



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Scott Morgan, Interim City Manager

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** April 17, 2025

**RE:** Ordinance 2025-18, amending the Fiscal Year 2024-2025 budget by appropriating and allocating certain monies (second budget amendment), first reading.

### **SUMMARY:**

This quarterly Budget Amendment accounts for all budget adjustments completed in the second quarter of the fiscal year resulting in an increase/decrease to individual fund and/or departmental budgets. The following adjustments are listed below: recognition of grant revenues with associated planned expenditures; quarterly City Council approved unbudgeted requests; budget corrections to reverse scrivener errors; and re-appropriations of previously City Council approved unbudgeted requests from Fiscal Year 2023-2024 that were not spent in that given period and were not included in the Fiscal Year 2024-2025 Approved Budget.

### **General Fund (001)**

#### **Revenues – Total \$134,202**

- Transfer funds from the 2013 Pension Bonds Sinking Fund (221) due to positive cash balance after the final debt service payment was made in October 2024 - \$5,773.
- Record Brevard County Public Safety Answering Point Allocation (PSAP) revenue to support E911 expenditures per Florida Statute 365.172(10) - \$45,707.
- Record the Florida Department of Transportation (FDOT) "Know Your Limits" Grant Award; approved by City Council 12/19/2024 - \$48,000.
- Record the Department of Justice (DOJ) FY 2024 JAG Grant; approved by City Council 02/06/2025 - \$30,456.
- Record insurance proceeds received for Public Works drone damages - \$4,266.

#### **Expenditures – Total \$4,690,269**

- Budget Correction/Scrivener Error: Reduce the budgeted transfer to the Debt Service Fund to match allocated amount – (\$10).
- Budget Correction/Scrivener Error: Reduce the testing service budget allocated for one (1) Police Youth Service Officer; approved budget request was overbudgeted in error – (\$3,082).

- Budget Re-Appropriation: Recurring costs for the Fire Department's current staff Paramedic Education Services (Eastern Florida State College Tuition) \$86,988 and EMETS Paramedic School \$29,176, previously approved by City Council 05/16/2024 - \$116,164.
- Increase the Fire Department's required pension fund contributions per Ordinance 2024-59; approved by City Council 12/19/2024 - \$173,732.
- Transfer funds to the Building Fund (451) for the purchase of four (4) vehicles; approved by City Council 01/16/2025 - \$44,924.
- Mid-Year Budget Appropriation (Fire Department); approved by City Council 03/06/2025 – Total Impact \$281,496.
  - Paramedic School for 25 Firefighters \$87,324
  - Fourteen (14) Lifepak 35's - year one (1) payment of five (5) year payment plan \$194,172
- Appropriate funding for the UKG TeleStaff Program; approved by City Council 12/19/2024 - \$39,740.
- Appropriate additional funding to the Storage Area Network/SAN project (24IT04) to address IT Risk Assessment findings of non-replacement of critical items exceeding useful lifespans; approved by City Council 12/19/2024 - \$274,701.
- Mid-Year Budget Appropriation (IT Department); approved by City Council 02/20/2025 – Total Impact \$120,400.
  - Annual Maintenance Plan for Fiber Infrastructure \$38,000
  - Website Chatbot \$29,400
  - Additional funding for the Security Camera/Access project (24IT05) \$53,000
- Mid-Year Budget Appropriation (Parks & Facilities Department); approved by City Council 02/20/2025 – Total Impact \$480,268.
  - Reimbursements for repairs completed at the Police Department, Fire Department, Council Chambers and Senior Center \$243,503
  - Three (3) Vehicle Truck Replacements \$162,015
  - One (1) Tow-Behind Lift Replacement \$74,750
- Allocate Brevard County Public Safety Answering Point Allocation (PSAP) revenue to support E911 expenditures per Florida Statute 365.172(10) - \$45,707.
- Allocate the Florida Department of Transportation (FDOT) "Know Your Limits" Grant Award funding to Police full-time wages/salaries; approved by City Council 12/19/2024 - \$48,000.
- Allocate the Department of Justice (DOJ) FY 2024 JAG Grant Award funding for background investigations software and wrap restraint system; approved by City Council 02/06/2025 - \$30,456.
- Mid-Year Budget Appropriation (Police Department); approved by City Council 02/20/2025 – Total Impact \$1,749,600.
  - Twenty-four (24) 2026 Ford Interceptors, or equivalent, for the following vehicle replacements: Patrol Officer, Police Sergeant, K-9 and Traffic Officers
- Appropriate funding for three (3) 40-foot temperature-controlled, secure storage containers to temporarily house evidence for the Property and Evidence Unit; emergency purchase; approved by City Council 12/19/2024 - \$58,456.
- Appropriate funding for one (1) evidence lab-grade freezer \$9,500, and twelve (12) pacset radios and twelve (12) mobile radios \$153,677 to meet current emergency radio system

(EDAC) requirements for public safety services; approved by City Council 12/19/2024 - \$163,177.

