

BUDGET REVIEW COMMITTEE MINUTES
SUSTAINABILITY ROOM – 2nd FLOOR

The Budget Review Committee's meeting on July 15, 2014 was called to order by Byron Brooks at 3:31 p.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Rebecca Sutton, Chief Financial Officer
Michele Brennan, Communications and Neighborhood Relations Director

OTHERS PRESENT:

Brian Battles, Budget Division Manager
Martin Carmody, Budget Manager
Tysha Resnick, Budget Analyst IV
Brendan Gibson, Budget Analyst III
Ashley Connolly, Budget Analyst II
Eric Hutcherson, Budget Analyst I
James Varnado, Treasury Manager
Robert Rutter, Project Manager II, Capital Improvement Division, Public Works
Rob Visser, Fiscal Manager, Public Works Department
Christie Fries, Project Manager II, Capital Improvement Division, Public Works
Maria Caulder, Fiscal Manager, Orlando Police Department
Linda Rhinesmith, Housing Division Manager
Joe Davenport, Accounting Clerk, Housing and Community Development
Beth Davidson, Senior Assistant City Clerk
Margaret Roberts, Recording Secretary

FY2013/14 BUDGET

NEW BUSINESS:

1. GRANT FUND

- A. BA14-59, Grant No. CIP0014_G – Public Works – request to budget funding for City Sidewalks Phase II FDOT LAP Agreement, as approved by City Council on March 31, 2014. Net increase: \$2,437,586.
- B. BA14-62, Grant No. OPD0024_G – Police – request to budget additional funding received from Modifications #1 and #2 of the FY2014 Central Florida HIDTA Award. The amended award letter containing Modification #1 was approved by City Council on June 2, 2014. The amended award letter containing modification #2 was approved by City Council on June 23, 2014. Net Increase: \$7,973.
- C. BA14-65, Grant No. OPD0025_G – Police – request to budget 2014-2015 VAWA/STOP Intimate Violence Enhanced Service Team (InVEST) Grant Agreement through the Florida Coalition Against Domestic Violence (FACADV). Agreement approved by City Council on July 14, 2014. Grant award period is from July 1, 2014 to June 30, 2015. Net Increase: \$107,315.

2. SHIP FUND

- A. BA14-66, Grant No. HSG0089_G – Housing – request to budget interest earned during the SHIP 12/13 Fiscal Year. Five percent will be used for administrative costs and the remainder will be used for Down Payment Assistance. Net increase: \$22,051.

- B. BA14-67, Grant No. HSG0105_G – Housing – request to budget interest earnings not previously appropriated for awards from Fiscal Year 09/10 and prior. A portion of this funding will be allocated to administrative costs, with the remainder being used to carry out the strategies listed in the City of Orlando’s most recent Local Housing Assistance Plan. Net Increase: \$520,367.
3. HUD FUND
- A. BA14-68, Grant No. HSG0084_G – Housing – request to budget proceeds from property sale at 4703 Fontana St. The property was acquired and renovated with NSP3 funds. Ten percent of this funding will be used for administrative costs and the remainder will be used for the acquisition and/or rehabilitation of additional properties. Net increase: \$103,779.
- B. BR14-69; Grant No. HSG0103_G – Housing – request to move CDBG budget from project contingency to sub-recipient ClearPoint Financial Solutions, as approved by City Council on February 24, 2014. Transfer of Existing Funding: \$10,020.
4. GENERAL FUND
- A. BR14-66, FPR0003_C – Families, Parks & Recreation – per policy, items pertaining to the realignment of salary and benefit line items need to be presented to the Budget Review Committee. This realignment is due to reorganization within the Department to create another program under the Parramore Kidz Zone umbrella. Transfer of Existing Funding: \$100,048.
5. DESIGNATED REVENUE FUND
- A. BA14-69, FPR0001_P – Families, Parks & Recreation - request to add 2 full-time and 1 part-time Student Advocate Contract positions with full benefits to the PKZ Program in support of Children and Education. The positions will be funded with a donation from the Orlando Community and Youth Trust, Inc. ("Trust") resulting from a three year grant that the Trust received from the Heart of Florida United Way. Net Increase: \$289,418.
6. CIVIC FACILITIES REVENUE FUND/ORLANDO STADIUM OPERATIONS FUND
- A. BA14-63, VARIOUS – Orlando Venues - request to move budgeted funds from the Civic Authorities Revenue (CFA) Fund to the Orlando Stadium Operations (OSO) Fund in order to dissolve the CFA. The net assets of the Civic Facilities Authority (CFA) are to be disbursed according to the Orlando/Orange County Interlocal Agreement dated December 2013. Additionally, the CFA was legislatively dissolved by the Florida Legislature in June 2014. Net Increase OSO Fund: \$3,493,821 and Net Decrease CFA Fund: \$3,493,821.
7. WASTEWATER 2013 CONSTRUCTION BOND FUND
- A. BR14-68, VARIOUS – Public Works - request to realign the Wastewater Bond Construction Fund. Funding is being transferred as appropriate to applicable projects that have had a scope increase to accommodate multiple needed improvements and projects that will soon be in the construction phase. Transfer of existing funding: \$13,000,000.

POSITION / STAFFING ACTIONS

Before becoming final, all position action requires further review by Human Resources with effective dates, titles and grades dependent upon that review.

8. GENERAL FUND

- A. Families Parks & Recreation – FPR0003_C - request to add 2 full-time and 1 part-time Student Advocate Contract positions with full benefits to the PKZ Program in support of Children and Education. This relates to Item 5A.
- B. Executive Offices – CLK0002_C – request to reclassify 2 positions for the proposed reorganization of the Records Office. This is due to the retirement of a long term employee as well as an increase in public records request.

A motion to approve items 1A to 8B written above was made by Rebecca Sutton. Michele Brennen seconded the motion, and vote carried to approve items 1A through 8B as written above.

The meeting adjourned at 3:32 p.m.



Rebecca W. Sutton, Chief Financial Officer



Margaret Y. Roberts, Recording Secretary