



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Larry Wojciechowski, Finance Director

DATE: January 18, 2024

RE: Ordinance 2024-01, amending the Fiscal Year 2023-2024 budget by appropriating and allocating certain monies (first budget amendment), final reading.

SUMMARY:

A public hearing is to be held on the above subject ordinance and the caption read for the second and final time at tonight's Council meeting.

Summary of the proposed budget amendment:

General Fund (001)

Revenues – Total \$1,545,048

- Recognize additional FY 2024 State-Shared revenues published by the Florida Department of Revenue's Office of Tax Research at a 96.0% collection rate – \$983,630.
- Recognize the Florida Inland Navigation District (FIND) Waterway Assistance Program (WAP) Agreement for continued improvements to the Castaways Point Park project (22PK12) – a matching grant of 50.0% not to exceed \$100,000; approved by City Council 10/19/2023 - \$100,000.
- Recognize the Florida Department of Transportation (FDOT) "Know Your Limits" grant; approved by City Council 10/19/2023 - \$48,000.
- Recognize Florida Department of Transportation (FDOT) grant funding received through the Ped-Bike Program; approved by City Council 09/07/2023 - \$47,450.
- Recognize the Bureau of Justice Assistance (BJA) FY 2023 Edward Byrne Memorial Justice Assistant Grant (JAG); approved by City Council 10/19/2023 - \$34,713.
- Recognize the Victims of Crime Act 2023-2024 (FY 2024) Grant award; funding utilized to offset personnel costs for one (1) Victim Advocate position and one (1) Senior Victim Advocate position - \$59,910.
- Recognize insurance proceeds from Moving Targets at the Police Gun Range; equipment was damaged due to a lightning strike - \$121,345.
- Recognize the Department of Justice (DOJ) FY 2023 CPD De-Escalation Grant award; approved

by City Council 12/07/2023 - \$150,000.

Expenditures – Total \$8,938,395

- Appropriate additional training & travel funding for Deputy City Manager, Joan Junkala-Brown, for travel to Washington D.C. to meet with U.S. Senate Representatives to discuss the City's 2024-2025 Federal Legislative Priorities; approved by City Council 12/07/2023 – \$990.
- Appropriate additional funding for Professional Auditing Services for MSL, P.A. through RFP 48-0-2023 for General Government \$7,557 and Housing \$8; approved by City Council 10/05/2023 – Net Impact \$7,565.
- Appropriate funding to the Growth Management (GM) Department and Public Works (PW) Department as follows; approved by City Council 12/07/2023 – Total Impact \$210,687.
GM – Outsource Planning & Engineering Reviews – \$100,000
PW – Outsource Planning & Engineering Reviews – \$100,000
GM – Additional Funding for Rental Costs for Folding Machine – \$2,187
GM – Additional Funding for Postage & Freight (Fire Inspection Code Compliance Cases) – \$7,000
GM – Funding for Beautify Palm Bay Cleanup – \$1,500
- Appropriate funding to purchase one (1) Code Compliance vehicle replacement \$30,000 and fund training and travel for the Florida Association of Code Enforcement (FACE) conference \$8,000; approved by City Council 11/02/2023 - \$38,000.
- Appropriate funding to the Growth Management Department – Land Development Division Office Space Expansion; approved by City Council 11/14/2023 - \$22,156.
- Appropriate additional funding for Clerk of Courts filing costs for further action on property foreclosures, demolition of vacant/uninhabitable homes, and nuisance property clean-up; approved by City Council 10/19/2023 - \$37,500.
- Fund the Storage Area Network/SANs project (24IT04) as follows (SANs solution approaching end-of-life and has reached storage capacity); approved by City Council 11/02/2023 – Net Impact \$87,001.

Undesignated Fund Balance portion - \$87,001

Transferring (\$108,700) from the Cybersecurity project (22IT03) to the SANs solution project \$108,700 – Net Impact \$0

- Appropriate the Florida Inland Navigation District (FIND) Waterway Assistance Program (WAP) Agreement funding to the Castaways Point Park project (22PK12) \$100,000; in addition, appropriate the required 50.0% city match, not to exceed \$100,000 – Total Impact \$200,000.
- Appropriate funding to the Lagoon House Shoreline Stabilization project (24PK28) – Task Order 23-COPB-Q07; approved by City Council 10/19/2023 - \$38,165.
- Appropriate Florida Department of Transportation (FDOT) grant funding received through the Ped-Bike Program towards Police Personnel Service costs including Overtime Salary and Social Security/Medicare; approved by City Council 09/07/2023 - \$47,450.
- Allocate additional funding towards the purchase of six (6) Police CSU vehicles and one (1) K9 SUV; approved by City Council 12/07/2023 - \$301,685.
- Appropriate the Department of Justice (DOJ) FY 2023 CPD De-Escalation Grant award towards

the purchase of a Virtual Reality (VR) Training System; approved by City Council 12/07/2023 - \$150,000.

