

November 17, 2023, 2:30 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
Wes Powell, Assistant City Attorney (unable to connect to audio)

Others Present:

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

CALL TO ORDER

The Budget Review Committee meeting on November 17, 2023, was called to order by Kevin Edmonds at 2:40 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2023/24 BUDGET – APPROPRIATIONS

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

- A. BA24-10, Central Patrol Division (OPP0005_C) – Request to reallocate budget for new Homeless Intervention Unit. A total of \$1,600,000 will be transferred to Police Department General Fund, with \$1,350,000 from Nondepartmental General Fund and \$250,000 from Designated Revenue Fund.
 - i. \$1,100,000 – Personnel costs to add one (1) Sergeant (SGT), ten (10) Police Officers (PO), and four (4) Mental Health Clinicians (S13). Prorated for ten (10) months.
 - ii. \$500,000 – Operating costs, including \$210,000 for leasing patrol vehicles and \$291,000 for officer outfitting and civilian staff equipment.
 - iii. \$1,600,000 – TotalRelated to item PA24-05. Net increase to budget: \$250,000.
- B. BA24-14, Various Cost Centers – Request to reallocate budget as part of larger effort to reduce Families, Parks, and Recreation (FPR) reliance on temporary/seasonal employees. A total of \$750,000 will be transferred to FPR General Fund from Nondepartmental General Fund. This will add three (3) Regional Recreation Specialists (S18), four (4) Parks Service Specialists (S18), four (4) Recreation Specialists (S19), and one (1) Communications and Events Coordinator (S14). These positions will support regional sites with high attendance, augment the park ranger program, and support other operational needs. Related to item PA24-09. No net increase to budget.

2. DESIGNATED REVENUE FUND (0005 F)
 - A. BA24-07, MATCH FY 24 Operation AmeriCorps (FPR0076_G) – Request to reallocate budget within Designated Revenue Fund to FY24 AmeriCorps Grant Match in the amount of \$290,044. No net increase to budget.

3. STATE HOUSING INITIATIVE PARTNERSHIP PROGRAM FUND (SHIP) (1055 F)
 - A. BA24-06, Various FY 24 SHIP Grants – Request to recognize an increase in the final 2023/24 State Housing Initiatives Partnership (SHIP) Program grant award amount above that of the estimate the City incorporated in the adopted budget. The increased award amount applies to both the Administrative and Housing Strategy components. Net increase to budget: \$9,108.

4. GRANTS FUND (1130 F)
 - A. BA24-08, Various HUD Fair Housing Assistance Programs FY23 (EQY) – Request to recognize three HUD Fair Housing Assistance Program grants from the US Department of Housing and Urban Development. These include a \$8,400 grant for staff training and travel, a \$26,200 grant to pay for supplies at outreach events, as well as a \$7,500 grant for case processing services. There are no match requirements. Net increase to budget: \$42,100.
 - B. BA24-09, FY23 EEOC Case Processing (EQY0014_G) - Request to recognize \$6,490 in grant funding from the U.S. Equal Employment Opportunity Commission (EEOC). The City has a work-sharing agreement with the EEOC to accept intakes and investigate complaints of discrimination. This award covers the cases that were processed between 10/1/22 and 9/30/2023. There is no expiration date for the use of these funds. Net increase to budget: \$6,490.
 - C. BA24-11, FY 23 CPF Poitras Park (FPR0077_G) – Request to recognize grant revenues for FY23 Community Project Funding Grant Agreement for Poitras Park. The grant will be administered by the United States Department of Housing and Urban Development. U.S. House of Representative Darren Soto, from Florida's 9th district, facilitated this grant for improvements at the 14.2-acre park. This is part of a larger \$14M project, which was codified in a developers' agreement with Tavistock approved by City Council September 26, 2022. This initial funding will be used for design and potentially some initial construction costs. Item approved by City Council on April 24, 2023. Net increase to budget: \$1,000,000.
 - D. BA24-12, FY 23 OJP Community Based Violence Intervention & Prevention Initiative (CYF0003_G) – Request to recognize grant revenues for FY 23 OJP Community Based Violence Intervention & Prevention Initiative. The grant will be administered by United States Department of Justice Office of Justice Programs (OJP). U.S. House of Representative Maxwell Frost, from Florida's 10th district, facilitated this grant for expansion of the Community Violence Intervention (CVI) program into the Signal Hill, Richmond Heights, and Lake Mann communities. This is a three (3) year grant where the City will contract with Florida Rights Restoration Coalition (FRRC) to provide seven days-a-week program delivery through street outreach workers aka "Neighborhood Change Associates." Item approved by City Council on October 23, 2023. Net increase to budget: \$1,550,438.

5. STREET TREE TRUST FUND (0003 F)
 - A. BA24-15, Street Tree Trust (PKS0010_C) – Request to move \$102,568 in personnel costs from General Fund to Street Tree Trust Fund. Portions of personnel costs for five (5) positions on General Fund will be partially funded by Street Tree Trust Fund.
 - i. 50% of position 503185 Horticultural Coordinator

- ii. 30% of position 65741 Inventory Coordinator
- iii. 25% of position 518733 Staff Assistant
- iv. 10% of position 516016 Field Supervisor
- v. 10% of position 504256 Field Supervisor

These positions spend a portion of their time performing tasks specifically related to street tree efforts. In turn, this will free up funding on General Fund to add one (1) Parks Project Manager (S10) to assist with the backlog of current park capital projects and allow for faster action on future projects. Related to item PA24-10. Net increase to budget: \$102,568.

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.

