

**BUDGET REVIEW COMMITTEE MINUTES
SUSTAINABILITY ROOM – 2nd FLOOR**

The April 14, 2015 Budget Review Committee was called to order by Byron Brooks at 3:32 p.m.

MEMBERS PRESENT:

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

OTHERS PRESENT:

Brian Battles, Deputy CFO
Martin Carmody, Budget Manager
Tysha Resnick, Budget Analyst IV
Brendan Gibson, Budget Analyst IV
Ashley Connolly, Budget Analyst II
Eric Hutcherson, Budget Analyst II
Tessie Lookoff, Fire Department Fiscal Manager
Maria Neff-Caulder, Police Department Fiscal Manager
Tisa Mitchell, Economic Development Fiscal Manager
Tara Culver, Housing and Community Development Fiscal Manager
Renee Jackson, Families, Parks and Recreation Fiscal Manager
Rodney Williams, Recreation Division Manager
Rob Visser, Public Works Department Fiscal Manager
Michael Melzer, Capital Improvement Project Manager II
Lusbeth Perez, Economic Development Fiscal Coordinator
Ian Sikonia, Economic Development Planner III
William Burns, Capital Improvement Project Manager II
Maria Cioco, Recording Secretary

PUBLIC COMMENT:

There were no public comments.

NEW BUSINESS:

1. GENERAL FUND

- A. BR15-09, Cost Center Nos. OFA0001_C and OFS00005_C – Fire – Request to transfer budget associated with departmental reorganization. Under direction of the new Fire Chief, the Fire Assistant Chief position currently in the Fire Planning and Resource Management Cost Center will be moved to the Fire Communications Cost Center. This item is related to Item 5A. Transfer of Existing Funding: \$88,601.
- B. BR15-08, Cost Center Nos. OPS0003_C and OPP0002_C – Police – Request to transfer budgeted costs of a Senior Administrative Assistant - Police Deputy Chief position due to a revision of the position's reporting structure. This item relates to Item 5C. Transfer of Existing Funding: \$20,956.
- C. BR15-10, Cost Center Nos. OFR0001_C, OFR0002_C and OFR0003_C and NDG0001_C – Fire – Request to transfer budget related to nineteen (19) Firefighter positions no longer funded through the Staffing for Adequate Fire & Emergency Response (SAFER) grant into Fire Shifts A, B, and C. The need for this funding was previously anticipated and adopted into the Contingency and Fire Pension Plan lines in the Nondepartmental-General Fund Cost Center. This item is related to Item 5B. Transfer of Existing Funding: \$1,092,076.

- D. BA15-40, Cost Center Nos. TSP0001_C and PER0002_C – Economic Development – Request to budget revenue received higher than budget plan from General Fund Permitting to fund personnel expenses for an Administrative Assistant - Contract position. The revenue has exceeded expectations in the last three years, and has already reached budget for FY14/15. Net Increase: \$27,331.
2. HOUSING AND URBAN DEVELOPMENT (HUD) GRANT FUND
- A. BR15-11, Grant No. HSG0083_G – Housing – Request to transfer funds currently budgeted in Contingency to various administrative accounts based on reconciliation between the City's financial system and Disaster Recovery Grant Reporting System (DRGR), National Stabilization Program (NSP) HUD system. Transfer of Existing Funding: \$106,396.
- B. BA15-53, Grant Nos. HSG0054_G and HSG0059_G – Housing – Request to reconcile the HOME Investment Partnerships Program Administration budget with the HUD IDIS software system. Net Decrease: \$267.
3. GRANT FUND
- A. BA15-38, Grant No. OPD0033_G – Police – Request to budget additional funding received from Modification #1 of the FY 2014/15 Central Florida High Intensity Drug Trafficking Areas (HIDTA) Award Grant Agreement, approved by City Council on 3/23/15. Net Increase: \$87,906.
- B. BA15-52, Grant No. TSP0007_G – Economic Development – Request to budget funding received from Florida Department of Transportation Economic Development Transportation Project Fund grant for the design and construction of a roadway that will provide access to the United States Tennis Association complex, approved by City Council on 4/06/15. Net Increase: \$2,246,320.
4. DESIGNATED REVENUE FUND
- A. BA15-45, Project Nos. PKS0010_P, FPR0003_P, OCC0001_P and REC0005_P – Request to budget and transfer the Match and Community Development Block Grant (CDBG) portion of the Citrus Square Playground Renovation project. Net Increase: \$264,000. Transfer of Existing Funding: \$38,000.
- B. BA15-46, Project Nos. FPR0004_P, FPR0005_P and REC0005_P – Request to budget and transfer the Match and CDBG portion of the Englewood Center Playground project. Net Increase: \$175,000. Transfer of Existing Funding: \$64,017.
- C. BA15-47, Project Nos. FPR0006_P, FPR0007_P and REC0005_P – Request to budget and transfer the Match and CDBG portion of the Hankins Park Pavilion Project. Net Increase: \$100,000. Transfer of Existing Funding: \$25,000.
5. TRANSPORTATION IMPACT FEE – SOUTHWEST FUND
- A. BA15-48, Cost Center No. TSP0004_C and Project Nos. TSP0035_P, TSP0002_P and CIP0051_P – Request to allocate fund balance for multiple trail projects in the Southwest district. Net Increase in Project Expenses: \$153,000.

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. Fire – OFA0001_C and OFS0005_C – Request to transfer one (1) Assistant Fire Chief currently in Fire Planning and Resource Management to Fire Communications. This item relates to Item 1A.
- B. Fire – OFR0001_C, OFR0002_C, OFR0003_C and OFR0007_C – Request to transfer nineteen (19) Firefighter positions no longer funded through the SAFER grant into Fire Shifts A, B, and C. This item relates to Item 1C.
- C. Police – OPS0003_C and OPP0002_C – Request to transfer one (1) Senior Administrative Assistant - Police Deputy Chief position due to a revision of the position's reporting structure. The Senior Administrative Assistant position will be aligned with the appropriate Deputy Chiefs, Business Unit and Cost Center after this change. This item relates to Item 1B.
- D. Families, Parks, & Recreation – Various Cost Centers – Request to add three (3) District Manager positions and one (1) Part Time Program Coordinator position as well as delete two (2) Area Manager positions, one (1) Part Time Recreation Assistant position and one (1) Regional Recreation Program Coordinator position. These positions will help FPR better align their staff to serve the department. There is a minimal cost increase that will be absorbed by the department through anticipated savings.
- E. Economic Development – TSP0001_C – Request to add one (1) Administrative Assistant – Contract position. This request will facilitate the needed administrative support for Transportation Planning and Business Development Divisions. The additional cost will be supplemented by recognizing General Fund Permitting revenue. This item relates to Item 1D.

7. ORLANDO VENUES FUND

- A. Orlando Venues – VEN0008_C – Request to delete the vacant Theater Event Manager, Crew Chief, and Theater Operations Manager positions. These positions were staffed in the Bob Carr Performing Arts Centre that is no longer operated by the City.

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

The meeting was adjourned at 3:34 p.m.



Rebecca Sutton, Chief Financial Officer



Maria Cioce, Recording Secretary