- Budget Correction: Removal of FY 2025 Approved Budget Request for Hessey Ave grade crossing maintenance (\$161,202) and RCM 11/07/2024 FY 2025 BA #1 Request (\$65,634) - Invoice for Florida East Coast Railway PO 250717; expenses were incurred in FY 2024 and cannot be charged to FY 2025 – (\$226,836).
- Appropriate additional funding to the Hurricane Milton project (25EM01) for increased number of days for debris monitoring services; approved by City Council 02/20/2025 - \$79,564.
- Appropriate funding, received through insurance proceeds for drone damages, towards the purchase of one (1) replacement drone for the Public Works department - \$4,266.
- Mid-Year Budget Appropriation (Public Works Department); approved by City Council 02/20/2025 – Total Impact \$1,170,796.
  - One (1) F250 Utility Truck Replacement \$92,974
  - One (1) 15' Batwing Mower Replacement \$28,900
  - One (1) Backhoe Combination Replacement \$175,364
  - One (1) 7-Ton Flat Bed Truck Replacement \$127,967
  - One (1) Trimble R750 Radio Kit Replacement \$16,247
  - Two (2) Tilt Deck Trailer Replacements \$26,140
  - One (1) SP100 Rover Access Kit Replacement \$16,675
  - One (1) Emergency Response Trailer Replacement \$16,650
  - Two (2) ¾ Ton Truck Replacements \$111,482
  - One (1) F350 Dually Truck Replacement \$55,476
  - One (1) 18-CY Dump Truck Replacement \$171,185
  - One (1) Graphic FC 9000-Traffic Replacement \$11,564
  - One (1) Sandbag Machine Filler \$60,000
  - One (1) Claw Truck \$260,172
- Appropriate funding for one (1) Sidewalk Grinder for the Public Works Department; approved by City Council 12/19/2024 - \$42,500.
- Close the Parks & Facilities' City Hall Chiller Replacement project (22PK06) – (\$3,750).

### **SHIP Fund (111)**

#### **Expenditures – Total \$38,610**

- Appropriate additional funding to the South Brevard Women's Center project (24CD12) @ 340 Mercery Avenue SE; approved by City Council 03/06/2025 - \$38,610.

### **CDBG Fund (112)**

#### **Revenues – Total \$52,608**

- Record additional CDBG Grant revenue for remaining administration funds and Program Year 2022-2023 capital project savings; approved by City Council 02/20/2025 - \$52,608.

#### **Expenditures – Total \$52,608**

- Program Year CDBG Action Plan Amendment: Transfer funding from the cancelled Palm Bay Aquatic Center project, incorrectly budgeted in the Riviera Tennis/Pickleball Court project (25PK02) (\$50,710) to the Liberty Parks Improvement project (25PK01) \$50,710; approved by City Council 02/20/2025 – Net Impact \$0.
- Program Year CDBG Action Plan Amendment: Transfer funding from the cancelled San Filippo Sidewalks project (25PW01) (\$270,266) to the Liberty Parks Improvement project (25PK01) \$270,266; approved by City Council 02/20/2025 – Net Impact \$0.
- Allocate additional CDBG Grant revenue for remaining administration funds and Program Year 2022-2023 capital project savings to full-time wages/salaries; approved by City Council 02/20/2025 - \$52,608.
- Budget Correction: CDBG Substantial Action Plan Amendment; transfer funding from the Goode Park Renovations project (24PK22) (\$361,367) to the Downpayment Assistance project (21CD03) \$361,367; approved by City Council 05/16/2024 – Net Impact \$0.

#### **HOME Fund (114)**

##### **Revenues – Total \$221,394**

- Record additional 2024-2025 HOME Program disbursement; approved by City Council 03/06/2025 - \$221,394.

##### **Expenditures – Total \$221,394**

- Allocate additional HOME Program disbursement towards community housing, downpayment assistance, labor distributions, and aids to private organizations; approved by City Council 03/06/2025 - \$221,394.

#### **ARPA Fund (128)**

##### **Expenditures – Total \$0**

- Transfer funds within the Building E Construction project (20BD01) from the 6501/Construction in Progress account to IT Network/Computer/Subscription/Licenses accounts for the completion of IT needs – Net Impact \$0.

