



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Larry Wojciechowski, Finance Director

**DATE:** September 19, 2024

**RE:** Ordinance 2024-48, amending the Fiscal Year 2023-2024 budget by appropriating and allocating certain monies (fourth budget amendment), final reading.

### **SUMMARY:**

Summary of the proposed budget amendment:

### **General Fund (001)**

#### *Revenues – Total (\$1,129,835)*

- Remove the estimated FY 2023 BCRA Unspent Fund Balance incoming transfer (City of Palm Bay portion), included in the FY 2024 Approved Budget – FY 2023 portion dedicated to the Road Maintenance CIP Fund (307); approved by City Council 08/01/2024 – (\$1,364,720).
- Record the Florida Department of Law Enforcement (FDLE) FY 23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) in Florida Program Agreement Grant for the purchase of penlink investigative software; approved by City Council 05/16/2024 – \$22,133.
- Record the FY 2023-2024 Tourism Development Council (TDC) Cultural Support Grant Program; approved by City Council 05/18/2023 – \$20,000.
- Record insurance proceeds from a Police Main Station Warehouse and Storage area roof leak that occurred in April 2024 – \$192,752.

#### *Expenditures – Total \$3,477,168*

- Reverse the FY 2024 Budget Amendment #1 adjustment of the City Council approved purchase of two (2) CRU Golf Carts valued at \$30,444 for the Police Department on 05/18/2023. Initial purchase was expensed to the CDBG Fund (112); however, on 10/26/2023, the HUD CPD Representative did not deem the purchase eligible for CDBG funding. A second review of this decision reversed the ineligibility resulting in the CRU Golf

Carts eligibility for CDBG funding. Return Economic Development Funding \$30,444 to CED and move the expense transaction from the General Fund (001) to the CDBG Fund (112) (\$30,444) – Net Budget Impact \$0.

- Appropriate funding for the Brevard Hispanic Chamber of Commerce annual membership fee; approved by City Council 07/18/2024 – \$5,500.
- Appropriate funding to the Finance Department Office Renovations project (24PK32) (Accounting and Administration Divisions) to support additional staff members; approved by City Council 07/18/2024 – \$41,204.
- Appropriate additional funding to the Fire Station #7 construction project (21FD02); Award of Bid IFB 30-0-2024; approved by City Council 08/01/2024 – \$2,040,954.
- Budget Account Correction: Transfer funding of the Fire Station #7 construction project (21FD02) from capital account 6201/Buildings (\$6,477,737) to capital account 6501/Construction in Progress \$6,477,737 – Net Budget Impact \$0.
- Appropriate additional funding to the Fire Engine Station #9 & Equipment project (24FD10) to outfit the Fire Apparatus with Fire/EMS equipment; approved by City Council 07/18/2024 – \$457,692.
- Transfer personnel service cost savings (\$202,400), generated through position eliminations and reclassifications, to the professional services operating budget to support the funding of the fire inspection contract with PDCS, LLC \$202,400; approved by City Council 07/18/2024 – Net Budget Impact \$0.
- Appropriate actual purchase price and title/closing fees funding for the Evans Center to include four (4) parcels as follows: 1361 Florida Avenue NE; 2279 Pelham Street NE; 2271 Pelham Street NE; and 2263 Pelham Street NE; funding approved by City Council on 07/18/2024 via Resolution 2024-23 – \$475,364.
- Appropriate funding for the purchase of the penlink investigative software gained through the FY 23-24 State Assistance for Fentanyl Eradication (S.A.F.E.) in Florida Program Agreement Grant; approved by City Council 05/16/2024 – \$22,133.
- Utilize insurance proceeds from a Police Main Station Warehouse and Storage area roof leak that occurred in April 2024 to purchase replacement ammunition damaged during the event – \$66,309.
- Appropriate funding for the lease-to-purchase of six (6) portable traffic signals \$259,100 to include a three-months lease of the equipment \$32,850; approved by City Council 07/18/2024 – \$291,950.
- Appropriate funding for the purchase of three (3) steel doors for the Public Works Operation Building G \$135,516, and a standby power generator \$6,600 in the event of a power outage; approved by City Council 07/11/2024 – \$142,116.
- Appropriate the FY 2023-2024 Tourism Development Council (TDC) Cultural Support Grant Program revenue towards expenditures associated with the City's Independence Day

Celebration, the Holiday Light Parade, and the Multi-Cultural Festival; approved by City Council 05/18/2023 – \$20,000.

