

May 14, 2024, 3:45 p.m.
Virtual Meeting via Zoom Webinar

AGENDA

Members Present:

Kevin Edmonds, Chief Administrative Officer
Heather Fagan, Chief of Staff
Ana Palenzuela, Human Resources Director
Wes Powell, Assistant City Attorney

Others Present:

City Clerk's Office Representative
Martin Carmody, Budget Division Manager
Nicole Novak, Budget Analyst

CALL TO ORDER

The Budget Review Committee meeting on May 14, 2024, was called to order by Kevin Edmonds at 3:47 p.m.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

Martin Carmody to inform the Committee that BA24-49, passed at the March BRC meeting, has not been submitted to Council for approval yet.

FY2023/24 BUDGET – APPROPRIATIONS

1. CAPITAL IMPROVEMENTS FUND (3001 F)

A. BA24-54, Fire Station 6 - CIP Fund (OFR0017_P), Fire Station 18 - Poitras (OFR0012_P), and Fire Station 19 – Storey Park (OFR0014_P) – Request to transfer a total of \$4,981,154 in existing budget authority from the Dover Shores Neighborhood Center & Fire Station 11 project (\$1,000,000) and the Community Capital Investments FY20 project (\$2,341,154) to the Fire Station 6 - CIP Fund project. This supplemental budget authority is needed to fund the construction phase of Fire Station 6 as well as the initial design phases of Fire Station 18 (\$420,000) and Fire Station 19 (\$420,000) and transferring the funds from the Fire Station 20 to Fire Station 19 - Storey Park (\$800,000) as this is the next station on the priority list. No net increase to budget.

2. WATER RECLAMATION GENERAL CONSTRUCTION FUND (4106 F)

A. BA24-55, Various Water Reclamation Cost Centers and Projects – Request to transfer funding between various Water Reclamation projects as needed to align available funding with current priorities, such as beginning several Iron Bridge projects (which also have partial reimbursements, as well as the Conserv II Blowers Replacement project. Additionally, this item transfers operating budget associated with A/V improvements to the Easterly Wetlands Education building to the capital project associated with the overall effort. Net increase to budget: \$447,550.

3. FLEET REPLACEMENT FUND (5002 F)

A. BA24-52, 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 2nd quarter. Net increase to budget: \$301,711.

4. GRANTS FUND (1130 F)

A. BA24-57, FY 24 High Intensity Drug Trafficking Area (HIDTA) (OPD0148_G) – Request to recognize grant revenues for FY 24 High Intensity Drug Trafficking Area (HIDTA). Funding will be used for overtime and vehicle leases for officers assigned to MBI and the DEA Heroin Task Force. Item approved by City Council on April 24, 2023. Net increase to budget: \$103,940.

B. BA24-58, FY 24 Inflation Reduction Act (IRA) Urban & Community Forestry Grant (FPR0079_G) – Request to recognize grant revenues for FY 24 IRA Urban & Community Forestry Grant. Funding will be used to plant trees, develop green jobs, and mitigate damage from natural disasters in disadvantaged communities. Grant reimbursement will occur in three (3) installments over a three (3) year period. Item approved by City Council on April 1, 2024. Net increase to budget: \$1,000,000.

5. VARIOUS FUNDS

A. BA24-53, Various – 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 transfer \$28,003 of existing budget authority from the Callahan Neighborhood Center Roof Replacement project to the Roof Replacement Program project. This supplemental budget authority is needed to fund the next building's roof replacement (Lanford Park Restroom and Pavilion). No net increase to budget.

ii. Request to reallocate remaining balances from completed projects to ongoing projects within the 3033_F Public Safety Construction 2016C Bond Fund. No net increase to budget.

iii. Request to recognize excess revenue budget from tree permit collections and allocate corresponding expense budget. This is to cover existing contract expenses for tree inventory services. Net increase: \$1,215,000.

iv. Request to recognize historical revenues from donations to the Police Department's National Night Out Fundraising project. Net increase to budget: \$27,915.

B. BA24-56, FY 24 DOT RAISE: CROSS Planning Grant & Match – Request to recognize receipt of the \$606,000 DOT RAISE: CROSS Planning Grant and set aside the required \$151,500 City match. This grant will primarily provide funding for two positions to assist with planning roads, bridges, transit, rail, ports or intermodal transportation improvements that will have a significant local or regional impact, and was approved by City Council on February 5, 2024. Net increase to budget: \$757,500.

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. PR24-15, Systems Support & Development (TMD0005_C) – Request to add two (2) Application Integration Developer I-III (S11-S09) and one (1) Enterprise Application Administrator I-III (S11-S09) and drop three (3) Technology Business Analyst (S10). This is needed to perform System Integration/Application Support team and continue to provide uninterrupted customer service to our clients. The current estimated cost of \$8,920 will be absorbed within their existing budget; annualized future costs are estimated to be \$26,760.
- B. PA24-26, Traffic Studies and Neighborhood Traffic (TRE0004_C) – Request to create (1) Civil Engineer I/II/III - C (NB112) position to support the Pavement Markings Refurbishment Program. The current lead for this effort has been out on military leave and there is a need for extra support to catch up on addressing faded markings and then provide coverage during any future leave periods. The current year estimated cost of \$35,215 will be absorbed within their existing budget; annualized future costs are estimated to be \$105,646.

7. GRANTS FUND (1130 F)

- A. PA24-25, FY 24 FDOT RAISE: CROSS Planning Grant (TSP0006_C) – Request to create one (1) Planner I/II/III - C (NB111) and one (1) Civil Engineer I/II/III - C (NB112) position funded by the FY 24 DOT RAISE: CROSS Planning Grant. These contracted positions are needed to carry out planning duties for the duration of the grant, in pursuit of improving transportation infrastructure in the region. The current year estimated cost of \$68,542 will be covered by grant funding; annualized future costs are estimated to be \$205,627.

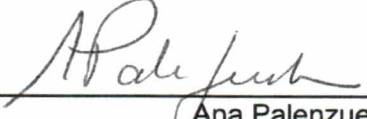
8. FACILITIES MANAGEMENT FUND (5005 F)

- A. PR24-11, Facilities Management (FAC0001_C) – Request to add one (1) Assistant Construction Manager - Energy (NB113) and drop one (1) Energy Project Manager (NB115). This position will help estimate, plan, and execute facilities projects as the variety of projects have grown within the Facilities division. The current year estimated savings will be \$5,078; annualized future savings are estimated to be \$15,233.

A motion to approve all items (1A through 8A) 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 3:51 p.m.



Ana Palenzuela
Human Resources Director



Nicole Novak
Recording Secretary