

**May 10, 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:**

Martin Carmody, Budget Division Manager  
Jason Wojkiewicz, Budget Analyst  
Casey Billings, City Clerk Representative

**CALL TO ORDER**

*The Budget Review Committee meeting on May 10, 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. GRANTS FUND (1130 F)**

- A. BA22-54, FY 21 CDBG-MIT GIP Resilience Hubs Project (FAC0001\_G) – Request to recognize grant revenues received through the Community Development Block Grant Mitigation (CDBG-MIT) General Infrastructure Program via the US Department of Housing and Urban Development. This grant will fund the retrofit of six (6) neighborhood centers (Callahan, Dover Shores, Engelwood, Northwest, Rosemont, & Smith) into resilience hubs. Resilience hubs are community-serving facilities that provide needed services to residents in the recovery phase of a disaster. Retrofitting includes connection to mobile generators during power loss and ventilation system improvements. This was approved at the December 6, 2021 Council meeting. Net increase to budget: \$2,850,000.
- B. BA22-56, FY 21 NLC Equitable Economic Mobility Initiative (FPR0055\_G) – Request to recognize grant revenues received for second round of funding for the 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 of \$25,000 for plan development was approved by City Council on June 28, 2021. The second phase of \$70,000, for implementation of a neighborhood restoration and beautification pilot program, was approved by City Council on April 4, 2022. Net increase to budget: \$70,000.

2. TRANSPORTATION IMPACT FEE-SOUTHEAST FUND (1071 F)
  - A. BA22-61, W. Dowden Rd. Ext. (TSP0082\_P) – Request to allocate fund balance to West Dowden Road Extension project. The initial funding for the first phase is for design and analysis study of the project. Additional funding for the project has been requested in FY23 - FY27 Five Year Capital Improvement Program. Net increase to budget: \$350,000
  
3. TRANSPORTATION IMPACT FEE-SOUTHWEST FUND (1070 F)
  - A. BA22-60, Millenia Palms and Northbridge Traffic Signal (TRE0040\_P) – Request to transfer \$250,000 in budget authority from New Traffic Signals project to Millenia Palms and recognize \$238,365 of anticipated developer contribution for construction Northbridge Traffic Signal (TRE0040\_P). This request will satisfy the city's 50% share of expenses for the traffic signal at Millenia Palms & Northbridge Rd. The Developer will be invoiced for their 50% of the project at the time of completion. Net increase to budget: \$238,365
  
4. COMMUNITY REDEVELOPMENT AGENCY FUND (1250 F)
  - A. BA22-64, Arts & Culture (CRA0025\_P) – Request to move the City's portion \$25,000 of the City-County Cultural Arts Program. CRA will be contributing \$100,000. Net increase to budget: \$25,000.
  
5. CAPITAL IMPROVEMENTS FUND – (3001 F)
  - A. BA22-53, City Hall Plaza (REM0014\_P) – Request to sweep remaining budget from completed Real Estate and Facilities projects and transfer \$210,000 from General Fund to Capital Improvements Fund for City Hall Plaza project. The plaza in front of City Hall is in a state of disrepair and needs major renovations for aesthetic and safety purposes. The plaza is shared by buildings CNL I and II, which are owned by Piedmont - CNL Towers Orlando LLC (Piedmont). Piedmont will cover 66.6% (\$554,000) of project costs. The City's portion is 33.3% (\$277,000) of project costs. Total project estimate is \$831,000. Net increase to budget: \$763,572.
  - B. BA22-55, Facility Evaluation, Repairs, and Rehabilitation (Rogers Kiene Building) (FAC0029\_P) – Request to allocate additional funding for Rogers Kiene Building HVAC and roof replacement project. The Facility Evaluation, Repairs, and Rehabilitation in Capital Improvements Fund will provide \$250,000 and \$250,000 will be transferred from Nondepartmental General Fund. Net increase to budget: \$250,000.
  - C. BA22-58, Police Portable Radio Replacement (OPD0017\_P) – Request to reallocate additional funding in Capital Improvements Fund to purchase 950 replacement radios for the Orlando Police Department. Net increase to budget: \$4,520,612.
  - D. BA22-59, Lorna Doone Park Renovation – Building (PKS0008\_P) – Request to reallocate remaining budget from completed L. Claudia Allen Parking Lot project to Lorna Doone Park Renovation project to fund remaining components of the Lorna Doone Park Renovation project. This includes renovation of the former Elks building and installation of an art garden. The former Elks building, once renovated, will house staff offices at the park. The art garden will consist of an interchangeable open-air art gallery and space for floriculture. Net increase to budget: \$108,912.
  
