

BUDGET REVIEW COMMITTEE MINUTES  
SUSTAINABILITY ROOM – 2nd FLOOR

The Budget Review Committee's meeting on November 18, 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  
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, 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

SUMMARY OF FY 2013/2014 YEAR END ITEMS:

GENERAL FUND

Affected by Items 1B, 2B, 6A, 7A, and 7B

OTHER FUNDS

1. DESIGNATED REVENUE FUND

- A. BA14-83, FPR0004\_G & FPR0005\_G and Resolution – Families, Parks & Recreation – for accounting purposes, request to differentiate grantor revenue from our matching funds. This will separate match funding for the O-PASS AmeriCorps Grant (Orlando Partnership for School Success) into a different grant number. Net Increase Designated Revenue Fund: \$101,043 and Net Decrease Grant Fund: \$101,043.
- B. BA14-78, OFR0005\_P and Resolution – Fire – request to budget the City's portion of the annual rent for the Task Force 4 Warehouse and the budget for contributions from Orange and Seminole Counties. This agreement was approved by City Council on 08/11/14. The warehouse is used to house Urban Search and Rescue (USAR) and Hazardous Material (HAZMAT) fire equipment. The City's budget comes from a reduction in the OFR0005\_C Special Operations Cost Center in the General Fund. Net

Increase: \$52,672 and Transfer of Existing Funding: \$17,557.

2. GRANTS FUND

- A. BA14-76, PKS0003\_G, PKS0004\_G & PKS0005\_P and Resolution – Families, Parks & Recreation – request to budget revenue received from the Florida Department of Environmental Protection of \$75,000 and the match of \$75,000 for the development of the Park of the Americas Recreational Trails Program. The award was approved by City Council on 5/12/14. Net Increase \$150,000 and Transfer of Existing Funding: \$75,000.
- B. BA14-87, OPD0026\_G & OPI0001\_C and Resolution – Police – request to budget general fund match for the 2014-2015 VAWA/STOP Intimate Violence Enhanced Service Team (InVEST) Grant Agreement through the Florida Coalition Against Domestic Violence (FACADV). A 25% match amount is required for a grant award of \$107,315. The Grant Agreement was approved by City Council on 07/14/14. Net Increase: \$26,829 and Transfer of Existing Funding: \$26,829.

3. COMMUNITY VENUES FUNDS

- A. BA14-84, Various Project Nos. and Resolution – Treasury – request to amend the budgets for the Community Venues Construction Projects to reflect contract amendments, redistribute available commercial paper funds, reconcile final TDT Series 2014 proceeds, allocate remaining Civic Facilities Authority R&R funds to the Citrus Bowl Construction project, reallocate administrative costs and capture other adjustments approved during the year. Net Increase Amway Center Funds: \$196,713; Citrus Bowl Funds: \$8,094,195; 2014 TDT Series A Funds: \$271,077,725; and Soccer Stadium Funds: \$1,000,000. Net Decrease Performing Arts Center Funds: \$4,435,753. Transfer of Existing Funding: Amway Center Funds: \$9,611,946; Citrus Bowl Funds: \$5,610,634; and Performing Arts Center Funds: \$30,121,821.

4. STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUNDS

- A. BA14-80, HSG0102\_G & HSG0106\_G and Resolution – Housing – request to budget a SHIP Rehabilitation payoff, allocating five percent for administrative costs and the remainder to be used for housing strategies. Net Increase: \$53,636.
- B. BA14-89, HSG0092\_G & HSG0093\_G and Resolution – Housing – request to budget SHIP interest received from 07/01/13 through 06/30/14, with five percent being allocated toward administrative costs and the remainder for housing strategies. Net Increase: \$11,711.

5. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT GRANTS FUND

- A. BA14-81, Various Grant Nos. and Resolution – Housing – request to align HOME program income budget with actual income received, allocating ten percent to administrative costs. Net Decrease SHIP Fund and Net Increase HUD Fund: \$6,068.
- B. BA14-79, HSG0058\_G & HSG0059\_G and Resolution – Housing – request to budget program income from down payment assistance payoffs used as a HOME match, with ten percent allocated toward administrative costs and the remainder to be used for housing activities. Net Increase: \$7,718.
- C. BR14-71, various Grant Nos. – Housing – request to move HOME funds into Rental Rehab grants in order to fund the Timber Sound II activity. Transfer of Existing Funding: \$928,301.
- D. BA14-86, HSG0047\_G & HSG0050\_G and Resolution – Housing – request to align HOME budget with actuals reflected in the Housing and Urban Development program database, IDIS (Integrated Disbursement and Information System). Net Increase: \$5,002.

6. GREATER ORLANDO AVIATION AUTHORITY POLICE FUND  
A. BA14-88, OPS0005\_C & OPS0004\_C and Resolution – Police – request to revise Police revenues related to the agreement with Greater Orlando Aviation Authority for additional allocable Police Pension contribution amounts. Net increase: \$442,536.
7. VARIOUS FUNDS  
A. BA14-82, Various Cost Centers and Projects and Resolution – Office of Management and Budget – request to align revenue budgets to actual funding received from Federal, State, and Local sources. This is needed to match revenues to budget for those that weren't originally planned or were projected differently and to increase or decrease their corresponding activity expense budgets. This is also a best practice method to ensure all funds are captured during the multi-year project budgeting process. Net Increase: \$8,491,027.  
B. BA14-85, Various Cost Centers and Projects and Resolution – Office of Management and Budget – request to transfer budget between cost centers and ongoing projects related to agreements and commitments that will continue into the next fiscal year. This affects the Commissioner's Capital Project, Mayor's Matching Grants Program and Economic Development Incentives. Net Increase: \$357,976 and Transfer of Existing Funding: \$1,438,851.

A motion to approve items 1A to 7B written above was made by Rebecca Sutton. Wes Powell seconded the motion and vote carried to approve items 1A through 7B as written above.

The meeting adjourned at 3:32 p.m.



Rebecca W. Sutton, Chief Financial Officer

  
Margaret Y. Roberts, Recording Secretary