

**May 11, 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

**Others Present:**

Martin Carmody, Budget Division Manager  
Jason Wojkiewicz, Budget Analyst  
Alina Rivera-Campo, City Clerk Representative

**CALL TO ORDER**

*The Budget Review Committee meeting on May 11, 2021 was called to order by Kevin Edmonds at 3:30 p.m.*

**PUBLIC COMMENT**

*There was no public comment.*

**NEW BUSINESS**

**FY2020/21 BUDGET – APPROPRIATIONS**

1. GENERAL FUND (0001 F)
  - A. BA21-50, City Hall Maintenance (REM0002\_C) – Request to recognize revenues received for damage claim reimbursement related to City Hall basement flood and allocate corresponding expense budget to pay vendor(s). Net increase to budget: \$27,635.
2. DESIGNATED REVENUE FUND (0005 F)
  - A. BA21-62, FY20 COPS Grant MATCH – Designated Revenue (OPD0108\_G) - Request to move grant match budget for FY21 COPS Grant within Designated Revenue Fund to appropriate grant match cost center within the same fund. No net change to budget.
3. GAS TAX FUND (1100 F)
  - A. BA21-59, Citywide Pedestrian Traffic Signals – City Support (TRE0041\_P) - Request to transfer budget authority from Alexander Place project to Citywide Pedestrian Signal - City Support project. Additional city support funding is necessary for engineer of record post-design services and internal project and construction management fees. These expenses are not eligible for reimbursement through FDOT Local Agency Program (LAP) Agreement. No net change to budget.

4. GRANTS FUND (1130 F)

- A. BA21-52, FY 21 TD Green Space Grant (FPR0052\_G) – Request to recognize grant revenues for FY21 TD Green Space Grant. Funding will be used for purchasing and planting twenty (20) 15-gallon trees and twenty-five (25) shrubs at Ivey Lane Park, and to distribute one hundred (100) 5-gallon trees to residents. Item approved by City Council on April 12, 2021. Net increase to budget: \$19,875.
- B. BA21-57, FY 21 Urban & Community Forestry Grant (FPR0053\_G) – Request to recognize grant revenues for FY 21 Florida Urban & Community Forestry Grant. Funding will be used to be used to update the City's tree inventory, enabling the City to accurately calculate tree canopy coverage and better manage natural resources. In order to satisfy the grant match requirement, \$20,000 will be transferred from Street Tree Trust Fund (0003\_F) to the grant match in Designated Revenue Fund (0005\_F). Item approved by City Council on September 8, 2020. Net increase to budget: \$20,000.
- C. BA21-56, FY 20 FL Highway Beautification Grant-Bridge District (EDV0006\_G) - Request to budget the FY20 Highway Beautification Grant which will encompass landscaping in and 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. This grant was approved by City Council on December 7, 2020. Net increase to budget: \$116,880.

5. COMMUNITY REDEVELOPMENT AGENCY FUND (1250 F)

- A. BA21-55, Community Redevelopment Agency (CRA0002\_C) – Request to allocate fund balance to various projects within the CRA. This action will budget CRA remaining FY20 revenue consistent with the allocations established by the Board and City Council. Net increase to budget: \$10,917,880.
- B. BA21-32, Various Projects - Request to reduce the budgets in each of these projects. In FY20 budget was established in projects but the associated expenditures were charged to cost centers. Therefore, the budget is no longer needed. Net decrease to budget \$2,084,392.

6. CAPITAL IMPROVEMENTS FUND (3001 F)

- A. BA21-58, OPD Headquarters Roof Enhancement (CIP0269\_P) – Request to allocate \$50,000 of fund balance to the project cover the remaining cost of replacing the roof at the OPD headquarters. Net increase to budget: \$50,000.
- B. BA21-60, Narcoossee Road OUC Electrical Duct Bank (TSP0074\_P) – Request to recognize and appropriate revenue from OUC for the addition of an electrical duct bank into the roadway design for Narcoossee Rd Widening project. The city and OUC entered into Joint Participation Agreement (JPA) for construction expenses related to the electrical duct bank, which is fully reimbursable from OUC. Net increase to budget: \$2,430,881.

7. REAL ESTATE ACQUISITION FUND (3006 F)

- A. BA21-53, Land Acquisitions (REM0010\_P) – Request to recognize revenues received from land sale located at 806 Colyer St. to Landmark Realestate Holding LLC. Net increase to budget: \$9,796.

8. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)

- A. BA21-54, Various Projects – Request to transfer available budget from the Conserv I Area Collection System Improvements project to the Conserv I WRF Secondary Clarifier Improvements and Packing District Lift Station projects, as well as clean up several budget lines within it. No net change to budget.

