

January 9, 2024, 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
Wes Powell, Assistant City Attorney

Others Present:

Casey Billings, City Clerk Representative
Martin Carmody, Budget Division Manager
Nicole Novak, Budget Analyst

CALL TO ORDER

The Budget Review Committee meeting on January 9, 2024, was called to order by Kevin Edmonds at 3:31 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

FY2023/24 BUDGET – APPROPRIATIONS

1. VARIOUS FUNDS

- A. BA24-23, Match FY 20 FL Highway Beautification-Under i4 (CRA0004_G) - Request to transfer budget to a specific grant match from CRA Arts & Culture project to the FY 20 Highway Beautification Under i4. These funds will be used to for the cost of utilities, plant establishment and maintenance, hardscape items and design fee. (Match amount \$15,165)
- B. BA24-24, Request to transfer \$5,959,500 of existing budget authority from Accelerate Orlando Contingency to the Roof Repair (\$1M, cc 8/14), Homeless Service Network (\$959,500 cc 8/14) and Christian Service Center (\$4M, cc 12/11). This supplemental budget authority is needed to fund owner-occupied home repairs, provide 2 years of capacity-building funding and fund construction efforts for a comprehensive Day Center. No net increase to budget.
- C. BA24-27, FY24 FL Firefighter Cancer Decontamination Equipment Grant (OFD0036_G) – Request to recognize grant revenue received and allocate grant match for the FY24 FL Firefighter Cancer Decontamination Equipment Grant from the Florida Department of Financial Services. Funding will be used to purchase one (1) extractor unit. In order to satisfy the grant match, \$1,722 will transfer from General Fund (0001_F) to the grant match in Designated Revenue Fund (0005_F). This was approved by City Council on November 13, 2023. Net increase to budget: \$6,888.
- D. BA24-21, Various Water Reclamation Cost Centers & Projects – Request to reallocate funding from several general area-wide Water Reclamation projects to more specific individualized projects for better tracking in the department’s project management system. Additionally, this item incorporates utilizing fund contingency and allocating fund balance in the system’s

Revenue Fund (4100_F) to transfer a total of \$4,800,000 to the system's Construction Fund (4106_F) to fully budget the Robinson Street Sanitary Sewer Improvements project. Net increase to budget: \$8,378,020.

2. GRANTS FUND (1130 F)

- A. BA24-13, FY 24 FDOT Speed Enforcement Grant (OPD0139_G) – Request to recognize grant revenues for FY 24 Florida Department of Transportation (FDOT) Speed Enforcement Grant. Funding will be used to cover overtime expenses related to speeding and aggressive driving enforcement. Item approved by City Council on November 13, 2023. Net increase to budget: \$60,000.
- B. BA24-16, FY 24 FDOT DUI Enforcement Grant (OPD0140_G) – Request to recognize grant revenues for FY 24 FDOT (Florida Department of Transportation) DUI Enforcement Grant. Funding will be used to cover overtime expenses related to impaired driving enforcement. Item approved by City Council on November 13, 2023. Net increase to budget: \$100,000.
- C. BA24-17, FY 24 Afterschool Nutrition Program (FPR0078_G) – Request to recognize revenues received for FY 24 Afterschool Nutrition Program grant. Funding will provide meals to children in City after school programs. Item approved by City Council on August 11, 2014 and has annual renewals. Net increase to budget: \$305,051.
- D. BA24-19, FY 22 DOJ Edward Byrne Memorial JAG Countywide Grant (OPD0142_G) – Request to recognize grant revenues for FY 22 Department of Justice (DOJ) Edward Byrne Memorial JAG Countywide Grant. Funding will be used to purchase one (1) electro-hydraulic breaching tool kit for the SWAT team and sixty two (62) manual breaching tool kits for various units. Item approved by City Council on December 11, 2023. Net increase to budget: \$58,076.
- E. BA24-20, FY 24 FDLE Drone Replacement Program (OPD0145_G) – Request to recognize grant revenues for FY 24 Florida Department of Law Enforcement (FDLE) Drone Replacement Program. This grant provides agencies the opportunity to obtain compliant drones through a buyback program where agencies relinquish non-compliant drones to the Florida Center for Cybersecurity at the University of South Florida. The City will be reimbursed for one (1) non-compliant drone. Item approved by City Council on December 11, 2023. Net increase to budget: \$8,999.
- F. BA24-25, FY 24 FHAP Partnership Funds (EQY0015_G) - Request to recognize grant revenues for FY24 Fair Housing Assistance Program grants from the US Department of Housing and Urban Development. This grant will provide assistance for FHAP related event set-up and cleaning. There are no match requirements for this grant. Net increase to budget: \$20,000.
- G. BA24-28, (CYF0015_C) and FY 24 OCYT DCF MPARMS Grant (CYF0004_G) – Request to budget grant revenues received from the Orlando Community & Youth Trust, Inc. ("Trust") via Department of Children and Families (DCF) Mentorship Programs for At-Risk Male Students (MPARMS) to expand My Brother's Keeper program to Jones and Edgewater High Schools. Funding will create two (2) Lead Student Advocate - C (NB108) positions and cover related operating expenses for three (3) fiscal years. Related to item PA24-12. Net increase to budget: \$750,000.
- H. BA24-29, Various Grants – Request to recognize receipt of two grants through the Florida Department of Transportation in the form of Joint Participation Agreements reimbursing us for costs on two projects. This includes \$100,931 toward rebuilding the traffic signal for the intersection of US 441 and Princeton Street (TRE0006_G), and \$712,970 toward making drainage improvements on Princeton Street from east of John Young Parkway to east of Orange Blossom Trail (TRE0009_G). Net increase to budget: \$813,901.

