

CITY OF ORLANDO

Elizabeth Davidson &lt;elizabeth.davidson@cityoforlando.net&gt;

---

**Re: 2014/2015 Budget Cuts - Timely Response Needed**

---

**Alana Brenner** <alana.brenner@cityoforlando.net>  
To: Sharon Wilson <sharon.wilson@cityoforlando.net>  
Cc: Elizabeth Davidson <elizabeth.davidson@cityoforlando.net>

Wed, Aug 20, 2014 at 12:50 PM

Sharon - When I last spoke with Frank and asked about this topic, I was told that most of the Mayor's office cuts were going to be handled by not filling Christine's position. Not sure where I will find \$25,000...

On Wed, Aug 20, 2014 at 12:28 PM, Sharon Wilson <sharon.wilson@cityoforlando.net> wrote:

As you have seen in this year's budget presentations, there are across the board department cuts in the FY14/15 budget. In order for our offices to meet this number we have allocated an attrition or cut number based on the size of your office budget.

The amount allocated to your department is: 2.83% / \$25,423.00

Please confirm.

If you have any questions or concerns about this please see Frank.

.....  
Sharon E. Wilson, Administrative Specialist to  
Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
Office of the Mayor - City of Orlando  
400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
P O Box 4990, Orlando, FL 32802-4990  
407.246.2199  
cityoforlando.net

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

—  
Alana C. Brenner  
City Clerk  
400 S. Orange Avenue, 2nd Floor  
Orlando, Florida 32801  
407-246-2251 (phone)  
407-246-3613 (fax)

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

CITY OF ORLANDO

Elizabeth Davidson <elizabeth.davidson@cityoforlando.net>

**Re: 2014/2015 Budget Cuts - Timely Response Needed**

1 message

Sharon Wilson <sharon.wilson@cityoforlando.net>

Wed, Aug 20, 2014 at 2:36 PM

To: Alana Brenner <alana.brenner@cityoforlando.net>

Cc: Elizabeth Davidson <elizabeth.davidson@cityoforlando.net>, HEATHER FAGAN <heather.fagan@cityoforlando.net>

For some reason, on Brian's spread sheet, there must have been a hidden formula because when I did a copy and paste, it filled in wrong numbers - so sorry! Here are the correct figures to work with.

CLK0001_C City Clerk	638,537	4.14%	37,141
CLK0002_C Records Management	280,167	1.82%	16,296

.....

Sharon E. Wilson, Administrative Specialist to  
 Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
 Office of the Mayor - City of Orlando  
 400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
 P O Box 4990, Orlando, FL 32802-4990  
 407.246.2199  
 cityoforlando.net

On Wed, Aug 20, 2014 at 12:50 PM, Alana Brenner <alana.brenner@cityoforlando.net> wrote:  
 Sharon - When I last spoke with Frank and asked about this topic, I was told that most of the Mayor's office cuts were going to be handled by not filling Christine's position. Not sure where I will find \$25,000...

On Wed, Aug 20, 2014 at 12:28 PM, Sharon Wilson <sharon.wilson@cityoforlando.net> wrote:  
 As you have seen in this year's budget presentations, there are across the board department cuts in the FY14/15 budget. In order for our offices to meet this number we have allocated an attrition or cut number based on the size of your office budget.

The amount allocated to your department is: 2.83% / \$25,423.00

Please confirm.

If you have any questions or concerns about this please see Frank.

Sharon E. Wilson, Administrative Specialist to  
Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
Office of the Mayor - City of Orlando  
400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
P O Box 4990, Orlando, FL 32802-4990  
407.246.2199  
cityoforlando.net

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

—  
Alana C. Brenner  
City Clerk  
400 S. Orange Avenue, 2nd Floor  
Orlando, Florida 32801  
407-246-2251 (phone)  
407-246-3613 (fax)

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

CITY OF ORLANDO

Elizabeth Davidson &lt;elizabeth.davidson@cityoforlando.net&gt;

**Re: 2014/2015 Budget Cuts - Timely Response Needed**

1 message

**Alana Brenner** <alana.brenner@cityoforlando.net>

Wed, Aug 20, 2014 at 3:01 PM

To: Sharon Wilson &lt;sharon.wilson@cityoforlando.net&gt;

Cc: Elizabeth Davidson &lt;elizabeth.davidson@cityoforlando.net&gt;, HEATHER FAGAN &lt;heather.fagan@cityoforlando.net&gt;

So you are now saying we need to cut those amounts from our budgets for those two offices? Really?? That's two staff people...or we don't print the legal ads for ordinances....I need to discuss this with Frank or Heather...

