

9. Ordinance 2024-18, amending the Fiscal Year 2023-2024 budget by appropriating and allocating certain monies (second budget amendment); first reading.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Larry Wojciechowski, Finance Director

DATE: April 4, 2024

RE: Ordinance 2024-18, amending the Fiscal Year 2023-2024 budget by appropriating and allocating certain monies (second budget amendment); first reading.

SUMMARY:

Summary of the proposed budget amendment:

General Fund (001)

Expenditures – Total \$213,054

- Reallocate capital savings previously approved for P25-compliant radio (\$109,826) and Airpacks/Bottles (\$97,104) towards the purchase of fire safety equipment, fire station furniture, fire safety training, and books and subscriptions \$206,930; approved by City Council 12/21/2023 – \$0.
- Appropriate additional funding to the Security Camera/Access project (24IT05) to replace the access control and intercom system at the City Hall Campus and Fire Headquarters; approved by City Council 12/21/2023 – \$53,600.
- Appropriate funding for emergency shoreline damages/repairs at Castaways Park; approved by City Council 12/21/2023 – \$19,611.
- Appropriate funding to change the part-time Parks & Facilities Department Secretary position to full-time; approved by City Council 01/04/2024 – \$34,333.
- Appropriate additional funding for mental health services for Police Department personnel; approved by City Council 02/01/2024 - \$60,000.
- Appropriate funding to change the Police Department part-time Administrative Secretary position to a full-time Administrative Assistant position; approved by City Council 01/18/2024 – \$26,876.

- Appropriate funding to purchase software updates and replacements of obsolete data collectors for the Public Works Department Survey Team; approved by City Council 01/18/2024 – \$18,634.

SHIP Fund (111)

Expenditures – Total \$141,457

- Appropriate additional funding to the following SHIP projects according to the current 2023-2026 Local Housing Assistance Plan (LHAP); approved by City Council 04/20/2023 - \$141,457.
 - Di Lusrto 982 Brickell SE (22CD28) - \$36,457
 - SHIP-Rehab-Owner Occupied (22CD35) - \$15,000
 - 561 Carol Drive NE (22CD41) - \$15,000
 - 525 Dewitt Ave NE (22CD44) – \$15,000
 - 1079 Hooper Ave NE (23CD03) - \$15,000
 - 1678 Uniontown St SE (23CD04) - \$15,000
 - 3081 Dairy Terrace, NE (23CD05) – \$15,000
 - 594 June Ave, NE (23CD06) - \$15,000

CDBG Program Fund (112)

Expenditures – Total (\$518,640)

- Close the Palm Bay Senior Center project (20CD01) – (\$73,847).
- Close the Public Works Drainage project (22CD01) – (\$444,793).

Bayfront Community Redevelopment Fund (181)

Revenues – Total \$7,117

- Record additional revenue of \$7,117 – Brevard County portion of the FY 2024 Tax Increment revenues of \$807,117 exceeds the approved budget of \$800,000 – \$7,117.

Police Impact Fee Fund – Nexus 32907 (183)

Expenditures – Total \$13,000

- Open and fund the Police Department Administrative Office Additions project (24PD09); approved by City Council 12/21/2023 – \$13,000.

Parks Impact Fee Fund – Nexus 32905 (191)

Expenditures – Total \$300,000

- Open and fund the Turkey Creek Sanctuary (TCS) CXT Bathroom project (24PK03); approved by City Council 12/21/2023 – \$300,000.

Parks Impact Fee Fund – Nexus 32907 (192)

Expenditures – Total \$495,073

- Open and fund the Fred Poppe Regional Park (FPRP) Electrical Infrastructure project (24PK29); approved by City Council 12/21/2023 – \$277,525.
- Open and fund the Fred Poppe Regional Park (FPRP) Bridge project (24PK30); approved by City Council 12/21/2023 – \$217,548.

Parks Impact Fee Fund – Nexus 32908 (193)

Expenditures – Total \$217,548

- Open and fund the Fred Poppe Regional Park (FPRP) Bridge project (24PK30); approved by City Council 12/21/2023 – \$217,548.

Transportation Impact Fees-Nexus 32907 Fund (197)

Expenditures – Total \$875,476

- Appropriate additional funding to complete the Malabar Road PD&E Study project (20PW01); approved by Council 02/01/2024 – \$6,976.
- Open and fund the St. John’s Heritage Parkway (SJHP) Malabar Widening project (24PW03); approved by City Council 12/21/2023 – \$868,500.

