



## LEGISLATIVE MEMORANDUM

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

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

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** January 16, 2025

**RE:** Ordinance 2025-06, amending the Fiscal Year 2024-2025 budget by appropriating and allocating certain monies (first budget amendment), first reading.

### SUMMARY:

This quarterly Budget Amendment accounts for all budget adjustments completed in the first 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 \$56,910**

- Recognize the Department of Justice (DOJ) Victims of Crime Act (VOCA) 2024-2025 Grant Award; funding utilized to offset personnel costs for one (1) Victim Advocate position and one (1) Senior Victim Advocate position - Total Impact \$56,910.

#### **Expenditures – Total \$6,352,854**

- Budget Re-Appropriations: Re-appropriate previously FY 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to FY 2025 - Total Impact \$898,501.

Department	Description	Amount	Initial Approval
Fire	New Hire Training Materials	26,413	Budget Amendment #5 11/21/2024
Fire	New Hire Rental Portable Shower	30,000	Budget Amendment #5 11/21/2024
Fire	RFID	4,675	Budget Amendment #5 11/21/2024
Fire	New Hire Masks	1,772	Budget Amendment #5 11/21/2024

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Fire	New Hire & IAFF Contract Binders and Printing	2,213	Budget Amendment #5 11/21/2024
Fire	Ladder 7 Equipment	9,177	Budget Amendment #1 01/18/2024
Fire	Aerial Support Drone	12,000	Budget Amendment #5 11/21/2024
Fire	Station 8 Pumper Truck Equipment	177,646	Budget Amendment #4 09/19/2024
Fire	Station Appliances	3,132	Budget Amendment #5 11/21/2024
Fire	Blue Lights	4,000	Budget Amendment #5 11/21/2024
Fire	Lift Assist Belts	2,000	Budget Amendment #5 11/21/2024
Fire	New Hire Bunker Gear & Gear Cleaning	91,034	Budget Amendment #5 11/21/2024
Fire	Air Filling Station @ FS 1 Rebuild	25,000	Budget Amendment #1 09/19/2024
Fire	Remaining Funding of \$570,000 Allocated to Admin. Vehicles	119,079	Budget Amendment #3 07/18/2024
Fire	Emergency Management Training	153,600	Budget Amendment #3 07/18/2024
Fire	Emergency Management Vehicle Radio	6,568	Budget Transfer #169
Fire	Assistant Chief Vehicle	4,926	Budget Amendment #3 07/18/2024
Police	Livescan	70,000	Budget Amendment #1 01/18/2024
Police	Civilian Uniforms	1,320	Budget Transfer #144
Public Works	Hurricane doors	6,600	Budget Amendment #1 09/19/2024
Public Works	Generator	60,631	Budget Transfer #167
Public Works	Survey - Items to outfit the truck	1,107	Budget Amendment #1 01/18/2024
Public Works	Zero-Turn Mowers (3)	42,823	Budget Transfer #167
Public Works	Gators (3)	42,785	Budget Transfer #167

- Budget Correction: Appropriate funding for FY 2025 Accidental Death & Dismemberment policies (Fire Department) – \$29,855.
- Appropriate FY 2025 funding for the Memorandum of Understanding (MOU) between Brevard County and the City of Palm Bay for a Veteran Service Officer; approved by City Council 09/05/2024 – \$85,884.
- Appropriate funding for training/travel for the Economic Development Manager and Economic Development Specialist to attend the following functions: ABTECH 2024 Conference and Expo (Orlando, FL) and SpaceCom Global Commercial Conference (Orlando, FL); approved by City Council 10/17/2024 – \$1,728.
- Appropriate funding for installation of temporary fire stations composed of “fold out” transportable and relocatable wind-rated mobile units; approved by City Council 08/13/2024 – \$3,700,000.
- Appropriate funding for a citywide training budget for two (2) leadership training and development programs; approved by City Council 09/05/2024 – \$90,000.
- Utilize stabilization dollars to appropriate funding for Hurricane Milton Debris Removal Services (project 25EM01); City Council approval not required per Fund Balance Policy – \$902,508.
- Appropriate funding from vending machine revenue (through Undesignated Fund Balance) to city-wide General Fund departments to utilize towards 2024 departmental holiday events based on active FTE count – Net Impact \$1,054.
- Transfer funding to the Utilities Operating Fund (421) from vending machine revenue (through

Undesignated Fund Balance) to utilize towards 2024 departmental holiday events based on active FTE count – \$215.

