



June 21, 2022, 3:30 p.m.

AGENDA

**Virtual Meeting via Zoom Webinar**

**Members Present:**

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

**Others Present:**

Anthony Bellizio, Budget Analyst  
Casey Billings, City Clerk Representative  
Martin Carmody, Budget Division Manager  
Michelle McCrimmon, Deputy Chief Financial Officer

**CALL TO ORDER**

*The Budget Review Committee meeting on June 21, 2022 was called to order by Kevin Edmonds at 3:30 p.m.*

**PUBLIC COMMENT**

*There was no public comment.*

**NEW BUSINESS**

**FY2021/22 BUDGET – APPROPRIATIONS**

1. **PARK IMPACT FEE – SOUTHEAST COLLECTION AREA (1081 F)**
  - A. BR22-02, Park Impact Fee - Southeast Collection Area (FPR0008\_C) – Request to allocate fund contingency to add ballfield lights to Field 2 at Airport Lakes Park. The contract for this project was approved by City Council on June 20, 2022. No net increase to budget.
  
2. **GRANTS FUND (1130 F)**
  - A. BA22-67, FY 22 DeVos Family Foundation Grant (PKS0008\_G) – Request to recognize grant revenues received from the DeVos Family Foundation to partially fund a new playground/obstacle course at John H. Jackson Neighborhood Center. The entire project is estimated at \$350,000 and the grant will provide \$150,000. The remaining \$200,000 will be come from existing budget in Capital Improvements Fund (PKS0009\_P Playground Renovation Project). This was approved by City Council on June 20, 2022. Net increase to budget: \$150,000.
  - B. BA22-69, FY 22 USCM Beekeeper Training Program Award (SUS0008\_G) – Request to recognize receipt of a \$50,000 grant from the US Conference of Mayors to support the City's Beekeeping Training Program, which is a joint initiative of several City divisions and part of the Black Bee Honey initiative to train youth as entrepreneurs. Grant funds will help cover the cost of a professional beekeeper and various supplies needed for the program. Net increase to budget: \$50,000.

- C. BA22-70, FY 22 FDACS Urban & Community Farming Pilot Program (SUS0009\_G) – Request to recognize receipt of a \$50,000 grant from the Florida Department of Agriculture and Consumer Services for urban farming pilot projects. Grant funds will support the Grow-A-Lot program in Parramore and go towards the supplies and manpower needed to establish garden sites/lots. The required \$12,500 match will be covered separately by equipment contributions from the 15 Lightyears Foundation. Net increase to budget: \$50,000.
3. U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT GRANTS FUND (1200 F)
- A. BA22-65, FY 20 HOME Housing Activities (HSG0215\_G) – Request to recognize grant funds recaptured due to the sale of homes receiving rehabilitation or down payment assistance being sold before the affordability period was satisfied. Net increase to budget: \$21,911.
4. CAPITAL IMPROVEMENTS FUND (3001 F)
- A. BA22-64, Digital Procurement (PUR0001\_P) – Request to transfer \$200,000 from City Operations Workday project to new Digital Procurement project within Capital Improvements Fund. This budget action will segregate funds for easier capitalization and tracking of costs. No net change to budget.
  - B. BA22-71, Kittinger Aircraft Monument Repair and Renovation (PKS0019\_P) – Request to budget revenues received from Kittinger F-4 Park, Inc. ("Kittinger") for the City taking over maintenance of F-4 aircraft monument, attendant base, and support structure at Colonel Joe Kittinger Park. In 2014, the City, Greater Orlando Aviation Authority (GOAA), and Kittinger entered into an agreement where Kittinger transported, installed, and maintained the aircraft monument. Kittinger requested termination of original agreement to relieve themselves of maintenance obligations for the aircraft monument. In consideration for the termination, Kittinger will donate \$34,099 to the City, which is the remaining amount they had in donated funds. Termination of agreement was approved by City Council on June 20, 2022. Net increase to budget: \$34,099.
  - C. BA22-72, Packing District - 4Roots Farm (CIP0258\_P) – Request to transfer \$900,000 to reimburse 4Roots Foundation, Inc. for various construction costs related to educational farming and agriculture project in the Packing District. No net change to budget.
  - D. BA22-73, Dowden Road Phase 2 (TSP0083\_P) – Request to transfer \$6,099,379 to fund the city's portion of Dowden Road Phase 2 as outlined in the Starwood Developer's Agreement. The city is obligated to fund 50% of Phase 2, which begins from termination of Phase 1 to the eastern boundary of the development, approximately 2 miles. No net change to budget.
5. TRANSPORTATION IMPACT FEE-SOUTHEAST FUND (1071 F)
- A. BA22-74, Southeast Roadway Network (TSP0084\_P) - Request to allocate \$1,312,168 in Fund Contingency to for the Southeast Roadway network. This project will support a portion the city's funding obligations outlined in the Starwood and Vista Park Developer's Agreements. Net increase to budget: \$1,312,168
6. VARIOUS FUNDS
- A. BA22-66, Grand Avenue School – CIP Fund (CIP0226\_P) – Request to reallocate \$636,486 in additional funding to Grand Avenue School project for costs related to completion and close out. No net change to budget.

