

June 13, 2023, 3:30 p.m.

AGENDA

**Virtual Meeting via Zoom Webinar**

**Members Present:**

Kevin Edmonds, Chief Administrative Officer  
Christopher McCullion, Chief Financial Officer  
Wes Powell, Assistant City Attorney  
Heather Fagan, Chief of Staff

**Others Present:**

Christopher Mendoza, Budget Analyst  
Martin Carmody, Budget Division Manager  
Amelia Frederick, Administrative Specialist-CFO  
Michelle McCrimmon, Deputy Chief Financial Officer

**CALL TO ORDER**

*The Budget Review Committee meeting on June 13, 2023 was called to order by Kevin Edmonds at 3:31 p.m.*

**PUBLIC COMMENT**

*There was no public comment.*

**NEW BUSINESS**

**FY2022/23 BUDGET – APPROPRIATIONS**

1. **GENERAL FUND (0001 F)**

A. BA23-50, Various Cost Centers – Request to transfer \$300,000 in budget from Nondepartmental to Families, Parks and Recreation (FPR) for FY23 increase in Utilities costs. Contingency was budgeted in Nondepartmental Utilities for potential budgetary impacts. Halfway through the fiscal year, enough actuals have been recorded to determine the amount needed to supplement existing FPR Utilities budget. No net increase to budget.

2. **GRANTS FUND (1130 F)**

A. BA23-54, Various Grants – Request to recognize grant revenues received from FY 21 CDBG-CV (Community Development Block Grant Coronavirus Response) grant. The grant will support five projects:

- Facilities - Safety of Public Facilities - \$277,000
- Families, Parks, & Recreation - Supporting Families in Need - \$336,717
- Fire - Improving Public Safety - \$123,000
- MWBE - Supporting Small and Disadvantaged Businesses - \$250,000
- Sustainability - Addressing the Digital Divide - \$600,000

This was approved by City Council on April 24, 2023. Net increase to budget: \$1,586,717.

B. BA23-57, AARP Community Challenge Flagship Grant (EDV0010\_G) - Request to recognize revenues received from AARP Community Challenge Flagship Grant. This \$10,000 contribution will be used for the design and printing of Accessory Dwelling Units

(ADUs) brochures and other educational packets needed to help raise awareness of ADUs. Item is scheduled to go to Council on June 12. Net increase to budget: \$10,000.

- C. BA23-59, FY 23 HUD Southeast Government Services Building Grant (CIP0017\_G) – Request to recognize the grant revenue from and budget expenses for use of the FY 23 HUD Southeast Government Services Building Grant. The funding will assist in developing the new government center, to be located just east of the Orlando International Airport. The center is expected to include government offices, a police substation, and a library branch. Net increase to budget: \$1,000,000.

3. CAPITAL IMPROVEMENTS FUND (3001\_F)

- A. BA23-61, Lake Nona Library (CIP0273\_P) – Request to recognize the \$440,000 in advanced rent that the library system paid to the Lake Nona Library project last fiscal year to support initial project expenses. Net increase to budget: \$440,000.

4. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106\_F)

- A. BA23-58, Various Projects & Grants – Request to recognize the grant revenue and allocate the grant match for the FY 22 FL DEP Nonpoint Source Grant. These funds will be used to assist in converting the Rosemont and Rosemont North neighborhoods from septic to sewer. Net increase to budget: \$471,000.

5. FLEET REPLACEMENT FUND (5002\_F) and GRANTS FUND (1130\_F)

- A. BA23-55, Fleet Replacement Program (FLT0005\_C) and FY 23 OCYT Blue Meridian Funding (CYF0001\_G) – Request to transfer budget from CYF0001\_G FY 23 OCYT Blue Meridian Funding on 1130\_F Grants Fund to 5002\_F Fleet Replacement Fund for reimbursement due to costs incurred for the addition of five (5) fifteen (15) seat passenger vans for My Brother's Keeper program. Grant will also cover first two (2) years of operating costs for these assets in the amount of \$92,228. Net increase to budget: \$311,603.

6. GRANTS FUND (1130\_F) and Designated Revenue Fund (0005\_F)

- A. BA23-60, FY 20 FL Highway Beautification Grant (CRA0001\_G & CRA0002\_G) - Request to transfer budget to a specific grant match from CRA DTO Implementation project. Also correcting overstated grant budget authority for AWD-000362: FY 20 FL Highway Beautification Grant-Bridge District in the amount of \$17,380.

**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.

7. GENERAL FUND (0001\_F)

- A. PA23-18, Orlando Tennis Centre (REC0004\_C) – Request to add two (2) Regional Recreation Specialist (S18) positions to the Orlando Tennis Centre. These positions are required to supervise and lead current staff. The current year estimated cost of \$39,416 will cause the Families, Parks, and Recreation to go over budget; annualized future costs are estimated to be \$157,664
- B. PA23-22, Community Affairs (OCA0001\_C) - Request to add one (1) Grants and Management Analyst (S12) position to help evaluate and assess contract agreements and grant policies. This position would be responsible for the oversight of large projects, compliance, and their respective annual performance reports. The current year estimated

cost of \$22,906 will be absorbed within OCA's current budget; future annualized costs are estimated to be \$91,623.

- C. PR23-34, City Planning (PND0001\_C) - Request to drop one (1) 518916 Planner I (S14) and add one (1) Planner Senior (S10) position. This position will coordinate and supervise the Planning Division, produce documents, plans and presentations, while also providing site plan and visual design for EDV generated projects. Having this senior level position will improve consistency and accuracy of the current workload. The current year cost of \$5,479 will be absorbed within their existing budget; annualized future costs are estimated to be \$21,915.
- D. PA23-23, Compensation and Benefits (HRD0008\_C) – Request to add one (1) Human Resources Analyst (S13) position. This position would be responsible for the distribution of benefit information to selected applicants while serving as back-up support in day-to-day benefit tasks. The current year estimated cost of \$21,704 will be absorbed within their existing budget; annualized future costs are estimated to be \$86,815.
- E. PA23-24, Civilian Medic Units (OFR0012\_C) – Request to add six (6) Civilian Paramedic (S16) positions for increased coverage of EMS needs to address current and future growth in the City. The current year estimated cost of \$112,658 will be absorbed within Fires' existing budget; annualized future costs are estimated to be \$450,630.

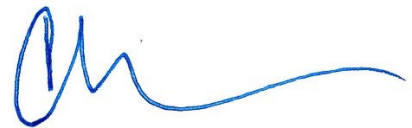
8. BUILDING CODE ENFORCEMENT FUND (1110 F)

- A. PR23-33, Administration and Customer Services (PER0004\_C) - Request to drop one (1) Office Assistant - C (C21) position and add one (1) Permit Technician I - C (C20) position. This position will be assigned to their growing call center and will be responsible for handling incoming calls. The additional technician will enhance the customer's experience and allow the remaining staff to focus on their assigned tasks therefore reducing errors. The current year cost of \$704 will be absorbed within their existing budget; annualized future costs are estimated to be \$2,814.

*A motion to approve all items (1A through 8A) was made by Heather Fagan. Wes Powell seconded the motion and the vote carried unanimously to approve all items.*

**ADJOURN**

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



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Christopher McCullion  
Chief Financial Officer



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Christopher Mendoza  
Recording Secretary