

November 16, 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:

Michelle McCrimmon, Deputy Chief Financial Officer
Martin Carmody, Budget Division Manager
Anthony Bellizio, Budget Analyst
Stephanie Herdocia, City Clerk
Alina Rivera-Campo, City Clerk Representative

CALL TO ORDER

The Budget Review Committee meeting on November 16, 2021 was called to order by Kevin Edmonds at 3:33 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2021/22 BUDGET – APPROPRIATIONS

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

A. BA22-07, Various Cost Centers and Funds – Related to PA22-07. This request is to reallocate funding related to two (2) positions that are being eliminated. The first will reallocate \$109,412 in salary and benefit budget for one (1) After-School All-Stars Coordinator-Contract-1 (C11) position to contingency. This position is grant-funded by an OPASS Grant, which was not accepted by Families, Parks, and Recreation for FY22. The second will reallocate \$205,548 in salary and benefit budget for one (1) Transportation Deputy Director/Parking Division Manager (NB121) position to contingency. This position is no longer needed by the department and is split funded between General Fund and Parking Revenue Fund. No net increase to budget.

2. **DESIGNATED REVENUE FUND (0005 F)**

A. BA22-15, Southeast Area Projects (FIN0006_P) – Request to recognize revenues received from University of Central Florida Cancer Center funding agreement with Orange County, allocate corresponding expense budget, and move budget from Project Contingency. Net increase-to budget: \$706,200

3. **PARK IMPACT FEE – SOUTHWEST (1082 F)**

A. BA22-08, Prince Hall Park Playground Equipment (FPR0009_P) – Request to allocate \$408,000 (\$353,971 from fund contingency and \$54,029 from fund balance) to provide full funding for Prince Hall Park Playground Equipment project. Net increase to budget: \$54,029.

4. GRANTS FUND (1130 F)
 - A. BA22-04, Uninterrupted Power Supply Expansion (TRE0005_G) – Recognize and appropriate grant revenue from Federal Highway Administration through Florida Department of Transportation (FDOT) for Uninterrupted Power Supply (UPS) Expansion project. This request is for the design phase of the project. This Local Agency Program (LAP) Agreement was approved by City Council on October 25, 2021. A forthcoming Local Agency Program (LAP) for construction phase is anticipated in FY2024. Net Increase to budget: \$80,364.
 - B. BA22-05, FY 22 CCFP Emergency Operational Cost Reimbursement Program (FPR0056_G) – Request to recognize and appropriate grant revenues received from FY21 Child and Adult Care Food Program (CCFP) Emergency Operational Costs Reimbursement Program grant. The grant will provide a \$46,445 reimbursement for revenue shortfalls or unexpected expenses incurred during COVID for City-run food programs. Net increase to budget: \$46,445.

5. U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT GRANTS FUND (1200 F)
 - A. BA22-13, FY 22 HOME-ARP Grants – Request to recognize receipt of a supplemental \$4,787,204 HOME Investment Partnerships American Rescue Plan Program grant, which provides funding to assist the City in reducing homelessness and increasing housing stability. These funds will be targeted at assisting individuals at up to 80% of the Area Medium Income that have been adversely affected by the Covid-19 pandemic. Net increase to budget: \$4,787,204.

6. CAPITAL IMPROVEMENTS FUND (3001 F)
 - A. BA22-09, Emery Hamilton Sports Complex Lighting (FPR0010_P) – Request to allocate \$527,450 for Emery Hamilton Sports Complex Lighting project. \$283,000 will be transferred from Ball Field Maintenance project in Capital Improvements Fund and \$244,450 will be transferred from Park Impact Fee - North fund. Net increase to budget: \$244,450.

7. REAL ESTATE ACQUISITION FUND (3006 F)
 - A. BA22-11, Land Acquisitions (REM0010_P) – Request to recognize revenues received from the sale of four (4) parcels totaling 3.32 acres to Hannibal Square Community Land Trust, Inc and allocate corresponding expense budget. Net increase to budget: \$515,000.

