

January 11, 2022, 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
Anthony Bellizio, Budget Analyst
Casey Billings, City Clerk Representative

CALL TO ORDER

The Budget Review Committee meeting on January 11, 2022 was called to order by Kevin Edmonds at 3:30 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2021/22 BUDGET – APPROPRIATIONS

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

A. BR22-01, Recreation Maintenance (REC0002_C) – Related to item PA22-03. Request to reallocate Contractual budget to pay for salary and benefits related to adding one (1) Maintenance Worker (L01) to provide maintenance services to Primrose Plaza and Orlando Skate Park. The current year estimated cost of \$45,261 will be absorbed within their existing budget; annualized future costs are estimated to be \$67,892. No net increase to budget.

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

A. BA22-18, Soccer Loan Repayments (FIN0004_P) – Request to reduce budget authority and align budget to actuals. The expected soccer loan repayments were lower in FY20 and FY21 due to the variable interest rate on the loans. Net decrease to budget: \$385,601.
B. BA22-23, MATCH – FY 21 AARP Community Challenge Grant (EDV0009_G) – Request to budget the match for the FY21 AARP Community Challenge Grant. The match is funded by two different sources: \$19,000 from Smart Cities Project (CAO0004_P) and \$1,000 from the Director of Economic Development's General Fund Cost Center (EDV0001_C). Net increase to budget: \$20,000.

3. **GRANTS FUND (1130 F)**

A. BA22-16, FY 22 Afterschool Nutrition Program (FPR0059_G) – Request to recognize revenues received for FY 22 Afterschool Nutrition Program grant. This is a contract with

annual renewals which was approved at the January 28, 2013 Council meeting and provides nutritious meals to children in City after school programs. Net increase to budget: \$247,274.

- B. BA22-20, FY19 & FY20 Equal Employment Opportunity Grants – Request to recognize receipt of a total of \$39,120 in grant funding from the U.S. Equal Employment Opportunity Commission (EEOC) to investigate employment discrimination complaints under the EEOC work-sharing agreement signed November 14, 2018. These grants assist in paying for needed staffing as well as communication and outreach about the topic. Net increase to budget: \$39,120.
- C. BA22-21, FY22 Fair Housing Enforcement Grants – Request to recognize receipt of a total of \$49,200 in grant funding from the U.S. Dept. of Housing and Urban Development to assist in enforcing federal, state, and local fair housing laws within the City’s jurisdiction. These grants assist in paying for staffing, staff training, as well as communication and outreach about the topic. Net increase to budget: \$49,200.
- D. BA22-24, FY 20 I-4 Ultimate Arts Endowment (EDV0005_G) – Request to recognize revenues received in FY21 and FY22 which will offset the current grant deficit. For this grant, cash was received; however, revenues are only recognized after expenses are incurred. Net increase to budget: \$88,707.
- E. BA22-25, FY 22 FDOT Highway Safety Grant (OPD0117_G) – Request to recognize grant funding for the FY22 FDOT Highway Safety Grant. These funds are for overtime enforcement details for officers on the DUI Enforcement Team. The objective of this team is to remove suspected DUI offenders and traffic violators efficiently and safely from the highways by mobile, high visibility, traffic enforcement tactics. This grant was approved by City Council on December 6, 2021. Net increase to budget: \$106,000.
- F. BA22-26, FY 21 Byrne JAG Local Formula Grant (OPD0116_G) – Request to recognize grant funding for the FY21 JAG grant. This program is to support local jurisdictions in preventing or reducing crime or violence. These funds will be used to purchase equipment to provide enhancements to the fingerprint lab. This grant was approved by City Council on November 8, 2021. Net increase to budget: \$178,252.
- G. BA22-27, FY 21 COPS Microgrant Program (OPD0115_G) – Request to recognize grant funding for the FY21 COPS Microgrant Program. These funds will be used to create programming through the Junior Law Enforcement Reserve Academy that OPD is starting at Jones and Lake Nona High Schools and will be used to fund parts of two teen summits open to students at 10 schools in the City. The focus of these summits will be to strengthen relationships between teens and law enforcement to decrease the rate of crime involving youthful offenders and victims. This grant was approved by City Council on November 8, 2021. Net increase to budget: \$116,442.
- H. BA22-28, FY 22 Walmart Community Grant (OPD0109_G) – Request to recognize additional revenue for the FY22 Walmart Community Grant. This project connects police officers with local elementary school students to shop for students’ and/or their families’ needs during the holidays. Net increase to budget: \$3,500.

