

August 13, 2024, 4:15 p.m.
Virtual Meeting via Zoom Webinar

MINUTES

Members Present:

Kevin Edmonds, Chief Administrative Officer
Michelle McCrimmon, Chief Financial Officer
Ana Palenzuela, Human Resources Director
Jody Litchford, Deputy City Attorney

Others Present:

Deborah Girard, Deputy Chief Administrative Officer
City Clerk's Office Representative
Jason Wojkiewicz, Budget Manager
Nicole Novak, Budget Analyst

CALL TO ORDER

The Budget Review Committee meeting on August 13, 2024, was called to order by Kevin Edmonds at 4:18 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2023/24 BUDGET – APPROPRIATIONS

1. GRANTS FUND (1130 F)

- A. BA24-68, FY 22 Florida Opioid Allocation (NON0003_G) – Request to budget \$542,330 in remaining revenues received from opioid settlement with manufacturers and distributors. An original budget allocation of \$247,624 was approved on August 8, 2023 BRC. This will bring the total contribution to \$789,954. Funding will be used in FY25 to offset costs for three (3) positions which perform tasks related to opioid prevention. Net increase to budget: \$542,330.
- B. BA24-51 FY 25 21st Century CLC Eng-RL-CAL Continuation Grant (REC0014_G) – Request to recognize revenues received for FY 25 Nita M. Lowey 21st Century Community Learning Centers (CCLC) Program grant. The FY25 award is the fifth and final year of this five (5) year grant. This is a reimbursable grant which covers personnel and operating costs associated with afterschool programs. This was approved by City Council on January 23, 2023. Net increase to budget: \$680,828.
- C. BA24-47, FY 22 Project Safe Neighborhoods Middle Florida District Grant (OPD0149_G) – Request to budget revenues for FY 22 Project Safe Neighborhoods Middle Florida District Grant to continue a contract with a private DNA lab for testing of firearms believed to have been used in gang violence. This was approved by City Council on June 10, 2024. Net increase to budget: \$300,000.
- D. BA24-79, Oracle – Community Emergency Response Team (OFD0002_P) – Request to recognize receipt of a \$15,455 Oracle - Community Emergency Response Team Project focused on supporting the City's citizens with purchasing of smoke alarms, and various Community Emergency Response Team (CERT) items. Net increase to budget: \$15,455.

2. CAPITAL IMPROVEMENT FUND (3001 F)

- A. BA24-75, Harwood Brick Street and Utility Improvements (STW0116_P) – Request to reallocate \$1,085,828 in funding from the Brick Street Conversion project to rebuild the brick street from the subbase up along Harwood Avenue from Highland Avenue to Hyer Avenue. This funding was originally set aside to convert streets back to a brick surface after temporary paving. The department has those efforts, such as Delaney, funded through other sources at this time, and this project presents an opportunity for proactive brick restoration. No net change to budget.
- B. BA24-72, Lake Lucerne Improvements (CRA0029_P) – Request to return funding to Strengthen Orlando (\$10,146) and transfer \$60,000 back to Community Capital - District 4 (OCC0004_P). Due to project constraints, the project is on hold indefinitely and the Brise Soleil pieces will be moved into storage. Net decrease to budget: \$10,146.
- C. BA24-78, Leu Gardens Master Plan (LEU0009_P) - Request to transfer District 3's contribution to the Leu Gardens Master Plan project. Net increase to budget: \$25,000 (OCC0003_P)

3. REAL ESTATE ACQUISITION FUND (3006 F)

- A. BA24-67, Pulse Memorial Site (REM0018_P) – Request to transfer \$10,000 from Fund Balance Allocation to Pulse Memorial Site Project. This supplemental budget authority is needed to make the project whole covering the operating costs booked to the project. Net increase to budget: \$10,000.

4. STORMWATER CAPITAL FUND (4161 F)

- A. BA24-76, Various Projects & Grants – Request to recognize a series of OUC Joint Participation Agreement reimbursements for requested work associated with City projects involving the stormwater system at Colonialtown (\$719,517), Delaney (\$4,786,500), and Harwood (\$372,571). This item also includes transfers reflecting the need to use of projects rather than grant accounts to house a previously budgeted OUC JPA. Net increase to budget: \$5,878,588.

5. FLEET REPLACEMENT FUND (5002 F)

- A. BA24-71, 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 3rd quarter. Net increase to budget: \$95,860.