On Wed, Aug 20, 2014 at 2:36 PM, Sharon Wilson <sharon.wilson@cityoforlando.net> wrote:

For some reason, on Brian's spread sheet, there must have been a hidden formula because when I did a copy and paste, it filled in wrong numbers - so sorry! Here are the correct figures to work with.

CLK0001_C City Clerk	638,537	4.14%	37,141
CLK0002_C Records Management	280,167	1.82%	16,296

.....

Sharon E. Wilson, Administrative Specialist to  
Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
Office of the Mayor - City of Orlando  
400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
P O Box 4990, Orlando, FL 32802-4990  
407.246.2199  
cityoforlando.net

On Wed, Aug 20, 2014 at 12:50 PM, Alana Brenner <alana.brenner@cityoforlando.net> wrote:

Sharon - When I last spoke with Frank and asked about this topic, I was told that most of the Mayor's office cuts were going to be handled by not filling Christine's position. Not sure where I will find \$25,000...

On Wed, Aug 20, 2014 at 12:28 PM, Sharon Wilson <sharon.wilson@cityoforlando.net> wrote:

As you have seen in this year's budget presentations, there are across the board department cuts in the FY14/15 budget. In order for our offices to meet this number we have allocated an attrition or cut number based on the size of your office budget.

The amount allocated to your department is: 2.83% / \$25,423.00

Please confirm.

If you have any questions or concerns about this please see Frank.

.....  
Sharon E. Wilson, Administrative Specialist to  
Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
Office of the Mayor - City of Orlando  
400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
P O Box 4990, Orlando, FL 32802-4990  
407.246.2199  
cityoforlando.net

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

—  
Alana C. Brenner  
City Clerk  
400 S. Orange Avenue, 2nd Floor  
Orlando, Florida 32801  
407-246-2251 (phone)  
407-246-3613 (fax)

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

Alana C. Brenner  
City Clerk  
400 S. Orange Avenue, 2nd Floor  
Orlando, Florida 32801  
407-246-2251 (phone)  
407-246-3613 (fax)

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

CITY OF ORLANDO

Elizabeth Davidson &lt;elizabeth.davidson@cityoforlando.net&gt;

**Re: 2014/2015 Budget Cuts - Timely Response Needed**

1 message

**Sharon Wilson** <sharon.wilson@cityoforlando.net>

Wed, Aug 20, 2014 at 3:16 PM

To: Alana Brenner &lt;alana.brenner@cityoforlando.net&gt;

Cc: Elizabeth Davidson &lt;elizabeth.davidson@cityoforlando.net&gt;, HEATHER FAGAN &lt;heather.fagan@cityoforlando.net&gt;

I know...sorry....not my decision - just forwarding numbers!

.....

Sharon E. Wilson, Administrative Specialist to  
 Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
 Office of the Mayor - City of Orlando  
 400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
 P O Box 4990, Orlando, FL 32802-4990  
 407.246.2199  
 cityoforlando.net

On Wed, Aug 20, 2014 at 3:01 PM, Alana Brenner &lt;alana.brenner@cityoforlando.net&gt; wrote:

So you are now saying we need to cut those amounts from our budgets for those two offices? Really?? That's two staff people...or we don't print the legal ads for ordinances....I need to discuss this with Frank or Heather...

On Wed, Aug 20, 2014 at 2:36 PM, Sharon Wilson &lt;sharon.wilson@cityoforlando.net&gt; wrote:

For some reason, on Brian's spread sheet, there must have been a hidden formula because when I did a copy and paste, it filled in wrong numbers - so sorry! Here are the correct figures to work with.

CLK0001_C City Clerk	638,537	4.14%	37,141
CLK0002_C Records Management	280,167	1.82%	16,296

.....

Sharon E. Wilson, Administrative Specialist to  
 Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
 Office of the Mayor - City of Orlando  
 400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
 P O Box 4990, Orlando, FL 32802-4990  
 407.246.2199  
 cityoforlando.net

On Wed, Aug 20, 2014 at 12:50 PM, Alana Brenner &lt;alana.brenner@cityoforlando.net&gt; wrote:



Sharon - When I last spoke with Frank and asked about this topic, I was told that most of the Mayor's office cuts were going to be handled by not filling Christine's position. Not sure where I will find \$25,000...