- Transfer funding to the Building Fund (451) from vending machine revenue (through Undesignated Fund Balance) to utilize towards 2024 departmental holiday events based on active FTE count – \$49.
- Appropriate funding for the Firefighter Death Benefits Payment per Florida Statute 112.1816; approved by City Council 11/07/2024 – \$75,000.
- Transfer funding to the Community Investment Fund (301) for the completion of the Sacrifice Parks Improvements project (24PK31); Award of Bid #50-0-2024/GB, Doug Wilson Enterprises, Inc. came in higher than anticipated; approved by City Council 10/17/2024 – \$241,621.
- Appropriate funding for the mandatory one-time P25 upgrade fee for the public safety radio communications program (city contribution); approved by City Council 11/07/2024 – \$214,237.
- Appropriate funding for the purchase and installation of four (4) Electronic Speed Feedback Signs along Meadowbrook Road; approved by City Council 11/07/2024 – \$46,568.
- Appropriate funding to cover the balance cost of the 2024 Grade Crossing Maintenance Program; approved by City Council 11/07/2024 – \$65,634.

#### **Law Enforcement Trust Fund (101)**

##### ***Expenditures – Total \$15,700***

- LETF 25-01: Appropriate funding for legal fees/forfeiture costs \$5,000; bank fees \$500; and the December 2024 Reindeer Run \$10,200; approved by City Council 11/21/2024 – Total Impact \$15,700.

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

##### ***Expenditures – Total \$308,989***

- Appropriate funding for the demolition/reconstruction of one (1) unit at 2254 Washington Street, NE (project 25CD17) to preserve affordable housing; approved by City Council 10/17/2024 – \$308,989.

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

##### ***Revenues – Total \$776,641***

- Record executed CDBG Grant Funding Agreement # B-24-MW-003; approved by City Council 07/18/2024 and 12/05/2024 – \$776,641.

##### ***Expenditures – Total \$625,313***

- Appropriate CDBG Grant Funding Agreement # B-24-MW-003 as follows; approved by City Council 07/18/2024 and 12/05/2024 – Total \$625,313.

Catholic Charities of Central Florida (project 25CD01) - \$33,250  
Brevard Alzheimer's Foundation (project 25CD02) - \$25,080  
Conklin Davis Center for Visually Impaired (project 25CD03) - \$28,916  
Greater Melbourne PAL (project 25CD04) - \$22,950  
Bus Voucher Program (project 25CD05) - \$6,300  
Liberty Parks Improvements (project 25PK01) - \$83,480  
Riviera Park Pickleball/Tennis Courts Replacement (project 25PK02) - \$151,071  
Sidewalks @ San Filippo Wichita Blvd. to Eldron Blvd. (project 25PW01) - \$270,266  
Other Professional Services - \$4,000

### **Opioid Settlement Fund (129)**

#### **Expenditures – Total \$224,608**

- Appropriate funding for the following Opioid Settlement projects; approved by City Council 10/17/2024 – \$224,608.
  - Opioid – New Hope (project 25CD14) Treatment Ready4Work – \$74,608
  - Opioid – BPC Positive Choice (project 25CD15) – \$75,000
  - Opioid – BPC OUD (project 25CD16) Opioid Use Disorder – \$75,000

### **Police Impact Fee Fund – Nexus 32909 (186)**

#### **Expenditures – Total \$956,500**

- Appropriate funding for the purchase of 14 police vehicles (project 25PD02) for new-hires; approved by City Council 10/03/2024 – \$956,500.

