



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Larry Wojciechowski, Finance Director

DATE: April 18, 2024

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

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.
- 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: _____