6. GENERAL FUND (0001_F)

- A. PA24-05, Central Patrol Division (OPP0005_C) – Request to add one (1) Sergeant (SGT), ten (10) Police Officers (PO), and four (4) Mental Health Clinicians (S13) to staff new Homeless Intervention Officers. The current year estimated cost of \$1,098,945 will be transferred from Nondepartmental General Fund; annualized future costs are estimated to be \$1,318,733. Related to item BA24-10.
- B. PR24-01, OPD Off Duty (OPD0009_C) – Request to add one (1) Extra Duty Coordinator (S18) and drop one (1) Horse Groom (L03) to assist with off duty tasks. This is needed as the number of extra-duty job opportunities have increased 32% from last year. The current year estimated cost of \$3,652 will be absorbed within their existing budget; annualized future costs are estimated to be \$4,382.
- C. PR24-03, Crime Center & Forensics Division (OPI0005_C) – Request to add one (1) Sergeant (SGT) and drop one (1) Police Officer. This is needed to provide more experience and supervisory oversight of the Digital Forensics Lab Unit. The current year estimated cost of \$36,622 will be absorbed within their existing budget; annualized future costs are estimated to be \$43,947.
- D. PA24-07, Systems Support and Development (TMD0005_C) – Request to add one (1) Application Integration Developer I-III (S11-S09) position dedicated to assist with developing and maintaining system integrations for better support. The current year estimated cost of \$98,367 will be absorbed within ITs existing budget; annualized future costs are estimated to be \$118,040.
- E. PA24-08, Records Management (CLK0002_C) - Request to add one (1) Records Specialist (S18) and one (1) Records Supervisor (S15) to assist with the increase of extensive public records requests and subpoenas. This is needed to maintain minimum service levels and adhere to regulatory standards. The current year estimated cost of \$128,043 will be absorbed within their existing budget; annualized future costs are estimated to be \$153,651.
- F. PA24-09, Various Cost Centers – Request to add three (3) Regional Recreation Specialists (S18), four (4) Parks Service Specialists (S18), four (4) Recreation Specialists (S19), and one (1) Communications and Events Coordinator (S14). These fulltime positions are part of larger effort to reduce Families, Parks, and Recreation Department's (FPR) reliance on temporary/seasonal employees. These positions will support regional sites with high attendance, augment the park ranger program, and support other operational needs. The current year estimated cost of \$816,024 will be funded by a \$750,000 transfer from Nondepartmental General Fund and the remaining \$66,024 will be absorbed within their

existing budget; annualized future costs are estimated to be \$979,228. Related to item BA24-14.

- G. PA24-10, Director of Families Parks and Recreation (FPR0001_C) – Request to add one (1) Parks Project Manager (S10). Families, Parks, and Recreation (FPR) has a large number of capital parks projects and currently only have one such position to manage all efforts. This additional position will assist with the backlog of current projects and allow for faster action on future projects. In order to fund this position, portions of personnel costs for five (5) positions on General Fund will be partially funded by Street Tree Trust Fund. These positions spend a portion of their time performing tasks specifically related to street tree efforts. This will free up funding on the General Fund subsidize a portion of the additional Parks Project Manager position. The current year estimated cost of \$102,568 will be funded by Street Tree Trust Fund; annualized future costs are estimated to be \$123,081 will funded by Street Tree Trust Fund. Related to item BA24-15.

7. COMMUNITY REDEVELOPMENT AGENCY (1250_F)

- A. PA24-06, Community Redevelopment Agency (CRA0002_C) - Request to add one (1) Downtown Orlando Services Manager to manage the operations and maintenance of the Discover Downtown Information Center. This position is needed to ensure maximum sales, provide customer service, handle store marketing & complete inventory audits and sales reports. The current year estimated cost of \$75,507 will be absorbed within their budget; annualized future costs are estimated to be \$90,608.

8. SOLID WASTE FUND (4150_F)

- A. PR24-02, Solid Waste Administration (SWM0001_C) - Request to add one (1) Solid Waste Billing Supervisor-C (C13) and drop one (1) Welder II (L04). In recent years the Division has experienced growth and is finding that an additional billing supervisor is becoming necessary to avoid falling behind with customer revenue collection and associated processes. The current year estimated cost of \$18,914 will be absorbed within their existing budget; annualized future costs are estimated to be \$22,697.

FY2022/23 BUDGET – APPROPRIATIONS

9. VARIOUS FUNDS

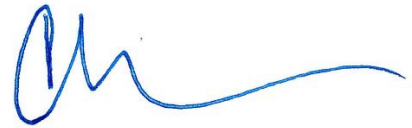
- A. BA23-76, Various Cost Centers and Funds – Request to sweep budget between funds, cost centers, or projects in cases where variances net out, excess funds have accumulated, or there is a need to set aside budget for prior commitments not yet paid out. This includes sweeps to/from the Commissioners' Capital Projects, Mayor's Matching Grants Program, Economic Development Incentives, and other items. Net increase to budget: \$6,764,734.
- B. BA23-77, Various Cost Centers and Funds – Request to complete a variety of year-end adjustments to various project and grant budgets. These adjustments focus on the recognition of revenues or grant awards received. The single largest item is a pass-through assessment for local hospitals which added \$98.6M to the Special Assessment Fund budget. This also includes transferring approximately \$44M in existing unspent General Fund budget to support one-time project needs. Net increase to budget: \$207,646,136.
- C. BA23-78, Various Cost Centers and Funds – Request to complete a variety of year-end adjustments to various project and grant budgets. These adjustments focus on the realignment of expense budgets to better match actual project costs and transaction

categorization, as well as the recognition of revenues or grant awards received. Net increase to budget: \$46,917,310.

A motion to approve all items (1A through 9C) was made by Ana Palenzuela. Heather Fagan seconded the motion and the vote carried unanimously to approve all items.

ADJOURN

The meeting was adjourned at 2:43 p.m.



Christopher McCullion
Chief Financial Officer



Nicole Novak
Recording Secretary