## **FY2021/22 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.

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

- A. PA22-15, Orlando Tennis Center (REC0004\_C) – Request to add one (1) Regional Recreation Program Coordinator (NB109) and one (1) Parks Service Worker (L02). These positions will support the new Orlando Tennis Center opening in the summer and will manage the new Packing District Park. The current year estimated cost of \$36,237 will be absorbed within their existing budget; annualized future costs are estimated to be \$144,948.
- B. PA22-21, M/WBE (MBE0001\_C) – Request to add one (1) Contract Compliance Investigator I (S14) to help minimize delays in reviewing contract recommendations and support an increased emphasis on securing those with M/WBE participation. The current year estimated cost of \$20,574 will be absorbed within their existing budget; annualized future costs are estimated to be \$82,295.
- C. PA22-22, Director of Families Parks and Recreation (FPR0001\_C) – Request to add one (1) Children, Youth, and Families Division Manager (NB119). This position will be in charge of new Children, Youth, and Families Division, which will oversee all children and youth programs, with the exception of After School All Stars. The position will oversee all four (4) Kidz Zones, My Brother's Keeper, Youth Employment, Community Violence Intervention, and all after-school, summer, and athletic programs operated out of City-owned neighborhood centers. The current year estimated cost of \$39,476 will be absorbed within their existing budget; annualized future costs are estimated to be \$157,904.
- D. PR22-37, Director of Families Parks and Recreation (FPR0001\_C) – Request to add one (1) Project Manager (S10) and drop one (1) Landscape Architect (S12). The former Landscape Architect employee retired and there are a large number of projects which have stalled. The Project Manager is requested to increase the pay scale to industry standard and attract qualified candidates. The current year estimated cost of \$3,234 will be absorbed within their existing budget; annualized future costs are estimated to be \$12,935.
- E. PR22-38, Human Resources (HRD0001\_C) – Request to add one (1) Human Resources Information System Analyst (NB113) and drop one (1) Human Resources Project Coordinator (NB109). This position action is will better align the technical support duties required the Human Resources functions and Human Resources information systems. The current year estimated cost of \$3,569 will be absorbed within their existing budget; annualized future costs are estimated to be \$21,414.
- F. PR22-39, Children Affairs Division Administration (CAD0001\_C) – Request to reclassify one (1) Children's Affairs Division Manager (NB119) to one (1) After School All Stars Florida Division Manager (NB119). The reclass is requested so it is not confused with new Children, Youth, and Families Division Manager position. The Children's Affairs Division will be renamed to After School All Stars Florida to align with new title change. No net change to budget.

### **8. PARKING SYSTEM REVENUE FUND (4132 F)**

- A. PR22-40, 55 West Garage Operations (PKG0006\_C) – Request to reclassify one (1) Part-time Maintenance Worker (L01) to one (1) Full-time Maintenance Worker (L01). This reclass is in response to increased parking demand driven by special events. The current year

estimated cost of \$9,945 will be absorbed within their existing budget; annualized future costs are estimated to be \$12,237.

- B. PR22-41, Central Boulevard Garage Operations (PKG0004\_C) and 55 West Garage Operations (PKG0006\_C) – Request to reclassify three (3) Part-time Gate Attendants. This reclass is in response to increased parking demand driven by special events. The current year estimated cost of \$29,835 will be absorbed within their existing budget; annualized future costs are estimated to be \$36,711

9. FLEET MANAGEMENT FUND (5001 F)

- A. PR22-35, Fleet Management Administration (FLT0001\_C) – Request to reclassify one (1) Staff Assistant (S20) to one (1) Accounting Clerk (S20) to reflect the updated job duties of the current employee. The current employee has developed in-depth knowledge of the Fleet work order system and this change will properly align with daily duties. No net change to budget.

10. FLEET REPLACEMENT FUND (5002 F)

- A. PR22-36, Fleet Replacement Program (FLT0005\_C) – Request to reclassify one (1) Fleet Financial Specialist (S17) to one (1) Fiscal Coordinator (S15). The reclass is requested for employee retainment as the current employee has taken on an increased workload, specifically related to Fleet asset processing and oversight. The current year estimated cost of \$1,597 will be absorbed within their existing budget; annualized future costs are estimated to be \$6,388.

*A motion to approve all items (1A through 10A) was made by Ana Palenzuela, Christopher McCullion seconded the motion and the vote carried unanimously to approve all items.*

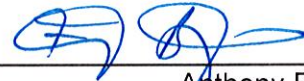
**ADJOURN**

*The meeting was adjourned at 3:32 p.m.*



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Christopher McCullion  
Chief Financial Officer



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Anthony Bellizio  
Recording Secretary