

**March 12, 2024, 3:30 p.m.**  
**Virtual Meeting via Zoom Webinar**

**AGENDA**

**Members Present:**

Kevin Edmonds, Chief Administrative Officer  
Michelle McCrimmon, Chief Financial Officer  
Heather Fagan, Chief of Staff  
Ana Palenzuela, Human Resources Director  
Wes Powell, Assistant City Attorney

**Others Present:**

Casey Billings, City Clerk Representative  
Martin Carmody, Budget Division Manager  
Nicole Novak, Budget Analyst

**CALL TO ORDER**

*The Budget Review Committee meeting on March 12, 2024, was called to order by Kevin Edmonds at 3:30 p.m.*

**PUBLIC COMMENT**

*There was no public comment.*

**NEW BUSINESS**

**FY2023/24 BUDGET – APPROPRIATIONS**

1. **GENERAL FUND (0001\_F)**
  - A. BA24-41, OPD Off Duty (OPD0009\_C) – Request to recognize excess revenues received for Police Off Duty services thru mid-fiscal year. Police have exceeded budgeted revenues, and this will allocate corresponding expense budget to reflect current actuals. Net increase to budget: \$1,500,000.
  
2. **DESIGNATED REVENUE FUND (0005\_F)**
  - A. BA24-32, Human Resources Initiatives (HRD0005\_P) – Request to transfer \$178,000 of existing budget authority from FY23 Community Capital (\$43,000) and Nondepartmental General Fund (\$135,000) to Designated Revenue Fund. This supplemental budget authority is needed for supplies to uplift employee morale. Net increase to budget: \$178,000.
  
3. **SPELLMAN SITE FUND (0013\_F)**
  - A. BA24-39, Lake Highland PCE/TCE Cleanup (CIP0067\_P) – Request to recognize revenues received for assisting with the rehabilitation of the Spellman Site near Lake Highland. This includes funds released from escrow in FY22, unallocated fund balance from interest earnings through the end of FY23, and the sale of a Florida Voluntary Cleanup Tax Credit during FY24. Net increase to budget: \$1,170,036.

4. GRANTS FUND (1130 F)

- A. BA24-37, FY 21 State Homeland Security Grant Program (SHSGP) (OFR0009\_G) – Request to recognize grant revenue received for the FY21 State Homeland Security Grant Program. Funding will be for OFD Hazmat training and equipment sustainment. This was approved by City Council on January 24, 2022. Net increase to budget: \$132,500.
- B. BA24-38, FY 24 FDOT Drug Recognition Call-Out Grant (OPD0146\_G) – Request to recognize grant revenues for FY 24 FDOT (Florida Department of Transportation) Drug Recognition Expert (DRE) Call-Out Subgrant. Funding will be used to cover overtime expenses related to DREs conducting investigations for driving under the influence. Item approved by City Council on January 8, 2024. Net increase to budget: \$1,500.
- C. BA24-44, FY22 FDOT JPA Orange Ave Landscaping (EDV0011\_G) – Request to recognize a Joint Participation Agreement with the Florida Department of Transportation (FDOT) to reimburse the City \$90,677 for their portion of the work related to Orange Avenue landscaping. This includes the median and edge of roadway along State Road 527 (Orange Avenue) from Pineloch Avenue to Grant Street. The city would be responsible for a landscape design that would have an emphasis on trees, and the design will be reviewed by FDOT to ensure that the landscaping selected fits the surroundings. Net Increase to budget: \$90,677.
- D. BA24-45, FY 24 OJJDP Building Local Continuums of Care to Support Youth Success (CYF0005\_G) – Request to budget grant revenues received for FY 24 OJJDP Building Local Continuums of Care to Support Youth Success. Grant will be used to develop a comprehensive planning and assessment process to address the overutilization of youth detention facilities. Funding will create one (1) Research and Evaluation Associate - C (NB112) and one (1) Program Manager - C (NB112) and cover related operating expenses for one (1) year. Item approved by City Council on March 11, 2024. Related to item PA24-18. Net increase to budget: \$418,000.