- Re-allocate Police DNA Service funding (\$14,000) to the replacement purchase of one (1) refrigerated evidence storage unit \$14,000; approved by City Council 10/05/2023 – Net Impact \$0.
- Appropriate the Florida Department of Transportation (FDOT) “Know Your Limits” grant funding towards Overtime Salary and Speed Measurement Devices; approved by City Council 10/19/2023 - \$48,000.
- Appropriate the Bureau of Justice Assistance (BJA) FY 2023 Edward Byrne Memorial Justice Assistant Grant (JAG) towards the purchase of Police rifles to complete the replacement of the currently issued DRMO rifles; approved by City Council 10/19/2023 - \$34,713.
- Appropriate funding received via insurance proceeds for Moving Targets at the Police Gun Range; equipment was damaged due to a lightning strike - \$121,345.
- Appropriate funding for the following additional citywide funding requests approved by City Council 09/07/2023 – Total Impact \$6,496,285

Department

Request

Amount

City Manager’s Office
Assistant City Manager
\$60,000

Procurement
Administrative Assistant
\$73,588

Information Technology
Rugged Laptops
Storage Area Network (SAN)
Citywide Access Control
\$596,050

Community & Economic Development (CED)
Veterans Service Officer – Brevard County Agreement
\$100,000

Recreation
Position Reclassification of Part-Time to Full-Time Recreation Leader
\$56,233

Honorable Mayor and Members of the City Council

Legislative Memorandum

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Parks & Facilities

Scoreboard – Lynbrook & Fred Poppe Regional Park

Fred Lee Tennis Court Replacements

Fred Poppe Regional Park Playground Equipment Replacement

Three (3) Truck Replacements

One (1) Van

\$1,036,160

Police

27 Marked Patrol Replacements

Five (5) Admin SUVs

Five (5) Unmarked Sedans

One (1) Unmarked K9 SUV

FARO

Livescan Fingerprint

Flock Increase

\$2,555,635

Fire

P25 Radio Replacements

Air Bottle/Pack Replacements

Ladder 7 Equipment Package

FS #1 Rebuild – Air Filler Station

Thermal Image Camera Replacement

Air Pack Cert. Machine Replacement

HAS Monitor Replacements

Class B Foam Replacement

EMS Training

Fire Command Staff Salary Adjustments

\$1,628,119

Public Works

Traffic Signal Respans

Two (2) Asphalt Roller Replacements

One (1) Truck Replacement

One (1) Flatbed Replacement

Two (2) Zero Turn Mower Replacements

\$390,500

- Appropriate funding for the Memorandum of Understanding (MOU) with the International Association of Fire Fighters (IAFF) regarding out of contract increases and bonuses for paramedics and non-paramedics; approved by City Council 12/14/2023 - \$840,000.
- Per the additional citywide funding requests approved by City Council 09/07/2023, transfer cash from the General Fund (001) to the Building Fund (451) for the purchase of seven (7) vehicles - \$110,332.
- Unspent FY 2023 Approved Fund Re-appropriations Not Rolled to FY 2024: Police Department – Total Impact \$71,500.
SWAT Drones (Approved Budget) - \$19,500
SWAT Rifles (Budget Transfer #97 Utilizing Savings) - \$52,000
- Unspent FY 2023 Approved Fund Re-appropriations Not Rolled to FY 2024: Public Works Department – Total Impact \$64,114.
Fleet Tag/Title for Information Technology Vehicle (Approved Budget) - \$164
NAGE Contract Personnel Increases (Budget Amendment #3) - \$27,334
Survey Truck (Approved Budget, Budget Transfer #14 & #86, Budget Amendment #3) - \$12,616
Operations Supervisor Truck (Budget Transfer #126 Utilizing Savings) - \$24,000
- Approved Budget Correction: Remove the 10.0% General Fund (001) personnel service cost budget for the Assistant Community & Economics Development (CED) Director position; this position is fully grant funded and the 10.0% allocation should have been budgeted in the SHIP Fund (111) – (\$13,113).
- Approved Budget/Account Correction: Fiber Optics Expansion project (24IT02); transfer approved funding of \$264,000 from Operating Accounts to 6337-Capital Account/Fiber Optics – Net Impact \$0.
- Budget Correction: Appropriate funding to the Compound Analysis Project (23ED02); FY 2023 Budget Transfer was missed and budget did not roll to FY 2023 - \$23,000.
- Close Housing NSP Project (09CD03) – (\$1,533).
- Appropriate funding from vending machine revenue (through Undesignated Fund Balance) to city-wide General Fund departments to utilize towards 2023 departmental holiday events based on active FTE count – Net Impact \$2,044.
- Transfer available Community & Economics Development (CED) operating funds from the Economic Development account (\$30,444) to Operating Supplies \$1,904 and Capital Machinery and Equipment \$28,540 to support the previously City Council approved purchase of two (2) CRU Golf Carts for the Police Department on 05/18/2023. Initial purchase was expensed to the CDBG Fund (112); however, items are no longer HUD eligible – Net Impact \$0.
- Transfer funding to the Utilities Operating Fund (421) from vending machine revenue (through Undesignated Fund Balance) to utilize towards 2023 departmental holiday events based on active FTE count – \$417.
- Transfer funding to the Building Fund (451) from vending machine revenue (through Undesignated Fund Balance) to utilize towards 2023 departmental holiday events based on active

