

January 12, 2021, 3:30 p.m.
Virtual Meeting via Zoom Webinar

MINUTES

Members Present:

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

Others Present:

Michelle McCrimmon, Deputy Chief Financial Officer
Martin Carmody, Budget Division Manager
Jason Wojkiewicz, Budget Analyst IV
Candace Cardillio, Board Coordinator

CALL TO ORDER

The Budget Review Committee meeting on January 12, 2021 was called to order by Kevin Edmonds at 3:31 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2020/21 BUDGET – APPROPRIATIONS

1. **PARK IMPACT FEE – NORTH FUND (1080_F)**
 - A. BA21-27, Creative Village Central Park (EDV0010_P) – Request to allocate additional fund balance in 1080_F to the Creative Village Central Park project. This will bring the project to be fully funded. Net increase to budget \$240,900.
2. **VARIOUS HOUSING GRANT FUNDS**
 - A. BA21-25, Various Housing Grants – Request to recognize additional state (SHIP) and federal (CDBG) COVID relief funds awarded over the past several months that have not previously been budgeted. Net increase to budget: \$4,328,620.
3. **BUILDING CODE ENFORCEMENT FUND (1110_F)**
 - A. BA21-23, Administration and Customer Services (PER0004_C) – Request to establish a new funding agreement for the positions Planner II (505414) and Planner I (67737) between the General Fund and the Building Code Enforcement Fund. Currently the positions are funded 100% by the General Fund, this request would split funding 50/50 between General Fund and Building Code Enforcement Fund. Net increase to budget \$102,401.

4. GRANTS FUND (1130 F)

- A. BA21-12, FY 21 Afterschool Nutrition Program (FPR0051_G) – Request to recognize revenues received for FY 21 Afterschool Nutrition Program grant. This is a contract with annual renewals approved at the January 28, 2013 Council meeting and provides nutritious meals to children in City after school programs. Net increase to budget: \$440,775.
- B. BA21-16, FY 21 FDOT SW Orlando Bike & Pedestrian Study (TSP0013_G) – Recognize and appropriate grant revenue from Federal Highway Administration through Florida Department of Transportation (FDOT) for Southwest Orlando Bike/Pedestrian Study (from Sand Lake Road to State Road 408). The Study will focus on creating a safer and better-connected transportation network for bicyclists and pedestrians in southwest Orlando. This is Local Agency Program (LAP) Agreement was approved by City Council on September 8, 2020. Net increase to budget: \$300,000.
- C. BA21-18, FY 21 HMGP Southeast Lakes Basin (STW0005_G) – Request to recognize revenue received under Florida Division of Emergency Management's Hazard Mitigation Grant Program (HMGP). On July 23, 2018, City Council approved the City's application for grant funding for six flood mitigation projects. On December 7, 2020, City Council accepted a \$628,451 grant award for the fifth of these projects, the Southeast Lake (Lake Lancaster to Lake Davis) drainage improvement. Since this project has already been designed, the award is for the construction phase, and the \$209,484 City match will come from an existing project. Net increase to budget: \$628,451.
- D. BA21-19, FY 20 Edward Byrne Memorial JAG Countywide State Solicitation (OPD0104_G) - Request to budget the FY20 Edward Byrne Memorial JAG State grant. The funds will be used to purchase mobile license plate readers to assist with locating and identifying potential suspect vehicles and increasing situational awareness for officers. This grant was approved by City Council on 12/7/2020. Net increase to budget is \$54,076.
- E. BA21-21, FY 19 Urban Area Security Initiative (OPD0102_G) - Request to budget the FY19 Urban Area Security Initiative (UASI) grant award. Orange County Sheriff's Office (OCSO) administers the funding for the region and purchases equipment on behalf of members. This grant went to City Council on 3/30/20. Net increase to budget \$486,076.
- F. BA21-22, FY 20 Bulletproof Vest Partnership Application (OPD0101_G) - Request to budget the FY20 Bullet Proof Vest Partnership grant award. The grant provides reimbursement for 50% of OPD's bulletproof vests that were already purchased. This grant was approved by City Council on 11/9/20. Net increase to budget \$35,056.

5. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)

- A. BA21-17, Conserv I Reclaimed Water Storage (CIP0205_P) – Request to recognize contributions from Orange County and OUC, as well as allocate fund balance, to fund the acquisition of property and related costs for the Conserv I Reclaimed Water Storage project. The property that will be acquired is approximated 3 acres located at Lake Nona Landing, and will serve as the location of the reclaimed water storage and pump for Conserv I. Orange County and OUC are reimbursing the City for a portion of the property purchase price, per the previously approved Eastern Regional Reclaimed Water Distribution System Reimbursement and Service Agreement. Net increase to budget: \$1,361,000.

6. VARIOUS WATER RECLAMATION FUNDS

- A. BA21-14, Various Water Reclamation Projects – Request to close out projects in the Conserv I Construction Fund and transfer any remaining cash balance to the General Construction Fund for active projects. This helps to consolidate related projects and free up funds for current priorities. Additionally, there are several projects in the General Construction fund that can be closed out or otherwise consolidated into the Sanitary Upgrades with Other Projects project. Net decrease to budget: \$3,926,887.

7. FLEET REPLACEMENT FUND (5002 F)

- A. BA21-15, 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. Net increase to budget: \$1,219,719.

8. DESIGNATED REVENUE FUND (0005 F)

- A. BA21-26, Pension Participant Services (TRS0001_P) – Request to transfer budget from General Fund (0001_F) to Designated Revenue Fund (0005_F). The funds were originally for pension administrative functions and they will be segregated into a separate project for the same purpose. Net increase to budget: \$593,938.

FY2020/21 BUDGET – STAFFING

Note: Staffing changes are approved with the flexibility for specific classification decisions to be reviewed and revised by Human Resources as necessary.

9. GENERAL FUND (0001 F)

- A. PR21-04, Criminal Investigations Division (OPI0001_C) – Request to drop three (3) unfilled Police Officer (PO) positions and add a Crime Scene Investigator Shift Supervisor (S13), Police Captain (NB118), and a Police Technical Services Manager (NB112). This will result in an estimated increase of \$73,242 that will be absorbed within Police's existing budget.
- B. PR21-05, Community Relations Division (OPS0002_C) – Request to drop one (1) unfilled Police Officer (PO) position and add one (1) Police Sergeant (SGT) position. The additional cost of \$22,902 will be absorbed within Police's existing budget.
- C. PR21-03, OFD Training (OFA0006_C) - Request to reclassify one (1) Staff Assistant (S20) to Sr Administrative Assistant (NB105) to reflect the additional responsibilities of the position and remain competitive. The additional cost of \$6,843 will be absorbed within the department's existing budget.

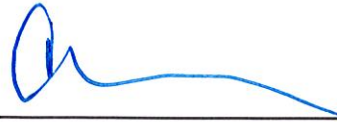
10. BUILDING CODE ENFORCEMENT FUND (1110 F)

- A. PR21-02, Administration and Customer Services (PER0004_C) – Request to reclassify a Revenue Collections Coordinator (S15) to an Accounting Specialist I (S19). This will result in an estimated savings of \$8,876.

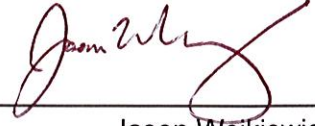
A motion to approve all items (1A through 10A) was made by Wes Powell. Christopher McCullion seconded the motion and the vote carried unanimously to approve all items.

ADJOURN

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



Christopher McCullion
Chief Financial Officer



Jason Wojkiewicz
Acting Recording Secretary