

May 2, 2023, 3:30 p.m.
Virtual Meeting via Zoom Webinar

AGENDA

Members Present:

Kevin Edmonds, Chief Administrative Officer
Ana Palenzuela, Human Resources Director
Christopher McCullion, Chief Financial Officer
Wes Powell, Assistant City Attorney

Others Present:

Christopher Mendoza, Budget Analyst
Martin Carmody, Budget Division Manager
Amelia Frederick, Administrative Specialist-CFO

CALL TO ORDER

The Budget Review Committee meeting on May 2, 2023 was called to order by Kevin Edmonds at 3:30 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2022/23 BUDGET – APPROPRIATIONS

1. CAPITAL IMPROVEMENTS FUND (3001_F)

- A. BA23-46, One Person One Tree (CAO0002_P) – Request to recognize revenues received from OUC to support the One Person One Tree program. This contribution is the second of three annual contributions, to provide funding for an estimated 400 trees per year. Net increase to budget: \$16,040.

2. GRANTS FUND (1130_F)

- A. BA23-42, Various EEOC Grant (EQY0008_G, EQY0010_G) – Request to recognize two EEOC Worksharing Agreement grants from the US Equal Employment Opportunity Commission. These funds will be used for training purposes as they are currently in the process of filling four staff positions and the EEOC hosts a 3-day training that all staff will be required to attend. There are no match requirements. Net increase to budget: \$ 22,190.
- B. BA23-43, FY23 HUD FHIP Partnership (EQY0009_G) - Request to recognize receipt of a \$20,000 Fair Housing grant from the US Department of Housing and Urban Development. Funds will be used to pay for supplies, promotional items, brochures, etc. at HUD funded outreach events. No match requirements. Net increase to budget: \$20,000.
- C. BA23-44, FY 23 21st Century Grant SMITH (REC0010_G) and Recreation - 21st CCLC - Smith Center (REC0031_C) – Request to recognize revenues received for FY 23 Nita M. Lowey 21st Century Community Learning Centers (CCLC) Program grant for the Dr. James R. Smith Neighborhood Center. The FY23 award is year one (1) of a four (4) year grant which requires annual renewals. This is a reimbursable grant which will be used to add one

(1) Recreation Program Coordinator (C14) and cover other programming and operating costs for the afterschool program run out of Dr. James R. Smith Neighborhood Center. This was approved by City Council on April 3, 2023. Net increase to budget: \$500,000.

- D. BA23-39, FY 22 Buckle Up for Life (OPD0125_G) – Request to recognize additional grant revenues received for FY 22 Buckle Up for Life Grant. This grant provides funding for the purchase and distribution of child car seats as well as public education and materials. This was approved by City Council on August 19, 2022. Net increase to budget: \$1,500.
- E. BA23-47, FY 23 High Intensity Drug Trafficking Area (HIDTA) (OPD0131_G) – Request to recognize grant revenues received from FY 23 High Intensity Drug Trafficking Area (HIDTA). This grant provides overtime reimbursement and funding for vehicle leases for officers assigned to Metropolitan Bureau of Investigation (MBI) and Drug Enforcement Administration (DEA) Heroin Task Force. This was approved by City Council on March 20, 2023. Net increase to budget: \$103,940.
- F. BA23-48, FY 20 FL Highway Beautification Grant (CRA0001_G & CRA0002_G) - Request to recognize the award increase of \$1,346 to the FY20 Highway Beautification Grant which will encompass landscaping around the W. Colonial (SR50) Pedestrian Bridge tying into Gertrude’s Walk. Both segments will support the area gateway features, enhance the pedestrian bridge, introduce attractive, Florida Friendly vegetation as well as improved wayfinding and place-making. The grant match of \$17,380 is being moved into a separate grant account to allow for more simplistic tracking in case of an audit. This grant award increase was approved by City Council on February 6, 2023. Net increase to budget: \$1,346.

3. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)

- A. BA23-52, Lift Station 85 Replacement (WAS0002_P) – Request to transfer \$956,621 in budget from a less time sensitive project to begin funding replacement efforts for Lift Station 85. This initial funding is for project design services, with construction funding being addressed at a later time. No net change to budget.