On Wed, Aug 20, 2014 at 12:28 PM, Sharon Wilson <sharon.wilson@cityoforlando.net> wrote:

As you have seen in this year's budget presentations, there are across the board department cuts in the FY14/15 budget. In order for our offices to meet this number we have allocated an attrition or cut number based on the size of your office budget.

The amount allocated to your department is: 2.83% / \$25,423.00

Please confirm.

If you have any questions or concerns about this please see Frank.

.....

Sharon E. Wilson, Administrative Specialist to  
Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
Office of the Mayor - City of Orlando  
400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
P O Box 4990, Orlando, FL 32802-4990  
407.246.2199  
cityoforlando.net

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

-  
Alana C. Brenner  
City Clerk  
400 S. Orange Avenue, 2nd Floor  
Orlando, Florida 32801  
407-246-2251 (phone)  
407-246-3613 (fax)

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

—  
Alana C. Brønner  
City Clerk  
400 S. Orange Avenue, 2nd Floor  
Orlando, Florida 32801  
407-246-2251 (phone)  
407-246-3613 (fax)

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

CITY OF ORLANDO

Alana Brenner &lt;alana.brenner@cityoforlando.net&gt;

---

**Budget Numbers update**

---

Sharon Wilson &lt;sharon.wilson@cityoforlando.net&gt;

Thu, Aug 21, 2014 at 3:21 PM

To: Alana C Brenner <Alana.Brenner@cityoforlando.net>, Michele B Brennan <Michele.Brennan@cityoforlando.net>, Marcia H Goodwin <Marcia.Goodwin@cityoforlando.net>, Alicia Ramirez <alicia.ramirez@cityoforlando.net>  
Cc: HEATHER FAGAN <heather.fagan@cityoforlando.net>

Please see the attached. Use the numbers highlighted at the top of the page. Frank said you are to use these numbers when working on your reductions for next year.

Thanks.


.....

Sharon E. Wilson, Administrative Specialist to  
Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
Office of the Mayor - City of Orlando  
400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
P O Box 4990, Orlando, FL 32802-4990  
407.246.2199  
cityoforlando.net

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

---

 **DOC082114-08212014150707.pdf**  
390K

Using Total Expense Budgets to Allocate Executive Offices Attrition Number

Cost Center / Project / Grant	Budget	Percent of Total	Attrition Allocation
CAO0001 C Chief Administrative Officer	1,087,093	6.61%	59,271
CLK0001 C City Clerk	589,663	4.07%	36,512
CLK0002 C Records Management	293,598	1.78%	10,008
COM0001 C Communications and Neighborhood Relations	1,805,717	10.98%	98,452
EXO0001 C Office of the Mayor	1,248,178	7.59%	68,054
EXO0003 C Governmental Relations	746,481	4.54%	40,699
EXO0004 C HOLA	176,338	1.07%	9,614
HRD0001 C Human Resources	425,988	2.59%	23,226
HRD0003 C Human Resource Records	216,283	1.31%	11,793
HRD0004 C Employment and Recruitment	770,392	4.68%	42,004
HRD0005 C Human Resources Training	423,378	2.57%	23,084
HRD0007 C Labor Relations	338,500	2.06%	18,466
HRD0008 C Compensation and Benefits	953,403	5.80%	51,982
LEG0001 C City Attorney	4,655,045	27.69%	248,363
LEG0002 C Audit Services and Management Support	729,658	4.44%	39,783
MBE0001 C MWBE	678,586	4.12%	36,998
OCA0001 C Community Affairs	831,341	5.05%	45,327
OCA0002 C Human Relations	502,281	3.05%	27,388
	16,451,909	100.00%	897,000

Attrition Allowance **897,000**

Using Just Salary and Benefit Amounts to Allocate Executive Offices Attrition Number

Cost Center / Project / Grant	Budget	Percent of Total	Attrition Allocation
CAO0001 C Chief Administrative Officer	1,005,472	6.99%	62,671
CLK0001 C City Clerk	607,410	4.22%	37,880
CLK0002 C Records Management	286,737	1.85%	16,626
COM0001 C Communications and Neighborhood Relations	1,490,908	10.36%	92,928
EXO0001 C Office of the Mayor	1,160,481	8.08%	72,332
EXO0003 C Governmental Relations	420,268	2.92%	26,184
EXO0004 C HOLA	168,366	1.18%	10,370
HRD0001 C Human Resources	406,791	2.83%	25,355
HRD0003 C Human Resource Records	211,667	1.47%	13,193
HRD0004 C Employment and Recruitment	615,173	4.27%	38,344
HRD0005 C Human Resources Training	346,579	2.41%	21,602
HRD0007 C Labor Relations	293,234	2.04%	18,277
HRD0008 C Compensation and Benefits	922,213	6.41%	57,481
LEG0001 C City Attorney	4,005,670	28.46%	255,282
LEG0002 C Audit Services and Management Support	526,281	3.66%	32,803
MBE0001 C MWBE	656,734	4.58%	40,934
OCA0001 C Community Affairs	748,009	5.18%	48,489
OCA0002 C Human Relations	453,224	3.15%	28,249
	14,391,205	100.00%	897,000