### **Fire Impact Fee Fund – Nexus 32905 (187)**

#### **Expenditures – Total \$293,758**

- Budget Re-Appropriations: Re-appropriate previously FY 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to FY 2025 - Total Impact \$293,758.

Department	Description	Amount	Initial Approval
Fire	Training P1 Equipment 30%	3,047	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure 17%	4,311	Budget Amendment #4 09/19/2024
Fire	Training P1 Equipment - Maniken Heads	5,407	Budget Amendment #4 09/19/2024
Fire	Training P1 Vehicle - DOT Sealed Bags Training 2 &3	146	Budget Amendment #4 09/19/2024
Fire	Training P1 Equipment 30%	26,052	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure 17%	63,890	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - Roof Vent	17,960	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - ForcibleEntry Door Prop	1,556	Budget Amendment #4 09/19/2024

Fire	Training P1 Vehicle 12.5%	11,280	Budget Amendment #4 09/19/2024
Fire	Squad 7 100%	160,109	Budget Amendment #4 09/19/2024

**Fire Impact Fee Fund – Nexus 32907 (188)****Expenditures – Total \$349,918**

- Budget Re-Appropriations: Re-appropriate previously FY 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to FY 2025; total impact \$349,918.

Department	Description	Amount	Initial Approval
Fire	Training P1 Equipment 30%	3,047	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure 17%	4,311	Budget Amendment #4 09/19/2024
Fire	Training P1 Equipment - Maniken Heads	5,407	Budget Amendment #4 09/19/2024
Fire	Training P1 Vehicle - DOT Sealed Bags Training 2 & 3	146	Budget Amendment #4 09/19/2024
Fire	Training P1 Equipment 30%	26,052	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure 17%	139,491	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - Roof Vent	17,961	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - Forcible Entry Door Prop	1,556	Budget Amendment #4 09/19/2024
Fire	Training P1 Vehicle 12.5%	11,280	Budget Amendment #4 09/19/2024
Fire	Highwater Mod Unit 3 50%	13,528	Budget Amendment #4 09/19/2024
Fire	Highwater Mod Unit 8 25%	6,764	Budget Amendment #4 09/19/2024
Fire	Squad QRV Unit 2 25%	39,994	Budget Amendment #4 09/19/2024
Fire	Squad QRV Unit 3 75%	63,144	Budget Amendment #4 09/19/2024
Fire	Squad QRV Unit 8 20%	17,237	Budget Amendment #4 09/19/2024

**Fire Impact Fee Fund – Nexus 32908 (189)****Expenditures – Total \$374,493**

- Budget Re-Appropriations: Re-appropriate previously FY 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to FY 2025 - Total Impact \$374,493.

Department	Description	Amount	Initial Approval
Fire	Training P1 Equipment 30%	3,047	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure 17%	4,311	Budget Amendment #4 09/19/2024
Fire	Training P1 Equipment - Maniken Heads	5,406	Budget Amendment #4 09/19/2024
Fire	Training P1 Vehicle - DOT Sealed Bags Training 2 & 3	292	Budget Amendment #4 09/19/2024
Fire	Training P1 Equipment 30%	26,052	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure 17%	137,625	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - Roof Vent	17,961	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - Forcible Entry Door Prop	1,556	Budget Amendment #4 09/19/2024

Fire	Training P1 Vehicle 25%	22,920	Budget Amendment #4 09/19/2024
Fire	Highwater Mod Unit 3 50%	13,528	Budget Amendment #4 09/19/2024
Fire	Highwater Mod Unit 8 75%	20,292	Budget Amendment #4 09/19/2024
Fire	Squad QRV Unit 2 25%	39,994	Budget Amendment #4 09/19/2024
Fire	Squad QRV Unit 3 25%	21,546	Budget Amendment #4 09/19/2024
Fire	Squad QRV Unit 8 80%	59,963	Budget Amendment #4 09/19/2024

### Fire Impact Fee Fund – Nexus 32909 (190)

#### Expenditures – Total \$844,424

- Budget Re-Appropriations: Re-appropriate previously FY 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to FY 2025 - Total Impact \$844,424.

