



**August 9, 2022, 3:30 p.m.**

**AGENDA**

**Virtual Meeting via Zoom Webinar**

**Members Present:**

Kevin Edmonds, Chief Administrative Officer  
Heather Fagan, Chief of Staff  
Christopher McCullion, Chief Financial Officer  
Ana Palenzuela, Human Resources Director

**Others Present:**

Anthony Bellizio, Budget Analyst  
Casey Billings, City Clerk Representative  
Martin Carmody, Budget Division Manager  
Michelle McCrimmon, Deputy Chief Financial Officer

**CALL TO ORDER**

*The Budget Review Committee meeting on August 9, 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. **DESIGNATED REVENUE FUND (0005 F)**

A. BA22-87, Orlando Land Trust Contribution (Lake Eola Monument) (PKS0020\_P) – Request to recognize revenues received from the Orlando Land Trust, Inc. (OLT). The Families, Parks, and Recreation Department have an agreement with OLT to install a memorial monument at Lake Eola Park. As part of the agreement, OLT will reimburse the City for a portion of the monument design and installation costs. This is on the August 15, 2022 City Council meeting. Net increase to budget: \$10,222.

2. **ACCELERATE ORLANDO FUND (0028 F)**

A. BA22-80, West Jefferson Street Land Acquisition (REM0015\_P) – Request to allocate budget for the acquisition of three (3) parcels on W. Jefferson Street for \$1,400,538. This budget action will allocate \$4,000,000 for the property, remediation, and other miscellaneous expenses. This was approved by City Council on April 25, 2022. No net change to budget.

B. BA22-85, Project Management (NDG0016\_P) – Request to allocated \$600,000 in budget towards Project Management efforts. These funds will provide for the legal services needed to most effectively complete Accelerate Orlando initiatives. No net change to budget.

3. **STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM FUND (SHIP) (1055 F)**

- A. BA22-83, Various Grants – Request to recognize additional SHIP grant funding awarded by the state in FY 2021/22 due to a surplus in state disaster recovery funds. Net increase to budget: \$66,608.

4. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)

- A. BA22-81, Various Projects – Request to transfers savings from various Water Reclamation projects to those that need additional funding, and return the remainder to contingency for future allocation as needed. No net change to budget.

5. VARIOUS FUNDS

- A. BA22-68, FY 22 Urban & Community Forestry Grant (FPR0063\_G) and MATCH FY 22 Urban & Community Forestry Grant (FPR0064\_G) – Request to recognize grant revenues for FY 22 Florida Urban & Community Forestry Grant. Funding will be used to conduct the second year of the City’s tree inventory in Districts 5 and 6. In order to satisfy the grant match requirement, revenue budget will be recognized to provide \$25,500 to transfer from Street Tree Trust Fund (0003\_F) to the grant match in Designated Revenue Fund (0005\_F). Additional \$75,000 in revenues will be recognized to cover other expenses in 0003\_F. Item approved by City Council on July 18, 2022. Net increase to budget: \$151,500.
- B. BA22-82, Various Projects – Request to transfer savings from a various Streets and Stormwater projects to those that need additional funding, and recognize revenue associated from the Joint Participation Agreement with OUC executed March 16, 2022 for the Lake of the Woods to Al Coith Park City Drainage and OUC Water Main Improvements project. Net increase to budget: \$969,932.
- C. BA22-88, FY 23 FDOS Cultural Affairs General Program Support (LEU0018\_G) and MATCH - FY 23 FDOS Cultural Affairs GPS Grant (LEU0019\_G) – Request to recognize grant revenues for the FY23 FDOS Cultural Affairs General Program Support grants. Leu Gardens has received General Program Support grants for the past 9 years. Funds will be used for education programs, public events, and plant purchases. The grant portion is \$150,000 and the match is also \$150,000. The match will be coming from Leu Garden's operating budget. This item went to City Council on July 18, 2022. Net increase to budget: \$300,000

**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.

6. GENERAL FUND (0001 F)


- A. PR22-48, Strategic Support (TMD0002\_C) – Request to add one (1) Digital Innovation & Services Manager (NB117) and drop one (1) Innovation Official (NB118). The new position will oversee research, customer experience, digital services, and product management. The current year estimated savings of \$643 will be absorbed within their existing budget; annualized future savings are estimated to be \$7,721.
- B. PR22-49, Information Technology Security & Architecture (TMD0004\_C) – Request to add one (1) Cloud Email Administrator (NB113) and drop one (1) Applications Developer V (S10). This position would be responsible for monitoring and maintaining the enterprise email and collaboration suite. Request to add one (1) IT Security Architect/Cybersecurity Engineer (NB114) and drop one (1) Information Security Officer I (NB113). This position would conduct tests to identify strengths and weaknesses in the City's IT security

- infrastructure. The current year estimated cost of \$1,232 will be absorbed within their existing budget; annualized future costs are estimated to be \$14,781.
- C. PR22-50, Fire Administration (OFD0001\_C) – Request to add one (1) Executive Deputy Chief (NB121) and drop one (1) Assistant Chief (NB118). This position is required to assist with the day-to-day needs of Department allowing the Chief to focus on long-range, strategic efforts. The current year estimated cost of \$3,957 will be absorbed within their existing budget; annualized future costs are estimated to be \$47,480.
  - D. PA22-26, Fire Administration (OFD0001\_C) – Request to add one (1) Deputy Fire Chief and one (1) Senior Administrative Assistant (NB105). This action will enable a sworn member of the Fire Department to oversee the fire safety planning. The current year estimated cost of \$19,370 will be absorbed within their existing budget; annualized future costs are estimated to be \$232,442.
  - E. PR22-52, Fire Life Safety (OFA0005\_C) – Request to reclass one (1) civilian Fire Marshal (NB118) to Community Outreach and Safety Preparedness Manager (NB118). This action will enhance and support the community, Department operations and City preparedness for natural and man-made events, reducing loss of life and loss of property. No net change to budget.

*A motion to approve all items (1A through 6E) was made by Ana Palenzuela, Christopher McCullion seconded the motion and the vote carried unanimously to approve all items.*

**ADJOURN**

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



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Christopher McCullion  
Chief Financial Officer



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Anthony Bellizio  
Recording Secretary