#### **Police Impact Fee Fund – Nexus 32907 (183)**

##### **Expenditures – Total \$13,000**

- Budget Correction: Appropriate previously approved funding for the Police Administrative Office Renovations project (24PD09); approved by City Council 12/21/2023 and missed on FY 2024 Budget Amendment #3 - \$13,000.

#### **Parks Impact Fee Fund – Nexus 32907 (192)**

##### **Expenditures – Total \$62,304**

- Appropriate funding to the Fred Poppe Regional Park Improvements project (25PK03) for Master Plan Consultant Services; approved by City Council 01/16/2025 - \$62,304.

**Transportation Impact Fee Fund – Nexus 32905 (196)**

**Expenditures – Total (\$300,000)**

- Close the Port Malabar at Riviera Intersection Improvements project (24PW08) – (\$300,000)

**Transportation Impact Fee Fund – Nexus 32909 (199)**

**Expenditures – Total \$300,000**

- Mid-Year Budget Appropriation (Public Works Department); approved by City Council 02/20/2025 – Total Impact \$300,000.
  - San Filippo at Jupiter Signal project (24PW05) \$100,000
  - San Filippo at Wyoming Signal project (24PW06) \$100,000
  - San Filippo at Cogon Signal project (24PW07) \$100,000

**2013 Pension Bonds Sinking Fund (221)**

**Expenditures – Total \$5,773**

- A positive cash balance is recorded in the Fund after the final debt service payment was made in October 2024; transfer funds back to the General Fund (001) - \$5,773.

**Community Investment Fund (301)**

**Revenues – Total \$750,000**

- Record the grant agreement with the Florida Department of Environmental Protection (FDEP) for the Palm Bay Indian River Lagoon (PBIRL) Baffle Boxes; approved by City Council 02/20/2025 - \$750,000.

**Expenditures – Total \$750,000**

- Appropriate Florida Department of Environmental Protection (FDEP) grant funding to the Palm Bay Indian River Lagoon (PBIRL) Baffle Box project (25SU10); approved by City Council 02/20/2025 - \$750,000.

**Road Maintenance Fund (307)**

**Expenditures – Total (\$1,339,336)**

- Close the FY 2024 Road Rejuvenations project (24RD01) – (\$1,339,336).

**2019 G.O. Road Bond Fund (309)**

**Expenditures – Total (\$321,212)**

- Close the following G.O. Road Program projects – Total Impact (\$321,212).
  - Unit 38 Road Paving (21GO09) (\$60,076)
  - Unit 39 Road Paving (21GO10) (\$11,926)
  - Unit 40 Road Paving (21GO11) (\$146,139)

- o Minton Road Paving (24GO10) (\$96,005)
- o Waco Road Paving (24GO11) (\$7,066)

### **Utilities Operating Fund (421)**

#### **Expenditures – Total \$2,096,619**

- Budget Re-Appropriation: FY 2024 approved funding for the following vehicles/equipment; capital assets were not expensed by Department and funding did not roll to FY 2025 – Total Impact \$617,000.
  - o One (1) Utility Van \$50,000
  - o One (1) Confined Space Trailer \$11,000
  - o One (1) Crane Truck \$189,000
  - o One (1) Transit Van \$50,000
  - o One (1) 24-Ton Backhoe Trailer \$42,000
  - o One (1) 3/4 Ton Truck Superduty \$50,000
  - o One (1) Maintenance Box Truck \$80,000
  - o One (1) 4x4 Utility Box Truck \$113,000
  - o One (1) Single Cab Full Size Truck \$32,000
- Close the following projects – Total Impact (\$1,035,545).
  - o SRWTP SCADA Upgrades (21WS02) (\$158,077)
  - o Well SCADA Upgrades (22WS08) (\$76,500)
  - o NRWTP Headworks SCADA (22WS10) (\$6,480)
  - o WIN911 SCADA Call Outs (22WS11) (\$22,000)
  - o Sr Campus Parking Lot Expansion (23WS03) (\$212,000)
  - o NRWTP Booster Pump (24WS15) (\$7,500)
  - o NRWTP Sludge Blanket (24WS16) (\$1,373)
  - o NRWTP RAS Pump Valve (24WS17) (\$15,000)
  - o Neptune Meter AMI Evaluation (24WS30) (\$32,115)
  - o NRWTP Emergency Pond Evaluation (24WS40) (\$504,500)
- Appropriate additional funding towards the Building E Construction project (20BD01) for furniture, fixtures, and equipment (FFE); approved by City Council 02/20/2025 - \$235,164.
- Mid-Year Budget Appropriation; approved by City Council 03/06/2025 – Total Impact \$2,280,000.
  - o Three (3) Ford F450 4x4 Crew Cab Service Body Trucks \$330,000
  - o One (1) Ford F450 Truck With Valve Exerciser \$180,000
  - o One (1) Ford F550 Dump Truck \$95,000
  - o Three (3) Ford F550 Crane Trucks \$660,000
  - o One (1) Ford F750 Dump Truck \$150,000
  - o One (1) International Dump Truck \$215,000
  - o One (1) Vac-Con \$549,000
  - o One (1) Goodwin Dri-Pime Pump \$101,000