FTE count – \$92.

Law Enforcement Trust Fund (101)

Expenditures – Total \$69,800

- LETF 24-01: Appropriate funding for legal fees/forfeiture costs \$5,000; bank fees \$500; and the December 2023 Reindeer Run \$9,300; approved by City Council 11/14/2023 – Total Impact \$14,800.
 - Unspent FY 2023 Approved Fund Re-appropriations Not Rolled to FY 2024: Police Department – Total Impact \$55,000.
- LETF 23-05: Crash Data Retrieval Tool (Budget Amendment #4) - \$55,000

Code Nuisance Fund (105)

Expenditures – Total \$96,000

- Appropriate additional funding for further action on property foreclosures, demolition of vacant/uninhabitable homes, and nuisance property clean-up; approved by City Council 10/19/2023 - \$96,000.

SHIP Fund (111)

Expenditures – Total (\$215,751)

- Approved Budget Correction: Appropriate the 10.0% SHIP Fund (111) personnel service cost budget for the Assistant Community & Economics Development (CED) Director position as this position is fully grant funded; in error, this 10.0% allocation was budgeted in the General Fund (001) – \$13,113.
- Close the following SHIP Rehab projects – Total Impact (\$228,864)
 - 3270 Haddon Avenue NE (23CD26) – (\$75,000)
 - Delmedico 825 Damask NE (22CD29) – (\$4,767)
 - Schmitt 285 Alcanara NE (22CD30) – (\$36,048)
 - Lock 836 Serenade St NW (22CD31) – (\$1,679)
 - Snow 366 Evergreen St NE (22CD32) – (\$3,800)
 - Drennen 1648 Elmhurst SE (22CD33) – (\$25,950)
 - SHIP-Rehab-Owner Occupied (22CD35) – (\$600)
 - Shafer 807 American Blvd (22CD36) – (\$31,927)
 - O’Conner 713 Coconut St (22CD40) – (\$17,796)
 - 1445 Malibu Circle #106 NE (22CD43) – (\$31,297)

CDBG Program Fund (112)

Expenditures – Total (\$143,829)

- Remove funding for the Police Department CRU Golf Carts (project 23PD04) as equipment is no longer HUD eligible; close project upon completion – (\$49,000).
- Close the following CDBG Program projects – Total Impact (\$94,829)

Uncommitted & Available Funds (14CDBG) – (\$90,898)

Liberty Parks Upgrades (22CD38) – (\$74)

Liberia Park Benches (23CD07) – (\$3,857)

HOME Fund (114)

Expenditures – Total (\$9,368)

- Due to an increase in construction costs, appropriate additional funding to the Community Housing Initiative project (22CD07) for the construction of four (4) affordable housing units; approved by City Council 11/04/2023 – \$85,953.
- Close Homes for Warriors project (14CDBG) – (\$95,321).

NSP Program Fund (123)

Expenditures – Total (\$528)

- Close Homes for Warriors project (14CDBG) – (\$528).

CDBG CV-Coronavirus Fund (126)

Expenditures – Total (\$52,001)

- Close the FY 19-20 CDBG-CV Sharing project (22CD15) – (\$52,001).

ARPA Fund (128)

Expenditures – Total \$420,000

- Unspent FY 2023 Approved Fund Re-appropriations Not Rolled to FY 2024: Community & Economic Development – Housing Division – Total Impact \$420,000.
Utility Hook-Up Assistance (Budget Amendment #2) - \$420,000

Police Impact Fee Fund – Nexus 32907 (183)

Expenditures – Total \$120,000

- Appropriate funding for the expansion of the vehicle and equipment storage at the Police Main Station and Police Range (project 24PD04); approved by City Council 10/05/2023 - \$120,000.