6. SIDEWALK CONSTRUCTION FUND (3003 F)
  - A. BA22-62, New Sidewalk Construction (STW0097\_P) – Request to recognize available fund balance in the Sidewalk Construction to support City sidewalk construction efforts. Net increase to budget: \$450,000.

7. STORMWATER CAPITAL FUND (4161 F)

A. BA22-63, Various Projects and Grants – Request to transfer savings from a variety of Stormwater projects to those that need additional funding, and recognize revenue associated with agreements with the State of Florida that City Council has approved. These agreements include an \$1.25M Local Agency Program Agreement with Florida Department of Transportation for the Wilshire Dr Culvert Conversion project, as well as a \$1.26M Hazard Mitigation Grant Program award from Florida Department of Emergency Management for Jefferson Street Drainage improvements. Net increase to budget: \$2,506,741.

8. FLEET REPLACEMENT FUND (5002 F)

A. BA22-57, 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 vehicle during the 2<sup>nd</sup> quarter. Net increase to budget: \$132,569.

**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.

9. GENERAL FUND (0001 F)

- A. PA22-16, Police Administration (OPD0001\_C) – Request to add one (1) Data Analyst (NB112). This position will provide the information required to properly implement the recommendations of the newly created Office of Constitutional Policing. They will be responsible for developing collection methods, tracking, analyzing, and reporting on data related to any constitutional policing and community trust and equity related project. The current year cost of \$25,261 will be absorbed within their existing budget; annualized future costs are estimated to be \$101,042.
- B. PR22-30, Police Recruiting (OPA0002\_C) – Request to reclassify one (1) Staff Assistant (S20) to a Recruiting Coordinator (S15). The role of the Staff Assistant in the Recruiting Unit has evolved into one that requires the employee to complete job duties outside of their current requirements. For example, coordinating new hires with the academy, conducting retirement surveys, completing attrition analysis, and coordinating civil service exams. The current year estimated cost of \$1,474 will be absorbed within their existing budget; annualized future costs are estimated to be \$5,896.
- C. PR22-31, Police Support Services (OPA0001\_C) – Request to reclassify one (1) Staff Assistant (S20) to a Police Service Specialist I (S19). The current incumbent Staff Assistant performs duties that are currently above and beyond their current duties. They currently use the PowerDMS System to process court subpoenas and processes LERMS applications, which are essential for ensuring officers don't fail to report to court. The current year estimated cost of \$479 will be absorbed within their existing budget; annualized future costs are estimated to be \$1,915.
- D. PR22-25, Streets Administration (STW0006\_C) – Request to add one (1) Paving Manager (NB116) and drop one (1) Project Manager II (S08). With recent staffing changes and anticipated future workload, there is a need for a dedicated position focused on maintaining street surfaces. The current year estimated cost of \$2,476 will be absorbed within their existing budget; annualized future costs are estimated to be \$7,427.