8. ORLANDO VENUES ENTERPRISE FUND (4001 F)
 - A. BA22-14, FY 21 Shuttered Venues Operators Grant (VEN0001_G) – Request to budget the supplemental funding received under the FY21 Shuttered Venues Operators Grant. The Venues department was awarded \$7,652,889 in FY21 as part of the Shuttered Venues Operators grant established by the Economic Aid to Hard-Hit Small Businesses, Non-Profit and Venues Act, and amended by the American Rescue Plan Act. A supplemental phase was opened for eligible entities and Orlando Venues qualified for supplemental funding of fifty percent of initial award. The supplemental award amount is \$2,347,111 and Venue's plan to use funds for ordinary business expenses, including reimbursing \$1.3M in utilities and \$1M in IT Network operating cost. Net increase to budget: \$2,347,111.

9. WATER RECLAMATION STATE REVOLVING LOAN FUND (4102 F)
 - A. BA22-12, SRF WW4804A Water Conserv I Expansion (PWK0012_G) – Request to recognize receipt of \$12M in loan funding awarded from the State Revolving Fund (SRF) program for Conserv I Improvements and Expansion. The loan agreement was approved by City Council at their May 17, 2021 meeting. Net increase to budget: \$12,000,000.

10. VARIOUS FUNDS

- A. BA22-06, Various Grants – Request to allocate budget to FY22 AmeriCorps Grant Match in Designated Revenue Fund in the amount of \$270,752. Request to budget revenue and expense for the FY22 AmeriCorps grant subsidy provided by Volunteer Florida in Grants Fund in the amount of \$36,884. Net increase to budget: \$36,884.

FY2021/22 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. PR22-02, Real Estate Management (REM0001_C) – Request to reclass one (1) Real Estate Agent II (S13) to one (1) Senior Real Estate Appraiser (S10). This position action will better align current duties with job description and allow for proper succession planning. The current year estimated cost of \$12,048 will be absorbed within their existing budget; annualized future costs are estimated to be \$14,516.
- B. PR22-03, Frederick Park at Turkey Lake (PKS0008_C) – Request to add one (1) Operations Supervisor (S15) and drop one (1) Crew Leader (S17). The 183-acre park is opened seven days per week and hosts thousands of visitors and frequent large events, with only one management level position responsible for overseeing a geographically dispersed operation. This position upgrade would improve the level of managerial expertise overseeing park operations. The current year estimated cost of \$5,333 will be absorbed within their existing budget; annualized future costs are estimated to be \$6,425.

Request to add one (1) Staff Assistant (S20) and drop one (1) Parks Service Worker (L02). The conversion of an existing position to add a second Staff Assistant position would improve front office operations and reduce dependence upon seasonal workers to carry out this function. The current year estimated cost of \$2,594 will be absorbed within their existing budget; annualized future costs are estimated to be \$3,126.

Request to reclass one (1) Gate Attendant to one (1) Staff Assistant (S20). Currently there is only one Gate Attendant responsible for controlling gate entry, event/campground scheduling, rental reservations, front office operations, and customer service. An upgrade to Staff Assistant would more accurately reflect the actual duties and level of responsibility of the position. The current year estimated cost of \$3,850 will be absorbed within their existing budget; annualized future costs are estimated to be \$4,638.
- C. PR22-07, Material and Equipment Management (STW0007_C) – Request to add one (1) Mechanic IV – Industrial (L05) and drop one (1) Mechanic III – Automotive (L04), as there is a need for a position dedicated to preventative maintenance in the Material and Equipment Management program. The current year estimated cost of \$2,783 will be absorbed within their existing budget; annualized future costs are estimated to be \$3,340.
- D. PR22-09, Director of Economic Development (EDV0001_C) – Request to reclassify one (1) Chief Planner position to a to be determined title. This will change the job description as the duties of the Chief Planner have evolved under the previous employee. The department would like to keep the compensation the same as the current position, but the compensation may change after HR review. Any change in cost will be absorbed within the department's current budget.

12. BUILDING CODE ENFORCEMENT FUND (1110 F)

A. PA22-04, Permitting Services Technology (PER0007_C) – Request to add one (1) EDIS Coordinator (S13) in the Building Code Fund. There is a need for additional staff to contribute to testing the EDIS implementation and upgrades that are currently taking place. Inadequate support for testing and review of new features and designs will cause significant delays in implementation and improvements to the EDIS system. The current year estimated cost of \$64,923 will be absorbed within their existing budget; annualized future costs are estimated to be \$77,908.