- Close the following completed projects – Total Impact (\$86,054).
  - City Hall Replacement Genset project (22PK04) – (\$27,824)
  - Police Department Headquarters Chiller Replacement project (22PK05) – (\$13,947)
  - City Hall Chiller Replacement project (22PK06) – (\$13,946)
  - Building Security project (22PK10) – (\$26,429)
  - CED Main Entrance Remodel project (22PK14) – (\$3,290)
  - Tennis Courts Replacements @ Fred Lee project (24PK08) – (\$618)

### **SHIP Fund (111)**

*Expenditures – Total (\$74,650)*

- Close the 285 Olsmar St SW Single Family Rehab project (24CD19) – (\$74,650).

### **CDBG Fund (112)**

*Expenditures – Total \$30,444*

- Reverse the FY 2024 Budget Amendment #1 adjustment of the City Council approved purchase of two (2) CRU Golf Carts valued at \$30,444 for the Police Department on 05/18/2023. Initial purchase was expensed to the CDBG Fund (112); however, on 10/26/2023, the HUD CPD Representative did not deem the purchase eligible for CDBG funding. A second review of this decision reversed the ineligibility resulting in the CRU Golf Carts eligibility for CDBG funding. Move the expense transaction from the General Fund (001) to the CDBG Fund (112) – Net Budget Impact \$30,444.

### **Bayfront Community Redevelopment Fund (181)**

*Expenditures – Total \$1,299,046*

- Remove the estimated FY 2023 BCRA Unspent Fund Balance outgoing transfer (City of Palm Bay portion), included in the FY 2024 Approved Budget – to the General Fund (001); approved by City Council 08/01/2024 – (\$1,364,720).
- Appropriate funding for actual FY 2023 BCRA Unspent Fund Balance outgoing transfer (City of Palm Bay portion) to the Road Maintenance CIP Fund (307); approved by City Council 08/01/2024 – \$1,863,783.
- Appropriate additional funding for actual FY 2023 BCRA Unspent Fund Balance reimbursements (Brevard County portion); approved by City Council 08/01/2024 – \$799,983.

### **Fire Impact Fee Fund – Nexus 32905 (187)**

*Expenditures – Total \$820,299*

- Appropriate funding for Fire Emergency Vehicles and Training Equipment to include the following; approved by City Council 08/01/2024 – \$836,549.
  - Five (5) Squad Vehicles (Funding Split Across All Nexus)
  - Four (4) Training Vehicles (Funding Split Across All Nexus)
- Close the Brush Truck Station 5 High-Water vehicle project (22FD07) – (\$16,250).

**Fire Impact Fee Fund – Nexus 32907 (188)**

*Expenditures – Total \$1,241,905*

- Appropriate funding for Fire Emergency Vehicles and Training Equipment to include the following; approved by City Council 08/01/2024 – \$1,264,166.
  - Three (3) High Water Mod Units (Fund Split Between 32907 & 32908)
  - Five (5) Squad Vehicles (Funding Split Across All Nexus)
  - Four (4) Training Vehicles (Funding Split Across All Nexus)
- Close the Brush Truck Station 5 High-Water vehicle project (22FD07) – (\$22,261).

**Fire Impact Fee Fund – Nexus 32908 (189)**

*Expenditures – Total \$1,455,000*

- Appropriate funding for Fire Emergency Vehicles and Training Equipment to include the following; approved by City Council 08/01/2024 – \$1,579,049.
  - Three (3) High Water Mod Units (Fund Split Between 32907 & 32908)
  - Five (5) Squad Vehicles (Funding Split Across All Nexus)
  - Four (4) Training Vehicles (Funding Split Across All Nexus)
- Close the Brush Truck Station 6 project (22FD01) – (\$124,049).

**Fire Impact Fee Fund – Nexus 32909 (190)**

*Expenditures – Total \$2,376,635*

- Appropriate funding for Fire Emergency Vehicles and Training Equipment to include the following; approved by City Council 08/01/2024 – \$2,394,303.
  - One (1) Fire Tender
  - Five (5) Squad Vehicles (Funding Split Across All Nexus)
  - One (1) Emergency Response Vehicle
  - Four (4) Training Vehicles (Funding Split Across All Nexus)
- Close the following completed projects – Total Impact (\$17,668).
  - Brush Truck Station 5 High-Water vehicle project (22FD07) – (\$11,657)
  - Brush Truck Station 6 project (22FD01) – (\$6,011)

**Parks Impact Fee Fund – Nexus 32905 (191)**

*Expenditures – Total \$40,000*

- Appropriate additional funding to the Riviera Dog Park project (21PR01); approved by City Council 07/11/2024 – \$40,000.

