

**May 12, 2020, 3:30 p.m.****MINUTES****Virtual Meeting via Zoom Webinar****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  
Jason Wojkiewicz, Budget Analyst IV  
Stephanie Herdocia, City Clerk Administration Coordinator  
Candace Cardillio, Board Coordinator  
Lawanna Gelzer, member of the public

**CALL TO ORDER**

*The Budget Review Committee meeting on May 12, 2020 was called to order by Kevin Edmonds at 3:31 p.m.*

**PUBLIC COMMENT**

*Lawanna Gelzer sought more information on item 4A, and how businesses could apply for the assistance mentioned.*

**NEW BUSINESS****FY2019/20 BUDGET – APPROPRIATIONS****1. GENERAL FUND (0001 F)**

A. BA20-46, M/WBE (MBE0001\_C) – Request to transfer funds from the Community Employment Program project to support a position to assist with marketing and promoting the BLUEPRINT 2.0 Training and Employment program. Net increase to budget: \$31,154.

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

A. BA20-45, Various FY 20 SHIP Grants – Request to recognize a supplemental SHIP funding award to assist the City's efforts to respond to the COVID-19 crisis as it relates to eviction/foreclosure prevention, financial counseling, and other related activities. Net increase to budget: \$148,416.

3. GRANTS FUND (1130 F)

- A. BA20-26, FY 20 Florida Urban & Community Forestry Grant (FPR0044\_G) – Request to recognize grant revenue for FY 20 Florida Urban & Community Forestry Grant. The grant funds will be used to plant 150 trees to serve as windbreaks and help control erosion. In order to satisfy the grant match requirement, \$20,000 will be transferred from General Fund (0001\_F) to the grant match in Designated Revenue Fund (0005\_F). Item approved by City Council on March 30, 2020. Net increase to budget: \$40,000
- B. BA20-41, FY20 High Intensity Drug Trafficking Areas (HIDTA) (OPD0089\_G) Request to budget an amendment to the FY20 HIDTA Grant Award. This decreased the total for the grant by \$24,000 and brings total award to \$103,940.
- C. BA20-42, FY19 High Intensity Drug Trafficking Areas (HIDTA) (OPD0081\_G) – Request to budget the second amendment to the FY19 HIDTA grant. The amendment decreases the total grant to \$118,540. Net decrease to budget: \$6,000.
- D. BA20-43, FY19 Edward Byrne Memorial JAG Countywide Solicitation (OPD0092\_C) – Request to budget the FY19 JAG Grant award. The funds will be used to purchase approximately three unmanned aircraft vehicle systems to enhance the agency's ability to respond to critical incidents. This grant was approved at the March 30, 2020 City Council Meeting. Net increase to budget: \$55,155.
- E. BA20-47, FY 20 CARES Act Provider Relief Fund (OFS0009\_G) - Requesting to budget the 2020 CARES ACT Stimulus for funding in the amount of \$103,236.27 to be used to reimburse Cost of PPE supplies in response to Covid -19. The amount received is based on the calculation used by HHS based on prior year Medicare billings. This grant was approved at the May 11, 2020 City Council Meeting. Net increase to budget: \$103,236.27.

4. COMMUNITY REDEVELOPMENT AGENCY (1250 F)

- A. BA20-44, High Wage/High Value Jobs (CRA0003\_P) – In response to the current Covid-19 pandemic, the CRA is re-appropriating \$2,000,000 in project funds in order to assist those businesses within the CRA that have been affected the most. There is no net change to total fund.

5. CAPITAL IMPROVEMENT FUND (3001 F)

- A. BA20-48, OFD Diversity Capital Investments (OFD0004\_P) – As part of the Fire Department's initiative to improve diversity and inclusiveness, the Department is providing office space for internal investigators at a cost of \$71,000. There is no net change to total fund.

6. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)

- A. BA20-39, Conserv II Pretreatment Improvements (CIP0171\_P) – Request to transfer a total of \$9,031,202 in budget from various Water Reclamation Conserv II improvement projects and fund contingency to a single Conserv II Preliminary Treatment System Improvements project. No net change to budget.

7. STORMWATER CAPITAL FUND (4161 F)

- A. BA20-40, Rapid Response Construction STW (STW0044\_P) – Request to recognize revenue received for Streets & Stormwater Rapid Response efforts, as part of a legal agreement with the developer related to repairs to Lake Nona Boulevard near Upper Village Walk Circle. Net increase to budget: \$250,000.

8. FLEET REPLACEMENT FUND (5002 F)

- A. BA20-37, 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: \$254,911.

9. REAL ESTATE ACQUISITION FUND (3006 F)

- A. BA20-38, Creative Village Land (REM0011\_P) - Request to recognize revenues received from sale of Creative Village Parcel T/T-1 to Creative Village Parcel T Owner, LLC. Net increase to budget: \$5,975,897.

**FY2019/20 BUDGET – STAFFING**

Note: Staffing changes are approved with the flexibility for specific classification decisions to be reviewed and revised by Human Resources as necessary.

10. GENERAL FUND (0001 F)

- A. PR20-14, Englewood Neighborhood Center (REC0013\_C) - Request to add one (1) Maintenance Worker (L01) position and drop one (1) Recreation Specialist (S19) position. In March 2019, Human Resources administratively dropped a Maintenance Worker position and created a new Recreation Specialist position to allow for an internal demotion. The Recreation Specialist position is no longer needed and this action will restore the original Maintenance Worker position. This add/drop will result in a net savings of approximately \$4,400.
- B. PA20-13, Police Officer Training (OPA0007\_C) – When a new officer joins OPD s/he is placed in field training status within the Training Unit. The current practice of moving vacant positions from other police units to the Training Unit makes it difficult to maintain the correct number of positions in other units. Adding 50 unfunded new police officer positions in the Training Unit will make it easier for Sergeants, Lieutenants and Captains to know their current number of filled and vacant positions. OPD leadership and the Budget Office will meet regularly to monitor the use of these positions.

*A motion to approve items 1A through 10B was made by Christopher McCullion. Heather Fagan seconded the motion and the vote carried to approve items 1A through 10B.*

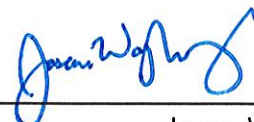
**ADJOURN**

*The meeting was adjourned at 3:37 p.m.*



---

Christopher McCullion  
Chief Financial Officer



---

Jason Wojkiewicz  
Acting Recording Secretary