4. FLEET REPLACEMENT FUND (5002 F)

- A. BA23-49, Fleet Replacement Program (FLT0005_C) – Request to transfer budget from various funds to 5002_F Fleet Replacement Fund for reimbursement due to costs incurred for department-requested additional vehicles and/or upgrades to replacement vehicles during the 2nd quarter. Net increase to budget: \$2,986,904.

5. VARIOUS FUNDS

- A. BA23-45, Various Projects – Request to recognize fund balance in Southeast Park Impact Fee (SE) and Southwest Park Impact Fee (SW) Collection Area Funds and transfer budget between projects in Capital Improvements Fund to fully support three (3) Families, Parks and Recreation initiatives. The budget actions are as follows: (1) Allocate \$1.5M in SE to fully fund Commander Drive Park project; (2) allocate \$500,000 in SW to complete Prince Hall Park Equipment project; and (3) transfer \$25,000 to complete Emery Hamilton Sports Lighting project. Net increase to budget: \$2,000,000.
- B. BA23-51, Various Housing Grants – Request to recognize program income and reflect the reallocation of grant funds between uses and program years, for several Housing grants. Net increase to budget: \$1,819,526.

FY2022/23 BUDGET – STAFFING

Note: Proposed staffing changes require separate evaluation and approval by the Human Resources Department which will determine the final pay grade and positions classification.

6. GENERAL FUND (0001 F)

- A. PA23-16, Fire Administration (OFD0001_C) – Request to add one (1) Health and Safety Coordinator (NB109) position to assist with monitoring trends, savings, cost containment, and returning to work processes. The current year estimated cost of \$25,610 will be absorbed within Fires existing budget; annualized future costs are estimated to be \$76,840.
- B. PR23-17, Police Administration (OPD0001_C) – Request to drop one (1) Police Sergeant (SGT) position and add one (1) Police Lieutenant (PLT1) position. The Orlando Police Department is requesting this position to oversee and serve as manager of the Intelligence Unit, which currently lacks a management-level supervisor. The current year estimated cost of \$7,711 will be absorbed within their existing budget; annualized future costs are estimated to be \$23,134.
- C. PR23-18, Fire Administration (OFD0001_C) – Request to drop one (1) Functional Analyst (S10) and add one (1) Analytics and Decision Support Coordinator (NB115). This position will focus on data modeling and integration to implement analytic solutions to support the strategic direction for the increased growth needs and subsequent business impact of emergency response services. The current year estimated cost of \$7,351 will be absorbed within their existing budget; annualized future costs are estimated to be \$22,053.
- D. PR23-19, OFD Public Relations (OFR0010_C) – Request to drop one (1) EMS Quality Improvement Coordinator (NB109) and add one (1) Public Relations Officer (NB109). This position will focus on oversight of the Take Heart CPR Program, assisting the Public Information Officer/Manager with internal and external events as needed. There will be no change in pay grade.
- E. PR23-24, M/WBE (MBE0001_C) - Request to reclass one (1) MBE Certification Officer III (S12) to WBE Project Manager (S09) The request is submitted to have a primary point of contact for WBE and to have someone manage the program and be knowledgeable on legislation and regulations related to the WBE community. Without this position the City is at risk of not meeting the goal of recruiting and retaining women certified businesses. The current year estimated cost of \$8,581 will be absorbed within their existing budget; annualized future costs are estimated to be \$25,743.
- F. PR23-25, M/WBE (MBE0001_C) - Request to reclassify one (1) MBE Program Manager from NB113 to NB116. This reclassification will align current pay with increased job duties and responsibilities such as assuming the role of Division Manager in their absence. The current year estimated cost of \$7,966 will be absorbed within their existing budget; annualized future costs are estimated to be \$23,899.
- G. PR23-27, Transportation Engineering Administration (TRE0001_C) – Request to reclassify one (1) Traffic Control Manager (NB112) position to a Traffic Control Manager (NB115). Elevating the position is needed to reflect the increased volume and complexity of events and construction projects requiring traffic control under their direction, as well as the position’s role in coordinating related logistics between several City departments. The current year estimated cost of \$8,917 will be absorbed within their existing budget; annualized future costs are estimated to be \$26,751.
- H. PR23-28, Special Events and Street Permit (TRE0007_C) – Request to reclassify one (1) Traffic Control Assistant Manager (S12) position to a Traffic Control Assistant Manager (NB113). Elevating the position is needed to reflect the increased volume and complexity of events and construction projects requiring traffic control under their direction. The current

year estimated cost of \$5,809 will be absorbed within their existing budget; annualized future costs are estimated to be \$17,426.