Police Impact Fee Fund – Nexus 32908 (184)

Expenditures – Total \$254,635

- Appropriate funding for one (1) Carport for Range Facility heavy equipment and vehicles (project 24PD05); approved by City Council 10/05/2023 - \$50,000.
- Appropriate funding for the purchase of two (2) Marked Patrol SUVs and one (1) Marked Training Truck for newly onboarded Police Officer positions in FY 2024; approved by City Council 10/05/2023 – Total Impact \$191,635.
- Appropriate funding for the purchase of one (1) Radar Trailers; approved by City Council 11/14/2023 - \$13,000.

Police Impact Fee Fund – Nexus 32909 (186)

Expenditures – Total \$357,650

- Appropriate funding for the purchase of four (4) Marked Patrol SUVs and one (1) Unmarked Traffic SUV for newly onboarded Police Officer positions in FY 2024; approved by City Council 10/05/2023 – Total Impact \$344,650.
- Appropriate funding for the purchase of one (1) Radar Trailers; approved by City Council 11/14/2023 - \$13,000.

Fire Impact Fee Fund – Nexus 32907 (188)

Expenditures – Total \$54,700

- Appropriate additional funding to the following Brush Truck projects to reach 100.0% readiness status; approved by City Council 10/19/2023 – Total Impact \$50,000.
Brush Truck Station #2 (22FD06) - \$40,000
Brush Truck Station #5 – High Water (22FD07) - \$10,000
- Unspent FY 2023 Approved Fund Re-appropriations Not Rolled to FY 2024: Fire Department – Total Impact \$4,700.
Bunker Gear & Protective Equipment (Budget Amendment #5) - \$4,700

Fire Impact Fee Fund – Nexus 32908 (189)

Expenditures – Total \$50,000

- Appropriate additional funding to the following Brush Truck projects to reach 100.0% readiness status; approved by City Council 10/19/2023 – Total Impact \$50,000.
Brush Truck Station #6 (22FD01) - \$10,000
Brush Truck Station #2 (22FD06) - \$40,000

Fire Impact Fee Fund – Nexus 32909 (190)

Expenditures – Total \$245,000

- Appropriate additional funding to the following Brush Truck projects to reach 100.0% readiness status; approved by City Council 10/19/2023 – Total Impact \$245,000.
Brush Truck Station #6 (22FD01) - \$10,000
Brush Truck Station #2 (22FD06) - \$40,000
Brush Truck Station #5 – High Water (22FD07) - \$10,000
Brush Truck Station #4 (22FD08) - \$185,000

Parks Impact Fee Fund – Nexus 32907 (192)

Expenditures – Total (\$527,926)

- Close the Campground @ Palm Bay Regional Parks project (16PK08) – (\$527,926).

Parks Impact Fee Fund – Nexus 32908 (193)

Expenditures – Total (\$462,637)

- Close the Campground @ Palm Bay Regional Parks project (16PK08) – (\$462,637).

Community Investment Fund (301)

Revenues – Total \$1,250,000

- Recognize Florida Department of Law Enforcement (FDLE) state appropriations for the Police Range Training Facility project (24PD06); approved by City Council 09/21/2023 – \$1,250,000.
- Expenditures – Total (\$981,692)
- Assign Florida Department of Law Enforcement (FDLE) state appropriation funding to the Police Range Training Facility project (24PD06) for planning, engineering, and construction of the multi-purpose training facility; approved by City Council 09/21/2023 – \$1,250,000.
- Close the Campground @ Palm Bay Regional Parks project (16PK08) – (\$2,231,692).

2019 G.O. Road Bond Fund (309)

Expenditures – Total \$2,400,000

- Open and allocate funding to the following G.O. Road Program projects; approved by City Council 09/19/2023 – \$2,400,000.
- Minto Road Paving (project 24GO10) - \$1,200,000
- Waco Road Paving (project 24GO11) - \$1,200,000

Utilities Operating Fund (421)

Revenues – Total \$13,610

- Transfer from the General Fund (001) - vending machine revenue to utilize towards 2023 departmental holiday events based on active FTE count – \$417.
- Recognize FEMA Public Assistance (PA) Reimbursement – Hurricane Ian for Fence Damage Repairs (Removal & Install) - \$13,193.
- Expenditures – Total \$1,132,085
- Appropriate vending machine revenue to utilize towards 2023 departmental holiday events based on active FTE count – \$417.
- Appropriate additional funding for Professional Auditing Services for MSL, P.A. through RFP 48-0-2023; approved by City Council 10/05/2023 – Net Impact \$2,428.
- Close the South Regional Water Reclamation Facility (SRWRF) Sludge Dewatering Facility project (23WS06) – (\$250,000).
- Appropriate funding for Spent Lime Removal; approved by City Council 10/19/2023 - \$75,000.
- Appropriate funding for Task Order 23-15-WT for contractual services assisting with Lead and Copper Rule (LCR) requirements; approved by City Council 11/14/2023 - \$302,840.
- Approved Budget Correction: Fund the Utility's portion of the Fiber Optics Expansion project (24IT02) - \$1,001,400.