9. FLEET REPLACEMENT FUND (5002 F)

- A. BA21-51, 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: \$281,314.

10. VARIOUS HOUSING GRANT FUNDS

- A. BA21-61, Various Housing Grants – Request to recognize program income and reflect the reallocation of grant funds between the administrative and housing activity accounts, or vice versa, for several Housing grants. Net increase to budget: \$5,000.

**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.

11. GENERAL FUND (0001 F)

- A. PR21-16, OFD Fire Life Safety (OFA0005\_C) – Request to convert an existing Fire Inspector II position (Grade S13) to a Chief Plans Examiner position (Grade NB113). OFD has some reorganization, and to better balance their operations in this area. Prorated net increase of \$22,604 will be absorbed within their current budget.
- B. PR21-06, Financial Reporting (ACL0001\_C) – Request to reclass for Financial Reporting Manager position from NB113 to NB115. The Governmental Accounting Standards Board (GASB) recently updated their requirements, which will place more responsibilities on this position and will need a candidate commensurate with the newly required education and experience. Prorated net increase of \$6,461 will be absorbed within their current budget.
- C. PA21-21, Purchasing (PUR0001\_C) – Request to add two (2) Procurement Supervisors (NB113) and one (1) Project Coordinator (NB111). Concurrently, request to drop one (1) Assistant Chief Procurement Officer (NB114) and one (1) Contract Administrator (NB113). These actions will facilitate a division reorganization to better balance the management span of control and improve performance and efficiencies. Prorated net increase of \$8,856 will be absorbed within their current budget.
- D. PR21-12, Material and Equipment Management (STW0007\_C) – Request to reclassify an existing Instrumentation Technician III (S14) position to a Systems/Networks Administrator III (S10). The position has evolved as technology has progressed and a change in classification is needed to reflect the technical responsibilities and retain qualified individuals. The estimated cost of \$8,221 will be absorbed within the department's existing budget.
- E. PR21-15, Crime Center & Forensics Division (OPI0005\_C) - Request to reclassify a Crime Analyst Senior (S15) to a Crime Analyst Supervisor (S14). A recent reorganization within Police has made analysis of crime data a core operational function. Recent increases in Crime Analysts has created the need for a supervisor. Prorated net increase of \$4,213 will be absorbed within their current budget.

12. COMMUNITY REDEVELOPMENT AGENCY FUND (1250 F)

- A. PR21-14, Community Redevelopment Agency (CRA0002\_C) – Request to reclassify one (1) Administrative Specialist (S15) to a Senior Administrative Assistant (S18) due to changing workload supporting the CRA / DDB Executive Director. Prorated net decrease of \$6,018 will be absorbed within their current budget.

13. STORMWATER UTILITY FUND (4160 F)

- A. PA21-20, Engineering Services (ENG0004\_C) – Request to transfer four (4) Engineering Services positions from the General Fund to the Stormwater Utility Fund as that better represents where their funding is derived from. This is part of a broader reorganization within Engineering Services. The estimated cost of these positions for the remainder of this fiscal year (\$196,413) will be covered through the General Fund under the existing cost sharing arrangement.


14. FLEET MANAGEMENT FUND (5001 F)

- A. PA21-18, Fleet Management Administration (FLT0001\_C) – Request to add one (1) Fleet Functional Analyst. This position would be responsible for managing the Fleet management and Fleet billing systems which maintains the data for all vehicles, service and repairs of vehicles, bills out costs to departments, and projects the replacement costs of vehicles. This position was recommended by CST Fleet Services from a Fleet optimization study report issued November 2019. Prorated net increase of \$31,186 will be absorbed within their current budget.
- B. PA21-19, Fleet Management Administration (FLT0001\_C) – Request to add one (1) Fleet Management Division Manager (NB119) to facilitate a division reorganization. The position would be responsible for planning and directing the fleet management program, contractors, and City employees, manage the replacement and disposal of City fleet assets, and would be responsible for monitoring, measuring, and reporting the City's use of green fleet assets and improving operational efficiencies. Prorated net increase of \$51,345 will be absorbed within their current budget.

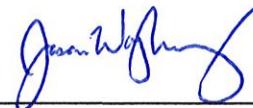
*A motion to approve all items (1A through 14B) was made by Christopher McCullion. Heather Fagan seconded the motion and the vote carried unanimously to approve all items.*

**ADJOURN**

*The meeting was adjourned at 3:32 p.m.*



Christopher McCullion  
Chief Financial Officer



Jason Wojkiewicz  
Acting Recording Secretary