**Transportation Impact Fee Fund – Nexus 32909 (199)**

*Expenditures – Total \$1,195,000*

- Appropriate additional funding to the Babcock @ SJHP Widening project (21PW06) for Change Order #5; approved by City Council 08/01/2024 – \$1,195,000.

**Community Investment Fund (301)**

*Expenditures – Total (\$375,321)*

- Reduce funding to the CGBD-MIT CFHP Police Department Main Station project (21PD01) due to the second amendment to the Subrecipient Agreement of the Federally Funded Community Development Block Grant Mitigation Program (CDBG-MIT); approved by City Council 07/18/2024 – (\$375,321).

**Road Maintenance CIP Fund (307)**

*Revenues – Total \$1,863,783*

- Record incoming transfer from the BCRA Fund (181) for actual FY 2023 BCRA Unspent Fund Balance (City of Palm Bay portion); approved by City Council 08/01/2024 – \$1,863,783.

**2019 G.O. Road Program Fund (309)**

*Expenditures – Total \$4,000,000*

- Open and fund the Emerson Road Paving project (24GO12); repaving from Malabar Road SE to Waco Blvd. SE – \$4,000,000.

**Utilities Operating Fund (421)**

*Expenditures – Total \$24,070*

- Appropriate funding to purchase two (2) vans for the Utilities Electrical Technician I position; approved by City Council 08/01/2024 – \$24,070.

**Utilities Renewal & Replacement Fund (424)**

*Expenditures – Total \$235,965*

- Appropriate additional funding for water meter services; approved by City Council 08/01/2024 – \$250,000.
- Close the NRWTP Grit System Rehab project (18WS16) – (\$14,035).

**Stormwater Utility Fund (461)**

*Expenditures – Total \$343,630*

- Re-appropriate funding for Purchase Order 232049 (Aquatic Pool Group Inc.); balance on Purchase Order did not roll from FY 2023 to FY 2024 as part of the encumbrance roll – \$243,630.
- Appropriate additional funding to the Rockabye @ C-42-R Culvert Replacement project (18SU12); bids came in higher than initially budgeted; approved by City Council 07/18/2024 – \$100,000.

**REQUESTING DEPARTMENTS:**

Finance

**FISCAL IMPACT:**

Refer to Exhibit A for Fiscal Impact.

**STAFF RECOMMENDATION:**

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

**ATTACHMENTS:**

1. Exhibit A - FY 2024 BA #4 Appropriations
2. Ordinance 2024-48

## ORDINANCE 2024-48

**AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2024 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS AS 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.

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Rob Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

Reviewed by CAO: \_\_\_\_\_



Exhibit A – FY 2024 Fourth Budget Amendment

	Revenues	Expenditures
<b>General Fund (001)</b>		
FY 2023 BCRA Unspent Fund Balance - Eliminate Incoming Transfer From the BCRA Fund (181)	(1,364,720)	
Reverse FY 24 BA #1 CDBG Ineligibility - Two (2) Police CRU Golf Carts (Valuation \$30,444) - GF Net Budget Impact \$0		0
Brevard Hispanic Chamber of Commerce Annual Membership Fee		5,500
Finance Department Office Renovations project (24PK32)		41,204
Additional Funding - Fire Station #7 Construction project (21FD02)		2,040,954
Capital Account Correction - Fire Station #7 Construction project (21FD02) - GF Net Budget Impact \$0		0
Additional Funding - Fire Engine Station #9 & Equipment project (24FD10)		457,692
Transfer Personnel Service Cost Savings (\$202,400) For Payment of the Fire Inspection Contract with PDCS, LLC \$202,400 - GF Net Budget Impact \$0		0
Evans Center Purchase - Resolution 2024-23		475,364
FDLE FY 23-24 S.A.F.E. Program Grant for Penlink Investigative Software	22,133	22,133
Insurance Proceeds (Roof Leak) - Purchase Replacement Ammunition	192,752	66,309
Lease-to-Purchase Six (6) Portable Traffic Signals		291,950
Three (3) Steel Doors - Public Works Operation Building G		142,116
TDC Cultural Support Grant Program	20,000	20,000
Close City Hall Replacement Genset project (22PK04)		(27,824)
Close Police Department Headquarters Chiller Replacement project (22PK05)		(13,947)
Close City Hall Chiller Replacement project (22PK06)		(13,946)
Close Building Security project (22PK10)		(26,429)
Close CED Main Entrance Remodel project (22PK14)		(3,290)
Close Tennis Courts Replacements @ Fred Lee project (24PK08)		(618)
Undesignated Fund Balance	4,607,003	
<b>Fund Subtotal</b>	<b>3,477,168</b>	<b>3,477,168</b>
<b>SHIP Fund (111)</b>		
Close 285 Olsmar St SW Single Family Rehab project (24CD19)		(74,650)
Undesignated Fund Balance	(74,650)	
<b>Fund Subtotal</b>	<b>(74,650)</b>	<b>(74,650)</b>
<b>CDBG Fund (112)</b>		
Reverse FY 24 BA #1 CDBG Ineligibility - Two (2) Police CRU Golf Carts		30,444
Reserves		(30,444)
<b>Fund Subtotal</b>	<b>0</b>	<b>0</b>
<b>Bayfront Community Redevelopment Fund (181)</b>		
FY 2023 BCRA Unspent Fund Balance - Eliminate Outgoing Transfer to the General Fund (001)		(1,364,720)
FY 2023 BCRA Unspent Fund Balance - Add Outgoing Transfer to the Road Maintenance CIP Fund (307)		1,863,783

