to replace approximately twenty-four (24) portable police radios that are over ten years old. The grant requires a minimum 3% set-aside to implement the National Incident-Based Reporting System (NIBRS). OPD will use approximately 5% of grant funds for implementation of NIBRS. This item was approved by City Council August 20, 2018. Net increase to budget: \$176,139.

2. PUBLIC SAFETY CONSTRUCTION 2016C BOND FUND (3033 F)

A. BA19-53, Various - Request to transfer budget between projects in 3033\_F Public Safety Construction 2016C Bond Fund to align budget to lower than expected actuals for Computer Aided Dispatch (CAD) System related costs and provide additional funding for the construction of Fire Station 6 (\$2,100,000) and Fire Station 9 (\$500,000). No net change to budget.

3. GAS TAX FUND (1100 F)

A. BA19-55, Traffic Counts and Time Studies (TRE0016\_P), Request to transfer budget from Curb Ramps - Gas Tax (TRE0023\_P) to Traffic Counts and Time Studies (TRE0016\_P). The additional funds will be used for consultant services for Downtown Management Signal Timing Plan. The total amount allocated to the project budget is \$75,000. No net increase to budget.

4. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)

A. BA19-58, Various - Request to complete a variety of adjustments to various Water Reclamation project budgets. These adjustments focus on the realignment of expense budgets to better match actual project costs, project prioritization, and higher than expected project cost estimates. The total amount is \$2,100,000. No net change to budget.

**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.*

5. GENERAL FUND (0001 F)

A. PA19-33, Purchasing (PUR0001\_C) - Request to drop one (1) Staff Assistant (S20) and add one (1) Procurement Technician (S16-S17). This new position classification will perform procurement and contractual duties currently being conducted by higher level employees. By relieving higher level employees of such tasks, it will increase service delivery speed and improve use of current resources. The estimated cost of \$19,905 will be absorbed within the department's existing budget.

B. PR19-14, Employment and Recruitment (HRD0004\_C) – Request to reclassify one (1) Employment Supervisor (S12) to an Employment & Recruitment Supervisor (S10), and one (1) Human Resources Specialist (S18) to a Human Resources Analyst (S13). This adjustment is needed for the positions to accurately reflect their duties or to be in-line with similar positions within the City. The estimated cost of \$10,991 will be absorbed within the department's existing budget.

- C. PR19-15, City Clerk (CLK0001\_C) – Request to drop one (1) Staff Assistant (S20) and add one (1) Sr Administrative Assistant (S18). This better aligns the level of the support role with what is typically utilized to support a division manager or equivalent position. The estimated cost of \$2,100 will be absorbed within the department’s existing budget.
- D. PR19-10, Streets Administration (STW0006\_C) – Request to reclassify one (1) Streets/Drainage Assistant Division Manager (NB115) to a Streets/Drainage Assistant Division Manager (NB116). This reclassification will serve to bring the compensation level up with similar positions across the City. The estimated cost of \$1,688 will be absorbed within the department’s existing budget.

6. STORMWATER UTILITY FUND (4160 F)

- A. PR19-11, Stormwater Utility Administration (STW0001\_C) Request to reclassify one (1) Stormwater Assistant Division Manager (NB115) to a Stormwater Assistant Division Manager (NB116). This reclassification will serve to bring the compensation level up with similar positions across the City. The estimated cost of \$1,708 will be absorbed within the department’s existing budget.

7. CONSTRUCTION MANAGEMENT FUND (5020 F)

- A. PR19-13, Capital Improvement and Infrastructure Administration (CIP0001\_C) - Request to reclassify one (1) Fiscal Specialist (S17) to a Fiscal Coordinator – Project Management (S13). This adjustment is needed based upon the increase in responsibilities which includes assisting the Fiscal Manager in budget preparation. The estimated cost of \$12,500 will be absorbed within the department’s existing budget.

**4. Adjourn**

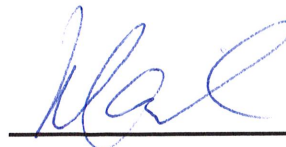
A motion to approve items 1A through 7A was made by Frank Billingsley. Wes Powell seconded the motion and vote carried to approve items 1A through 7A.

The meeting was adjourned at 3:34 p.m.



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Christopher McCullion  
Chief Financial Officer



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Maria Cioc  
Recording Secretary