

**November 19, 2019, 3:00 p.m.****Sustainability Conference Room, 2<sup>nd</sup> Floor, City Hall****MINUTES****Members Present:**

Kevin Edmonds, Acting Chief Administrative Officer  
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  
Anthony Bellizio, Budget Analyst III  
Maria Ash, Sr Administrative Assistant  
Douglas Horner, Financial Reporting Manager  
Giorgina Pinedo, Multicultural Affairs Manager  
Oren Henry, Housing Department Director  
Nancy Criscuolo, Housing Fiscal Manager  
Ashley Connolly, Public Works Fiscal Manager

**CALL TO ORDER**

*The Budget Review Committee meeting on November 19, 2019 was called to order by Kevin Edmonds at 3:00 p.m.*

**PUBLIC COMMENT**

*There was no public comment.*

**NEW BUSINESS****FY2019/20 BUDGET – APPROPRIATIONS****1. DESIGNATED REVENUE FUND (0005 F)**

- A. BA20-06 MATCH FY 20 Operation AmeriCorps (FPR0040\_G) – Request to budget the FY20 Operation AmeriCorps grant match. This action moves \$246,011 previously granted budget authority to a new cost center created specifically for this grant match. No net increase to budget.
- B. BA20-07 MATCH FY 20 OPASS AmeriCorps Program (FPR0042\_G) - Request to budget the FY20 OPASS AmeriCorps grant match. This action moves \$193,909 previously granted budget authority to a new cost center created specifically for this grant match. No net increase to budget.

2. GRANTS FUND (1130 F)

- A. BA20-08 FY 20 Walmart Community Grant – OPD (OPD0085\_G) – Request to budget the FY20 Walmart Community Grant that funds the annual Shop with a Supercop event. This project connects police officers with local elementary school students to shop for items needed for themselves or their families during the holidays. Net increase to budget \$3,500.
- B. BA20-10 FY 18 DHS FEMA Fire Prevention and Safety Grant – (OFR0003\_G) - Request to recognize grant revenue for FY 18 DHS FEMA Fire Prevention and Safety Grant. The grant funds will be used to purchase 10-year lithium battery smoke alarms and small tools for the door to door smoke alarm installation campaign. In order to satisfy the grant match requirement \$1,190.48 will be transferred from General Fund (0001\_F) to the grant match in Designated Revenue Fund (0005\_F). Item approved by City Council on October 7, 2019. Net increase to budget \$25,000.

3. REAL ESTATE ACQUISITION FUND (3006 F)

- A. BA20-09, Land Acquisitions (REM0010\_P) - On October 21, 2019, City Council approved a tri-party funding agreement between the City, Orange County, and the Orlando Philharmonic Plaza Foundation, Inc. The funding agreement established the City would purchase the Plaza Live Theater (located at 425 N. Bumby Ave.) for \$3,000,000 from the Foundation, lease it back to the Foundation, and the County would reimburse the City for all costs. The County has now reimbursed the City with funds from the Tourist Development Tax and this request is to recognize the reimbursement revenues. Net increase to budget: \$3,000,000.

4. GAS TAX FUND (1100 F)

- A. BA20-11, Tampa Ave – South St to Central Blvd Design (TRE0045\_P) – Request to allocate Fund Balance to establish the Tampa Avenue project. The City of Orlando and Central Florida Expressway Authority are working together to improve vehicular and pedestrian traffic around Camping World Stadium. The Central Florida Expressway Authority will fund design and construction of State Road 408 on- and off-ramps around Tampa Avenue. As well as design improvements to Tampa Avenue from Gore Street to South Street. The City of Orlando will fund the design of improvements from South Street to Central Boulevard. Net increase to budget: \$185,000

5. 911 EMERGENCY PHONE SYSTEM FUND (0008 F)

- A. BA20-13, Fire 911 Emergency Phone System (OFS0004\_C), Request to allocate fund balance for 911 related activities. A surplus of unanticipated revenue in Public Safety Fees was received in prior fiscal year. No net increase to budget: \$40,468

6. WATER RECLAMATION REVENUE FUND (4100 F)

- A. BR20-01, Water Reclamation Nondepartmental (WAS0002\_C) – Request to transfer \$800,000 from Water Reclamation's fund contingency to fund roof replacements at the Iron Bridge facility and temporary staffing support for System Evaluation and Maintenance. No net change to budget.

