

BUDGET REVIEW COMMITTEE MINUTES
SUSTAINABILITY ROOM – 2nd FLOOR

FY2014/15 BUDGET

CALL TO ORDER:

The March 10, 2015 Budget Review Committee was called to order by Byron Brooks at 3:33 p.m.

MEMBERS PRESENT:

Byron Brooks, Chief Administrative Officer
Frank Billingsley, Chief of Staff
Wes Powell, Assistant City Attorney

OTHERS PRESENT:

Brian Battles, Deputy CFO
Martin Carmody, Budget Manager
Ashley Connolly, Budget Analyst II
Eric Hutcherson, Budget Analyst II
Brendan Gibson, Budget Analyst IV
Tysha Resnick, Budget Analyst IV
Robert Vissar, Public Works Fiscal Manager
Princess Riley, Code Enforcement Accounting Specialist II
Tara Culver, Housing and Community Development Fiscal Manager
Sergeant Wanda Ford, OPD Media Relations
Sergeant Tanesha White, OPD North Patrol Division
Tisa Mitchell, Economic Development Fiscal Manager
Jose Taitt, Permitting Fiscal Coordinator
Michael Melzer, Capital Improvement Division Project Manager
Victor Godlewski, Public Works Wastewater Division Manager
Maria Cioce, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

NEW BUSINESS:

1. WASTEWATER GENERAL CONSTRUCTION FUND
 - A. BA15-39, Project No. CIP0166_P – Public Works – Request to allocate fund balance in the Wastewater Revenue Fund and transfer it to the Wastewater General Construction Fund to increase sewer capacity along Central Boulevard. Net Increase in project expenses: \$1,600,944.
2. WASTEWATER REVENUE FUND
 - A. BR15-07, Cost Center Nos. WAS0001_C and WAS0002_C – Public Works – Request to allocate contingency to fund a Civil Engineer II – Contract position. This new position will help Wastewater effectively manage the increase in plans reviews. Transfer of Existing Funds: \$41,511
3. BUILDING CODE ENFORCEMENT FUND
 - A. BA15-41, Cost Center No. PER0004_C – Economic Development – Request to allocate fund balance to purchase new scanners that are compatible with current software. Net Increase: \$25,186.

4. STATE HOUSING INITIATIVE PROGRAM (SHIP) FUND
 - A. BA15-42, Grant No. HSG0102_G – Housing – Request to budget payoff for down payment assistance provided on 1714 Oregon St. Five percent will be used for administrative costs and the remainder will be used for down payment assistance services. Net Increase: \$32,210.

5. HOUSING AND URBAN DEVELOPMENT (HUD) GRANT FUND
 - A. BA15-43, Grant Nos. HSG0083_G and HSG0084_G – Housing – Request to budget proceeds from the sale of three properties purchased with NSP3 funds. Ten percent will be used for administrative costs and the remainder will be used for acquisition and/or rehabilitation of additional homes. Net Increase: \$308,942.

 - B. BA15-44, Grant Nos. HSG0076_G, HSG0078_G, HSG0079_G and HSG0080_G – Housing – Request to budget proceeds from the sale of property purchased with NSP1 funds. Ten percent will be used for administrative costs and the remainder will be used for acquisition and/or rehabilitation of additional homes. Net Increase: \$292,968.

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. Police – OPD0001_C – Request to add one (1) Police Public Information Officer civilian position. The addition of this position would improve the efficiency of the Media Relations Office by providing assistance with administrative tasks and serving as a secondary spokesperson after the Media Relations Sergeant. The Media Relations Office is an essential component in complying with public record requests as well as in providing vital information to assure the safety of the public during critical incidents. The additional cost will be managed from current budgeted position vacancies within the Department.

7. WASTEWATER REVENUE FUND

A. Public Works – WAS0001_C – Request to add one (1) Civil Engineer II – Contract position. The Wastewater Division is experiencing increased workloads related to plans review including several major projects and review of construction phase documents such as shop drawings and project close out activities. This new contract position will help the Division to effectively manage the work load and produce timely responses. This item relates to Item 2A.

A revised agenda was presented to the Committee. A motion to approve items 1A to 7A as written above was made by Frank Billingsley. Wes Powell seconded the motion and vote carried to approve items 1A to 7A.

The meeting adjourned at 3:34 p.m.



Brian Battles, Deputy CFO



Maria Gioce, Recording Secretary