13. COMMUNITY REDEVELOPMENT AGENCY FUND (1250 F)

A. PA22-05, Community Redevelopment Agency (CRA0002_C) – Request to add one (1) Event Coordinator (S14) in the Community Redevelopment Agency Fund. With the effects of the COVID-19 pandemic largely waning down and society returning to normalcy, the CRA and the DDB anticipate a significant increase in events downtown. This action will allow for the CRA and DDB to host and coordinate events with proper planning and responsibility. The current year estimated cost of \$61,824 will be absorbed within their existing budget; annualized future costs are estimated to be \$74,189.

14. ORLANDO VENUES ENTERPRISE FUND (4001 F)

A. PR22-10, Amway Center (VEN0004_C) – Request to reclass a Senior Event Manager (S11) to a Venues Assistant Division Manager of Events (NB115). Venues is anticipating a record-breaking year of events across all four (4) venues. The restructure will assist the Guest Services Division Manager in planning and organizing of all events with a guest experience focus. The current year estimated cost of \$23,278 will be absorbed within their existing budget; annualized future costs are estimated to be \$27,934.

15. WATER RECLAMATION REVENUE FUND (4100 F)

A. PR22-08, Water Reclamation Administration (WAS0001_C) – Request to add one (1) Fiscal Specialist (S17) and drop one (1) Administrative Specialist (S15), as the duties of the position have become more fiscally oriented. The current year estimated savings of \$5,986 will be absorbed within their existing budget; annualized future savings are estimated to be \$7,183.

16. SOLID WASTE FUND (4150 F)

A. PA22-06, Solid Waste Administration (SWM0001_C) – Request to add one (1) Safety Supervisor – C (NB112) position to oversee division safety and training programs, and ultimately help to reduce incidents and risks across the operation. The current year estimated cost of \$91,894 will be absorbed within their existing budget; annualized future costs are estimated to be \$110,273.

17. VARIOUS FUNDS

A. PA22-07, Various Cost Centers and Funds – Related to BA22-07. Request to eliminate one (1) After-School All-Stars Coordinator-Contract-1 (C11) position. This position is grant-funded by OPASS Grant, which was not accepted by Families, Parks, and Recreation for FY22. The current year reduction of \$109,412 will be reallocated to contingency. Request to eliminate one (1) Transportation Deputy Director/Parking Division Manager (NB121) position. The current year reduction of \$205,548 will be reallocated to contingency. Not net change to budget.

FY2020/21 BUDGET – APPROPRIATIONS (YEAR-END)

18. VARIOUS FUNDS

- A. BA21-87, Various Cost Centers and Funds – Request to complete a variety of year-end adjustments to various project and grant budgets. These adjustments focus on the recognition of revenues or grant awards received. The single largest item is a pass-through assessment for local hospitals which added \$64.2M to the Special Assessment Fund budget. Net increase to budget: \$82,167,507.
- B. BA21-88, Various Cost Centers and Funds – Request to sweep budget between funds, cost centers, or projects in cases where variances net out, excess funds have accumulated, or there is a need to set aside budget for prior commitments not yet paid out. This includes sweeps to/from the Commissioners' Capital Projects, Mayor's Matching Grants Program, Economic Development Incentives, and other items. This includes transferring approximately \$20M in existing unspent General Fund budget to support one-time project needs. Net increase to budget: \$23,904,327.
- C. BA21-89, Various Cost Centers and Funds – Request to align city revenue budgets to actual funding received from various federal, state, and local sources. This is needed to adjust budgets in cases where actual revenues differed from original projections. The expense budgets are also adjusted accordingly. Net increase to budget: \$15,711,157.

Note that both FY2021/22 and FY2020/21 items are being considered at this meeting.

A motion to approve all items (1A through 18C) 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 3:35 p.m.



Christopher McCullion
Chief Financial Officer



Anthony Bellizio
Recording Secretary