## **FY2019/20 BUDGET – STAFFING**

Note: Staffing changes are approved with the flexibility for specific classification decisions to be reviewed and revised by Human Resources as necessary.

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

- A. PR20-01, Accounting Operations (ACL0002\_C) - Request to reclass the paygrade for one (1) Payroll Coordinator (S15) to one (1) Payroll Coordinator (S13) and paygrade for one (1) Accounts Payable Coordinator (S15) to one (1) Accounts Payable Coordinator (S13). These reclassifications are needed to align compensation with other Fiscal Coordinator positions in the City which serve in the same capacity. The estimated salary and benefit costs of \$19,230 (\$8,853 for Payroll Coordinator and \$10,377 for Accounts Payable Coordinator) will be absorbed within the division's existing budget.
- B. PR20-02, Police Administration (OPD0001\_C) – Request to reclass a sworn Public Information Officer (SGT) to a civilian Senior Public Information Officer (NB113). Currently, sergeants are selected for the position without having any relevant experience in the job functions and are rotated through the position. This position is best served by allowing for a permanent civilian employee with experience in the job functions. This reclassification will result in a net savings of approximately \$25,925.

### **8. ORLANDO VENUES ENTERPRISE FUND (4001 F)**

- A. PA20-03, Venues Operations (VEN0001\_C) / Amway Center (VEN0004\_C) – Request drop a vacant Venues Deputy Director (NB121) position and to reclassify a Venues Special Project Manager (NB118) and a Venues Operations Division Manager (NB120) to Deputy Chief Venues Officers (NB123). These reclassifications and position drop will result in a net savings of approximately \$89,564.

*A motion to approve FY2019/20 items (items 1A through 8A) was made by Wes Powell. Christopher McCullion seconded the motion and the vote carried to approve FY2019/20 items.*

## **FY2018/19 BUDGET – APPROPRIATIONS (YEAR-END)**

### **9. VARIOUS FUNDS**

- A. BA19-73, Various Cost Centers and Funds – Request to sweep budget between funds, cost centers, or projects in cases where variances net out, excess funds have accumulated, or there is a need to set aside budget for prior commitments not yet paid out. This includes sweeps to/from the Commissioners' Capital Projects, Mayor's Matching Grants Program, Economic Development Incentives and other items. Net increase to budget: \$42,778,326.
- B. BA19-74, Various Cost Centers and Funds – Request to complete a variety of year-end adjustments to various project and grant budgets. These adjustments focus on the realignment of expense budgets to better match actual project costs and transaction categorization, as well as the recognition of revenues or grant awards received. Net increase to budget: \$31,012,118.
- C. BA19-75, Various Cost Centers and Funds – Request to align city revenue budgets to actual funding received from various federal, state, and local sources. This is needed to adjust budgets in cases where actual revenues differed from original projections. The expense budgets are also adjusted accordingly. Net increase to budget: \$179,145,038.

- D. BA19-76, Various Cost Centers and Funds – Request to complete a variety of year-end adjustments for Venues' and other projects. These adjustments focus on the realignment of expense budgets to better match actual project costs and transaction categorization, as well as the recognition of revenues received. Net increase to budget: \$67,720,842.

*A motion to approve FY2018/19 items (items 9A through 9D) was made by Wes Powell. Christopher McCullion seconded the motion and the vote carried to approve FY2018/19 items.*

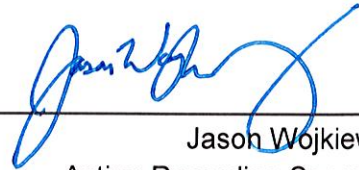
**ADJOURN**

*The meeting was adjourned at 3:02 p.m.*



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Christopher McCullion  
Chief Financial Officer



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Jason Wojkiewicz  
Acting Recording Secretary