



## LEGISLATIVE MEMORANDUM

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

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

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** February 20, 2025

**RE:** Resolution 2025-10, amending Resolution 2024-35, adopting the Five-Year Capital Improvements Program for Fiscal Years 2024-2025 through 2028-2029 (first amendment).

### SUMMARY:

The following is a summary of revisions to the Capital Improvements Program/CIP in Fiscal Year 2024-2025. Revisions to the adopted CIP account for unspent Purchase Order/PO and Project Balances rolled from the previous fiscal year, and all budget adjustments completed in the first quarter of Fiscal Year 2024-2025.

### Budget Amendment #1 Modifications:

*The below modifications, accounted for on Fiscal Year 2025 Budget Amendment #1 (Ordinance 2025-06), have an impact on citywide 6000-series capital accounts. All modifications are accounted for in Exhibit A; see attachment.*

General Fund (001) Budget Re-Appropriations of previously Fiscal Year 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to Fiscal Year 2025 - Total CIP Impact \$372,920.

Department	Description	Amount	Initial Approval
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 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
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)	42,786	Budget Transfer #167
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Community & Economic Development (Housing) - Appropriate CDBG Grant (112) Funding Agreement # B-24-MW-003 as follows; approved by City Council 07/18/2024 and 12/05/2024 – Total CIP Impact \$504,817.

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

Fire Department - Fire Impact Fee Funds (All) Budget Re-Appropriations of previously Fiscal Year 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to Fiscal Year 2025 - Total CIP Impact \$1,659,674.

Department	Description	Amount	Initial Approval
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	17,961	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	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 - 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	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	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 - ForcibleEntry Door Prop	1,556	Budget Amendment #4 09/19/2024
Fire	Training P1 Vehicle 25%	22,919	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	Training P1 Equipment 10%	8,684	Budget Amendment #4 09/19/2024

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Fire	Training P1 Infrastructure 49%	252,129	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - Roof Vent	51,769	Budget Amendment #4 09/19/2024
Fire	Training P1 Infrastructure - ForcibleEntry 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

Fire Department – Appropriate General Fund (001) 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 – CIP Impact \$3,700,000.

Parks & Facilities Department – Appropriate Community Investment Fund (301) funding, via a transfer 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 – CIP Impact \$241,621.

Police Department – Appropriate Impact Fee Fund Nexus 32909 (186) funding for the purchase of 14 police vehicles (project 25PD02) for new-hires; approved by City Council 10/03/2024 – CIP Impact \$945,000.

Public Works Department - Stormwater Utility Fund (461) Budget Re-Appropriations of previously Fiscal Year 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to Fiscal Year 2025 - Total CIP Impact \$611,213.

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)	50,436	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 Department - Fleet Services Fund (521) Budget Re-Appropriations of previously Fiscal Year 2024 approved funding that was not expensed/encumbered during the fiscal year; funding does not roll to Fiscal Year 2025 - Total CIP Impact \$237,840.

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

Public Works Department - Stormwater Utility Fund (461) Budget Correction: Adjust Fiscal Year 2025 Approved Budget capital account numbers for the following projects – Net CIP Impact (\$3,300).

One (1) F-250 Flatbed Truck \$61,700

One (1) Mini 2-Ton Excavator (\$65,000)

Public Works Department – Appropriate Florida Department of Environmental Protection (FDEP) Grant / 2024-2025 State Legislative Appropriations \$550,000 and Stormwater Utility Fund (461) funding \$725,000 for the Cadillac & Conlan Pond Improvements project (25SU09); approved by City Council 11/21/2024 – Total CIP Impact \$1,275,000.

Public Works Department – Appropriate Impact Fee Fund Nexus 32907 (197) funding for the Emerson Drive NE Sidewalk & Lighting Improvements project (25SU01); approved by City Council 10/03/2024 – CIP Impact \$600,000.

Utilities Department - Utilities Renewal/Replacement Fund (424) Budget Correction: Adjust Fiscal Year 2025 Approved Budget capital account numbers for the following projects – Net CIP 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)

Utilities Department - Appropriate Utilities Connection Fee Fund (423) funding to the Shoppes at Cypress Bay Water Main Oversizing project (25WS25); approved by City Council 11/07/2024 – CIP Impact \$245,638.

Utilities Department - Appropriate Utilities Operating (421) funding for one (1) Utilities Inspector vehicle and associated equipment; approved by City Council 10/17/2024 – CIP Impact \$74,580.

#### **Budget Transfers: Transfer of Funds Between Capital Projects/Accounts:**

*The below transfers have an impact on citywide 6000-series capital accounts. All transfers are accounted for in Exhibit A; see attachment.*

#### ***Utilities Department – Budget Transfer #17***

Capital Account Correction: Transfer funding from capital account 6409/Capital Equipment (\$737,333) to capital account 65-02/Infrastructure CIP \$737,333 for the NRWRF Aqua Disk Phase 2 project (23WS09) – Net CIP Impact \$0.

**Budget Transfers: Added/Removed Capital Projects, Addition/Reduction of Funding:**

*The below transfers have an impact on citywide 6000-series capital accounts. All transfers are accounted for in Exhibit A; see attachment.*

***Public Works Department – Budget Transfer #8***

Transfer funding from a non-capital account to capital account 6401/Machinery & Equipment towards the purchase of one (1) Mini Excavator bucket – CIP Impact \$5,750.

Transfer funding from a non-capital account to capital account 6403/Light Vehicles to cover costs of outfitting vehicle asset #6413, #6414, and #6415 – CIP Impact \$4,400.

***Public Works Department – Budget Transfer #10***

Transfer funding from non-capital accounts to capital account 6403/Light Vehicles to cover costs of outfitting vehicle asset #6434 and #6413 – CIP Impact \$5,097.

***Public Works Department – Budget Transfer #16***

Transfer funding from non-capital account to capital account 65-02/Infrastructure CIP to cover advertisement costs for the SJHP Malabar Road Widening project (24PW03) – CIP Impact \$317.

Transfer funding from a non-capital account to capital accounts 6401/Machinery & Equipment towards the purchase of FDOT lights for Zero Turns – CIP Impact \$282.

***Police Department – Budget Transfer #22***

Transfer funding, and unassign project number FY 2023 Police Vehicles (23PD01), from capital account 6403/Light Vehicles to non-capital accounts towards the purchase of two (2) civilian sedan vehicles for the Victims Advocate and Youth Services Officer FTE positions (project savings being utilized to off-set costs of purchases) – Net CIP Impact (\$829).

Transfer funding from capital account 6403/Light Vehicles, project number FY 2023 Police Vehicles (23PD01), to non-capital account towards the purchase of final equipment needed to complete the Fiscal Year 2023 Police vehicle purchases (costs cannot be capitalized) – CIP Impact (\$31,780).

**FY 2024 to FY 2025 Unexpended Encumbrance and/or Project Funding Rolls:**

Unexpended funding totaling \$118,843,518 has been rolled from Fiscal Year 2024 to Fiscal Year 2025; the Capital Improvements Program total Fiscal Year 2025 funding for each encumbrance and/or project has been amended. Refer to Exhibit "A" for funding details.

**REQUESTING DEPARTMENT:**

Finance

**FISCAL IMPACT:**

Refer to Exhibit A for Capital Improvement Program impacting details.

**STAFF RECOMMENDATION:**

Motion to adopt, by Resolution, the first amendment to the Fiscal Year 2024-2025 Capital Improvements Program.

**ATTACHMENTS:**

1. Resolution CIP #1 Amendment
2. Exhibit A - FY 2024-2025 First CIP Project Detail Summary