

January 10, 2023, 3:30 p.m.
Virtual Meeting via Zoom Webinar

AGENDA

Members Present:

Kevin Edmonds, Chief Administrative Officer
Heather Fagan, Chief of Staff
Christopher McCullion, Chief Financial Officer
Wes Powell, Assistant City Attorney

Others Present:

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

CALL TO ORDER

The Budget Review Committee meeting on January 10, 2023 was called to order by Kevin Edmonds at 3:32 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2022/23 BUDGET – APPROPRIATIONS

1. DESIGNATED REVENUE FUND (0005_F)

- A. BA23-11, Orlando Land Trust Contribution (Lake Eola Monument) (PKS0020_P) – Request to recognize remaining 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 was approved by City Council on August 15, 2022. Net increase to budget: \$4,798.
- B. BA23-24, Boat Ramp Repair and Renovation (Orange County Contribution) (PKS0021_P) – Request to recognize revenues received from Orange County ("County") for boat ramp repair and renovation. Per state statute, any revenues received by the County for state-levied vessel registration fees must be used to repair and renovate boating amenities. As such, the County agreed to contribute \$300,000 to the City to cover costs associated with design, engineering, permitting, and construction of boat ramps at the following City-owned parks:
 - Gaston Edwards
 - George Barker
 - Gilbert McQueen
 - Lake Fairview
 - Lake Underhill

This was approved by City Council on January 9, 2023. Net increase to budget: \$300,000.

2. ACCELERATE ORLANDO FUND (0028_F)

- A. BA23-12, West Jefferson Street Development Project (HSG0010_P) – Request to transfer \$211,887 of existing budget authority from Accelerate Orlando Contingency to the West Jefferson Street Development project. This supplemental budget authority is to cover internal and external project management costs. No net increase to budget.
- B. BA23-13, West Jefferson Street Development Project (HSG0010_P) – Request to transfer \$45,454 of existing budget authority from Project Management – Accelerate Orlando to the West Jefferson Street Development project. This supplemental budget authority is needed to fund the external legal costs. No net increase to budget.
- C. BA23-14, Ambassador Hotel Conversion (HSG0009_P) – Request to transfer \$4,159,300 of existing budget authority from Accelerate Orlando Contingency to the Ambassador Hotel Conversion project. This supplemental budget authority is needed to fund the One Stop Housing Project. This was approved by the City Council on October 24, 2022. No net increase to budget.
- D. BA23-15, Ambassador Hotel Conversion (HSG0009_P) – Request to transfer \$211,887 of existing budget authority from Accelerate Orlando to the Ambassador Hotel Conversion project. This supplemental budget authority is needed to fund internal and external project management costs. No net increase to budget.
- E. BA23-16, Ambassador Hotel Conversion (HSG0009_P) – Request to transfer \$100,000 of existing budget authority from Project Management – Accelerate Orlando to the Ambassador Hotel Conversion project. This supplemental budget authority is needed to fund external legal costs. No net increase to budget.
- F. BA23-17, Project Management – Accelerate Orlando (NDG0016_P) – Request to transfer \$202,127 of existing budget authority from Accelerate Orlando to the Project Management – Accelerate Orlando. This supplemental budget authority is needed to fund internal general overhead costs. No net increase to budget.

3. GRANTS FUND (1130_F)

- A. BA23-07, FY 21 DOJ Edward Byrne JAG Countywide Solicitation (OPD0127_G) – Request to recognize grant revenues received from FY 21 Department of Justice (DOJ) Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Grant funds will be used to purchase upgraded optics for Special Weapons and Tactics (SWAT) unit rifles. This was approved by City Council on November 7, 2022. Net increase to budget: \$50,989.
- B. BA23-10, FY 23 Afterschool Nutrition Program (FPR0069_G) – Request to recognize revenues received for FY 23 Afterschool Nutrition Program grant. This is a grant with annual renewals approved at the August 11, 2014 Council meeting and provides nutritious meals to children in City after school programs. Net increase to budget: \$353,068.
- C. BA23-18, FY 23 FL Firefighter Cancer Decontamination Equipment Grant (OFD0032_G) – Request to recognize grant revenues received from FY 23 FL Firefighter Cancer Decontamination Equipment Grant. Grant funds will be used to help protect the health and safety of firefighters mitigating exposure to hazardous, cancer-causing chemicals with two (2) chemical cleaning extractors. The grant requires a \$7,728 match which will come from the General fund. This action also transfers almost \$40,000 of existing budget authority for the installation of the decontamination equipment. This was approved by City Council on December 5, 2022. Net increase to budget: \$23,184.
- D. BA23-20, FY 22 State Homeland Security Grant (SHSGP) (OFR0011_G) – Request to recognize revenue for Homeland Security Grant. Funding will be used for training and the