### **Utilities Connection Fee Fund (423)**

**Expenditures – Total (\$763,689)**

- Close the following projects – Total Impact (\$763,689).
  - Lift Station #61 Upgrade (22WS36) (\$73,689)
  - FM-Upgrade Angle Street (25WS17) (\$690,000)

**Utilities Renewal & Replacement Fund (424)**

**Expenditures – Total (\$2,450,400)**

- Close the following projects – Total Impact (\$2,450,400).
  - Loop Upsize to 12 on US1 (23WS10) (\$575,400)
  - Pavilion Conversion (23WS14) (\$20,000)
  - Copper WA Replace TOM (24WS02) (\$650,000)
  - FM-Upgrade Angle Street (25WS17) (\$690,000)
  - NRWRF Airlift System (24WS18) (\$445,000)
  - NRWTP Sludge Transfer Pump (24WS37) (\$30,000)
  - NRWTP Headworks Rehab (25WS06) (\$40,000)

**Utilities Main Line Extension Fee Fund (425)**

**Expenditures – Total (\$500,000)**

- Close the Miscellaneous System-wide Looping project (23WS02) – (\$500,000).

**Utilities SRF Loan Fund (433)**

**Expenditures – Total (\$2,040,000)**

- Close the NRWTP FDEP Required Nutrient Removal Improvements project (25WS16) – (\$2,040,000).

**Building Fund (451)**

**Revenues – Total \$44,924**

- **Transfer** funds from the General Fund (001) for the purchase of four (4) vehicles; approved by City Council 01/16/2025 - \$44,924.

**Expenditures – Total \$1,803,437**

- Appropriate additional funding towards the Building E Construction project (20BD01); approved by City Council 02/20/2025 - \$1,803,437.

**Stormwater Utility Fund (461)**

**Expenditures – Total \$648,073**

- Appropriate additional funding to the Weldon Street @ C-42R Culvert Replacement project (18SU05); lowest project big higher than original budget; approved by City Council 12/19/2024 - \$65,000.

- Appropriate additional funding to the Norwood Baffle Box Retrofit project (18SU08); emergency infrastructure repairs due to Hurricane Milton; approved by City Council 02/04/2025 - \$1,500,000.
- Appropriate additional funding to the Unit 16 Culvert Replacement project (24SU06) for contingency; approved by City Council 02/20/2025 - \$50,000.
- Appropriate funding to the Palm Bay Indian River Lagoon (PBIRL) Baffle Box project (25SU10); local match portion to support the Florida Department of Environmental Protection (FDEP) grant agreement; approved by City Council 02/20/2025 - \$500,000.
- Appropriate funding for one (1) Tractor and Bush Hog for the Public Works Department; approved by City Council 12/19/2024 - \$135,599.
- Close the following projects – Total Impact (\$1,602,526).
  - Gallash @ C-14 Culvert Replacement (20SU10) (\$26,526)
  - Ferguson @ C-9 Culvert Replacement (22SU03) (\$500,000)
  - PW Sewer (23SU10) (\$10,000)
  - PMU 55 Culvert Replacement (23SU06) (\$416,000)
  - Turkey Creek Basin (23SU08) (\$50,000)
  - Florin Pond Drain Rejuvenation (25SU08) (\$600,000)

#### **Fleet Services Fund (521)**

#### **Expenditures – Total (\$60,910)**

- Close the Electric Vehicle Chargers project (22PW05) – (\$60,910).

#### **REQUESTING DEPARTMENTS:**

Finance

#### **FISCAL IMPACT:**

Refer to Exhibit A for Fiscal Impact.

#### **STAFF RECOMMENDATION:**

Motion to adopt, by Ordinance, the FY 2025 Second Budget Amendment.

#### **ATTACHMENTS:**

1. Exhibit A - FY 25 BA #2 Appropriations
2. Ordinance, Second Budget Amendment 04.16.2025