Department	Description	Amount	Initial Approval
Fire	Training P1 Equipment 10%	2,828	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure 49%	158,827	Budget Amendment #4 09/19/2024
Fire	Training P1 Equipment - Maniken Heads	1,802	Budget Amendment #4 09/19/2024
Fire	Training P1 Vehicle - DOT Sealed Bags Training 2 & 3	583	Budget Amendment #4 09/19/2024
Fire	Training P1 Equipment 10%	8,684	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure 49%	252,130	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - Roof Vent	51,769	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - Forcible Entry Door Prop	4,484	Budget Amendment #4 09/19/2024
Fire	Training P1 Vehicle 50%	45,831	Budget Amendment #4 09/19/2024
Fire	MERV 100%	40,000	Budget Amendment #4 09/19/2024
Fire	Tender 9 100%	55,254	Budget Amendment #4 09/19/2024
Fire	Highwater Mod Unit 9 100%	36,143	Budget Amendment #4 09/19/2024
Fire	Squad QRV Unit 2 50%	79,988	Budget Amendment #4 09/19/2024
Fire	Squad QRV Unit 9 100%	106,101	Budget Amendment #4 09/19/2024

### Transportation Impact Fee Fund – Nexus 32907 (197)

#### Expenditures – Total \$600,000

- Appropriate funding for the Emerson Drive NE Sidewalk & Lighting Improvements project (25SU01); approved by City Council 10/03/2024 – \$600,000.

### Community Investment Fund (301)

#### Revenues – Total \$691,621

- Budget Correction: Remove “Transfer from General Fund” FY 2025 Approved Budget Entry; no transfer to occur – (\$100,000).

- Transfer funding from the General Fund (001) for the completion of the Sacrifice Parks Improvements project (24PK31); Award of Bid #50-0-2024/GB, Doug Wilson Enterprises, Inc. came in higher than anticipated; approved by City Council 10/17/2024 – \$241,621.
- Record the Florida Department of Environmental Protection (FDEP) Grant / 2024-2025 State Legislative Appropriation for the Palm Bay Indian River Lagoon Water Quality Improvement Project (Cadillac & Conlan Pond Improvements 25SU09); approved by City Council 11/21/2024 – \$550,000.

***Expenditures – Total \$791,621***

- Appropriate funding for the for the completion of the Sacrifice Parks Improvements project (24PK31); approved by City Council 10/17/2024 – \$241,621.
- Appropriate funding for the Cadillac & Conlan Pond Improvements project (25SU09); approved by City Council 11/21/2024 – \$550,000.

**Utilities Operating Fund (421)**

***Revenues – Total \$2,100,417***

- Recognize FY 2023-2024 State Legislative Session State Appropriations to assist homeowners with septic-to-sewer conversions; approved by City Council 03/07/2024 – \$2,100,000.
- Transfer from the General Fund (001) - vending machine revenue to utilize towards 2023 departmental holiday events based on active FTE count – \$417.

***Expenditures – Total \$3,452,569***

- Budget Correction: Adjust FY 2025 Approved Budget operating account numbers for FWPCOA Certifications & for Safety Shower purchases – Net Impact \$0.
- Appropriate FY 2023-2024 State Legislative Session State Appropriations to the Septic to Sewer Conversion project (24WS42); approved by City Council 03/07/2024 – \$2,100,000.
- Appropriate funding to the NRWRF Reclaimed Water MLA project (24WS26) for the Enterprise Resource Planning (ERP) software transition; approved by City Council 10/17/2024 – \$948,718.
- Appropriate funding for one (1) Utilities Inspector FTE position and vehicle; approved by City Council 10/17/2024 – \$155,822.
- Appropriate additional SOIRL Project Plan funding to the Septic to Sewer project (24WS42); approved by City Council 11/07/2024 - \$247,612.
- Appropriate vending machine revenue to utilize towards 2023 departmental holiday events based on active FTE count – \$417.