6. DESIGNATED REVENUE FUND (0005 F)

- A. BA24-70, South Orange Avenue Project – OUC (TRN0013_P) - Request to recognize revenues for South Orlando Avenue. This is OUC's contribution for enhancements due project delays and cost increases. Net increase to budget: \$383,958.
- B. BA24-74, One Person One Tree (SUS0002_P) – Request to recognize revenues received as a result of the Orlando Utilities Commission's sponsorship of One Person One Tree Program. This contribution is the first of three annual \$16,000 contributions. Net increase to budget: \$16,000. *Pending 8/12 CC approval

7. ACCELERATE ORLANDO FUND (0028 F)

- A. BA24-73, Tables of Connection (SUS0001_P) - Request to transfer \$610k of existing budget authority from Accelerate Orlando Contingency to the Tables of Connection (cc 8/12). This

supplemental budget authority is needed to fund additional tables to provide solar power, battery storage and Wi-Fi in parks throughout the City. No net increase to budget.

8. VARIOUS FUNDS

- A. BA24-77, Various Water Reclamation Projects – Request to align the Northerly Entity reimbursement assumptions for the Iron Bridge Grit System Replacement project with the amount of City funding currently allocated, and tie that revenue to reimbursed expenses. Additionally, this item transfers funding between various Water Reclamation projects as needed to align available funding with current priorities and reflect the higher than expected cost of proceeding with projects. Net increase to budget: \$6,906,348.
- B. BA24-69, Various budget actions to clean up and close out projects; to clean up and close out grants; or allocate unrecognized revenue and expense budgets.
 - i. Request to reduce budget authority in FPR0027_P Bill Frederick Park at Turkey Lake Enhancements (Park Impact Fee Fund – Southwest) by \$700,000. Project scope has changed, and original budget allocation needs to be reduced to reflect revised plans.
 - ii. Request to transfer remaining \$10,389 budget in REC0012_P Recreation Facility Renovations (Northwest Neighborhood Center) as project is complete. Budget will transfer to REC0005_P Recreation Facility Renovations for general repairs.
 - iii. Request to allocate \$7,000 in fund balance in the Police Camp Trust Fund to pay for extermination and maintenance of Fraternal Order of Police Lodge building.
 - iv. Request to transfer remaining \$140,542 budget in CAO0008_P Public Safety Leadership Initiatives to OPD0020_P Police Capital Investments.
 - v. Request to transfer General Fund portion (\$41,605) of tasers for 53 new officers to the capital project (OPD0020_P Police Capital Investments) from where they were purchased.
 - vi. Request to transfer \$243,393 of existing budget authority from the Facility Evaluation, Repairs, and Rehabilitation (Rogers Kiene Building) project to the Citywide HVAC Replacement project. This supplemental budget authority is needed to fund the next building's HVAC replacement (Mennello Museum).
 - vii. Request to recognize final \$82 of program income received in a prior year in FY 20 CDBG Housing Activities grant so that it can be closed out.
 - viii. Request to transfer General Fund portion (\$291,000) of outfitting costs for Homeless Intervention Unit to Capital Improvements Fund (OPD0020_P Police Capital Investments) as costs will not incur until FY25.Net decrease to budget: \$360,313.
- C. BA24-80, L. Claudia Allen Senior Center (REC0017_C) - Request to transfer funding from District 6 to the L. Claudia Allen Senior Center to sponsor three events for residents. Net increase to budget: \$3,000

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.

9. GENERAL FUND (0001_F)

- A. PR24-18, City Attorney (LEG0001) - Request to add one (1) full time Assistant City Attorney (JD2) and drop one (1) part time Assistant City Attorney (JD2). Department is also retroactively requesting authorization to add one (1) part time Chief Assistant City Attorney (JD4) and drop one (1) full time Chief Assistant City Attorney (JD4) as this was already done.

These changes are needed due to the current workload of the division. The current year estimated savings will be \$1,266; annualized future savings are estimated to be \$15,196.

- B. PR24-19, Office of the Mayor (EXO0001_C) - Request to add two (2) Public Information Manager (NB116) and drop one (1) Press Secretary (NB118) and drop one (1) Public Information Officer (NB114). The two roles are now intended to be similar in nature and aligning the pay grades is necessary to ensure equity between the two. The current year estimated savings will be \$461; annualized future savings are estimated to be \$5,526.
- C. PR24-20, Labor Relations (HRD0007_C) – Request to add one (1) Employee Relations Specialist (NB111) and drop one (1) Employee Relations Specialist Senior (NB112). This is needed to allow HR an opportunity to recruit at the lower level, this is an attempt to recruit more candidates. The current year estimated savings will be \$472; annualized future savings are estimated to be \$5,665.
- D. PA24-30, Fire Department – Request to adjust the approved staff count down by one (1) A position has been inadvertently added, an audit was conducted, and to correct the authorized staffing count a position must be deleted.

A motion to approve all items (1A through 9D) 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 4:20 p.m.



Michelle McCrimmon
Chief Financial Officer



Nicole Novak
Recording Secretary