



**March 15, 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  
Ana Palenzuela, Human Resources Director

**Others Present:**

Martin Carmody, Budget Division Manager  
Anthony Bellizio, Budget Analyst  
Casey Billings, City Clerk Representative

**CALL TO ORDER**

*The Budget Review Committee meeting on March 15, 2022 was called to order by Kevin Edmonds at 3:32 p.m.*

**PUBLIC COMMENT**

*There was no public comment.*

**NEW BUSINESS**

**FY2021/22 BUDGET – APPROPRIATIONS**

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

- A. BA22-51, OPD Off Duty (OPD0009\_C) – Request to recognize additional General Fund revenue for off duty at police. It is anticipated that OPD will bring in excess Off Duty revenue above budget in FY22. This is a mid-year adjustment to capture that extra revenue and allocate additional Off Duty expenses. Net increase to budget: \$500,000.

2. **GAS TAX FUND (1100 F)**

- A. BA22-38, FY23 FDOT Traffic Signal Commitments (TRE0051\_P) and FY24 FDOT Traffic Signal Commitments (TRE0052\_P) – Request to transfer \$1,050,000 in budget authority from New Traffic Signals project to Florida Department of Transportation (FDOT) Traffic Signal Commitments projects. Transportation Engineering has coordinated with FDOT on several traffic signal projects and requested an upgrade from standard strain pole design to mast arm design. The City will pay for the cost difference of the mast arm upgrade directly to FDOT through forthcoming Locally Funding Agreements. No net increase to budget.
- B. BA22-39, Tampa Ave – South St to Central Blvd Design (TRE0045\_P) – Request to transfer \$594,000 in budget authority from various Transportation projects to increase funding for the Tampa Avenue/Central Florida Expressway project. The additional funding will be used for design revision at SR 408 and Tampa Avenue interchange to replace roundabouts. Funding will also be used to design and construct a traffic signal at Rio Grande Avenue and Carter Street. No net increase to budget.

3. GRANTS FUND (1130 F)

- A. BA22-40, FY 22 FDOT Edgewater Drive Complete Streets (TSP0016\_G) – Recognize additional grant revenue to cover the design portion of the Edgewater Drive Complete Streets Project. This was approved at by City Council on March 14, 2022. Net Increase to budget: \$23,212.
- B. BA22-37, FY 22 NRPA Youth Sports & Play Grant (FPR0062\_G) – Request to recognize revenues received from FY 22 National Recreation and Park Association (NRPA) Play and Youth Sports Grant. The grant will provide \$40,000 in funding to install adjustable basketball goals at the Dr. James R. Smith Neighborhood Center. This grant was approved by City Council on December 6, 2021. Net increase to budget: \$40,000.
- C. BA22-42, FY 21 High Intensity Drug Trafficking Area (HIDTA) (OPD0106\_G) – Request to reduce the FY 21 HIDTA grant due to the movement of personnel out of the Orlando Police Department MBI unit and funds reallocated to the Orange County Sheriff's Office. This was approved by City Council on April 26, 2021. Net decrease to budget: \$24,000.
- D. BA22-43, FY 22 FDOT Speed Enforcement Grant (OPD0118\_G) – Request to budget the FY22 FDOT Speed Enforcement Grant. FDOT provides these funds for overtime enforcement details for officers for speeding and aggressive driving enforcement. OPD will also purchase new laser and radar speed detection equipment. This was approved by City Council on January 10, 2022. Net increase to budget: \$60,000.
- E. BA22-44, FY 21 Comprehensive Opioid, Stimulant and Substance Abuse Site-based Program (COSSAP) (OPD0119\_G) – Request to budget the FY21 COSSAP grant award. OPD will use the funding to hire two (2) Opioid Victim Advocates to help the families of overdose victims and survivors. This item was approved by City Council on January 24, 2022. Net increase to budget: \$685,458. Related to item 10H below.
- F. BA22-45, FY 22 FDOT Drug Recognition Call-Out Grant (OPD0120\_G) – Request to budget the FY22 Drug Recognition Call-Out Grant. This grant will be used for overtime reimbursement for the City's Drug Recognition Experts, who are specially trained to assist in DUI arrests when it is suspected the impairment is due to drugs or a combination of alcohol and drugs. This item was approved by City Council on February 7, 2022. Net increase to budget: \$10,000.

4. U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT GRANTS FUND (1200 F)

- A. BA22-47, Various Housing Grants – Request to recognize Neighborhood Stabilization Program income received due to grant recipients selling two homes prior to the end of their required affordability period, and to reclass funds from ESG-CV2 administrative funds to activity funds for SALT Outreach project. Net increase to budget: \$53,499.