**Utilities Connection Fee Fund (423)**

***Expenditures – Total \$245,638***

- Appropriate funding to the Shoppes at Cypress Bay Water Main Oversizing project (25WS25); approved by City Council 11/07/2024 – \$245,638.

### **Utilities Renewal/Replacement Fund (424)**

#### **Expenditures – Total \$0**

- Budget Correction: Adjust FY 2025 Approved Budget capital account numbers for the following projects – Net Impact \$0.
  - Sanitary Sewer Lining Program (20WS11)
  - Lift Station 12 & 13 Dry to Wet Conversion (24WS04)
  - FM – Upsize LS-04-PMR (25WS20)
  - FM – Upsize Angle Street (25WS17)

### **Building Fund (451)**

#### **Revenues – Total \$92**

- Transfer from the General Fund (001) - vending machine revenue to utilize towards 2023 departmental holiday events based on active FTE count – \$92.

#### **Expenditures – Total \$92**

- Budget Correction: Adjust FY 2025 Approved Budget account number for the Building E furniture purchases – Net Impact \$0.
- Appropriate vending machine revenue to utilize towards 2023 departmental holiday events based on active FTE count – \$92.

### **Stormwater Utility Fund (461)**

#### **Expenditures – Total \$1,965,812**

- Budget Re-Appropriations: Re-appropriate previously FY 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to FY 2025 - Total Impact \$689,212.

Department	Description	Amount	Initial Approval
Public Works	YSI Water Test Meter	14,024	Budget Transfer #167
Public Works	Zero-Turn Mowers (2)	26,279	Budget Transfer #167
Public Works	Gators (3)	42,786	Budget Transfer #167
Public Works	Mini Excavator (2 Ton)	50,435	Budget Amendment #3 07/18/2024
Public Works	(2) Vehicles	55,688	Budget Transfer #167
Public Works	Camera Truck	422,000	Budget Transfer #167
Public Works	Camera Truck	78,000	Budget Transfer #167

- Budget Correction: Remove the following two (2) vehicle/equipment budgets; suplicate entries in the FY 2024 Approved Budget – Net Impact (\$198,400):
  - One (1) 3/4 Ton Crew Cab Truck (\$133,400)
  - One (1) Mini 2-Ton Excavator (\$65,000)



- Budget Correction: Adjust the FY 2025 Approved Budget capital account number for the one (1) F-250 Flatbed Truck – Net Impact \$0.
- Appropriate funding for the removal, disposal, and replacement of three (3) grates at Haverhill Road in the Shire Mobile Home Park (project 25SU07); approved by City Council 10/03/2024 – \$150,000.
- Appropriate funding for the Florin Pond Drainage Rejuvenation project (25SU08); approved by City Council 10/03/2024 – \$600,000.
- Appropriate funding for the Cadillac & Conlan Pond Improvements project (25SU09); approved by City Council 11/21/2024 – \$725,000.

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

#### **Expenditures – Total \$293,379**

- Budget Re-Appropriations: Re-appropriate previously FY 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to FY 2025 - Total Impact \$293,379.

Department	Description	Amount	Initial Approval
Public Works	Fleet - Hose reel	55,539	Budget Transfer #167
Public Works	Fleet - Press	12,840	Budget Transfer #167
Public Works	Fleet Service Truck	225,000	Budget Transfer #167

### **REQUESTING DEPARTMENTS:**

Finance

### **FISCAL IMPACT:**

Refer to Exhibit A for Fiscal Impact.

### **STAFF RECOMMENDATION:**

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

### **ATTACHMENTS:**

1. Exhibit A - FY 25 BA #1 Appropriations
2. Ordinance, First Budget Amendment 01.16.2025