

August 10, 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:

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

CALL TO ORDER

The Budget Review Committee meeting on August 10, 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. **TRANSPORTATION IMPACT FEE – SOUTHWEST FUND (1072 F)**
 - A. BA21-85, Orlando Urban Trail – South Segment City Support (TSP0077_P) – Request to allocate fund balance for City's portion of costs of the south segment of the Orlando Urban Trail project along Division Avenue from Gore Street to Michigan Street. Net increase to budget: \$315,000.

2. **GAS TAX FUND (1100 F)**
 - A. BA21-74, Uninterrupted Power Supply Expansion (TRE0049_P) - Transfer budget authority to create a city support project for Uninterrupted Power Supply (UPS) Expansion project (\$100,000). This project will improve transit safety and reliability by allowing traffic signals to continue operating during power outages. Anticipated federal funds for design phase are \$80,000 and construction phase are \$775,000. The city-support project will capture expenses not eligible for grant reimbursement. Net increase to budget: \$100,000.

- B. BA21-76, Edgewater Drive City Support (TSP0079_P) - Transfer budget authority to create a city support project Edgewater Drive Complete Streets project (\$100,000). This project will include reconstruction of the roadway, curb and gutter, sidewalks, curb ramps, driveways, streetscape elements, and will bring the entire corridor into compliance with the American Disabilities Act. The project will also include construction of new features to enhance pedestrian and bicycle safety. Anticipated federal funds for design phase are \$1,001,000 and construction phase are \$4,925,000. Additional city support funds have been requested in FY22-FY26 Five Year Capital Improvement Program (CIP) for the local contribution to fund construction. The city support project will capture expenses not eligible for grant reimbursement. Net increase to budget: \$100,000.
- C. BA21-75, Downtown Master Plan – Traffic Analysis (TSP0080_P) - Transfer budget authority to create a Downtown Master Plan - Traffic Analysis project (\$450,000). The Downtown Master Plan is a collaborative effort between the Community Redevelopment Agency (CRA) and the City of Orlando. The primary goals of the Downtown Master Plan are to establish resilient economic vitality, inclusive multi-modal activity, and sustainable quality of life. The traffic analysis portion will identify components to evaluate existing and projected traffic conditions related to the streets in the Master Plan boundaries. Net increase to budget: \$450,000.

3. GRANTS FUND (1130_F)

- A. BA21-73, Orlando Citywide Pedestrian Traffic Signal Grant (TRE0008_G) - Recognize and appropriate grant revenue from Federal Highway Administration through Florida Department of Transportation for the Orlando Citywide Pedestrian Traffic Signal Project for Construction and Construction Engineering and Inspection phases. The project will bring 15 intersections in Downtown Orlando and the Downtown South Main Street into compliance with the American Disabilities Act. Federal funds allocated for construction are \$674,869 and federal funds allocated for CEI are \$130,387. This is Local Agency Program (LAP) Agreement was approved by City Council on March 22, 2021. Net increase to budget: \$805,256.
- B. BA21-83, FY 21 High Visibility Enforcement for Pedestrian and Bicycle Safety (OPD0099_G) – Request to recognize additional grant revenue in the FY21 High Visibility Enforcement for Pedestrian and Bicycle Safety grant. The grant currently shows a deficit, but by budgeting this additional revenue and expense, the deficit will be fixed. Net increase to budget: \$9,852.
- C. BA21-78, FY22 Walmart Foundation Community Grant (OPD0109_G) - Request to budget the FY22 Walmart Community Grant. OPD received \$5,000 from the Walmart Foundation Community Grant f to fund the annual Shop with a Supercop event. This project connects police officers with local elementary school students to shop for items needed for themselves or their families during the holidays. This grant went to City Council on April 26, 2021. Net increase to budget \$5,000.
- D. BA21-80, FY21 Buckle Up for Life Grant (OPD0110_G) - Request to budget the FY21 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. The program will help reduce the number of unrestrained or improperly restrained children in cars and will provide much-needed community education on proper vehicle restraint practices. Funding is also provided for officer training and conference travel related to training. This grant was approved by City Council on February 22, 2021. Net increase to budget: \$25,000.