4. CAPITAL IMPROVEMENTS FUND (3001 F)

- A. BA22-22, Lake Lorna Doone Private Contributions (CIP0252_P) – Request to recognize FY20 and FY21 revenues received from private contributions to Lake Lorna Doone project. Net Increase to budget: \$1,360,313.

5. REAL ESTATE ACQUISITION FUND (3006 F)

- A. BA22-17, Land Acquisitions (REM0010_P) – Request to recognize FY21 revenues received for Voluntary Clean Up Tax Credits (\$460,000) and transfer budget from Capital

Improvements Fund to Real Estate Acquisition Fund. There is one land acquisition project in each fund and this will consolidate both into one project in the Real Estate Acquisition Fund. Net Increase to budget: \$1,368,017.

6. VARIOUS FUNDS

- A. BA22-19, Various Projects – Request to recognize revenues received for the sale of Florida Voluntary Clean up Tax Credits for Creative Village and Lake Highland. Net Increase to budget: \$113,686.
- B. BA22-29, Various Stormwater Projects and Grants – Request to budget the FY 21 HMGP Southeast Lakes Basin grant in the Stormwater Capital Fund instead of the Grants Fund, and to allocate and transfer \$4,250,000 in fund balance to the Stormwater Capital Fund for a new Lake Ivanhoe Basin Area 6 Drainage Improvements project. This project also anticipates \$593,780 in OUC JPA reimbursement revenue that needs recognized. Net increase to budget: \$9,093,780.
- C. BA22-30, Various Water Reclamation Projects – Request to recognize a Joint Participation Agreement with OUC to reimburse the City \$1,831,549 for their portion of work related to the West Gore St Sanitary Sewer Replacement Phase II project. Also, request to allocate and transfer \$3,000,000 in fund balance to the Water Reclamation General Construction Fund for the Iron Bridge Grit System Replacement project. We originally anticipated using future State Revolving Fund loan funding for the effort, but the repairs have become a critical need and must be occur more rapidly than state funding can be secured. Net increase to budget: \$7,831,549.

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.

7. GENERAL FUND (0001 F)

- A. PA22-03, Recreation Maintenance (REC0002_C) – Related to BR22-02. Request to add one (1) Maintenance Worker (L01). Primrose Plaza and Orlando Skate Park maintenance services are provided by a contracted vendor at an estimate annual cost of \$67,000. The quality of the work has been subpar, and this position would allow for better results and cleaner facilities. Existing contractual budget would be reallocated to pay for the salary and benefits related to this position. The current year estimated cost of \$45,261 will be absorbed within their existing budget; annualized future costs are estimated to be \$67,879.
- B. PA22-08, My Brother's Keeper (FPR0010_C) – Request to add one (1) FPR Program Supervisor (NB112) for My Brother's Keeper (MBK). This position is necessary for the expansion of MBK programming in other schools and community settings across the city. The position will oversee the administrative responsibilities for multiple locations and grant reporting for multiple program sites. The current year estimated cost of \$73,417 will be absorbed within their existing budget; annualized future costs are estimated to be \$110,126.
- C. PR22-04, Recreation Administration (REC0001_C) – Request to add one (1) Recreation District Manager (NB111) and drop one (1) Regional Recreation Specialist P/T (S18). This is requested to accommodate the opening of Grand Avenue Neighborhood Center and will assist to expand capacity of the Recreation Division to develop and manage multi-site programs (e.g. youth performing arts and visual arts programs that span across all neighborhood centers). The current year estimated cost of \$12,524 will be absorbed within their existing budget; annualized future costs are estimated to be \$18,786.