5. CRA OPERATING FUND (1250 F)

- A. BA24-49, Various Community Redevelopment Agency (CRA) – Request to allocate \$4,500,000 in available Fund Balance that has accumulated due to interest earnings and variations in costs over the past several years to various CRA projects. Approved at CRA Board meeting on 2/28/24. Net increase to budget: \$4,500,000.
  - i. CRA0003\_P Business Recruitment & Retention \$1,000,000
  - ii. CRA0017\_P DTO Implementation \$1,000,000
  - iii. CRA0019\_P Under I Design \$250,000
  - iv. CRA0021\_P Venues and Open Spaces \$1,000,000
  - v. CRA0022\_P Real Estate – CRA \$1,250,000

6. CAPITAL IMPROVEMENTS FUND (3001 F)

- A. BA24-36, Callahan Neighborhood Center Roof Replacement (FAC0048\_P) – Request to transfer \$522,342 of existing budget authority from the Facility Evaluation, Repairs, and Rehabilitation project to Callahan Neighborhood Center Roof Replacement Project. This supplemental budget authority is needed for the Callahan Neighborhood Center roof replacement. No net increase to budget.
- B. BA24-40, Downtown Recreation Complex Renovation (FPR0015\_P) and Northwest Neighborhood Center Pool Area Renovation (REC0011\_P) – Request to transfer \$300,000 from Playground Renovation project to Downtown Recreation Complex Renovation project to fully fund and complete project. Request to transfer \$150,000 from Recreation Facility

Renovations project to Northwest Neighborhood Center Pool Area Renovation project to fix deficit and complete project. No net increase to budget.

- C. BA24-42, Fire Station and Public Safety Buildings Improvements (FAC0024\_P) – Request to transfer \$1,477 from Fund Balance Allocation to Fire Station and Public Safety Buildings Improvements Project. This supplemental budget authority is needed to make the project whole. Net increase to budget: 1,477.
- D. BA24-48, Lake Lucerne Improvements (CRA0029\_P) – Request to recognize \$10,146 from Strengthen Orlando and transfer \$60,000 from Community Capital - District 4 (OCC0004\_P) into CRA0029\_P. This contribution will allow the CRA to display intact Brise Soleil pieces around Lake Lucerne. Net increase to budget: \$10,146.

7. REAL ESTATE ACQUISITION FUND (3006 F)

- A. BA24-33, Pulse Memorial Site (REM0018\_P) – Request to transfer \$2,014,460 of existing budget authority from the Land Acquisitions project to the Pulse Memorial Site Project. This supplemental budget authority is needed for the acquisition of the Pulse site. No net increase to budget.

8. STORMWATER CAPITAL FUND (4161 F)

- A. BA24-51, Various Stormwater Projects & Grants – Request to recognize a series of OUC Joint Participation Agreements (JPA) and grant award actions or reimbursements pertaining to the City's stormwater system. These include a new OUC JPA for the Pasadena Street Drainage project (\$4,318,683), an increase to the existing FY 22 HMGP Shine Ave - Colonialtown Drainage Project grant (\$807,619), a new FY 24 HMGP Lake Highland Phase II grant associated with the Pasadena Street Drainage project (\$2,366,030), and a cost reimbursement from Florida Gas Transmission Company related to the Pasadena Street Drainage project (\$71,400). Net increase to budget: \$7,563,687.

9. FLEET REPLACEMENT FUND (5002 F)

- A. BA24-34, 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: \$2,250,079.

10. VARIOUS FUNDS

- A. BA24-35, Various Legacy of Love Garden and Sperry Fountain Projects – Request to allocate future revenues and reallocate existing funds for Legacy of Love Garden and Sperry Fountain project, which is part of the Lake Eola Master Plan. This initiative is funded by Capital Improvements Fund (\$500,000); Community Redevelopment Agency Operating Fund (\$275,000); and a contribution by the Orlando Land Trust (\$105,000). Net increase to budget: \$89,890.
- B. BA24-43, FY 23 COPS Hiring Program Grant (OPD0143\_G) and MATCH FY 23 COPS Hiring Program (OPD0144\_G) – Request to recognize grant revenues for FY 23 COPS Hiring Program (CHP) from the U.S. Department of Law Enforcement. Grant award of \$2,250,000 will partially fund personnel costs over three (3) years (\$750,000 per year) for eighteen (18) sworn personnel, including eleven (11) from Central TAC Unit and seven (7) from School Resource Officer Relief Unit. The grant will fund a maximum of \$125,000 per position over three (3) years. The remaining personnel costs will serve as the grant match, which is estimated to be \$4,390,866 over three (3) years. The first six (6) month grant match will be

transferred in the amount of \$731,811. The grant also requires retaining the eighteen (18) sworn personnel for one (1) year following the end of the performance period. Item approved by City Council on December 11, 2023. Net increase to budget: \$2,250,000.

