



November 18, 2024, 10:00 a.m.
Virtual Meeting via Zoom Webinar

MINUTES

Members Present:

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

Others Present:

City Clerk's Office Representative
Martin Carmody, Deputy Chief Financial Officer
Nicole Novak, Budget Analyst

CALL TO ORDER

The Budget Review Committee meeting on November 18, 2024, was called to order by Kevin Edmonds at 10:03 a.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2024/25 BUDGET – APPROPRIATIONS

1. **TRANSPORTATION IMPACT FEE-SOUTHEAST FUND (1071 F)**
 - A. BA25-06, New Traffic Signals - Southeast Impact Fee (TRE0025_P) – Request to allocate \$1,300,000 in fund balance towards the \$1,800,000 cost of installing traffic signals at the two currently unsignalized intersections at the SR 417 and Lee Vista Blvd interchange. This includes installing the fiber connections necessary and the milling and resurfacing of Lee Vista Blvd as needed near the intersection. Net increase to budget: \$1,300,000.

2. **PARK IMPACT FEE – SOUTHEAST (1081 F)**
 - A. BA25-03, Poitras Park – Impact Fee Fund (FPR0032_P) – Request to budget \$2,500,000 in fund balance and reallocate \$500,000 from fund contingency for construction of Poitras Park. The 14.2-acre park will be constructed in Lake Nona for a total of \$14,000,000. Southeast Park Impact Fee will provide \$3,000,000 as part of this budget action; \$1,000,000 is funded from a state appropriation; and \$10,000,000 will be funded with future bond proceeds. Net increase to budget: \$2,500,000.

3. **GRANTS FUND (1130 F)**
 - A. BA25-01, FY 25 High Visibility Enforcement for Pedestrian and Bicycle Safety (OPD0152_G) – Request to budget revenues for FY 25 High Visibility Enforcement for Pedestrian and Bicycle Safety grant to fund overtime expenses related to traffic enforcement operations directed at enforcing bicycle and pedestrian safety. This was approved by City Council on September 9, 2024. Net increase to budget: \$61,725.

4. CAPITAL IMPROVEMENTS FUND (3001 F)

- A. BA25-04, Police Equipment Replacement (OPD0002_P) – Request to reallocate \$250,000 from OPD Facility Renovations project to OPD Replacement Equipment project to fund police outfitting equipment which was not purchased with original budget allocations. No net increase to budget.

5. VARIOUS STORMWATER FUNDS

- A. BA25-02, Various Stormwater Cost Centers & Projects – Request to increase the shared salary allocation budget for Stormwater by \$71,170 to align it with the final cost sharing amounts agreed to with other City funds and transfer the \$862,000 budgeted for flood plain and water quality studies in the operating budget to designated projects for such studies. This consolidates study funding in one location and is more accommodating for longer term efforts that cross fiscal years. Net increase to budget: \$937,170.

- B. BA25-05, Various Stormwater 2025 Covenant Bond Projects – Request to appropriate \$18,975,000 in FY25 Stormwater project funding anticipated through the upcoming 2025 covenant bond issuance. City Council approved a Declaration of Intent on July 15, 2024, which allows the proactive spending of future proceeds from this issuance to the extent that the City can temporarily cover expenses until reimbursement. These appropriations complement the \$20,932,150 being budgeted towards FY24 Stormwater projects in BA24-81, and collectively budget the approximately \$40 million in total Stormwater funding anticipated through this bond issuance. Net increase to budget: \$18,975,000.

FY2024/25 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. PR25-01, OPD Media Relations (OPD0014_C) – Request to add one (1) Digital Communications Coordinator (S13) and drop one (1) Staff Assistant (S20). This is needed to manage social media and the new OPD application. The current year estimated cost of \$15,660 will be absorbed within their existing budget; annualized future costs are estimated to be \$18,792.
- B. PR25-02, Code Enforcement (ENF0001_C) - Request to add one (1) Code Enforcement Manager (NB114) and drop one (1) Code Enforcement Manager (NB116). This request is needed to ensure an effective career progression within the division and encourage employee retention. The current year estimated savings is \$10,365; annualized future savings are estimated to be \$11,307.

7. VARIOUS FUNDS

- A. PA25-01, Public Works Department – Request to transfer the authorized staffing count associated with (4) positions between funds within the department to align counts with the budgeted dollars and the final cost sharing arrangement between funds. The net effect of these changes is +1 position on the Construction Management Fund (5020_F) and -1 position

on the General Fund (0001_F), and there is no additional financial impact as applicable budgets already reflect the result of this count transfer.

FY2023/24 BUDGET – APPROPRIATIONS

8. VARIOUS FUNDS

- A. BA24-81, Various Cost Centers, Projects and Grants – Request to complete a variety of year-end adjustments to various budgets, with a focus on the recognition of newfound revenues or grant awards received. The single largest item is a pass-through assessment for local hospitals, which added \$160M to the Special Assessment Fund budget. Net increase to budget: \$219,400,767.
- B. BA24-82, Various Cost Centers, Projects and Grants – Request to complete a variety of year-end adjustments to project and grant budgets throughout the City. These items focus on adjusting or correcting budgeted amounts or their classification, as well as repurposing funding in accordance with the current priorities and needs of the City. Net increase to budget: \$14,124,247.
- C. BA24-83, Various Cost Centers, Projects and Grants – Request to reallocate existing General Fund budget and recognize additional General Fund revenues, much of which will ultimately be transferred to other funds. This additional revenue enables us to transfer additional budget to the CIP Fund, the Designated Revenue Fund, as well increase the General Fund expenditure budget modestly. Net increase to budget: \$67,975,261.

A motion to approve all items (1A through 8C) was made by Michelle McCrimmon. Heather Fagan seconded the motion and the vote carried unanimously to approve all items.

ADJOURN

The meeting was adjourned at 10:06 a.m.



Michelle McCrimmon
Chief Financial Officer



Nicole Novak
Recording Secretary