

BUDGET REVIEW COMMITTEE
SUSTAINABILITY ROOM –2nd FLOOR

The Budget Review Committee's meeting on November 18, 2014 was called to order by Byron Brooks at 3:30 p.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Rebecca Sutton, Chief Financial Officer
Wes Powell, Assistant City Attorney

OTHERS PRESENT:

Brian Battles, Budget Division Manager
Martin Carmody, Budget Manager
Tysha Resnick, Budget Analyst IV
Ashley Connolly, Budget Analyst II
Brendan Gibson, Budget Analyst III
Eric Hutcherson, Budget Analyst I
Tessie Lookhoff, Fiscal Manager, Orlando Fire Department
Kim Adison-Harris, Fiscal Coordinator, Orlando Police Department
Pat Dellacona, Fiscal Manager, Division Fiscal Manager
Tisa Mitchell, Fiscal Manager, Economic Development Department
Melinda Poole, Fiscal Analyst, Venues
Amy Ienneca, Chief Assistant City Attorney
Ray Scullian, Division Manager, Risk Management
Margaret Roberts, Recording Secretary

FY2014/15 BUDGET

NEW BUSINESS:

1. GENERAL FUND

- A. BA15-16, Cost Center No. OPI0001_C and Resolution – Police – request to budget additional funding received from FY2014/15 School Resource Officer Program Agreement with the Orange County School Board. The amended award letter was approved by City Council on 11/17/14 and the agreement period is from 1/1/14 to 12/31/15. Net Increase: \$70,813.
- B. BR15-06, Cost Center No. ACL0001_C and OMB0001_C – Office of Business and Financial Services – request to transfer salary and benefit budgets between Cost Centers related to the personnel actions in Items 6C and 6D. Transfer of Existing Funding: \$135,385.

2. DOWNTOWN SOUTH NEIGHBORHOOD IMPROVEMENT DISTRICT FUND

- A. BA15-12, Cost Center No. EDV0003_C and Resolution – Economic Development – request to budget the annual contribution from Orlando Health approved by Council on 04/14/14 and revise property tax budget with the most recent estimate. Net Increase: \$158,717.

3. GRANTS FUND

- A. BA15-13, Cost Center No. LEU0001_C, Grants No. LEU0002_G & LEU0003_G and Resolution – Orlando Venues – request to budget the 2014-2015 Florida Division of Cultural Affairs General Program Support Grant and the subsequent City match. The Grant Award was approved by City Council on 09/08/14. The grant funds will be used to support and enhance the current educational programming and special events at the Gardens. Net Increase: \$150,000 and Transfer of Existing Funding: \$150,000.
- B. BA15-14, Grant No. OPD0029_G and Resolution – Police – request to budget FY2014/15 Solving Cold Cases with DNA Grant Award Agreement, approved by City Council on 11/03/14. Net Increase: \$81,446.
- C. BA15-15, Grant No. OPD0030_G and Resolution – Police – request to budget FY2014/15 FDOT High Visibility Enforcement (HVE) Award Agreement, approved by City Council on 10/20/14. Net Increase: \$59,602.

4. COMMUNITY REDEVELOPMENT AGENCY OPERATING FUND

- A. BR15-05, Cost Center No. CRA0005_C and Project No. CRA0015_P – Economic Development – request to transfer budget from contingency to the CRA Downtown Façade and Stabilization Program. This was approved by the Community Redevelopment Agency (City Council) on 11/03/14. Transfer of Existing Funding: \$150,000.

5. NEW PUBLIC SAFETY CONSTRUCTION BOND FUND

- A. BA15-17, Various Cost Centers and Projects and Resolution – Treasury – request to reconcile budget related to the issuance of 2014 Series B Capital Improvement Special Revenue Bonds. A resolution authorizing the issuance of these bonds was approved by City Council on 9/29/14. Net Increase: \$7,806,296 and Transfer of Existing Funding: \$4,000,000

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.

6. GENERAL FUND

- A. Housing and Community Development – HSG0001_C – request to add one (1) Executive Assistant position and delete one (1) Administrative Specialist position. This downgrade is possible due to the recent retirement of a long term City employee and a transfer of some duties to the Financial Specialist position.
- B. Executive Offices – LEG0001_C – request to add one (1) Paralegal to the City Attorney's Office. This new position funded by Risk Management will enable the litigation team to continue to retain the defense of a very high percentage of lawsuits against the City in-house.
- C. Office of Business and Financial Services – ACL0001_C and ACL0003_C – request to add one (1) Financial Reporting Manager position and delete one (1) Grants Development Supervisor. This request will restructure the Grants area under the Assistant Controller and transfer some of the financial reporting duties from the Assistant Controller to this new manager. This relates to Agenda Item 1B.

D. Office of Business and Financial Services – OMB0001_C and TRS0001_C – request to transfer one (1) Senior Administrative Assistant from Treasury to Management and Budget. Currently no direct support staff is assigned to the Management and Budget Division and with a recent retirement and promotion in Treasury this transfer is being done without budgetary impact to the department.

A motion to approve items 1A to 6D written above was made by Rebecca Sutton. Wes Powell seconded the motion and vote carried to approve items 1A through 6D as written above.

The meeting adjourned at 3:31 p.m.



Rebecca W. Sutton, Chief Financial Officer



Margaret Y. Roberts, Recording Secretary