

April 14, 2026, 4:15 p.m.
Virtual Meeting via Zoom Webinar

MINUTES

Members Present:

Francis J. Flynn, Chief Administrative Officer
Ana Palenzuela, Human Resources Director
Jose Fernandez, Chief Financial Officer
Wes Powell, Assistant City Attorney
Heather Fagan, Chief of Staff

Others Present:

City Clerk's Office Representative
Jason Wojkiewicz, Budget Division Manager
Maryam Erfan, Budget Analyst

CALL TO ORDER

The Budget Review Committee meeting on April 14, 2026, was called to order by Francis J Flynn at 4:17 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2025/26 BUDGET – APPROPRIATIONS

1. **DESIGNATED REVENUE FUND (0005 F)**

- A. BA26-37, One Person One Tree FY24-26 (SUS0002_P) – Request to recognize FY25 and FY26 revenues received from Orlando Utilities Commission for the One Person One Tree project. Net increase to budget \$32,000.

2. **ACCELERATE ORLANDO FUND (0028 F)**

- A. BA26-39, Various Accelerate Orlando projects – Request to transfer existing budget authority from the Accelerate Orlando Contingency, for several planned Sustainability related projects. No net increase to budget.
 - Paramore Wifi – Accelerate Orlando (SUS0004_P), increase budget by \$2,265,000.
 - Add budget to two new projects:
 - Digital Literacy Training – Accelerate Orlando (SUS0005_P) - \$300,000
 - Device Checkout and Laptop Assistance – Accelerate Orlando (SUS0006_P) - \$700,000

3. **GRANTS FUND (1130 F)**

- A. BA26-29, Various Grants – Request to recognize two (2) grants for Families, Parks, and Recreation. Net increase to budget: \$325,161.

- FY 26 USTA Florida Section Program Grant (PRD0001_G) – Request to recognize \$4,125 in grant revenue received for FY 26 United States Tennis Association (USTA) Florida Section Program Support Grant. These funds will be used to hire contract tennis instructors to teach students in grades five through eight the fundamentals of tennis. Item approved by City Council on February 9, 2026.
- FY 26 OCYT Department of Children and Families (CYF0008_G) – Request to recognize \$321,036 in grant revenue received from the Orlando Community & Youth Trust, Inc. ("Trust"), funded through the Florida Department of Children and Families (DCF), in support of the Orlando Kidz Zones and Youth Employment initiatives. The funding will be used to cover the salaries and benefits of two (2) Student Lead Advocate – C positions, one (1) Youth Employment Coordinator – C, and two (2) temporary/seasonal staff. The funding aligns with the state fiscal year ending June 30, 2026. Item approved by City Council on February 9, 2026.

4. CAPITAL IMPROVEMENTS FUND (3001_F)

- A. BA26-35, Finance Efficiency Project (FIN0013_P) – Request to transfer \$1,664,769 of existing budget authority from the Operational Efficiency project to the Finance Efficiency Project, which is superseding it. This funding is intended to assist with researching and/or implementing opportunities for improvements to government operations across a wide range of functions. No net increase to budget.
- B. BA26-36, Information Technology Enhancements (TMD0003_P) – Request to transfer \$300,512 of existing budget authority from the Operational Efficiency project to Information Technology Enhancements Project. This supplemental budget is necessary to cover the costs associated with the Laserfiche contract expansion for HR document management. No net increase to budget.
- C. BA26-32, Various Projects – Request to transfer a total of \$495,899 between existing Facilities and Fleet projects as part of closing out completed projects, preparing for future needs and cleaning up minor deficits in other projects. The main components include sweeping most savings from the completed OOC Uninterruptable Power Supply project to the general Emergency Generators project, and savings from the completed Dover Shores Neighborhood Center Kalwall Replacement project to the general Building Envelope Maintenance project. No net increase to budget.

5. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106_F)

- A. BA26-30, FY 25 FDEP Albert Shores Nonpoint Source Grant (WAS0015_G) and MATCH FY 25 FDEP Albert Shores Nonpoint Source Grant (WAS0016_G) – Request to recognize grant revenue (\$1,085,100) received and allocate grant match (\$723,400) for the FY25 Florida Department of Environmental Protection (FDEP) Albert Shores Nonpoint Source Grant. Funding will convert approximately 84 homes from aging septic systems to the City's central sewer system, reducing nutrient pollution to Lake Holden within the Lake Okeechobee Basin Management Action Plan (BMAP). This effort will improve water quality and support compliance with state environmental standards. To satisfy the 40% grant match, \$723,400 will be transferred from the Lift Station Underground Rehab project within the Water Reclamation General Construction Fund. This was approved by City Council on March 16, 2026. Net increase to budget: \$1,085,100.

6. SOLID WASTE FUND (4150_F)

A. BA26-34, FY 25 FEMA PA Hurricane Milton (Solid Waste) (SWM0007_G), FY 25 FEMA PA Hurricane Milton (Solid Waste) STATE MATCH (SWM0008_G); and FY 25 FEMA PA Hurricane Milton (Solid Waste) CITY MATCH (SWM0009_G) – Request to recognize an additional \$46,038 in grant revenue and associated matches related to Amendment 1 to the FY 25 FEMA PA Hurricane Milton grant covering Solid Waste disaster cost reimbursements that have been obligated/approved. For approved expenses, this generally includes the receipt of a 75% federal grant, receipt of a 12.5% state grant, and allocating system fund balance to cover the required 12.5% local match. This was approved by City Council on January 13, 2025, which enabled amendments to be approved internally without requiring further council approval. Net increase to budget: \$46,038.

