



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Larry Wojciechowski, Finance Director

DATE: September 5, 2024

RE: Ordinance 2024-48, amending the Fiscal Year 2023-2024 budget by appropriating and allocating certain monies (fourth budget amendment), first reading.

SUMMARY:

Summary of the proposed budget amendment:

General Fund (001)

Revenues – Total (\$1,129,835)

- Remove the estimated FY 2023 BCRA Unspent Fund Balance incoming transfer (City of Palm Bay portion), included in the FY 2024 Approved Budget – FY 2023 portion dedicated to the Road Maintenance CIP Fund (307); approved by City Council 08/01/2024 – (\$1,364,720).
- Record the Florida Department of Law Enforcement (FDLE) FY 23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) in Florida Program Agreement Grant for the purchase of penlink investigative software; approved by City Council 05/16/2024 – \$22,133.
- Record the FY 2023-2024 Tourism Development Council (TDC) Cultural Support Grant Program; approved by City Council 05/18/2023 – \$20,000.
- Record insurance proceeds from a Police Main Station Warehouse and Storage area roof leak that occurred in April 2024 – \$192,752.

Expenditures – Total \$3,477,168

- Reverse the FY 2024 Budget Amendment #1 adjustment of the City Council approved purchase of two (2) CRU Golf Carts valued at \$30,444 for the Police Department on 05/18/2023. Initial purchase was expensed to the CDBG Fund (112); however, on 10/26/2023, the HUD CPD Representative did not deem the purchase eligible for CDBG funding. A second review of this decision reversed the ineligibility resulting in the CRU Golf

Carts eligibility for CDBG funding. Return Economic Development Funding \$30,444 to CED and move the expense transaction from the General Fund (001) to the CDBG Fund (112) (\$30,444) – Net Budget Impact \$0.

- Appropriate funding for the Brevard Hispanic Chamber of Commerce annual membership fee; approved by City Council 07/18/2024 – \$5,500.
- Appropriate funding to the Finance Department Office Renovations project (24PK32) (Accounting and Administration Divisions) to support additional staff members; approved by City Council 07/18/2024 – \$41,204.
- Appropriate additional funding to the Fire Station #7 construction project (21FD02); Award of Bid IFB 30-0-2024; approved by City Council 08/01/2024 – \$2,040,954.
- Budget Account Correction: Transfer funding of the Fire Station #7 construction project (21FD02) from capital account 6201/Buildings (\$6,477,737) to capital account 6501/Construction in Progress \$6,477,737 – Net Budget Impact \$0.
- Appropriate additional funding to the Fire Engine Station #9 & Equipment project (24FD10) to outfit the Fire Apparatus with Fire/EMS equipment; approved by City Council 07/18/2024 – \$457,692.
- Transfer personnel service cost savings (\$202,400), generated through position eliminations and reclassifications, to the professional services operating budget to support the funding of the fire inspection contract with PDCS, LLC \$202,400; approved by City Council 07/18/2024 – Net Budget Impact \$0.
- Appropriate actual purchase price and title/closing fees funding for the Evans Center to include four (4) parcels as follows: 1361 Florida Avenue NE; 2279 Pelham Street NE; 2271 Pelham Street NE; and 2263 Pelham Street NE; funding approved by City Council on 07/18/2024 via Resolution 2024-23 – \$475,364.
- Appropriate funding for the purchase of the penlink investigative software gained through the FY 23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) in Florida Program Agreement Grant; approved by City Council 05/16/2024 – \$22,133.
- Utilize insurance proceeds from a Police Main Station Warehouse and Storage area roof leak that occurred in April 2024 to purchase replacement ammunition damaged during the event – \$66,309.
- Appropriate funding for the lease-to-purchase of six (6) portable traffic signals \$259,100 to include a three-months lease of the equipment \$32,850; approved by City Council 07/18/2024 – \$291,950.
- Appropriate funding for the purchase of three (3) steel doors for the Public Works Operation Building G \$135,516, and a standby power generator \$6,600 in the event of a power outage; approved by City Council 07/11/2024 – \$142,116.
- Appropriate the FY 2023-2024 Tourism Development Council (TDC) Cultural Support Grant Program revenue towards expenditures associated with the City's Independence Day

Celebration, the Holiday Light Parade, and the Multi-Cultural Festival; approved by City Council 05/18/2023 – \$20,000.

- Close the following completed projects – Total Impact (\$86,054).
 - City Hall Replacement Genset project (22PK04) – (\$27,824)
 - Police Department Headquarters Chiller Replacement project (22PK05) – (\$13,947)
 - City Hall Chiller Replacement project (22PK06) – (\$13,946)
 - Building Security project (22PK10) – (\$26,429)
 - CED Main Entrance Remodel project (22PK14) – (\$3,290)
 - Tennis Courts Replacements @ Fred Lee project (24PK08) – (\$618)

SHIP Fund (111)

Expenditures – Total (\$74,650)

- Close the 285 Olsmar St SW Single Family Rehab project (24CD19) – (\$74,650).

CDBG Fund (112)

Expenditures – Total \$30,444

- Reverse the FY 2024 Budget Amendment #1 adjustment of the City Council approved purchase of two (2) CRU Golf Carts valued at \$30,444 for the Police Department on 05/18/2023. Initial purchase was expensed to the CDBG Fund (112); however, on 10/26/2023, the HUD CPD Representative did not deem the purchase eligible for CDBG funding. A second review of this decision reversed the ineligibility resulting in the CRU Golf Carts eligibility for CDBG funding. Move the expense transaction from the General Fund (001) to the CDBG Fund (112) – Net Budget Impact \$30,444.