Transportation Impact Fees-Nexus 32908 Fund (198)

Expenditures – Total \$875,476

- Appropriate additional funding to complete the Malabar Road PD&E Study project (20PW01); approved by Council 02/01/2024 – \$6,976.
- Open and fund the St. John’s Heritage Parkway (SJHP) Malabar Widening project (24PW03); approved by City Council 12/21/2023 – \$868,500.

'13 TSO Refunding Bond Fund (221)

Expenditures – Total \$0

- Budget Mid-year True-Ups (Account Correction) – Transfers Paying Agent Fees from Activity Code 517 (\$325) to Activity Code 513 \$325 – \$0.

'15 Sales Tax Refunding Bond Fund (224)

Expenditures – Total \$0

- Budget Mid-year True-Ups (Account Correction) – Transfers Paying Agent Fees from Activity Code 517 (\$325) to Activity Code 513 \$325 – \$0.

'19 General Obligation Bond (228)

Revenue – Total \$1,830,007

- Transfer from the 2023 G.O. Road Bond Fund (312) for the 07/01/2024 debt service interest payment - \$1,830,007.

Expenditures – Total \$1,830,907

- Budget Mid-year True-Ups (Account Correction) – Transfers Paying Agent Fees from Activity Code 517 (\$300) to Activity Code 513 \$300 – \$0.
- Appropriate funding for the 07/01/2024 debt service interest payment - \$1,830,007.
- Appropriate funding for Paying Agent Fees - \$900.

'19 Tax Special Obligation Refinancing Bonds Fund (229)

Expenditures – Total \$0

- Budget Mid-year True-Ups (Account Correction) – Transfers Paying Agent Fees from Activity Code 517 (\$330) to Activity Code 513 \$330 – \$0.

'21 General Obligation Bonds Fund (231)

Expenditures – Total \$0

- Budget Mid-year True-Ups (Account Correction) – Transfers Paying Agent Fees from Activity Code 517 (\$330) to Activity Code 513 \$330 – \$0.

Community Investment Fund (301)

Revenues – Total \$2,573,419

- Record the Hazard Mitigation Grant Program (HMGP) award dedicated to the Police Roof Replacement & Shutter Installation project (20PD01); approved by City Council 12/21/2023 - \$673,419.
- Record the Brevard County Tourist Development Council (TDC) grant \$250,000 and the Florida Department of Law Enforcement (FDLE) grant \$150,000 dedicated to additional funding of the Sacrifice Parks project (24PK31) - \$400,000.
- Record the Florida Department of Transportation (FDOT) grant dedicated to funding the St. John's Heritage Parkway (SJHP) Malabar Widening project (24PW03) – \$1,500,000.

Expenditures – Total \$2,573,419

- Appropriate the Hazard Mitigation Grant Program funding to the Police Roof Replacement & Shutter Installation project (20PD01); approved by City Council 12/21/2023 – \$673,419.
- Appropriate TDC and FDLE grant awards to the Sacrifice Park project (24PK31) - \$400,000.
- Open and fund the St. John’s Heritage Parkway (SJHP) Malabar Widening project (24PW03); approved by City Council 12/21/2023 – \$1,500,000.

2019 G.O. Road Bond Fund (309)

Expenditures – Total \$180,000

- Appropriate additional funding to complete the Unit 38 Road Paving project (21GO09) \$50,000 and Unit 40 Road Paving project (21GO11) \$130,000 – \$180,000.

2023 G.O. Road Bond Fund (312)

Expenditures – Total \$1,830,007

- Transfer to the 2019 General Obligation Bond Fund (228) for the 07/01/2024 debt service interest payment - \$1,830,007.

Utilities Operating Fund (421)

Expenditures – Total \$356,380

- Appropriate funding to purchase four (4) additional portable pumps \$306,380, and rental costs for four (4) temporary emergency portable pumps \$50,000; approved by City Council 02/01/2024 - \$356,380.

Utilities Renewal & Replacement Fund (424)

Expenditures – Total \$688,421

- Appropriate additional funding to the Lift Station #1 project (17WS23); approved by City Council 02/01/2024 - \$688,421.

Stormwater Utility Fund (461)

Expenditures – Total (\$94,686)

- Open and fund the Yukon St. @ C-50 Pipe Replacement project (24SU09); approved by City Council 01/04/2024 – \$100,000.
- Appropriate funding for one (1) NPDES Coordinator full-time position; approved by City Council 01/04/2024 – \$55,314.

