



City Operations Committee
Wednesday, August 30, 2017
North & South Collaborations Conference Room
1st Floor, City Hall, Orlando, Florida

Members Present

Byron Brooks, Chief Administrative Officer
Deborah Girard, Deputy Chief Administrative Officer
Kevin Edmonds, Deputy Chief Administrative Officer
Jody Litchford, Deputy City Attorney for Mayanne Downs, City Attorney
Denise Aldridge, City Clerk
Lisa Early, Families, Parks & Recreation Director
Christopher McCullion, Chief Financial Officer
Roderick Williams, Fire Chief
Craig Borkon, Orlando Venues Assistant Director for Allen Johnson, Orlando Venues Director
Billy Hattaway, Transportation Director
Brooke Bonnett, Economic Development Director
John Mina, Police Chief
James Hunt, Deputy Public Works Director for Richard Howard, Public Works Director
William Billingsley, Chief of Staff
Oren Henry, Housing Director

Attending

Mayor Buddy Dyer	David Arnott	Brian Battles
Laurie Botts	Thomas Chatmon	Michelle Brennan
Elizabeth Davidson	Kathleen Devault	Heather Fagan
Marcia Goodwin	Stephanie Herdocia	Cassandra Lafser
Luis Martinez	Melanie McCallum	Michelle McCrimmon
Reginald McGill	George McGowan	Laurie Nossair
Douglas Richards	Kathleen Russell	Celeste Brown
Lawanna Gelzer, Member of the Public		

Chairman Byron Brooks called the meeting to order at 11:53 a.m. Chairman Brooks asked if there were any members of the public present who wished to comment. Lawanna Gelzer, appearing on her own behalf, asked for a copy of the meeting agenda and one was provided to her.

The City Operations Committee considered the following proposals:

1. Policy and Procedure 131.1 Appropriation Transfer Requests - Operating Procedures which will allow for the Budget Division Manager to approve transfers within a Department within the same Fund with the exception of amending the Contingency line.

2. Policy and Procedure 2510.2 Procurement of Goods and Services which will raise the threshold for purchases through the Procurement Division from \$1,000 to \$5,000. As such, purchases between \$1,000 and \$5,000 would be processed with a supplier invoice; therefore a purchase order would no longer be required.
3. Policy and Procedure 1000.4 Property Control which will update the name and number to 2520.1 Capital Assets, update the process in which capital assets are acquired, inventoried, maintained, depreciated, and disposed. The proposal also includes increasing the threshold for capitalizing assets from \$1,000 to \$5,000 and increasing the capitalization threshold impacts the assets that would need to be tracked as well as depreciated in Workday.
4. Policy and Procedure 1000.3 Scrap Metal Disposal will be deleted as scrap metal disposal is addressed in Policy and Procedure 2520.2 Disposal of Surplus Property.
5. Policy and Procedure 2310.2 Financial Reporting Operations will change the name to Financial Reporting and will provide updates that will clarify financial reporting requirements for the CAFR, annual audit, and state financial report. Section 4D Property, Plant and Equipment was deleted to include in Policy and Procedure 2520.1 Capital Assets.
6. Policy and Procedure 670.1 Payroll will change the number to 2400.2 to align with the numbering of the Office of Business and Financial Services. The policy will also update references to legacy Human Resources/Payroll system and payroll policies and practices.
7. Policy and Procedure 2320.1 Grants and Other Types of Financial Assistance will update the references to guidance requirements applicable to federal and state grants and remove detailed procedures to a grants directive that will be approved by the CFO.

It was moved by Kevin Edmonds, and seconded by Christopher McCullion, to approve the proposed policies and the motion passed unanimously.

Meeting was adjourned at 11:55 a.m.

Denise Aldridge
City Clerk