5. CAPITAL IMPROVEMENTS FUND – (3001 F)

- A. BA22-34, Sustainability (FAC0004\_P) – Request to transfer \$40,000 of budget authority from Public Safety Building Improvements project to fund office renovations. The renovations were the result of the Office of Sustainability relocation to the Fleet and Facilities compound. No net increase to budget.
- B. BA22-33, Dover Shores Neighborhood Center & Fire Station (#11) (CIP0276\_P) – Request to transfer \$2,500,000 of budget authority from the FY21 Community Capital project to cover cost increases on the construction of a replacement Fire Station 11 (Dover Shores). No net increase to budget.
- C. BA22-41 Transportation Safety Projects (TRN0001\_P) – Recognize and appropriate reimbursement revenue received in FY21 from OUC for the Primrose Drive water main design. The City and OUC entered into a Joint Participation Agreement dated October 30,

2019, for OUC to include the replacement of a water main in conjunction with the Primrose Drive resurfacing/reconstruction of pavement and pedestrian improvements project. Consultant expenses were paid and fully reimbursed by OUC. Net increase to budget: \$63,745

- D. BA22-32, Emery Hamilton Sports Complex Lighting (FPR0010\_P) – Request to allocate \$23,400 in additional funding for Emery Hamilton Sports Complex Lighting project as costs have come in higher than original estimates. The Ball Field Maintenance project in Capital Improvements Fund will provide \$13,038 and \$11,262 will be transferred from Park Impact Fee - North Fund. Net increase to budget: \$11,262.
- E. BA22-35, Information Technology Hardware and Software Upgrades (TMD0007\_P) – Request to transfer budget from non-General Fund departments to Capital Improvements Fund for reimbursement of costs incurred for replacement computers purchased in FY21, specifically those deployed for COVID-related remote work. Net increase to budget: \$33,303.

6. WATER RECLAMATION STATE REVOLVING LOAN FUND (4102 F)

- A. BA22-48, SRF WW4804A Water Conserv I Expansion (PWK0012\_G) – Request to recognize an additional \$12 million in FDEP SRF funding for the Conserv I Expansion project, as approved by City Council on December 6, 2021. This brings the total SRF funding for the project up to \$24 million. Net increase to budget: \$12,000,000.

7. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)

- A. BA22-49, Narcoossee Road Reclaimed Water Main (CIP0237\_P) – Request to recognize revenue derived from Amendment I to the Joint Participation Agreement between the City and Orange County regarding Construction of County Water Main and County Reclaimed Water Main (Narcoossee Road Expansion) approved by City Council on December 6, 2021. The City and Orange County have agreed it would be cost-effective and more efficient for the City to construct the County's wastewater force main as well, and thus they are compensating the City for doing so. Net increase to budget: \$3,334,022.
- B. BA22-50, Conserv II Deep Bed Filters (CIP0190\_P) – Request to transfer \$500,000 from the Rapid Response Construction - Water Reclamation project to the Conserv II Deep Bed Filters project. The original project budget was intended for the design costs to replace the existing Automatic Backwash Filters at the Conserv II Water Reclamation Facility with Deep Bed Filters, but the current filters began to fail, and emergency repair work was ordered to stabilize the filters in the interim. This request replenishes some of the project's budget in anticipation of beginning the originally intended work. No net change to budget.

8. FLEET REPLACEMENT FUND (5002 F)

- A. BA22-31, 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: \$2,302,042.

9. AMERICAN RESCUE PLAN FUND (1134 F)

- A. BA22-36, FY 21 ARPA Violence Prevention Program (FPR0061\_G) – Request to recognize grant revenues received through the American Rescue Plan Act (ARPA) for the My Brother's Keeper Violence Prevention Program. The Families, Parks and Recreation Department (FPR) and Orlando Police Department (OPD) will collaborate to implement an evidence-based model of Community Violence Intervention (CVI) to reduce gun violence in the

community over a two (2) year period. This grant was approved at the January 24, 2022 Council meeting. Net increase to budget: \$3,000,000.

- B. BA22-52, ARPA Rise Employment Program (MBE0002\_G) – Request to recognize grant revenues received through the American Rescue Plan Act (ARPA) for the RISE Employment Program. The program is a new initiative to ensure Orlando’s residents impacted by Covid-19 have equitable access to opportunities to measurably increase their employability through a variety of services and resources over the next two and a half years. This grant was approved by City Council at their February 21, 2022 meeting. Net increase to budget: \$2,600,000.

## **FY2021/22 BUDGET – STAFFING**

Note: Proposed staffing changes require separate evaluation and approval by the Human Resources Department which will determine the final pay grade and positions classification.

