



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** July 11, 2024

**RE:** Ordinance 2024-28, amending the Fiscal Year 2023-2024 budget by appropriating and allocating certain monies (third budget amendment), first reading

### **SUMMARY:**

Summary of the proposed budget amendment:

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

##### ***Expenditures – Total \$4,447,245***

- Close the completed Nesbitt Sidewalk project (22PW03) – (\$39,008).
- Close the following Traffic Control projects - Total Impact (\$1,361).
  - Bayside-Degroodt Signal Respan project (22PW06) – (\$389)
  - Malabar-Jupiter Signal Respan project (22PW07) – (\$972)
- Budget Correction: Public Works Department – Add one (1) full-time Grants Manager and one (1) full-time Records Specialist missed on Budget Amendment #2 - \$117,171.
- Budget Correction: Police Department – Patrol SWAT Drones recurring charge removed from budget in error - \$8,000.
- Appropriate funding for one (1) Administrative Assistant FTE position within the Community and Economic Development (CED) Department; approved by City Council 05/02/2024 - \$32,793.
- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$963,699.
- Appropriate funding towards the FY2024 Fire Paramedic Program; approved by City Council 05/16/2024 - \$91,500.
- Appropriate funding towards the FEMA and NIMS Training Initiative; approved by City Council 05/02/2024 - \$153,600.

- Appropriate funding toward the construction and design of Fire Station #9 project (24FD09) \$250,000 and to purchase one (1) Fire Engine for the station \$795,789; approved by City Council 05/02/2024 – Total Impact \$1,045,789.
- Appropriate funding towards the purchase of (6) Fire Safety Vehicles and the addition of one (1) Assistant Fire Chief FTE position for the Emergency Management Division expansion; approved by City Council 04/18/2024 - \$759,440.
- Appropriate funding towards purchasing office furniture for the Code Compliance Division; approved by City Council 04/18/2024 - \$28,856.
- Appropriate funding for two (2) Human Resources Generalist II FTE positions; approved by City Council 04/04/2024 - \$52,251.
- Appropriate funding towards the purchase of the Granicus' Social Media eXstream Plus Package; approved by City Council 03/21/2024 - \$4,360.
- Appropriate funding for the following Information Technology Department (5) FTE positions; approved by City Council 04/18/2024 - Total Impact \$191,755.
  - One (1) Information Security Analyst - \$41,989
  - Two (2) Support Specialist - \$68,298
  - One (1) Mobile Device Support Specialist - \$39,179
  - One (1) Network Administrator – \$42,289
- Appropriate funding towards the IMS Software expansion; approved by City Council 05/02/2024 - \$108,000.
- Appropriate funding towards the OneSol OS (Operating System) Upgrade; approved by City Council 04/04/2024 - \$30,805.
- Appropriate funding for the following Parks & Facilities Department four (4) FTE positions and six (6) small pick-up trucks; approved by City Council 04/04/2024 - Total Impact \$544,425.
  - One (1) Assistant Director – \$72,405
  - One (1) Construction Project Manager - \$71,629
  - Two (2) Maintenance II workers - \$150,515
  - (6) Small Pick-Up Trucks - \$249,876
- Appropriate funding towards the emergency purchase of a Pool Heater; approved by City Council 03/21/2024 - \$43,740.
- Appropriate funding towards one (1) Police Sergeant FTE position; approved by City Council 03/07/2024 - \$65,704.
- Appropriate funding towards one (1) Police Wellness Coordinator FTE position; approved by City Council 04/18/2024 - \$48,769
- Appropriate funding towards outfitting all sworn Police Personnel with red dot aiming sights, new handguns, and all required hardware/accessories; approved by City Council 04/04/2024 - \$86,050.

- Appropriate funding towards the purchase of Police Rifle Ballistic Armor Plates; approved by City Council 05/16/2024 - \$68,160.
- Appropriate funding towards one (1) Administrative Secretary FTE position for Public Works; approved by City Council 04/04/2024 - \$22,733.
- Appropriate funding for the City's Flag Program; approved by City Council 03/07/2024 - \$3,000.
- Appropriate funding to reclassify the Recreation Department's two (2) Recreation Aides PT positions to two (2) Recreation Leaders FTE positions; approved by City Council 05/02/2024 - \$17,014.

