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**March 10, 2020, 3:30 p.m.**  
**Sustainability Conference Room, 2<sup>nd</sup> Floor, City Hall**

**Minutes**

**Members Present:**

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

**Others Present:**

Martin Carmody, Budget Division Manager  
Laurie Botts, Real Estate Division Manager  
Amy Kessel, Transportation Fiscal Manager  
Jason Wojkiewicz, Budget Analyst IV  
Anthony Bellizio, Budget Analyst III  
Ricky Vanderoef, Budget Analyst III  
Kevin Pierre, Budget Analyst III  
Maria Ash, Recording Secretary

**CALL TO ORDER**

*The Budget Review Committee Meeting on March 10, 2020 was called to order by Kevin Edmonds at 3:31 p.m.*

**PUBLIC COMMENT**

*There was no Public comment.*

**NEW BUSINESS**

**FY2019/20 BUDGET – APPROPRIATIONS**

1. GRANTS FUND (1130 F)
  - A. BA20-31, FY 19 High Intensity Drug Trafficking Area (HIDTA) (OPD0081\_G) – Request to reduce the FY19 HIDTA budget. The new grant amount is \$124,540. Net decrease to budget \$3,400.
  
2. CAPITAL IMPROVEMENTS FUND (3001 F)
  - A. BA20-34, Capital Investments (CIP0136\_P) – Request to recognize revenue received from Orlando Utilities Commission under a Joint Participation Agreement to reimburse the City for the construction of a new water main, valves and fire hydrants in order to provide fire protection services within the Colony Cove Subdivision. Net increase to budget: \$149,569.
  
3. INVESTING IN OUR NEIGHBORHOODS 2018B CONSTRUCTION BOND FUND (3034 F)
  - A. BA20-32, Request to transfer budget authority from Bicycle Beltway Project (CIP0239\_P) to establish budget authority in the separate segments of the Bicycle Beltway in order to track expenses for each project (Airport Gap CIP0243\_P \$700,000; Downtown Connector Trail CIP0424\_P \$4,180,000; Gertrude's Walk Phase 4 CIP0244\_P \$1,525,000; Gertrude's Walk Phase 2 CIP0245\_P \$3,000,000). This transaction will leave a balance of \$1,795,000 in the Bicycle Beltway Project CIP0239\_P for future allocation of funds, if necessary. No net increase/decrease to existing budget.
  
4. VARIOUS WATER RECLAMATION FUNDS
  - A. BA20-35, Various Cost Centers & Projects – Request to transfer the remaining budget from various completed projects to other projects supporting current Water Reclamation CIP needs, or return it to fund contingency for future use. No net change to budget.
  
5. WATER RECLAMATION SRF LOAN CONSTRUCTION FUND (4112 F)
  - A. BA20-36, SRF WW480470 Iron Bridge WRF Low Voltage Improvements (PWK0006\_G) – Request to recognize revenue authorized from the second amendment to the State Revolving Fund Loan (WW480470) for the Iron Bridge Low Voltage Improvements project, as approved by City Council on October 7, 2019. With the original agreement of \$12,768,910, this amendment for an additional \$3,669,610 brings the total funding amount to \$16,438,520. Net increase to budget: \$3,669,610
  
6. VARIOUS PARKING FUNDS
  - A. BA20-33, This transaction is needed in order to correctly establish budget authority for capital repairs and maintenance for the 55 W. Parking Garage. Previously, the budget for 55 W. Capital R&M project (PKG0022\_P) in the Parking Renewal & Replacement Fund was funded by a transfer from the Parking Revenue Fund. However, there is an agreement between the City and 55W whereby the tenants to annually contribute to a 55 West Garage Renewal and Replacement Fund. This transaction returns funding to the Parking Revenue Fund and establishes budget authority in the correct fund (55 W. Renewal and Replacement Fund 4134\_F). Net increase to budget of fund 55 West Garage Renewal and Replacement Fund (4134\_F): \$561,375; Net increase to budget of Parking System Revenue Fund (4132\_F) \$643,518