Bayfront Community Redevelopment Fund (181)

Expenditures – Total \$1,299,046

- Remove the estimated FY 2023 BCRA Unspent Fund Balance outgoing transfer (City of Palm Bay portion), included in the FY 2024 Approved Budget – to the General Fund (001); approved by City Council 08/01/2024 – (\$1,364,720).
- Appropriate funding for actual FY 2023 BCRA Unspent Fund Balance outgoing transfer (City of Palm Bay portion) to the Road Maintenance CIP Fund (307); approved by City Council 08/01/2024 – \$1,863,783.
- Appropriate additional funding for actual FY 2023 BCRA Unspent Fund Balance reimbursements (Brevard County portion); approved by City Council 08/01/2024 – \$799,983.

Fire Impact Fee Fund – Nexus 32905 (187)

Expenditures – Total \$820,299

- Appropriate funding for Fire Emergency Vehicles and Training Equipment to include the following; approved by City Council 08/01/2024 – \$836,549.
 - Five (5) Squad Vehicles (Funding Split Across All Nexus)
 - Four (4) Training Vehicles (Funding Split Across All Nexus)
- Close the Brush Truck Station 5 High-Water vehicle project (22FD07) – (\$16,250).

Fire Impact Fee Fund – Nexus 32907 (188)

Expenditures – Total \$1,241,905

- Appropriate funding for Fire Emergency Vehicles and Training Equipment to include the following; approved by City Council 08/01/2024 – \$1,264,166.
 - Three (3) High Water Mod Units (Fund Split Between 32907 & 32908)
 - Five (5) Squad Vehicles (Funding Split Across All Nexus)
 - Four (4) Training Vehicles (Funding Split Across All Nexus)
- Close the Brush Truck Station 5 High-Water vehicle project (22FD07) – (\$22,261).

Fire Impact Fee Fund – Nexus 32908 (189)

Expenditures – Total \$1,455,000

- Appropriate funding for Fire Emergency Vehicles and Training Equipment to include the following; approved by City Council 08/01/2024 – \$1,579,049.
 - Three (3) High Water Mod Units (Fund Split Between 32907 & 32908)
 - Five (5) Squad Vehicles (Funding Split Across All Nexus)
 - Four (4) Training Vehicles (Funding Split Across All Nexus)
- Close the Brush Truck Station 6 project (22FD01) – (\$124,049).

Fire Impact Fee Fund – Nexus 32909 (190)

Expenditures – Total \$2,376,635

- Appropriate funding for Fire Emergency Vehicles and Training Equipment to include the following; approved by City Council 08/01/2024 – \$2,394,303.
 - One (1) Fire Tender
 - Five (5) Squad Vehicles (Funding Split Across All Nexus)
 - One (1) Emergency Response Vehicle
 - Four (4) Training Vehicles (Funding Split Across All Nexus)
- Close the following completed projects – Total Impact (\$17,668).
 - Brush Truck Station 5 High-Water vehicle project (22FD07) – (\$11,657)
 - Brush Truck Station 6 project (22FD01) – (\$6,011)

Parks Impact Fee Fund – Nexus 32905 (191)

Expenditures – Total \$40,000

- Appropriate additional funding to the Riviera Dog Park project (21PR01); approved by City Council 07/11/2024 – \$40,000.

Transportation Impact Fee Fund – Nexus 32909 (199)

Expenditures – Total \$1,195,000

- Appropriate additional funding to the Babcock @ SJHP Widening project (21PW06) for Change Order #5; approved by City Council 08/01/2024 – \$1,195,000.

Community Investment Fund (301)

Expenditures – Total (\$375,321)

- Reduce funding to the CGBD-MIT CFHP Police Department Main Station project (21PD01) due to the second amendment to the Subrecipient Agreement of the Federally Funded Community Development Block Grant Mitigation Program (CDBG-MIT); approved by City Council 07/18/2024 – (\$375,321).

Road Maintenance CIP Fund (307)

Revenues – Total \$1,863,783

- Record incoming transfer from the BCRA Fund (181) for actual FY 2023 BCRA Unspent Fund Balance (City of Palm Bay portion); approved by City Council 08/01/2024 – \$1,863,783.

2019 G.O. Road Program Fund (309)

Expenditures – Total \$4,000,000

- Open and fund the Emerson Road Paving project (24GO12); repaving from Malabar Road SE to Waco Blvd. SE – \$4,000,000.

Utilities Operating Fund (421)

Expenditures – Total \$24,070

- Appropriate funding to purchase two (2) vans for the Utilities Electrical Technician I position; approved by City Council 08/01/2024 – \$24,070.

Utilities Renewal & Replacement Fund (424)

Expenditures – Total \$235,965

- Appropriate additional funding for water meter services; approved by City Council 08/01/2024 – \$250,000.
- Close the NRWTP Grit System Rehab project (18WS16) – (\$14,035).

Stormwater Utility Fund (461)

Expenditures – Total \$343,630

- Re-appropriate funding for Purchase Order 232049 (Aquatic Pool Group Inc.); balance on Purchase Order did not roll from FY 2023 to FY 2024 as part of the encumbrance roll – \$243,630.
- Appropriate additional funding to the Rockabye @ C-42-R Culvert Replacement project (18SU12); bids came in higher than initially budgeted; approved by City Council 07/18/2024 – \$100,000.

REQUESTING DEPARTMENTS:

Finance

FISCAL IMPACT:

Refer to Exhibit A for Fiscal Impact.

STAFF RECOMMENDATION:

Motion to adopt, by Ordinance, the FY 2024 Fourth Budget Amendment.

ATTACHMENTS:

1. Exhibit A - FY 2024 BA #4 Appropriations
2. Ordinance 2024-48