- C. BA24-46, FY 24 FRDAP Willie Mays Park (PKS0009\_G) and MATCH FY 24 FRDAP Willie Mays Park (PKS0010\_G) – Request to recognize grant revenues received for FY 24 Florida Recreation Development Assistance Program (FRDAP) Willie Mays Park. Funding will be used for upgrades to Willie Mays Park, including installing new playground and fitness equipment. The grant requires a \$200,000 match which will come from Capital Improvements Fund (PKS0009\_P Playground Renovation Project). Item approved by City Council on December 11, 2023. Net increase to budget: \$400,000.
- D. BA24-50, Various Water Reclamation Cost Centers & Projects – Request to allocate fund balance in the system's Revenue Fund (4100\_F) to transfer \$3,396,385 to the system's Construction Fund (4106\_F) to fully budget the Delaney Avenue Improvements project. Additionally, this item incorporates reallocating \$11,367,520 in budget between several Construction Fund projects to meet current needs and/or create more specific individualized projects for better tracking in the department's new project management system. Net increase to budget: \$6,792,770.

## **FY2023/24 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.

### **11. GENERAL FUND (0001 F)**

- A. PR24-05, Parramore / Holden Heights Kidz Zone (P/HKZ) (CYF0006\_C) – Request to add one (1) Lead Student Advocate - C (NB108) and drop one (1) PKZ Lead Student Advocate P/T (NB108). This Lead Student Advocate position is currently operating in a part time capacity, and currently has a caseload of 15 youths. The capacity for a fulltime Lead Student Advocate is 30-35 youth and this would allow the zone to support an additional 20 youth in the program. The current year estimated cost of \$23,227 cannot be absorbed within their existing budget and will worsen their projected year-end deficit; annualized future costs are estimated to be \$46,454.
- B. PA24-13, Real Estate Management (REM0001\_C) – Request to add one (1) Real Estate Agent I (S13) needed to assist with property management and Workday functions. The current year estimated cost of \$45,304 will be paid for with vacancy savings from a retiring employee; annualized future costs are estimated to be \$90,608.
- C. PR24-09, Human Relations Office (EQY0002\_C) – Request to add two (2) Investigative Analyst II (S10) and drop two (2) Discrimination Investigator II (S13). This is needed to help meet EEOC and HUD grant contractual obligations. The current year estimated cost of \$18,513 will be absorbed within their existing budget; annualized future costs are estimated to be \$37,025.
- D. PA24-17, City Attorney (LEG0001\_C) – Request to add one (1) Assistant City Attorney I/II/III (JD1, JD2, JD3) position to help support the division and expand legal capacity in real estate, housing, land development and DDB/CRA. This position will help reduce the use of outside counsel by helping to draft and review contract and other legal documents for City departments. The current estimated cost of \$85,982 will be absorbed within their existing budget; annualized future costs are estimated to be \$171,963.

