



January 14, 2025, 4:15 p.m.
Virtual Meeting via Zoom Webinar

MINUTES

Members Present:

Francis J. Flynn, Chief Administrative Officer
Michelle McCrimmon, Chief Financial Officer
Heather Fagan, Chief of Staff

Others Present:

City Clerk's Office Representative
Martin Carmody, Deputy Chief Financial Officer
Jason Wojkiewicz, Budget Manager
Nicole Novak, Budget Analyst
Brooke Rimmer-Bonnett, Deputy Chief Administrative Officer

CALL TO ORDER

The Budget Review Committee meeting on January 14, 2025, was called to order by Francis J Flynn at 4:17 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2024/25 BUDGET – APPROPRIATIONS

1. AFTER SCHOOL ALL STARS FUND (0023_F)
 - A. BA25-08, After School All Stars (FPR0004_C) – Request to transfer funds from Undesignated Grant Match project to After School All Stars (ASAS) Fund to fully fund operations for FY25. Net increase to budget: \$436,254.

2. DESIGNATED REVENUE FUND (0005_F)
 - A. BR25-01, MATCH FY 25 Operation AmeriCorps (FPR0082_G) – Request to reallocate budget within Designated Revenue Fund to FY25 AmeriCorps Grant Match in the amount of \$307,720. No net increase to budget.
 - B. BA25-09, Super Kids Fundraising (OPD0011_P) – Request to recognize historical revenues from donations to the Police Department's Super Kids Fundraising project. Net increase to budget: \$47,750.

3. GRANTS FUND (1130_F)
 - A. BA25-07, FY 25 FDOT DUI Enforcement Grant (OPD0153_G), FY 25 FDOT Speed and Aggressive Driving Enforcement Grant (OPD0154_G), FY 23 DOJ Edward Byrne Memorial JAG Countywide Grant (OPD0155_G), and FY 24 Byrne JAG Local Formula Grant (OPD0156_G) – Request to recognize revenues and expense budget for the following grants:
 - i. \$100,000 in grant revenues for FY 25 FDOT (Florida Department of Transportation) DUI Enforcement Grant. Funding will be used to cover overtime expenses related to impaired driving enforcement. Item approved by City Council on October 21, 2024.

- ii. \$60,000 in grant revenues for FY 25 FDOT Speed and Aggressive Driving Enforcement. Funding will be used to cover overtime expenses related to speed and aggressive driving enforcement. Item approved by City Council on October 21, 2024
- iii. \$61,997 in grant revenues for FY 23 DOJ (Department of Justice) Edward Byrne Memorial JAG (Justice Assistance Grant) Countywide. Funding will be used to purchase thirty-five (35) portable power stations for the Violent Crimes Section, one (1) Smart Board, eight (8) radars, and eight (8) lasers for Motors/Traffic Homicide Division. Item approved by City Council on November 11, 2024.
- iv. \$197,090 in grant revenues for FY 24 Byrne JAG Local Formula Grant. Funding will be used to purchase software, hardware, and equipment for the OPD Digital Forensics Lab and equipment for the OPD Hazmat Team. Item approved by City Council on October 21, 2024.

Net increase to budget: \$419,087.

- B. BA25-10, FY 25 CERT Citizen Corps Program (OFD0038_G) – Request to recognize grant revenue received and allocate grant match for the FY25 CERT Citizen Corps Grant from the U.S. Department of Homeland Security. Funding will be used to provide City residents with Community Emergency Response Team (CERT) training. In order to satisfy the grant match, \$7,500 will be transferred from the Grants Fund to the grant match in the Designated Revenue Fund (0005_F). This was approved by City Council on November 11, 2024. Net increase to budget: \$7,500.
- C. BA25-11, Various Human Relations Grants - Request to recognize one (1) U.S. Equal Employment Opportunity Commission grant and amend two (2) Fair Housing Training grants. These include a \$7,490 grant for staff training (EQY0019_G), a \$600 increase for training (EQY0016_G) and a \$5,900 increase for staff salaries (EQY0017_G) for employees processing cases. Net increase to budget: \$13,990.

4. CAPITAL IMPROVEMENTS FUND (3001_F)

- A. BA25-13, Leu Gardens Master Plan (LEU0009_P) - Request to transfer unused funds (\$40,000) from the Leu Gardens Facility Improvements to Leu Gardens Master Plan to fund the Master Planning services agreement. (CC 12/9/24)

5. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106_F)

- A. BA25-15, Various Water Reclamation Projects – Request to recognize OUC JPAs associated with two Water Reclamation projects. This includes \$5,580,808 for the Lift Station 2 Force Main Phase 1 Part C project and \$1,129,625 for the Orange Avenue Sanitary Sewer Replacement project. Net increase to budget: \$6,710,433.

6. 2025 COVENANT BOND CONSTRUCTION FUND – STORMWATER (4163_F)

- A. BA25-14, Various Stormwater Projects – Request to transfer the \$300K in bond funding budgeted for the Lake Notasulga/Haralson Estates Phase II project to two more timely projects that cost more than originally anticipated. This includes adding \$117K to the Eagles Property Agreement project to fulfill our full \$867K commitment, and placing the remaining \$183K in the Lake Notasulga/Haralson Estates (Phase I) project. No net change to budget.