### **10. GENERAL FUND (0001 F)**

- A. PR22-15, Primrose Plaza (REC0026\_C) – Request to reclass and transfer one (1) Recreation Assistant P/T (S22) in Recreation Maintenance to one (1) Community Center Manager (NB109) in Primrose Plaza. This position will supervise fleet, administrative offices at Primrose Plaza, and all athletic field rentals. The current year estimated cost of \$21,785 will be absorbed within their existing budget; annualized future costs are estimated to be \$43,571.
- B. PA22-13, Police Administration (OPD0001\_C) – Request to add one (1) Executive Director of Constitutional Policing (NB119) and one (1) Constitutional Policing & Policy Compliance Administrator – C (C15). These positions will provide leadership and administrative support for the new Office of Constitutional Policing. The current year estimated cost of \$98,461 will be absorbed within their existing budget; annualized future costs are estimated to be \$236,308.
- C. PR22-18, Communications and Neighborhood Relations (COM0001\_C) – Request to reclassify one (1) Graphics Supervisor from an S13 to an S11. The supervisory, budgeting, and brand management responsibilities of this position have grown over the past few years and a higher classification is now needed to reflect the skill and experience required. The current year estimated cost of \$4,337 will be absorbed within their existing budget; annualized future costs are estimated to be \$8,673.
- D. PR22-22, Records Management (CLK0002\_C) – Request to reclassify one (1) Storekeeper (S19) to a Storekeeper Senior (S15) due to the growing responsibilities of the position, including involvement in the City’s new Records Management System and Preservation Program. The current year estimated cost of \$6,122 will be absorbed within their existing budget; annualized future costs are estimated to be \$12,243.
- E. PR22-19, Red Light Cameras (TRE0008\_C) – Request to drop one (1) Accounting Specialist (S18) and add one (1) Fiscal Coordinator (S13). This position action will better align current duties with job description. The current year estimated cost of \$9,262 will be absorbed within their existing budget; annualized future costs are estimated to be \$15,878.
- F. PR22-20, Labor Relations (HRD0007\_C) – Request to drop one (1) Employee Relations Specialist (NB111) and add one (1) Senior Employee Relations Specialist (NB112). This position action will better align current duties with job description and allow for proper succession planning. The current year estimated cost of \$7,767 will be absorbed within their existing budget; annualized future costs are estimated to be \$13,314.
- G. PR22-21, Human Resources Training (HRD0005\_C) – Request to reclass one (1) Training Specialist (S16) to Human Resources Analyst (S13). Human Resources Training has taken

on more projects and tasks including additional compliance training. The current year estimated cost of \$10,220 will be absorbed within their existing budget; annualized future costs are estimated to be \$17,520.

- H. PA22-12, Criminal Investigations Division (OPI0001\_C) – Request to add two (2) Opioid Victim Advocate – C (C16) positions. OPD will use the funding to hire two (2) opioid victim advocates to help the families of overdose victims and survivors. The current year estimated cost of \$62,360 will be absorbed within their existing budget; annualized future costs are estimated to be \$149,664. Related to item 3E above.
- I. PA22-14, Systems Support & Development (TMD0005\_C) – Request to add 15 (fifteen) IT Trainee Contract (C15) positions. These unfunded entry level positions will allow IT to hire and develop promising candidates and promote into hard-to-fill fulltime positions. IT management and the Office of Management and Budget will meet regularly to monitor the use of these positions.

#### 11. CEMETERY TRUST FUND (1150 F)

- A. PA22-11, Greenwood Cemetery (CLK0003\_C) – Request to add one (1) Office Assistant (S21) position. Additional support is needed to prepare and maintain the new Records Management System, and to assist with the data gathering necessary to prepare a comprehensive plan for the cemetery's future. The current year estimated cost of \$29,506 will be absorbed within their existing budget; annualized future costs are estimated to be \$59,011.

#### 12. HARRY P. LEU GARDENS FUND (1155 F)

- A. PR22-23, Harry P. Leu Gardens (LEU0001\_C) – Request to reclassify one (1) Accounting Specialist II (S18) to a Fiscal Manager – Divisional (NB112). The Leu Gardens Gift Shop Manager has recently retired, and Leu Gardens wishes to keep the position vacant. As a result, they are requesting to reclassify the Accounting Specialist II to absorb some of the job requirements that the Gift Shop Manager had. The current year estimated cost of \$11,018 will be absorbed within their existing budget; annualized future costs are estimated to be \$26,442.

#### 13. U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT GRANTS FUND (1200 F)

- A. PR22-24, Housing Grants (HSG0002\_C) – Request to add one (1) Housing Initiative Manager (NB113) and drop one (1) Housing Assistant Division Manager (NB115). Given the recent influx of grant funding and personnel transitions, this change better reflects the needs of the department going forward. The current year estimated savings of \$7,323 will be absorbed within their existing budget; annualized future savings are estimated to be \$14,646.

#### 14. FACILITIES MANAGEMENT FUND (5005 F)

- A. PA22-10, Facilities Management (FAC0001\_C) – Request to add one (1) Facilities Assistant Division Manager (NB116). The City's existing facilities are aging, and new facilities are added as the city grows. The increase in preventative maintenance, repairs, renovations, and new construction requires this addition to manage Facilities/Engineering and is a vital component of the current succession plan. The current year estimated cost of \$60,370 will be absorbed within their existing budget; annualized future costs are estimated to be \$120,741.

*A motion to approve all items (1A through 14A) was made by Heather Fagan. Ana Palenzuela 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