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

#### ***Expenditures – Total \$91,401***

- Close the completed Police Wellness Suite Expansion project (22PD03) – (\$1,649).
- LETF 24-02: Appropriate funding towards outfitting Police personnel with red dot aiming sights, new handguns, and required hardware/accessories; approved by City Council 04/04/2024 - \$86,050.
- LETF 24-03: Appropriate funding to the Police Department Community Read and Feed Program; approved by City Council; 05/16/2024 - \$7,000.

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

#### ***Expenditures – Total \$49,925***

- Open and fund the 340 Mercury Avenue SE 32909 project (24CD12) for the rehabilitation of four (4) transitional housing units; approved by City Council 04/04/2024 – \$270,802.
- Close the following SHIP projects - Total Impact (\$225,250).
  - Di Lusrto 982 Brickell SE (22CD28) – (\$250)
  - 1578 Waldorf Cir NE (22CD30) – (\$75,000)
  - 386 Brantley St SE (23CD32) – (\$75,000)
  - 1094 Fairplay Ave NW (23CD34) – (\$75,000)
- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$4,373.

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

#### ***Expenditures – Total \$2,000***

- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$2,000.

### **HOME Investment Grant Fund (114)**

#### ***Revenues – Total \$1,960,144***

- Record the FY 2023-2024 HOME Disbursement Agreement between the City of Palm Bay and Brevard County; approved by City Council 03/07/2024 – \$1,858,023.
- Record Program Income - \$102,121.

***Expenditures – \$2,331,145***

- Appropriate the FY 2023-2024 HOME Disbursement Agreement and Program Income as follows; approved by City Council 03/07/2024 – Total \$1,960,144.
  - Labor Distributions - \$103,129
  - Macedonia Community Dev Corp Project (23CD27) - \$435,747
  - Community Housing Initiative Project (22CD07) - \$1,421,268
- Appropriate HOME funding toward the development of Northview Properties; approved by City Council 04/18/2024 - \$370,000.
- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$1,001.

**CDBG-CV FUND (126)**

***Expenditures – Total \$2,999***

- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$2,999.

**ARPA Fund (128)**

***Expenditures – Total (\$137,648)***

- Remove Task Order funding from Building E Construction project (20BD01) – (\$137,648).

**Bayfront Community Redevelopment Fund (181)**

***Revenues – Total \$137,798***

- Record sale proceeds from the property at 1608 Orange Blossom Trail NE \$54,941 and an unknown property address located on Orange Blossom Trail \$82,857 – Total Impact \$137,798.

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

***Expenditures – Total (\$21,849)***

- Close the Police P&E Interior Expansion project (22PD01) – (\$8,868).
- Close the Police FUSUS (RTCC) project (22PD02) – (\$9,957).
- Close the Police Wellness Ste Exp project (22PD03) – (\$3,024).

**Police Impact Fee Fund – Nexus 32908 (184)**

***Expenditures – Total \$12***

- Budget Correction: Police Department – Radar Trailers Tags/Title missed on Budget Amendment #1 - \$12.

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

***Expenditures – Total \$12***

- Budget Correction: Police Department – Radar Trailers Tags/Title missed on Budget Amendment #1 - \$12.

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

***Expenditures – Total (\$3,532)***

- Close the Fire Training Center project (21FD01) – (\$3,532).

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

***Expenditures – Total \$1,859,670***

- Additional Impact Fees funding for the Fred Poppe Regional Park Bridge project (24PK30) Amendment No. 1 for design and construction; approved by City Council 03/21/2024 - \$1,859,670.

**Parks Impact Fee Fund – Nexus 32908 (193)**

***Expenditures – Total \$2,290,578***

- Additional Impact Fees funding for the Fred Poppe Regional Park Bridge project (24PK30) Amendment No. 1 for design and construction; approved by City Council 03/21/2024 - \$2,290,578.