- E. PA24-19, Code Enforcement (ENF0001\_C – Request to add one (1) Code Enforcement Assistant Division Manager (NB116) to assist with the ever-growing workload and responsibility of the Code Enforcement division. Recently several programs and amendments to city code have created unanticipated obligations within the division. The current estimated cost of \$85,892 will be absorbed within their existing budget; annualized future costs are estimated to be \$171,963.
- F. PA24-20, Director of Economic Development (EDV0001\_C) – Request to add one (1) GIS Application Developer I/II/III (S12/S11/S10) to meet the department's need for GIS support. This position will assist in the development and planning of new systems, program preparation, evaluate software and train City personnel. The current estimated cost of \$50,566 will be absorbed within their existing budget; annualized future costs are estimated to be \$101,131.
- G. PR24-14, Special Enforcement Division (OPI0002\_C) – Request to add one (1) Crime Intelligence Analyst (S15) and drop one (1) Staff Assistant (S20). This position will be assigned to the Special Enforcement Division and focus on drug, gang, and firearm related crimes. The current year estimated cost of \$8,620 cannot be absorbed within their existing budget and will worsen their projected year-end deficit; annualized future costs are estimated to be \$17,240.
- H. PA24-21, HOLA Office (EQY0004\_C) - Request to add one (1) HOLA Staff Assistant (S20) to assist with the influx of phone calls, increase staff participation in community events, and assist the community as a whole. This position would also be responsible for working with the department's external partners. The current year estimated cost of \$32,518 will be absorbed within their existing budget; annualized future costs are estimated to be \$65,036.
- I. PA24-22, Various Cost Centers – Request for various position actions related to the Families, Parks, and Recreation reorganization which combines the Parks Division and Recreation Division into one new division.
  - i. Add one (1) Contract Manager (NB112) and drop one (1) Regional Recreation Specialist (S18)
  - ii. Add one (1) Grants and Contract Accountant (S12) and drop one (1) Accounting Specialist II (S18)
  - iii. Add one (1) Business Operations Manager (NB118) and drop one (1) Fiscal Manager Departmental (NB113).
  - iv. Add one (1) Staff Assistant (S20) and drop one (1) Administrative Receptionist (S21).
  - v. Request to reclassify one (1) PKZ Youth Development Coordinator (NB112) to one (1) Orlando Community & Youth Trust, Inc. Executive Director (NB115).
  - vi. Request to reclassify one (1) Parks Horticulture Manager (NB113) to one (1) Assistant Division Manager (NB115).
  - vii. Request to reclassify one (1) Landscape Architect, Senior - Park Planner (S11) to one (1) Parks Project Manager (S10).
  - viii. Request to reclassify one (1) Parks/Grounds Maintenance Program Manager (NB113) to one (1) Parks Contract Coordinator (NB110).
  - ix. Request to drop one (1) Youth Intervention/Prevention Coordinator (NB112)

The current year estimated cost of \$56,591 will be paid for with the deletion of FPR Program Supervisor position; annualized future costs are estimated to be \$113,181.

12. ORLANDO VENUES ENTERPRISE FUND (4001 F)

- A. PR24-12, Kia Center (VEN0004\_C) - Request to add one (1) Facilities Project Coordinator (S10) and drop one (1) Entertainment Facility Service Worker II (L03). This is needed to perform proper maintenance of facilities and programs for heating, ventilation, AC, electrical, etc. This position will also oversee work performed by contractors. The current estimated cost of \$22,256 will be absorbed within their existing budget; annualized future costs are estimated to be \$44,512.

13. ORLANDO STADIUMS OPERATIONS FUND (4005 F)

- A. PR24-10, Camping World Stadium (OSO0001\_C) – Request to add one (1) Electrician II (L06) and drop one (1) General Maintenance Tech I (L04). This is needed to perform routine electrical inspections and serve as the house electrician as the number of events continue to increase at Camping World Stadium. The current estimated cost of \$3,964 will be absorbed within their existing budget; annualized future costs are estimated to be \$7,927.

14. SOLID WASTE FUND (4150 F)

- A. PR24-13, Solid Waste Administration (SWM0001\_C) – Request to reclassify one (1) Solid Waste Management Assistant Division Manager (TBD) (NB115) position to a Solid Waste Assistant Division Manager (NB116), effective January 21, 2024. The two Assistant Division Manager roles are now intended to be similar in nature and aligning the pay grades is necessary to ensure equity between the two. The current estimated cost of \$3,741 will be absorbed within their existing budget; annualized future costs are estimated to be \$5,612.

15. STORMWATER UTILITY FUND (4160 F)

- A. PA24-16, Stormwater Utility Administration (STW0001\_C) – Request to add one (1) Senior Administrative Assistant (S18) position to help support the division and their staff in keeping up with the increased administrative workload and correspondence that has developed over the past several years. The current estimated cost of \$35,687 can be absorbed within their existing budget, but will worsen their present financial challenges; annualized future costs are estimated to be \$71,374.

16. GRANTS FUND (1130 F)

- A. PA24-18, OJJDP Building Local Continuums of Care to Support Youth Success Grant (CYF0016\_C) – Request to add (1) Research and Evaluation Associate - C (NB112) and one (1) Program Manager - C (NB112). Positions will be paid for from the FY 24 OJJDP Building Local Continuums of Care to Support Youth Success grant. Related to item BA24-45. The current year estimated cost of \$105,811 will be paid by the grant; annualized future costs are estimated to be \$211,622.

*A motion to approve all items (1A through 16A) was made by Ana Palenzuela. Michelle McCrimmon seconded the motion and the vote carried unanimously to approve all items.*

**ADJOURN**

*The meeting was adjourned at 3:33 p.m.*



---

Michelle McCrimmon  
Chief Financial Officer



---

Nicole Novak  
Recording Secretary