Utilities Connection Fee Fund (423)

Expenditures – Total \$250,000

- Appropriate additional funding to the South Regional Water Reclamation Facility (SRWRF) expansion project (22WS14) for Task Order 23-13-WT for design and permitting services; approved by City Council 11/02/2023 - \$250,000.

Utilities Renewal & Replacement Fund (424)

Expenditures – Total (\$2,300,000)

- Reduce funding to the following projects – (\$2,300,000).
Lift Station RTU Replacement (18WS10) – (\$700,000)
Public Works Utility Relocation (19WS02) – (\$500,000)
Fire Hydrant Replacements (19WS13) – (\$150,000)
Sewer System Repair/Replacement (21WS07) – (\$800,000)
Dual Check Replacement Program (21WS18) – (\$150,000)

Utilities SRF Loan Fund (433)

Revenues – Total \$6,938,800

- Recognize additional State Revolving Fund (SRF) Loan proceeds to be allocated towards the construction of the South regional Water Reclamation Facility - \$6,938,800.

Expenditures – Total \$6,938,800

- Appropriate State Revolving Fund (SRF) Loan proceeds towards the construction of the South Regional Water Reclamation Facility (project 16WS05) - \$6,938,800.

Building Fund (451)

Revenues – Total \$110,424

- Per the additional citywide funding requests approved by City Council 09/07/2023, transfer cash from the General Fund (001) to the Building Fund (451) for the purchase of seven (7) vehicles - \$110,332.

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

Expenditures – Total \$581

- Appropriate additional funding for Professional Auditing Services for MSL, P.A. through RFP 48-0-2023; approved by City Council 10/05/2023 – Net Impact \$489.

- Appropriate vending machine revenue to utilize towards 2023 departmental holiday events based on active FTE count – \$92.

Stormwater Utility Fund (461)

Expenditures – Total \$1,278,433

- Appropriate additional funding for Professional Auditing Services for MSL, P.A. through RFP 48-0-2023; approved by City Council 10/05/2023 – Net Impact \$1,343.

- Appropriate additional funding to the Cured-In-Place Pipe project (22SU01) for extra footage and work plan adjustments; approved by City Council 11/02/2023 - \$114,720.

- Open the Highland @ C68 Pipe Replacement project (24SU08); approved by City Council 10/05/2023 - \$450,000.
- Unspent FY 2023 Approved Fund Re-appropriations Not Rolled to FY 2024: Public Works Department – Total Impact \$712,370.
 - Insurance Claims – 2004 CAT Loader (Budget Amendment #5) - \$73,947
 - Vacuum Truck Accessories (Budget Amendment #5) - \$35,000
 - Forestry Head (Budget Transfer #126 Utilizing Savings) - \$21,417
 - Zero-Turn Mower (Budget Transfer #126 Utilizing Savings) - \$15,000
 - Vacuum Truck (Budget Amendment #5) - \$506,483
 - Operations Utility Truck (Budget Amendment #5) - \$60,523

Solid Waste Fund (471)

Expenditures – Total \$1,175

- Appropriate additional funding for Professional Auditing Services for MSL, P.A. through RFP 48-0-2023; approved by City Council 10/05/2023 – Net Impact \$1,175.

Fleet Services Fund (521)

Expenditures – Total \$116,364

- Unspent FY 2023 Approved Fund Re-appropriations Not Rolled to FY 2024: Public Works Department – Total Impact \$116,364.
 - Insurance Claims – 2004 CAT Loader (Budget Amendment #4) - \$110,458
 - Auction Proceeds – Pool Vehicle Sale (Budget Amendment #4) - \$5,906

REQUESTING DEPARTMENTS:

Finance

FISCAL IMPACT:

Please refer to Exhibit A for Fiscal Impact.

STAFF RECOMMENDATION:

adopt, by Ordinance, the FY 2024 First Budget Amendment.

ATTACHMENTS:

1. Ordinance 2024-01
2. Ordinance 2024-01, Exhibit A