**Transportation Impact Fees-Nexus 32905 Fund (196)**

***Expenditures – Total \$570,216***

- Open and fund the Lipscomb St Widening project (24PW04) to begin engineering design; approved by City Council 05/16/2024 - \$270,216.
- Open and fund the Port Malabar at Riviera project (24PW08) to begin intersection design; approved by City Council 04/18/2024 - \$300,000.

**Transportation Impact Fees-Nexus 32908 Fund (198)**

***Expenditures – Total \$300,000***

- Appropriate additional funding to the St. John Heritage Parkway Traffic Signal @ Malabar project (18PW01) for the construction of a span wire traffic signal; approved by City Council 03/21/2024 - \$300,000.

**Transportation Impact Fees-Nexus 32909 Fund (199)**

***Expenditures – Total \$1,650,000***

- Appropriate additional funding to the St. John Heritage Parkway Intersection and Babcock project (21PW06) for Change Order No. 4 due to increase cost in equipment, material, labor and change of scope of work to include Journey Drive; approved by City Council 05/16/2024 - \$750,000.
- Open and fund the following Public Works Department intersection improvement projects to begin intersections design; approved by City Council 04/18/2024 – Total \$900,000.
  - San Filippo At Jupiter (24PW05) - \$300,000
  - San Filippo At Wyoming (24PW06) - \$300,000
  - San Filippo At Cogan (24PW07) - \$300,000

**Community Investment Fund (301)**

***Expenditures – Total \$64,007***

- Close the CDBG-MIT CFHP Police Sub Station project (21PD02) – (\$96,083).
- Open and fund the Intelligent Transportation Systems Upgrade project (24PW09); approved by City Council 05/16/2026 - \$160,090.

**Road Maintenance CIP Fund (307)**

***Expenditures – Total (\$362,765)***

- Close the FY23 Road Rejuvenation project (23RD01) – (\$512,765).
- Open and fund the Unit 23 Paved Swale Paving project (24RD03) - \$150,000.

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

***Expenditures – Total (\$1,386,309)***

- Close the following completed road program projects – Total Impact (\$1,941,309).
  - Port Malabar Paving East (20GO16) – (\$171,687)
  - Unit 48 Road Paving (21GO13) – (\$813,553)
  - NE Area Knecht Rd Paving (21GO17) – (\$304,042)
  - Emerson-Fairhaven to C1 (22GO04) – (\$628,326)
  - PMU 20 Road Paving (22GO05) – (\$23,701)
- Appropriate additional funding for the Unit 40 Road Paving project (21GO11); approved by City Council 03/21/2024 - \$90,000.
- Appropriate additional funding to the Minton Road Paving project (24GO10) \$40,000 and the Waco Road Paving project (24GO11) \$425,000; low bid awards came in higher than budgeted; approved by City Council 04/04/2024 – \$465,000.

**FDEM Hurricane LAP Fund (313)**

***Revenues – Total \$2,000,000***

- Record the FY 2023-2024 FDEM Hurricane Legislative Appropriation Program (LAP) Funding Agreement; approved by City Council 12/21/2023 – \$2,000,000.

***Expenditures – \$2,000,000***

- Appropriate the FY 2023-2024 FDEM Hurricane Legislative Appropriation Program (LAP) funding as follows; approved by City Council 12/21/2023 – Total \$2,000,000.
  - Stearns Park Shoreline Restoration project (23PK01) – \$606,332
  - Castaway Park Shoreline Restoration project (23PK02) - \$701,334
  - Lagoon House Shoreline Restoration project (24PK28) - \$692,334

**Utilities Operating Fund (421)**

***Expenditures – Total \$612,043***

- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$195,165.
- Appropriate funding towards Task Order 24-07-IS Septic to Sewer Project Plan Funding Advocacy under the existing Master Contract 36-0-2020/JG; approved by City Council 05/16/2024 - \$128,200.
- Appropriate funding towards the Financial System Replacement project (22IT01) for the Utilities Department's portion of the ERP Implementation Advisory Services (GFOA/Government Finance Officers Association); approved by City Council 05/02/2024 - \$28,000.

- Appropriate funding for two (2) Line Locator Technician FTE positions; approved by City Council 03/21/2024 - \$260,678.

