

July 13, 2021, 3:30 p.m.

MINUTES

Virtual Meeting via Zoom Webinar

Members Present:

Kevin Edmonds, Chief Administrative Officer
Christopher McCullion, Chief Financial Officer
Wes Powell, Assistant City Attorney

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 July 13, 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. **DESIGNATED REVENUE FUND (0005 F)**

- A. BA21-66, 54 West Common Area Maintenance Arts Space (EDV0006_P) - Request to recognize revenue received from Breit to the City under the Arts Space Lease Agreement that was approved by City Council on October 19, 2020. This essentially amounts to 20 years of common area maintenance owed under the lease. Net increase to budget: \$550,248
- B. BA21-67, MATCH - FY 21 FDOT Under-I Design (EDV0007_G) – Request to budget the grant match for the FDOT Under-I Design. Match goes towards improvements including the installation of recreational and creative spaces, artwork, areas for vendors, bathrooms and other infrastructure improvements. The Community Redevelopment Agency (CRA) has already set aside funds for the match in CRA0019_P Under I Design. This item will move the match from the Community Redevelopment Agency Fund to the Designated Revenue Fund. This grant went to City Council on May 17, 2021. Net increase to budget \$750,000.
- C. BA21-69, Wetlands and Open Space Study (EDV0011_P) – Request to budget the match for the FY21 EPA Wetland Program Development Grant. This project will evaluate existing codes and policies related to wetlands and open space in City limits and provide recommendations for new requirements that better suit current development patterns and the requirements of state and federal environmental agencies. This is an update to a 1991 study that is outdated and does not include approximately 30,000 acres that have been annexed since 1991. Net increase to budget: \$100,000.

2. GRANTS FUND (1130 F)

- A. BA21-68, FY 21 FDOT Under-I Design (EDV0006_G) – Request to budget the Florida Department of Transportation Under-I Design grant for design costs associated with infrastructure improvements within the project area, including but not limited to roadway reconstruction, widening of sidewalks, transit stops, streetscape, landscaping, pedestrian lighting, utility work and drainage improvements. This grant went to council on May 17, 2021. Net increase to budget: \$750,000.
- B. BA21-70, FY 21 The Recycling Partnership Grant (SWM0003_G) – Request to recognize receipt of the FY 21 The Recycling Partnership Grant, which is anticipated to go to Council for approval at their August 23, 2021 meeting. The one-year grant of \$212,500 will be used to assess and improve the state of recycling efforts at multifamily properties throughout the City by funding a contract position and various items in support of the effort. Net increase to budget: \$212,500.
- C. BA21-64, FY 21 NLC Equitable Economic Mobility Initiative Grant (FPR0055_G) – Request to recognize grant revenues for FY 21 NLC Equitable Economic Mobility Initiative Grant. The National League of Cities (NLC) started an initiative to help cities expand economic mobility for residents as they rebound from the COVID-19 pandemic. The first phase is \$25,000 for plan development. If approved, the second phase will be \$75,000 for implementation. Item approved by City Council on June 28, 2021. Net increase to budget: \$25,000.
- D. BA21-71, FY 21 Americorps/Vista (OCA0018_G) – Request to recognize receipt of the FY 21 Americorps/Vista grant. This is an additional supplement to the Americorps/Vista FY 15/16 award previously approved by Council on March 31, 2014, and provides \$7,000 in funding to supervise program participants and reimburse their City-related mileage expense. Net increase to budget: \$7,000.

3. EMERGENCY RENTAL ASSISTANCE PROGRAM FUND (1133 F)

- A. BA21-72, Various FY 21 ERAP Grants – Request to recognize receipt of round two of the US Treasury’s Emergency Rental Assistance Program (ERAP) funding. The \$6,867,689 grant provides additional funds to assist households that are unable to pay rent and utilities due to the Covid-19 pandemic, and pursuit of such funding was approved by Council proactively on January 11, 2021. Net increase to budget: \$6,867,689.

4. CAPITAL IMPROVEMENTS FUND (3001 F)

- A. BA21-65, 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 first of three annual \$16,000 contributions, to provide funding for an estimated 400 trees per year. Net increase to budget: \$16,000.

5. FLEET REPLACEMENT FUND (5002 F)

- A. BA21-49, 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. Net increase to budget: \$140,622.

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.

6. GENERAL FUND (0001 F)

- A. PA21-24, City Clerk (CLK0001_C) – Request to add one (1) Meeting and Event Coordinator (S16) to coordinate technical needs as well as provide support for meetings and events scheduled through the Clerk’s Office. The estimated cost of \$12,006 will be absorbed within the department’s existing budget.
- B. PR21-13, Information Technology Security & Architecture (TMD0004_C) – Request to add one (1) Application Database Manager (NB116) and drop one (1) Applications Developer IV (S11). This position will supervise IT Database Administrators to ensure all City data and databases are secure and provide accurate information. Prorated net increase of \$6,049 will be absorbed within their current budget.
- C. PR21-20, Material and Equipment Management (STW0007_C) – Request to reclassify (1) Instrumentation Technician III (S14) to a (1) Systems/Networks Administrator III (S10). This is needed to reflect how the position has evolved to become more technical in nature and retain talent familiar with the responsibilities. The estimated cost of \$4,110 will be absorbed within the department’s existing budget.

7. WATER RECLAMATION REVENUE FUND (4100 F)

- A. PR21-17, Lift Station Operations (WAS0011_C) – Request to reclassify one (1) Instrumentation Tech III (S14) to an Industrial Automation Technician (NB111) to reflect the need for more technical skillset in the role. Several projects are backlogged due to the existing position not typically being a licensed electrician. The estimated cost of \$2,217 will be absorbed within the department’s existing budget.
- B. PR21-18, Environmental Control (WAS0012_C) – Request to reclassify four (4) Environmental Specialist I/II/III (S16-S14) positions to an Industrial Pretreatment Specialist I/II/III (S15-S13). This is needed to reflect the evolving duties of the position and retain qualified individuals. The estimated cost of \$2,432 will be absorbed within the department’s existing budget.

8. SOLID WASTE FUND (4150 F)

- A. PA21-23, Residential & Recycling (SWM0004_C) – Request to create one (1) Sustainability Project Manager - C (NB112) position to assist with assessing and improving the state of recycling efforts at multifamily properties throughout the City. The position will be funded through the FY 21 The Recycling Partnership Grant that we are receiving, and the position will act as a liaison with the organization. The estimated cost of \$16,438 will be funded by the grant.

9. STORMWATER UTILITY FUND (4160 F)

- A. PR21-19, Stormwater Compliance (STW0005_C) – Request to add (1) Environmental Supervisor (S12) and drop (1) Environmental Specialist II (S15), as additional supervision and work review is needed for stormwater inspection and sampling efforts. The estimated cost of \$2,196 will be absorbed within the department’s existing budget.

10. ORLANDO VENUES ENTERPRISE FUND (4001 F)

- A. PA21-25, Amway Center (VEN0004_C) - Request to add (1) Venues Event Manager - C. This additional position is needed to provide service while another employee is out on extended leave. The estimated cost of \$14,860 will be absorbed within the department’s existing budget.

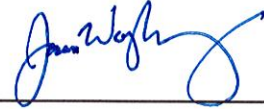
A motion to approve all items (1A through 10A) was made by Christopher McCullion. Wes Powell seconded the motion and the vote carried unanimously to approve all items.

ADJOURN

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



Christopher McCullion
Chief Financial Officer



Jason Wojkiewicz
Acting Recording Secretary