Honorable Mayor and Members of the City Council

Legislative Memorandum

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- Close the Public Works Drainage project (22CD01) – (\$250,000).

REQUESTING DEPARTMENTS:

Finance

FISCAL IMPACT:

Please refer to Exhibit A for Fiscal Impact.

STAFF RECOMMENDATION:

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

ATTACHMENTS:

1. Exhibit A - FY 24 BA #2 Appropriations
2. Ordinance 2024-18

| | Revenues | Expenditures |
|--|----------------|----------------|
| General Fund (001) | | |
| Reallocation of capital funding (\$206,930) to purchase fire safety equipment, training, furniture & books/subscriptions \$206,930 | | 0 |
| Security Camera/Access project (24IT05) | | 53,600 |
| Emergency Shoreline Damages/Repairs at Castaways Park | | 19,611 |
| Parks & Facilities Secretary (FTE Position) | | 34,333 |
| Mental Health Services - Police | | 60,000 |
| Police Administrative Assistant (FTE position) | | 26,876 |
| Data Collector Software Updates & Replacements | | 18,634 |
| Undesignated Fund Balance | 213,054 | |
| Fund Subtotal | 213,054 | 213,054 |
| SHIP Fund (111) | | |
| Current LHAP Appropriations - SHIP Projects | | 141,457 |
| Undesignated Fund Balance | 141,457 | |
| Fund Subtotal | 141,457 | 141,457 |
| CDBG Fund (112) | | |
| Close Palm Bay Senior Project (20CD01) | | (73,847) |
| Close Public Works Drainage Project (22CD01) | | (444,793) |
| Reserves | | 518,640 |
| Fund Subtotal | 0 | 0 |
| Police Impact Fee Fund – Nexus 32907 (183) | | |
| Brevard County FY 2024 Additional Tax Revenue | 7,117 | |
| Reserves | | 7,117 |
| Fund Subtotal | 7,117 | 7,117 |
| Police Impact Fee Fund – Nexus 32907 (183) | | |
| Administrative Office Renovation (24PD09) | | 13,000 |
| Reserves | | (13,000) |
| Fund Subtotal | 0 | 0 |
| Parks Impact Fee Fund – Nexus 32905 (191) | | |
| Turkey Creek Sanctuary CXT Bathroom (24PK03) | | 300,000 |
| Reserves | | (61,000) |
| Undesignated Fund Balance | 239,000 | |
| Fund Subtotal | 239,000 | 239,000 |
| Parks Impact Fee Fund – Nexus 32907 (192) | | |
| Fred Poppe Regional Park (FPRP) Electrical Infrastructure (24PK29) | | 277,525 |
| Fred Poppe Regional Park (FPRP) Bridge (24PK30) | | 217,548 |
| Reserves | | (495,073) |
| Fund Subtotal | 0 | 0 |
| Parks Impact Fee Fund – Nexus 32908 (193) | | |
| Fred Poppe Regional Park (FPRP) Bridge (24PK30) | | 217,548 |
| Reserves | | (217,548) |
| Fund Subtotal | 0 | 0 |

| | Revenues | Expenditures |
|--|------------------|------------------|
| Transportation Impact Fee Fund – Nexus 32907 (197) | | |
| Malabar Road PD&E Study (20PW01) | | 6,976 |
| St. John Heritage Parkway Malabar Widening (24PW03) | | 868,500 |
| Reserves | | (875,476) |
| Fund Subtotal | 0 | 0 |
| Transportation Impact Fee Fund – Nexus 32908 (198) | | |
| Malabar Road PD&E Study (20PW01) | | 6,976 |
| St. John Heritage Parkway Malabar Widening (24PW03) | | 868,500 |
| Reserves | | (875,476) |
| Fund Subtotal | 0 | 0 |
| '13 TSO Refunding Bond Fund (221) | | |
| Transferring Paying Agent Fees from Activity Code 517 (\$325) to 513 \$325 | | 0 |
| Fund Subtotal | 0 | 0 |
| '15 Sales Tax Refunding Bond Fund (224) | | |
| Transferring Paying Agent Fees from Activity Code 517 (\$325) to 513 \$325 | | 0 |
| Fund Subtotal | 0 | 0 |
| 19 General Obligation Bond (228) | | |
| Transferring Paying Agent Fees from Activity Code 517 (\$300) to 513 \$300 | | 0 |
| 2023 General Obligation Bond Fund Interest Payment; Transfer from the 2023 G.O. Road Bond Fund (312) | 1,830,007 | 1,830,007 |
| Paying Agent Fees | | 900 |
| Undesignated Fund Balance | 900 | |
| Fund Subtotal | 1,830,907 | 1,830,907 |
| '19 Tax Special Obligation Refinancing Bonds Fund (229) | | |
| Transferring Paying Agent Fees from Activity Code 517 (\$330) to 513 \$330 | | 0 |
| Fund Subtotal | 0 | 0 |
| 21 General Obligation Bonds Fund (231) | | |
| Transferring Paying Agent Fees from Activity Code 517 (\$300) to 513 \$300 | | 0 |
| Fund Subtotal | 0 | 0 |
| Community Investment Fund (Fund 301) | | |
| Record the Hazard Mitigation Grant Program - Allocate Funding for the Roof Replacement & Shutter Installation (project 20PD01) | 673,419 | 673,419 |
| Record the Brevard County Tourist Development Council (TDC) Grant - Allocate Funding to the Sacrifice Park (24PK31) | 250,000 | 250,000 |
| Record the Florida Department of Law Enforcement (FDLE) Grant - Allocate Funding to the Sacrifice Park (24PK31) | 150,000 | 150,000 |