- I. PR23-29, Transportation Planning (TSP0001_C) – Request to reclassify one (1) Transportation Project Manager (S10) position to a Planning Manager (NB114) to reflect the evolution of the position beyond that of the initial Vision Zero initiative. The position has become the broader liaison for transportation safety and taken on various responsibilities from other areas of the department. The current year estimated cost of \$4,960 will be absorbed within their existing budget; annualized future costs are estimated to be \$14,881.
- J. PR23-32, Compensation & Benefits (HRD0008_C) – Request to reclassify one (1) Compensation Manager from NB116 to NB117. The change in paygrade is needed to align the position with the departments structure and create more equity. The current year estimated cost of \$3,178 will be absorbed within their existing budget; annualized future costs are estimated to be \$9,534.
- K. PA23-20, Director of Transportation (TRN0001_C) – Request to add one (1) Special Events Division Manager (NB120) position to lead a new Office of Special Events, which will consolidate all aspects of special event management in one place, from applications and permitting all the way through to safety considerations and traffic control. This will allow for more effective and efficient management, as well as better consideration for the overall impact of events. The current year estimated cost of \$58,854 will be absorbed within their existing budget; annualized future costs are estimated to be \$176,563.
- L. PA23-21, Director of Transportation (TRN0001_C) – Request to add one (1) Special Events Assistant Division Manager (NB116) position to help lead a new Office of Special Events. This position would be responsible for the day-to-day operations of the Office, with a particular focus on the permit review process and staff. The current year estimated cost of \$43,323 will be absorbed within their existing budget; annualized future costs are estimated to be \$129,970.

7. GRANTS FUND (1130 F)

- A. PA23-19, Recreation - 21st CCLC - Smith Center (REC0031_C) – Related to item BA23-44. Request to add one (1) Recreation Program Coordinator (C14) related to FY 23 Nita M. Lowey 21st Century Community Learning Centers (CCLC) Program grant for the Dr. James R. Smith Neighborhood Center. This position will oversee the staff of the afterschool program. The current year estimated cost of \$31,802 will be entirely funded by the grant; annualized future costs are estimated to be \$95,405 and will be entirely funded by the grant.

8. PARKING SYSTEM REVENUE FUND (4132 F)

- A. PR23-30, Various Cost Centers – Request to drop three (3) Gate Attendant P/T (L01) positions and add three (3) Gate Attendant (L01) positions. There has been an increased need for parking support as well as increased difficulty filling this type of position, and converting these to full-time roles should provide increased coverage and assist with recruiting. The current year estimated cost of \$23,400 will be absorbed within their existing budget; annualized future costs are estimated to be \$70,203.

9. RISK MANAGEMENT FUND (5015 F)

- A. PR23-26, Risk Management Administration (RMD0001_C) – Request to reclassify paygrade and title for one (1) position from Safety Specialist (NB110) to Safety Inspector (NB112). The change in paygrade and title is needed to align the position with other similar roles within the market and reflect the responsibilities it holds. The current year estimated cost of


\$3,528 will be absorbed within their existing budget; annualized future costs are estimated to be \$10,584.

- B. PR23-31, Risk Management Administration (RMD0001_C) – Request to drop one (1) Office Assistant (S21) and add one (1) Staff Assistant (S20). This position will provide knowledgeable support to the department, facilitate communications, maintain systems, coordinate IT requests, enter purchase orders, invoices, and payments. The current year estimated cost of \$938 will be absorbed within their existing budget; annualized future costs are estimated to be \$2,814.

A motion to approve all items (1A through 9B) was made by Ana Palenzuela. Wes Powell seconded the motion and the vote carried unanimously to approve all items.

ADJOURN

The meeting was adjourned at 3:33 p.m.



Christopher McCullion
Chief Financial Officer



Christopher Mendoza
Recording Secretary