- E. BA21-81, FY21 AARP Community Challenge Grant (EDV0008_G) - Request to budget the FY21 AARP Community Challenge Grant. The City of Orlando has received funds for installation of a new solar-powered picnic table in a public area that will be accessible to low-resourced communities. The AARP grant would pay for one table and for artists and materials to paint 2 tables. Tables will be installed at Prince Hall Park and Willows Park, with Pleasant Valley Park as a backup location. This grant was approved by City Council on July 19, 2021. Net increase to budget: \$20,000.
- F. BA21-84, FY21/22 Orlando Urban Trail Connectivity CEI / Construction (TSP0012_G) – Request to budget additional federal grant revenue for the construction of the Orlando Urban Trail. The Supplemental Local Agency Program Agreement is expected to be approved by City Council on August 23, 2021. Net increase to budget: \$582,943.

4. CAPITAL IMPROVEMENTS FUND (3001_F)

- A. BA21-82, OPD Parking Improvements (OPD0013_P) – Request to move half of remaining budget to fund balance and the other half to Police’s equipment replacement project (OPD0002_P). Total remaining budget is \$144,634, so \$72,317 will go to OPD0002_P and \$72,317 will go to fund contingency in CCA0017_C. The project is completed and can be closed. No net change to budget.

5. ORLANDO VENUES ENTERPRISE FUND (4001_F)

- A. BA21-79, FY21 Shuttered Venues Operators Grant (VEN0001_G) - Request to budget the FY21 Shuttered Venues Operators Grant. Venues received this award to recoup lost revenue due to Covid-19 pandemic through the Small Business Administration. Venues plans to use funds for ordinary business expenses, including reimbursing \$3.5M in utilities expenses from April-Dec. 2020 and \$3.6M in utilities for 2021. Net increase to budget: \$7,652,889.

6. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106_F)

- A. BA21-86, FY 19 Florida Recreational Trails Program (WAS0001_G) – Request to recognize receipt of a \$390,000 Florida Recreational Trails Program Grant, which requires a corresponding \$390,000 match covered by an existing project. The grant was accepted by City Council at their December 7, 2020 meeting, and will help fund the creation of a boardwalk, picnic pavilion, as well as hiking and equestrian trail improvements at the Orlando Wetlands Center. Net increase to budget: \$390,000.

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.

7. GENERAL FUND (0001_F)

- A. PA21-26, Community Employment (MBE0002_C) – Request to add one (1) Employment & Training Program Manager - C (NB116) position to manage the City’s new employment and training program, as well as coordinate efforts with community partners to improve opportunities for City residents. The estimated cost of \$10,552 will be absorbed within the department’s existing budget.

8. U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT GRANTS FUND (1200 F)
A. PA21-27, Housing Grants (HSG0002_C) – Request to add (1) Coordinator - C (C11) position to develop and administer a comprehensive plan for the department. Given the recent influx of pandemic-related grants that the City has received, additional support is needed to ensure that the community is informed about the various programs and resources available to them. The estimated cost of \$7,851 will be absorbed within the department's existing budget.
9. ORLANDO VENUES ENTERPRISE FUND (4001 F)
A. PR21-21, Venues Security Services (VEN0007_C) - Request to add one (1) Venues Assistant Security Manager position and drop one (1) Venues Security Manager at Amway. A realignment of the Security Manager structure within the Venues Security department provides a unified chain of command that better fits the security operations across the Amway Center and Camping World Stadium. A single reporting structure for both buildings provide an opportunity to have staff and management aligned to better support the venues operation. This action will also provide cost savings to Venues operating budget. This will result in a prorated decrease of \$713.

A motion to approve all items (1A through 9A) 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 3:32 p.m.



Christopher McCullion
Chief Financial Officer



Jason Wojkiewicz
Acting Recording Secretary