7. VARIOUS WATER RECLAMATION FUNDS

A. BA26-28, Various Cost Centers & Projects – Request to take several actions related to phasing out the use of the Water Reclamation Renewal and Replacement Fund (4107_F). These include reducing all revenue and expense budgets to zero, and sweeping the roughly \$1,000,000 that remains beyond what needs to be retained in the fund back to the main Water Reclamation Revenue Fund. Net increase to budget: \$1,000,000.

8. VARIOUS FUNDS

A. BA26-31, Various Projects – Request various budget actions to fund multiple capital projects for Public Works. No net increase to budget.

- Water Reclamation General Construction Fund (4106_F) – Transfer \$12,029,212 between projects, including \$5,000,000 for Lift Station 115 Rehabilitation project and \$2,800,000 for Sligh Blvd & Colombia St Improvements project.
- Water Reclamation Revenue Bonds 2024 Construction Fund (4113_F) – Transfer \$9,652,134 between projects, including \$8,500,000 for Conserv II Biosolids Improvements project.
- Stormwater Capital Fund (4161_F) – Transfer \$1,486,025 between projects, including \$500,000 for Engineering Water Quality Studies & Projects.
- Stormwater Covenant Bonds 2025 Construction Fund (4163_F) – Transfer \$1,215,000 between projects, including \$665,000 for Lake Fran Alum Treatment Facility project.

B. BA26-33 Various Police Grants - Request to complete a variety of Police grant adjustments. These items focus on adjusting or correcting budgeted amounts, as well as recognizing new grant revenue. Net increase to budget \$1,305,767.

- Federal Asset Sharing (Justice 1166_F & Treasury 1167_F) – Recognizing prior year revenues for Federal Asset Sharing grants.
 - Justice (OPD0003_G) \$261,589
 - Treasury (OPD006_G) \$694,123
- Project Safe Neighborhoods Middle Florida District Grant (OPD0167_G) – Recognizing \$300,000 in grant revenue to continue the contract with a private DNA lab for the testing of firearms believed to have been used in gang violence.
- FY24 DOJ Edward Byrne Memorial JAG Countywide (OPD0164_G) – Recognizing \$50,055 in grant revenue used to purchase Special Operations K9 Unit equipment.

C. BA26-38, Various Cost Centers and Projects - Request to transfer \$8,600,000 of existing budget authority from projects listed below to Sign/Signal Shop Facility Improvements

(TRE0042_P). This supplemental budget is necessary to cover the costs associated with the acquisition, renovation and other costs for the new Sign and Signal Shop, Sustainability office and warehouse facility. Net increase to budget. \$2,700,000.

- Transfer \$1,500,000 from SUS0003_P Center for Sustainability and Resilience - Accelerate Orlando
- Transfer \$5,900,000 from TSP0081_P Bicycle Beltway – CIP
- Transfer \$1,200,000 from CIP0253_P Southeast Orlando Government Center, which is then being replenished with a funding allocation from the Building Code Fund.

FY2025/26 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.

9. GENERAL FUND (0001 F)

- A. PR26-30, Chief Financial Officer (FIN0001_C) – Request to drop one (1) Disaster Recovery Coordinator - C (C13) and add one (1) Assistant Chief Financial Officer (NB122). This change will help to address evolving department needs and succession planning. The current year estimated cost of \$62,295 will be absorbed within their existing budget; annualized future costs are estimated to be \$149,507.

10. BUILDING CODE ENFORCEMENT FUND (1110 F)

- A. PR26-27, Administration and Customer Services (PER0004_C) – Request to drop one (1) Accounting Clerk - C (C20) and add one (1) Fee Administrator (NB112). This position is needed to oversee fee development, maintenance and compliance to ensure accuracy of the City's fee development. The current year estimated cost of \$18,124 will be absorbed within their existing budget; annualized future costs are estimated to be \$43,497.

11. SOLID WASTE FUND (4150 F)

- A. PR26-28, Solid Waste Administration (SWM0001_C) – Request to reclass one (1) Project Coordinator (NB111) to one (1) Fiscal Manager Division (NB112). Following an FY26 reorganization, fiscal duties were temporarily assigned to a Project Coordinator but have proven ongoing, requiring the role to be formalized as a full-time position. The current year estimated cost of \$2,494 will be absorbed within their existing budget; annualized future costs are estimated to be \$5,985.
- B. PR26-29, Solid Waste Administration (SWM0001_C) – Request to add one (1) Solid Waste Customer Service Supervisor (S14) and drop one (1) Public Works Billing Supervisor (S13). A FY26 operational reorganization eliminated several positions and redistributed duties, temporarily assigning Billing Supervisor responsibilities to other roles during a vacancy. The transition clarified the Billing Supervisor should be dropped to add a Customer Service Supervisor and report to the Division Fiscal Manager. The current year estimated savings will be \$1,903; annualized future savings are estimated to be \$4,567.

12. STORMWATER UTILITY FUND (4160 F)

- A. PR26-17, Street Sweeper Program (STW0011_C) – Request to drop one (1) Crew Chief (L04) and add one (1) Mechanic (L04). The new position will focus on in-house repair of broken and/or damaged street sweepers, reducing the need for outsourced services. It will remain the same pay grade. No fiscal impact.

A motion to approve all items (1A through 12A) was made by Ana Palenzuela. Jose Fernandez seconded the motion and the vote carried unanimously to approve all items.

ADJOURN

The meeting was adjourned at 4:19 p.m.



Jose Fernandez
Chief Financial Officer



Maryam Erfan
Recording Secretary