3. CAPITAL IMPROVEMENT FUND (3001 F)

- A. BA24-30, Various Projects – Request to transfer erroneous double allocation from Transportation projects funded at FY23 Year End BRC. These surplus funds will be reallocated to two (2) projects requiring additional resources: (1) Leu Garden's Art project (\$15,000) and (2) Citywide Radio Replacement project (\$457,000). No net increase to budget.
- B. BA24-22, HVAC Replacement Program (Northwest Neighborhood Center) (FAC0032_P) – Request to transfer \$46,000 of existing budget authority from the Facility Evaluation, Repairs, and Rehabilitation project to the HVAC Replacement Program (Northwest Neighborhood Center) Project. This supplemental budget authority is needed to fund the higher-than-expected Constructions costs. No net increase to budget.
- C. BA24-18, Emergency Generators (FAC0041_P) – Request to reallocate budget from FY24 Building Code Fund's operating budget to Facilities Capital Budget. This is EDV's contribution to the project to pay for the generator at the Permitting Annex. Net increase to budget: \$450,000.

4. PARKING SYSTEM REVENUE FUND (4132 F)

- A. BA24-26, Various Cost Centers – Request to make several minor adjustments to the Parking Division operating budget to fully reflect operating needs for the fiscal year. Net increase to budget: \$455,295.

5. PARK IMPACT FEE – SOUTHEAST (1081 F)

- A. BA24-31, Englewood Neighborhood Center Pool Conversion (FPR0028_P) – Request to allocate fund balance for capital costs related to converting Englewood Neighborhood Center Pool to operate year-round. Estimated annual operating costs for this conversion are \$275,000, which will be requested as part of FY25 Budget. Net increase to budget: \$400,000.

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.

6. GENERAL FUND (0001 F)

- A. PR24-04, Office of Management and Budget (OMB0001_C) – Request to add one (1) Budget Manager (NB117) and drop one (1) Budget Analyst (NB112). This is needed to provide adequate oversight of the budget, given the increase in the size of the City's budget and to provide for succession planning. The current year estimated cost of \$25,335 will be absorbed within their existing budget; annualized future costs are estimated to be \$38,003.
- B. PA24-11, Central Patrol Division (OPP0005_C) – Request to add one (1) Police Captain (NB118) needed to lead the expansion of the Central TAC Unit. The current year estimated cost of \$96,081 will be absorbed within their existing budget; annualized future costs are estimated to be \$144,121.
- C. PA24-15, Director of Public Works (PWK0001_C) – Request to add one (1) Public Works Project Coordinator (NB112) position to help provide more centralized support for department administrative, personnel, and communication activities. This may include department-wide and enterprise-specific work, and the costs of the position will ultimately be distributed accordingly. The current year estimated cost of \$70,431 will be absorbed within their existing budget; annualized future costs are estimated to be \$105,646.
- D. PR24-07, City Attorney (LEG0001_C) - Request to add one (1) Paralegal I (NB108) and drop one (1) Legal Staff Assistant (NB103). Due to technological advances, there is less of a need for clerical assistance and more need for reviewing and processing cases. The current year

estimated cost of \$4,592 will be absorbed within their existing budget; annualized future costs are estimated to be \$6,888.

- E. PR24-08, Criminal Investigations Division (OPI0001_C) – Request to add one (1) Sergeant (SGT) and drop one (1) Crime Prevention Specialist (NB107). This is needed to provide supervision of the Homicide Unit. The current year estimated cost of \$66,228 will be absorbed within their existing budget; annualized future costs are estimated to be \$99,342.

7. GRANTS FUND (1130_F)

- A. PA24-12, Orlando Community & Youth Trust (DCF MPARMS) Grant (CYF0015_C) – Request to add two (2) Lead Student Advocate - C (NB108) positions to expand My Brother's Keeper program to Jones and Edgewater High Schools. Positions will be paid for from the Orlando Community & Youth Trust, Inc. ("Trust") via Department of Children and Families (DCF) Mentorship Programs for At-Risk Male Students (MPARMS) grant. Related to item BA24-28. The current year estimated cost of \$119,284 will be paid by the grant; annualized future costs are estimated to be \$178,284.

8. HARRY P. LEU GARDENS FUND (1155_F)

- A. PR24-06, Harry P. Leu Gardens (LEU0001_C) - Request to reclassify one (1) Leu Gardens Membership Specialist (S19) to a Venues Guest Services Manager (S13). Elevating the position is needed with the increased volume and events at the gardens. The current year estimated cost of \$14,993 will be absorbed within their existing budget; annualized future costs are estimated to be \$22,489.

9. ORLANDO VENUES ENTERPRISE FUND (4001_F)

- A. PA24-14, Venues Operations (VEN0001_C) - Request to add one (1) Venues IT Project Manager-C (S09) position to manage contracts, troubleshoot, maintain and development all technology for Orlando Venues. The current year estimated cost of \$78,693 will be absorbed within their existing budget; annualized future costs are estimated to be \$118,040.

A motion to approve all items (1A through 9A) 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.



Christopher McCullion
Chief Financial Officer



Nicole Novak
Recording Secretary