sustainment/replacement of equipment for the Orlando HazMat Team. This was approved by City Council on December 5, 2022. Net increase to budget: \$53,750.

- E. BA23-25, FY23 Orlando Community & Youth Trust Contribution (Blue Meridian Partners) (CYF0001_G) – Related to item PA23-03. Request to budget revenues received from the Orlando Community & Youth Trust, Inc. ("Trust") via Blue Meridian Partners ("BMP") to expand Orlando Kidz Zones. Funding will create nineteen (19) fulltime contract positions and cover related operating expenses thru September 2022. Funds will be budgeted as a grant for tracking purposes. This was approved by City Council on October 24, 2022. Net increase to budget: \$1,501,924.
- F. BA23-26, FY23 Orlando Community & Youth Trust Contribution (Department of Children & Families) (CYF0002_G) – Related to item PA23-04. Request to budget revenues received from the Orlando Community & Youth Trust, Inc. ("Trust") via Department of Children and Families (DCF) to invest in Orlando Kidz Zones and Youth Employment. Funding will create three (3) fulltime contract positions and cover related operating expenses thru June 2022. Expectation is DCF will continue funding in the next fiscal year. Funds will be budgeted as a grant for tracking purposes. Net increase to budget: \$139,454.

4. GENERAL FUND (0001 F)

- A. BR23-01, Downtown Recreation Ctr. (CYF0012_C) – Related to item PA23-05. Request to reallocate \$560,114 in existing budget from John H. Jackson Neighborhood Center to Downtown Recreation Center to cover costs associated with teen program. Originally planned to operate from the Jackson Center, the program will relocate to the Downtown Recreation Center due to its proximity to serviced communities. Funding will create three (3) new fulltime positions and cover related operating expenses. No net increase to budget.

5. CAPITAL IMPROVEMENTS FUND (3001 F)

- A. BA23-06, Police Capital Investments (OPD0020_P) – Request to recognize revenues received from Metropolitan Bureau of Investigation (MBI) Governing Board. The Orlando Police Department receives funds from MBI as a result of assets seized during Federal and State investigations. Such funds are shared equitably among member agencies of MBI. Net increase to budget: \$204,578.
- B. BA23-08, Fleet and Facilities Compound Solar Expansion (FAC0036_P) - Request to transfer \$267,487 of existing budget authority from The Beardall Senior Center Renovations project to the Fleet and Facilities Compound Solar Expansion project. This transfer will fully fund the Solar Expansion project and defer the Beardall Renovation project to a later date. No net increase to budget.
- C. BA23-09, Orlando Operations Center Repairs (FAC0002_P) - Request to transfer \$500,000 of existing budget authority from FY21 Community Capital Project to the Emergency Operations Center Project. This supplemental budget authority is needed due to higher-than-expected construction costs. No net increase to budget.

6. STORMWATER CAPITAL FUND (4161 F)

- A. BA23-19, Various Grants – Request to recognize receipt of a \$126,000 Stormwater Community Development Block Grant focused on supporting the City's flood plain mitigation planning, and to adjust other grant budgets as needed to align with actual award amounts. Net decrease to budget: \$220,386.

7. FLEET REPLACEMENT FUND (5002 F)

- A. BA23-23, 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 during the 1st quarter. Net increase to budget: \$857,877.

FY2022/23 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.