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

***Expenditures – Total \$106,352***

- Appropriate funding towards the Lift station #12 &13 Dry Pit to Wet Pit Conversion Project (24WS04) for design and permitting; approved by City Council 03/21/2024 - \$53,200.
- Appropriate funding towards the Eastshore Apartment Lift Station Upgrade project (24WS43); approved by City Council 04/04/2024 - \$53,152.

**Building Fund (451)**

***Expenditures – Total \$63,911***

- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$63,911.

**Stormwater Utility Fund (461)**

***Expenditures – Total \$2,599,839***

- Close the following completed Stormwater Utility projects – Total Impact (\$253,086).
  - Harper Blvd @ C-18 Culvert (18SU14) – (\$10,452)
  - Unit 22 Pipe Replacement (22SU06) – (\$29,257)
  - Citywide SW Masterplan (23SU09) – (\$213,377)
- Appropriate funding to procure the following capital asset/vehicle requests and (17) new FTE positions; approved by City Council 05/16/2024 – Total Impact \$2,785,387.
  - (6) F-150 Trucks - \$281,152
  - (2) Tractor Creeper Gear - \$502,178
  - (1) CAT Excavator - \$271,968
  - (1) Mini CAT Excavator - \$50,436
  - (1) Bulldozer - \$180,385
  - (1) John Deere Loader - \$297,159
  - (3) International Dump Truck - \$518,406
  - (1) Slope Mower - \$252,127
  - (1) Remote Control (RC) Mower - \$67,415
  - (1) Administrative Assistant - \$24,442
  - (2) Engineering Inspectors - \$59,222
  - (8) Maintenance Workers - \$122,512
  - (6) Heavy Equipment Operator (HEO) I – \$157,985
- Appropriate funding for one (1) Maintenance Worker FTE position \$24,374; funding for the F-150 4WD Super Cab Pickup truck \$48,585 is available in previously approved FY 2024 capital funding; approved by City Council 03/07/2024 – Net Impact \$24,374.

- Re-allocate initially approved funding for a Vector Truck and F-250 Regular Cab Truck (\$645,500) towards the purchase of one (1) Slope Mower, (1) Trencher Creeper Gear, one (1) Trencher, and one (1) Loader \$645,500 – Net CIP Impact \$0.
- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$43,164.

**Employee Health Insurance Fund (511)**

***Revenue – Total \$1,315,744***

- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; record incoming transfers from the funds listed below as follows; approved by City Council 04/18/2024 – Total Impact \$1,315,744.
  - General Fund (001) - \$963,699
  - SHIP Fund (111) - \$4,373
  - CDBG Fund (112) - \$2,000
  - HOME Fund (114) - \$1,001
  - CDBG-CV Fund (126) - \$2,999
  - Utilities Operating Fund (421) - \$195,165
  - Building Fund (451) - \$63,911
  - Stormwater Utility Fund (461) - \$43,164
  - Risk Management Fund (512) - \$14,885
  - Other Employee Benefits Fund (513) - \$2,158
  - Fleet Services Fund (521) - \$22,389

***Expenditures – Total \$22,832***

- Appropriate funding for two (2) HR Generalist II FTE positions; approved by City Council 04/04/2024 - \$22,832.

**Risk Management Fund (512)**

***Expenditures – Total \$14,885***

- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$14,885.

**Other Employee Benefits Fund (513)**

***Expenditures – Total \$24,986***

- Appropriate funding for two (2) HR Generalist II FTE positions; approved by City Council 04/04/2024 - \$22,828.

- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$2,158.

**Fleet Service Fund (521)**

***Expenditures – Total \$21,689***

- Close the Fleet Men's Bathroom Remodel project 23PW07 – (\$700).
- FY 2024 Health Insurance Premium Adjustments – Recalculation of 2023 Actual City-Required Contributions Resulting in 2024 Rate Adjustments & Increased Costs; transfer funding to the Health Insurance Fund (511); approved by City Council 04/18/2024 - \$22,389.

**REQUESTING DEPARTMENTS:**

Finance

**FISCAL IMPACT:**

Refer to Exhibit A for Fiscal Impact.

**STAFF RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Exhibit A - FY 2024 BA #3 Appropriations
2. Ordinance