

October 10, 2023, 3:30 p.m.
Virtual Meeting via Zoom Webinar

AGENDA

Members Present:

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

Others Present:

Christopher Mendoza, Budget Analyst
Martin Carmody, Budget Division Manager
Amelia Frederick, Administrative Specialist-CFO

CALL TO ORDER

The Budget Review Committee meeting on October 10, 2023 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. **GRANTS FUND (1130_F)**

- A. BA24-01, FY 23 FDOT Drug Recognition Call-Out Grant (OPD0132_G) – Request to recognize grant revenues for FY 23 Florida Department of Transportation (FDOT) Drug Recognition Call-Out Grant. Funding will be used to cover overtime expenses related to evaluation of driving-under-the-influence (DUI) suspects. Item approved by City Council on August 14, 2023. Net increase to budget: \$1,500
- B. BA24-03, FY 21 Project Safe Neighborhoods Middle Florida District Grant (OPD0133_G) - Request to recognize grant revenues for FY 21 Project Safe Neighborhoods Middle Florida District Grant from the Florida Department of Law Enforcement. Funding will be used to purchase equipment and technology to reduce violent crimes by increasing their capabilities to identify, track, and arrest suspected offenders. Item approved by City Council on August 14, 2023. Net increase to budget: \$250,000
- C. BA24-05, FY 24 High Visibility Enforcement for Pedestrian and Bicycle Safety (OPD0135_G) – Request to recognize grant revenues for FY 24 High Visibility Enforcement for Pedestrian and Bicycle Safety. Funding will be used for overtime expenses related to traffic enforcement operations directed at enforcing bicycle and pedestrian safety. Item approved by City Council on September 11, 2023. Net increase to budget: \$90,551

2. **GENERAL FUND (0001_F)**

- A. BA23-04, EMS Transport Revenue (OFS0009_C) – Request to increase EMS Transport revenue based on the letter agreement sent to City Council for signing on September 25,

2023. The expenditure budget will fund the increased cost share expenditure needs as well as increasing funds for the two additional paramedics being added in the staffing portion of this BRC 10/10/23. Net increase to budget \$1,100,794

3. VARIOUS FUNDS

- A. BA24-02, FY 23 USDA Farm to School Grant (FPR0073_G) and MATCH FY 23 USDA Farm to School Grant (FPR0074_G) – Request to recognize grant revenues for FY 23 United States Department of Agriculture (USDA) Farm to School Grant. The City will partner with Edible Education Experience to provide a hands-on agricultural education curriculum for 150 youth from the Orlando Kidz Zones and My Brother's Keeper programs. The grant amount is \$48,366. In order to satisfy the grant match of \$20,998; \$6,500 will be a cash transfer from Capital Improvements Fund (3001_F) for supplies and \$13,804 will be in-kind. Item approved by City Council on August 14, 2023. Net increase to budget: \$54,866

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.

4. GENERAL FUND (0001_F)

- A. PA24-01, Civilian Medic Units (OFR0012_C) – Request to add two (2) Civilian Paramedic (S16) positions for increased coverage of EMS needs to address potential overtime due to scheduling changes. The current year estimated cost of \$139,249 will be covered by the additional funding provided for in item 2A; annualized future costs are estimated to be \$151,908.

5. FLEET MANAGEMENT FUND (5001_F)

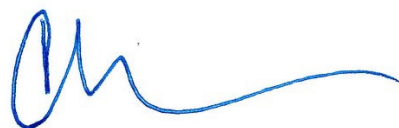
- A. PA24-02, Fleet Management Maintenance (FLT0003_C) – Request to add one (1) Service Writer (S18) position dedicated to heavy vehicles which will help streamline the process of bringing in and picking up vehicles. The current year estimated cost of \$65,426 will be funded through additional billing revenue received; annualized future costs are estimated to be \$71,374.
- B. PA24-03, Fleet Management Maintenance (FLT0003_C) – Request to add two (2) Heavy Training Foreman (L08) to train team members on technical matters as well as to oversee complex repairs that are handled internally as well as outsourced. The current year estimated cost of \$153,778 will be funded through additional billing revenue received; annualized future costs are estimated to be \$167,758.
- C. PA24-04, Fleet Management Maintenance (FLT0003_C) – Request to add four (4) Heavy Equipment Technician I/II (L05/L06) positions to address the increased number of heavy vehicles and to reduce the work being subcontracted out to third party vendors. The current year estimated cost of \$268,792 will be funded through additional billing revenue received; annualized future costs are estimated to be \$293,228. L06 was used as the basis for the cost estimate.

ADJOURN

A motion to approve all items (1A through 5C) was made by Heather Fagan. Ana Palenzuela seconded the motion and the vote carried unanimously to approve all items.

ADJOURN

The meeting was adjourned at 3:31 p.m.



Christopher McCullion
Chief Financial Officer



Christopher Mendoza
Recording Secretary