Based on C4 Leadership Structure and Total Expenses

Chief of Staff	342,051
Chief Administrative Officer	266,813
City Attorney	288,135

Based on C4 Leadership Structure and Salary & Benefits Amounts

Chief of Staff	331,058
Chief Administrative Officer	277,857
City Attorney	288,085

Average of 2 Scenarios

Chief of Staff	339,922
Chief Administrative Officer	271,986
City Attorney	288,112

Using Average of 2 Scenarios

CAO0001 C Chief Administrative Officer	1,046,283	6.78%	60,857
CLK0001 C City Clerk	638,537	4.14%	37,141
CLK0002 C Records Management	280,187	1.82%	16,286
COM0001 C Communications and Neighborhood Relations	1,649,313	10.69%	95,875
EXO0001 C Office of the Mayor	1,204,329	7.81%	70,050
EXO0003 C Governmental Relations	583,359	3.78%	33,931
EXO0004 C HOLA	171,352	1.11%	9,987
HRD0001 C Human Resources	416,360	2.70%	24,219
HRD0003 C Human Resource Records	213,980	1.39%	12,446
HRD0004 C Employment and Recruitment	602,783	4.49%	40,286
HRD0005 C Human Resources Training	384,979	2.50%	22,392
HRD0007 C Labor Relations	315,867	2.05%	18,373
HRD0008 C Compensation and Benefits	937,808	6.08%	54,548
LEG0001 C City Attorney	4,325,358	28.05%	251,586
LEG0002 C Audit Services and Management Support	627,970	4.07%	36,526
MBE0001 C MWBE	667,680	4.33%	38,835
OCA0001 C Community Affairs	788,875	5.11%	45,874
OCA0002 C Human Relations	477,753	3.10%	27,769
	16,421,557	100.00%	897,000

Reports will be run for Frank to Review Progress



CITY OF ORLANDO

Elizabeth Davidson &lt;elizabeth.davidson@cityoforlando.net&gt;

---

**Re: Budget Numbers update**

1 message

---

**Alana Brenner** <alana.brenner@cityoforlando.net>  
To: Sharon Wilson <sharon.wilson@cityoforlando.net>  
Cc: Elizabeth Davidson <elizabeth.davidson@cityoforlando.net>

Fri, Aug 22, 2014 at 2:40 PM

Sharon: Attached are my specific proposals.

On Thu, Aug 21, 2014 at 3:21 PM, Sharon Wilson <sharon.wilson@cityoforlando.net> wrote:

Please see the attached. Use the numbers highlighted at the top of the page. Frank said you are to use these numbers when working on your reductions for next year.  
Thanks.

.....

Sharon E. Wilson, Administrative Specialist to  
Frank Billingsley, Chief of Staff to Mayor Buddy Dyer  
Office of the Mayor - City of Orlando  
400 S. Orange Avenue, 3rd Floor, Orlando, FL 32801  
P O Box 4990, Orlando, FL 32802-4990  
407.246.2199  
cityoforlando.net

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

Alana C. Brenner  
City Clerk  
400 S. Orange Avenue, 2nd Floor  
Orlando, Florida 32801  
407-246-2251 (phone)  
407-246-3613 (fax)

Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.



**proposed reductions FY14-15.docx**

11K

Clerk's office proposals for reductions FY 14/15:

From CLK0001:	Current budget	Proposed	Savings
SB155 Seasonal employees:	40,000	20,000	20,000
SB280 Other operating:	20,000	12,000	8,000
SB365 Supplies	20,000	12,000	8,000
SB260 Contractual Serv.	21,000	18,488	2,512
Total			38,512

From CLK0002:

SB260 Contractual serv.	10,500	2,500	8,000
SB365 Supplies	10,000	1,991	8,008
Total			16,008