8. GRANTS FUND (1130_F)

- A. PA23-03, Orlando Community & Youth Trust Contribution (Blue Meridian Partners) Grant Support (CYF0013_C) – Request to add nineteen (19) fulltime contract positions related to the creation of new Children, Youth and Families Division within the Families, Parks, and Recreation Department. These positions will be funded thru September 2022 via reimbursement to the City from the Orlando Community & Youth Trust, Inc. ("the Trust"). The Trust received funding from Blue Meridian Partners to expand Orlando Kidz Zones. The current year estimated cost of \$1,145,724 will be funded via FY23 Orlando Community & Youth Trust Contribution (Blue Meridian Partners); annualized future costs are estimated to be \$1,718,586.
- B. PA23-04, Orlando Community & Youth Trust Contribution (Department of Children & Families) Grant Support (CYF0014_G)– Request to add three (3) fulltime contract positions related to the creation of new Children, Youth and Families Division within the Families, Parks, and Recreation Department. These positions will be funded thru June 2022 via reimbursement to the City from the Orlando Community & Youth Trust, Inc. ("the Trust"). Expectation is DCF will continue funding in the next fiscal year. The Trust received funding from the Department of Children and Families (DCF) to invest in Orlando Kidz Zones and Youth Employment. The current year estimated cost of \$119,454 will be funded via FY23 Orlando Community & Youth Trust Contribution (Department of Children & Families); annualized future costs are estimated to be \$275,511.

9. GENERAL FUND (0001_F)

- A. PA23-05, Downtown Recreation Ctr. (CYF0012_C) – Request to add three (3) new fulltime positions associated with teen program. Originally planned to operate from the Jackson Center, the program will relocate to the Downtown Recreation Center due to its proximity to serviced communities. The current year estimated cost of \$189,813 will be absorbed within their existing budget; annualized future costs are estimated to be \$284,719.
- B. PA23-08, Fire Infrastructure (OFA0001_C) – Request to drop one (1) Planning Manager (NB114) position and add two (2) different positions; one (1) Planner II (S12), and one (1) Facilities Project Coordinator (S10). The Planner is needed due to growth in the City and associated increased demand for fire and EMS services. The Coordinator will support the recently added Fire Planning Administrator. The current year estimated cost of \$51,090 will be absorbed within Fires existing budget; annualized future costs are estimated to be \$76,635.
- C. PR23-09, OFD Fire Life Safety (OFA0005_C) – Request to drop one (1) Fire Report Specialist III (S18) position and add one (1) Chief Inspector (S10). With the recent addition of an Administrative Assistant, the Fire Report Specialist position has been deemed unnecessary. However, there is a need for more supervision within the Fire Life Safety Division, which the Chief Inspector will help to provide, in support of developing a more

expansive Fire Marshal's Office. The current year estimated cost of \$24,195 will be absorbed within Fires existing budget; annualized future costs are estimated to be \$36,292.

- D. PA23-09, Engineering Administration (ENG0001_C) – Request to add one (1) Environmental Manager - C (NB114) position. A dedicated position is needed to oversee environmental research, sampling, and enforcement activities throughout the City, as well as to manage specific environmental engineering projects. The current year estimated cost of \$79,730 will be absorbed within their existing budget; annualized future costs are estimated to be \$119,595.

10. ORLANDO VENUES ENTERPRISE FUND (4001_F)

- A. PA23-07, Venues Operational Resources (VEN0003_C) – Request to add one (1) Venues Conversion Manager (NB113) position to manage all aspects of conversion process in preparation for events, including setting up and tear down of basketball flooring, hockey systems, retractable seating, portable chairs, barricades, staging, and other furnishing and equipment and oversee the laborers that support this function. We currently outsource these efforts and bringing it in-house will allow us to best deliver service to our guest, clients and partners. The current year estimated cost of \$73,342 will be absorbed within Venues existing budget; annualized future costs are estimated to be \$110,013.


11. VARIOUS FUNDS

- A. PR23-08, Various Cost Centers – Request to reclassify paygrades and titles for nine (9) positions related to the creation of new Children, Youth and Families Division within the Families, Parks, and Recreation Department and expanded operations in the Office of the Director of Families, Parks, and Recreation. The current year estimated cost of \$113,413 will be absorbed within their existing budget; annualized future costs are estimated to be \$170,119.

A motion to approve all items (1A through 11A) was made by Heather Fagan. Wes Powell seconded the motion and the vote carried unanimously to approve all items.

ADJOURN

The meeting was adjourned at 3:34 p.m.



Christopher McCullion
Chief Financial Officer



Anthony Bellizio
Recording Secretary