- E. PR22-27, Strategic Support (TMD0002\_C) – Request to add one (1) IT Project Manager (S09-S08) and drop one (1) Technology Business Analyst (S10). The IT Project Manager defines the project objectives and oversees quality control throughout its lifecycle. In order to effectively deliver services to citizens, an additional project manager is needed to plan, execute, and complete projects citywide. The current year estimated cost of \$5,245 will be absorbed within their existing budget; annualized future costs are estimated to be \$15,735.
- F. PR22-28, Computer Operations (TMD0003\_C) – Request to reclass four (4) Systems/Network Administrators I-III (S12-S10) to four (4) Network Administrators I-III (S11-S09); reclass two (2) Systems/Network Administrators I-III (S12-S10) to two (2) System Center Configuration Manager (SCCM)/Desktop Administrators I-III (S11-S09); and reclass four (4) Systems/Network Administrators I-III (S12-S10) to four (4) Systems Administrators I-III (S11-S09). Systems Administrators design, build, implement, and maintain the city's system platforms. Additionally, they are responsible for system backup and restoration. This reclass will ensure that primary duties and responsibilities align with the position. The current year estimated cost of \$36,588 will be absorbed within their existing budget; annualized future costs are estimated to be \$140,849.
- G. PR22-29, TMD0005\_C Systems Support & Development – Request to reclass one (1) Application Developer V (S10) to one (1) Application Integration Developer I-III (S10-S08); reclass three (3) Application Developers III-V (S12-S10) to three (3) Enterprise Application Administrators I-III (S11-S08); and reclass four (4) Application Developers I-V (S14-S10) to four (4) GIS Application Developers I-III (S10-S08). This reclass will ensure the primary duties and responsibilities align with the position. Employees in these roles are responsible for maintaining and enhancing the performance of all new and existing software and applications citywide. The current year estimated cost of \$46,950 will be absorbed within their existing budget; annualized future costs are estimated to be \$109,763.
- H. PR22-32, Engineering Survey Services (ENG0002\_C) – Request to add one (1) Assistant City Surveyor (NB114) and drop one (1) Assistant City Surveyor (NB112). New initiatives and a need for increased technical understanding in this area have necessitated this position being elevated in order to remain competitive. The current year estimated cost of \$6,110 will be absorbed within their existing budget; annualized future costs are estimated to be \$18,329.
- I. PR22-33, Stormwater Utility Administration (STW0001\_C) – Request to reclassify one (1) GIS Programmer Senior (S11) to a Data Analyst (NB112) to reflect the evolution in the responsibilities of the position to include managing the Division's data and streamlining reporting. The current year estimated cost of \$1,414 will be absorbed within their existing budget; annualized future costs are estimated to be \$4,241.
- J. PR22-34, Stormwater Utility Administration (STW0001\_C) – Request to reclassify one (1) Stormwater Utility Coordinator (S13) to a Stormwater Utility Fee Coordinator (S10) to reflect the focus of the position on fee calculations and bill transmission, and improve grade equity within the organization. The current year estimated cost of \$5,962 will be absorbed within their existing budget; annualized future costs are estimated to be \$17,886.

10. GREATER ORLANDO AVIATION AUTHORITY POLICE FUND (1285 F)

- A. PA22-17, Airport Police GOAA (OPS0004\_C) – Request to add three (3) Community Service Officers (S18) at Orlando International Airport (OIA). With the addition of the new terminal at OIA these Community Service Officers will staff the new second police office for walk-in reports for thefts and minor incidents including traffic accidents. The current year estimated cost of \$59,877 will be absorbed within their existing budget; annualized future costs are estimated to be \$239,508.

11. SOLID WASTE FUND (4150 F)

- A. PA22-18, Solid Waste Administration (SWM0001\_C) – Request to add one (1) Data Analyst (NB112) to manage the division’s assets, particularly as it relates to monitoring the fleet and planning for the future. The position is important to understanding the division’s business needs and operating as efficiently as possible as the City grows. The current year estimated cost of \$33,623 will be absorbed within their existing budget; annualized future costs are estimated to be \$100,869.
- B. PA22-19, Commercial Collection (SWM0003\_C) – Request to add one (1) Sanitation Equipment Operator-Commercial (L04) position. Additional refuse collection vehicles operators are needed to support an increase in commercial collection routes, which improve service responsiveness and revenue generating capacity. The current year estimated cost of \$21,530 will be absorbed within their existing budget; annualized future costs are estimated to be \$64,590.
- C. PA22-20, Residential & Recycling (SWM0004\_C) – Request to add (1) Refuse Collector (L02) position. Additional refuse collectors are needed to support an increase in residential collection routes, which improve service responsiveness and revenue generating capacity. The current year estimated cost of \$19,487 will be absorbed within their existing budget; annualized future costs are estimated to be \$58,460.

12. CONSTRUCTION MANAGEMENT FUND (5020 F)

- A. PR22-26, Capital Improvement and Infrastructure Administration (CIP0001\_C) – Request to reclassify one (1) Staff Assistant (S20) to a Capital Improvement Project Coordinator (S10). This change reflects the needed shift in this position’s focus from providing general administrative support to more project-oriented responsibilities. The current year estimated cost of \$14,121 will be absorbed within their existing budget; annualized future costs are estimated to be \$42,364.

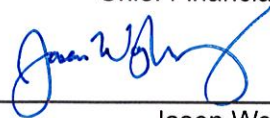
*A motion to approve all items (1A through 12A) was made by Wes Powell. Heather Fagan seconded the motion and the vote carried unanimously to approve all items.*

**ADJOURN**

*The meeting was adjourned at 3:32 p.m.*



Christopher McCullion  
Chief Financial Officer



Jason Wojkiewicz  
Acting Recording Secretary