7. VARIOUS FUNDS

- A. BA25-12, Various CRA Funds - The CRA is requesting approval to reallocate their fund balance into CRA projects (CC 12/9/24). \$350,000 is being transferred from 1251_F to 1250_F. This creates a \$3,550,000 balance in 1250_F Project Breakdown:
- a. Under I Design/Implementation (CRA0019_P): \$1,000,000
 - b. DTO Implementation (CRA0017_P): \$1,281,272
 - c. Downtown Lighting (CRA0011_P): \$700,000
 - d. Community Policing (CRA0026_P): \$568,728
- This request also reallocates funds into new projects required for e-Builder software
- a) Community Outreach (CRA0024_P) to CSC Day Center (\$1,195,523 CRA0030_P)
 - b) Transportation Access & Connectivity (CRA0023_P) to Church Street Festival Street (\$600,000 CRA0031_P) and Magnolia Avenue (\$500,000 CRA0032_P)
 - c) Parramore Housing Initiatives / CRA Affordable Housing (CRA0007_P) to Parramore Infill Homes (\$1,500,000 CRA0033_P)
- B. BA25-16, Various Water Reclamation Projects – Request to transfer \$30M in 2024 bond funding from the LS 1,2,3 and 4 Force Main Evaluation Phase 3 project to several more timely enhancement projects, and in doing so free up some pay-go funding that can be used for shorter term needs. This item also incorporates allocating \$5M in fund balance from surplus FY24 interest earnings, and allocates freed up funding from bonded, finished, or deferred projects to those that need additional pay-go funding. Net increase to budget: \$5,166,048.

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.

8. GENERAL FUND (0001_F)

- A. PR25-03, Communications and Neighborhood Relations (COM0001_C) - Request to add one (1) Administrative Assistant, one (1) Office Manager, one (1) Neighborhood Relations Manager and drop one (1) Administrative Receptionist, one (1) Senior Administrative Assistant and one (1) Assistant to Director. This request is needed to restructure the Communications division and distribute duties to employees. The current year estimated cost of \$2,037 will be absorbed within their existing budget; annualized future costs are estimated to be \$4,888. **Positions to go live on 4/15/25 pay period**
- B. PR25-04, Records Management (CLK0002_C) - Request to add one (1) Records Specialist (S18) and drop one (1) Records Specialist Senior (S16). Due to a change in workload and duties, this position is now more closely aligned with the responsibilities of a records specialist. The current year estimated savings is \$6,727; annualized future savings are estimated to be \$10,090.
- C. PR25-06, Systems Support & Development (TMD0005_C) – Request to add one (1) Enterprise Application Administrator I/II/III (S09-S11) and drop one (1) IT Architect (S09). This change is needed to maintain and enhance the performance of new and existing software for Geographic Information Systems applications and succession planning within the GIS team. No fiscal impact.

9. VARIOUS VENUES FUNDS

- A. PA25-02, Various Venues Funds - Request to transfer two (2) General Maintenance Technicians and one (1) electrician from Camping World Stadium (OSO0001_C) to Venues Operational Resources (VEN0003_C). It has been determined by the department that these employees split their time between different venues and need to be moved to the hub of operations for shared positions.
- B. PR25-08, Venues Operations (VEN0001_C) - Request to add one (1) Special Assistant to CVO (NB119) and drop one (1) Executive Assistant (NB108). This change is needed to keep up with the growing number of events and constant changes in technology. This position would work closely with the Chief Venues Officer and serve as a liaison on special projects. The current estimated cost of \$43,233 will be absorbed within their existing budget; annualized future costs are estimated to be \$64,849.

10. PARKING SYSTEM REVENUE FUND (4132 F)

- A. PA25-03, Central Boulevard Garage Operations (PKG0004_C) – Request to add one (1) Parking Operations Supervisor (S14) to supplement the existing supervisor and provide closer to 24/7 parking facility oversight. Improved coverage is needed given the current volume of events and traffic, particularly at night. The current year estimated cost of \$59,592 will be absorbed within their existing budget; annualized future costs are estimated to be \$89,388.

11. SOLID WASTE FUND (4150 F)

- A. PA25-04, Solid Waste Administration (SWM0001_C) – Request to create (1) Senior Administrative Assistant (S18) position to support the Division Manager and Division with secretarial and administrative support. This is needed to keep up with the growing workload of the Division and a variety of initiatives, training programs, and tasks. The current year estimated cost of \$49,331 will be absorbed within their existing budget; annualized future costs are estimated to be \$73,996.

12. STORMWATER UTILITY FUND (4160 F)

- A. PR25-07, Stormwater Management (STW0003_C) – Request to add (1) Stormwater Management Supervisor (S12) and drop (1) Stormwater Utility Supervisor (S12). The proposed classification better describes the responsibilities of the role, which is to essentially manage street sweeping operations. No fiscal impact.

13. CONSTRUCTION MANAGEMENT FUND (5020 F)

- A. PA25-05, Capital Improvement and Infrastructure Administration (CIP0001_C) – Request to create (1) Fiscal Specialist - Project Management (S17) position to provide additional fiscal support for Project Management and reduce the need for temporary staffing. The current year estimated cost of \$51,687 will be absorbed within their existing budget; annualized future costs are estimated to be \$77,531.

A motion to approve all items (1A through 13A) 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 4:18 p.m.



Michelle McCrimmon
Chief Financial Officer



Nicole Novak
Recording Secretary