## **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. PA20-08, Fire Non-Departmental (OFD0002\_C) - Request to add one (1) Professional Standard Investigator (NB109) and one (1) Professional Standard Specialist (NB105). These new positions are designed to help improve the professionalism and independence of policy drafting and implementation and disciplinary investigations within the Orlando Fire Department. Estimated annual cost for both positions is \$146,970. Funding was included in the FY20 approved budget and as such there is no increase to the budget.
- B. PR20-10, Communications and Neighborhood Relations (COM0001\_C) – Request to reclassify two (2) Neighborhood Outreach Coordinator (S13) positions to Neighborhood Relations Coordinator (S12), to reflect the increased project management responsibilities that the positions have assumed over time. The estimated cost of \$4,568 will be absorbed within the department's existing budget.
- C. PR20-11, Streets Administration (STW0006\_C) – Request to add one (1) Assistant Paving Construction Manager (NB113) position and drop (1) Electrician II (L06) position. Additional support is necessary to manage the Pavement Rehabilitation capital budget, which requires constant supervision to ensure compliance with the city's specifications. The estimated cost of \$21,170 will be absorbed within the department's existing budget.
- D. PR20-12, Streets Administration (STW0006\_C) – Request to reclassify one (1) Fiscal Specialist – C (C17) position to a Data Coordinator (S13), to support the deployment and oversight of a new work order and asset management software. The estimated cost of \$8,572 will be absorbed within the department's existing budget.

### **8. BUILDING CODE ENFORCEMENT FUND (1110\_F)**

- A. PA20-07, Administration and Customer Services (PER0004\_C) – Request to reclassify a Permitting Services Manager (NB115) to a Permitting Services Assistant Division Manager (NB117). This is in response to inefficiencies in the horizontal development review process. The estimated cost of \$10,650 will be absorbed within the department's existing budget.

### **9. WATER RECLAMATION REVENUE FUND (4100\_F)**

- A. PA20-09, Water Reclamation Administration (WAS0001\_C) – Request to add one (1) Civil Engineer I/II/III (S12-S10) position to review CCTV videos and coordinate related inspections and reviews. CCTV inspections are key to revealing the cleanliness and integrity of sewer mains. The estimated cost of \$61,711 will be absorbed within the department's existing budget.

10. STORMWATER UTILITY FUND (4160 F)

- A. PA20-10, Stormwater Management (STW0003\_C) – Request to add one (1) Field Supervisor (S16) position, to supervise the maintenance of street sweeping program equipment. The estimated cost of \$44,317 will be absorbed within the department's existing budget.
- B. PR20-13, Stormwater Management (STW0003\_C) – Request to reclassify an Engineering Design Manager (NB116) position to an Assistant City Engineer (NB118), to reflect the need for it to support and at times represent the City Engineer, internally and in public. The estimated cost of \$10,034 will be absorbed within the department's existing budget.

11. CONSTRUCTION MANAGEMENT FUND (5020 F)

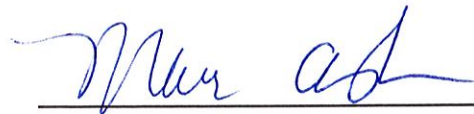
- A. PA20-11, Project Engineering (CIP0003\_C) – Request to create one (1) Capital Improvement Project Manager - C (NB117) position, to enhance the team's ability to keep up with current projects and prepare for an increase in transportation projects. The estimated cost of \$80,289 will be absorbed within the department's existing budget.
- B. PA20-12, Construction Services (CIP0004\_C) – Request to create one (1) Construction Manager - C (NB114) position, to enhance the team's ability to keep with current projects and prepare for an increase in transportation projects. The estimated cost of \$70,161 will be absorbed within the department's existing budget.

ADJOURN



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Christopher McCullion  
Chief Financial Officer



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Maria Ash  
Recording Secretary