



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Joan Junkala-Brown, Deputy City Manager

DATE: September 5, 2024

RE: Consideration of a one-year renewal to the Memorandum of Understanding between Brevard County and the City of Palm Bay for a Veteran Service Officer; and appropriation of \$85,884 for Fiscal Year 2025.

SUMMARY:

On October 11, 2023, the City executed a Memorandum of Understanding (MOU) with Brevard County to fund a full-time Veterans Service Offer (VSO) position to be located at Palm Bay City Hall to provide veteran services to Palm Bay residents. Per section III of the MOU, the MOU expires on September 30, 2024 and may be renewed for additional one-year periods upon written approval by both parties. This section also notes funding adjustments required upon renewal, to include a three percent (3%) cost of living adjustment (COLA), if approved by the Brevard County Board of County Commissioners for Fiscal Year (FY) 2024-2025.

The County's Housing & Human Services Department has provided a draft Renewal to MOU providing for adjustments, which result in a decrease in the City's funding obligations for this position under the original MOU. The original MOU notes the City's obligation of \$87,373 in expenditures related to the VSO position for FY 2024-2025. The Renewal provides for two minor adjustments, to include a four percent (4%) cost of living adjustment (COLA) for all employees as approved by the Brevard County Board of County Commissioners and the elimination of \$2,500 related to equipment and supplies (one-time expense paid by the City under the original MOU). Below is a breakdown of the total cost (\$85,884) to renew the MOU for Fiscal Year 2024-2025:

- Salary and benefits totaling \$82,134
 - Salary with 4% COLA: \$55,544
 - Benefits: \$26,590
- Training and certification totaling \$2,500
- Cell phone and office supplies totaling \$800
- VetPro license, annual cost of \$450

As of July 31, 2024, the VSO reports that approximately 45% of clients he serves are veterans who are Palm Bay residents, representing approximately 14.32% of Palm Bay's population.

REQUESTING DEPARTMENTS:

Community & Economic Development

FISCAL IMPACT:

If approved, a budget amendment in the amount of \$87,373 will be prepared to allocate funds from Undesignated Funds to account 001-3410-553-3407 (VSO contractual services), project 24CD09, for Fiscal Year 2025.

STAFF RECOMMENDATION:

Motion to authorize the City Manager to execute the Renewal to the Memorandum of Understanding with Brevard County for a full-time Veteran Services Officer and appropriate \$85,884 for Fiscal Year 2025.

ATTACHMENTS:

1. Executed MOU between City and Brevard County (ORIGINAL)
2. Renewal to MOU for FY 2024-2025