- D. PR22-05, Athletics (REC0003_C) – Request to reclass one (1) Recreation Assistant P/T (S22) to one (1) Regional Recreation Specialist (S18). This reclass will fulfill the duties of the Regional Recreation Specialist P/T (S18) position being dropped in PR22-04. The current year estimated cost of \$17,293 will be absorbed within their existing budget; annualized future costs are estimated to be \$25,939.
- E. PR22-06, Pottery Studio (REC0020_C) – Request to reclass one (1) Cultural Arts Coordinator (S15) to one (1) Regional Center Manager (NB110). This position oversees, develops and manages a complex operation serving thousands of residents annually, including an on-going series of art classes, a membership program, and an arts education program. Even though the position manages one of the most complex operations, the current pay grade is lower than managers who oversee smaller facilities. The current year estimated cost of \$4,027 will be absorbed within their existing budget; annualized future costs are estimated to be \$6,041.
- F. PR22-13, Chief Information Officer (TMD0001_C) – Request to reclass one (1) Office Assistant (S21) to one (1) Administrative Assistant (S19) and reclass one (1) Accounting Specialist II (S18) to one (1) Accounting Specialist Senior (S16). These position actions will mirror staffing structures of other City fiscal teams, provide support for increased job duties. Current year estimated cost of \$7,912 will be absorbed within their existing budget; annualized future costs are estimated to be \$11,867.
- G. PR22-11, Traffic Studies and Neighborhood Traffic (TRE0004_C) – Request to reclass one (1) Civil Engineer III (S10) to one (1) Transportation Project Manager (NB114). This position action will better align current duties with job description and allow for proper succession planning. The current year estimated cost of \$20,259 will be absorbed within their existing budget; annualized future costs are estimated to be \$30,388.
- H. PR22-12, Transportation Engineering Administration (TRE0001_C) – Request to drop one (1) Project Manager I (S10) and add one (1) Transportation Project Manager (NB114). This position action will better align current duties with job description and allow for proper succession planning. The current year estimated cost of \$20,259 will be absorbed within their existing budget; annualized future costs are estimated to be \$30,388.
- I. PR22-16, Director of Transportation (TRN0001_C) - Request to drop one (1) Administrative Assistant (S16) and add one (1) Neighborhood Outreach Coordinator (S13). The additional cost of \$10,816 will be absorbed within existing budget; annualized future costs are estimated to be \$16,224.
- J. PR22-17, Director of Transportation (TRN0001_C) - Request to drop one (1) Planner Senior (S10) and add one (1) Project Coordinator (NB111). The current estimated savings of \$8,449 will be absorbed within existing budget; annualized future savings are estimated to be \$12,673.

8. WATER RECLAMATION REVENUE FUND (4100 F)

- A. PA22-09, Water Reclamation Asset Management (WAS0006_C) – Request to reclass one (1) Wastewater Business Manager (NB112) to Wastewater Business Manager (NB115), and drop one (1) Wastewater Business Operations Manager (NB115). These changes reflect the broadening of the duties of the business manager and the lack of need for the operations specific position as a result. Current year estimated savings of \$75,213 will be absorbed within their existing budget; annualized future savings are estimated to be \$112,819.

9. VARIOUS FUNDS

- A. PR22-14, Various Cost Centers – Request to reclass one (1) Assistant to Director (NB113) to Public Works Program Manager (NB116), and reclass one (1) Construction Manager (NB114) to Public Works Program Manager (NB116). These changes reflect the higher level

of responsibility involved with managing a growing project portfolio across divisions, and enhancing the systems and processes associated with doing so. The current year estimated cost of \$21,286 will be absorbed within their existing budget; annualized future costs are estimated to be \$31,929.

A motion to approve all items (1A through 9A) was made by Wes Powell. 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



Anthony Bellizio
Recording Secretary