| | Revenues | Expenditures |
|---|------------------|---------------------|
| Record the Florida Department Of Transportation (FDOT) Grant - Allocate Funding to the St. John Heritage Parkway (SJHP) Malabar Widening project (24PW03) | 1,500,000 | 1,500,000 |
| Fund Subtotal | 2,573,419 | 2,573,419 |
| 2019 G.O. Road Bond Fund (Fund 309) | | |
| Unit 38 Road Paving (21GO09) | | 50,000 |
| Unit 40 Road Paving (21GO11) | | 130,000 |
| Undesignated Fund Balance | 180,000 | |
| Fund Subtotal | 180,000 | 180,000 |
| 2023 G.O. Road Bond Fund (Fund 312) | | |
| Transfer to the 2019 G.O. Bond Road Program (228) for the 2023 General Obligation Bond Fund Interest Payment | | 1,830,007 |
| Undesignated Fund Balance | 1,830,007 | |
| Fund Subtotal | 1,830,007 | 1,830,007 |
| Utilities Renewal & Replacement Fund (421) | | |
| Four (4) Portable Pumps Purchase & Rental | | 356,380 |
| Undesignated Fund Balance | 356,380 | |
| Fund Subtotal | 356,380 | 356,380 |
| Utilities Renewal & Replacement Fund (424) | | |
| Lift Station #1 (17WS23) | | 688,421 |
| Undesignated Fund Balance | 688,421 | |
| Fund Subtotal | 688,421 | 688,421 |
| Stormwater Utility Fund (461) | | |
| Yukon St @ C-50 Pipe Replacement (24SU09) | | 100,000 |
| Close Public Works Drainage (22CD01) | | (250,000) |
| Public Works NPDES Coordinator (FTE Position) | | 55,314 |
| Undesignated Fund Balance | (94,686) | |
| Fund Subtotal | (94,686) | (94,686) |
| Total | 7,965,076 | 7,965,076 |

ORDINANCE 2024-18

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2024 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS IDENTIFIED IN EXHIBIT 'A', CONSISTING OF THREE (3) PAGES AND INCORPORATED IN ITS ENTIRETY HEREIN; RECOGNIZING THAT SUCH APPROPRIATIONS MUST BE MADE PURSUANT TO THE CODE OF ORDINANCES OF THE CITY OF PALM BAY, CHAPTER 35; ADOPTING, RATIFYING, CONFIRMING, AND VALIDATING THE ALLOCATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palm Bay recognizes that non-budgeted items must be appropriated and that such appropriation must be allocated by Ordinance, and

WHEREAS, transfers between funds and departments must be approved by City Council, and

WHEREAS, Chapter 35, Finance, Budget, Section 35.035, of the City of Palm Bay Code of Ordinances provides for the transfer of funds and appropriation of unbudgeted funds.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, as follows:

SECTION 1. The City Council, in accordance with the City of Palm Bay Code of Ordinances, Chapter 35, Finance, Budget, Section 35.035, hereby appropriates the funds as identified in Exhibit 'A'.

SECTION 2. The City Council adopts, ratifies, and approves the appropriations as identified in Exhibit 'A'.

SECTION 3. The provisions within this Ordinance shall take effect immediately upon the enactment date.

Read in title only at Meeting 2024-XX, held on _____, 2024; and
read in title only and duly enacted at Meeting 2024- XX, held on _____, 2024.

Rob Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____