FY 2023 BCRA Unspent Fund Balance - Allocate Remaining Brevard County Reimbursement Portion		799,983	
Reserves		(954,998)	
Undesignated Fund Balance	344,048		
	<b>Fund Subtotal</b>	<b>344,048</b>	<b>344,048</b>

<b>Fire Impact Fee Fund – Nexus 32905 (187)</b>			
Fire Emergency Vehicles & Equipment		836,549	
Close Brush Truck Station 5 High-Water vehicle project (22FD07)		(16,250)	
Reserves		(88,000)	
Undesignated Fund Balance	732,299		
	<b>Fund Subtotal</b>	<b>732,299</b>	<b>732,299</b>

<b>Fire Impact Fee Fund – Nexus 32907 (188)</b>			
Fire Emergency Vehicles & Equipment		1,264,166	
Close Brush Truck Station 5 High-Water vehicle project (22FD07)		(22,261)	
Reserves		(381,300)	
Undesignated Fund Balance	860,605		
	<b>Fund Subtotal</b>	<b>860,605</b>	<b>860,605</b>

<b>Fire Impact Fee Fund – Nexus 32908 (189)</b>			
Fire Emergency Vehicles & Equipment		1,579,049	
Close Brush Truck Station 6 project (22FD01)		(124,049)	
Reserves		(526,000)	
Undesignated Fund Balance	929,000		
	<b>Fund Subtotal</b>	<b>929,000</b>	<b>929,000</b>

<b>Fire Impact Fee Fund – Nexus 32909 (190)</b>			
Fire Emergency Vehicles & Equipment		2,394,303	
Close Brush Truck Station 5 High-Water vehicle project (22FD07)		(11,657)	
Close Brush Truck Station 6 project (22FD01)		(6,011)	
Reserves		(489,532)	
Undesignated Fund Balance	1,887,103		
	<b>Fund Subtotal</b>	<b>1,887,103</b>	<b>1,887,103</b>

<b>Parks Impact Fee Fund – Nexus 32905 (191)</b>			
Additional Funding - Riviera Dog Park project (21PR01)		40,000	
Undesignated Fund Balance	40,000		
	<b>Fund Subtotal</b>	<b>40,000</b>	<b>40,000</b>

<b>Transportation Impact Fee Fund – Nexus 32909 (199)</b>			
Additional Funding - Babcock @ SJHP Widening project (21PW06) for Change Order #5		1,195,000	
Undesignated Fund Balance	1,195,000		

	<b>Fund Subtotal</b>	<b>1,195,000</b>	<b>1,195,000</b>
<b>Community Investment Fund (301)</b>			
Reduce Funding to the CGBD-MIT CFHP Police Department Main Station project (21PD01)			(375,321)
Designated Fund Balance		(375,321)	
	<b>Fund Subtotal</b>	<b>(375,321)</b>	<b>(375,321)</b>
<b>Road Maintenance CIP Fund (307)</b>			
FY 2023 BCRA Unspent Fund Balance - Incoming Transfer from the BCRA Fund (181)		1,863,783	
Reserves			1,713,783
Undesignated Fund Balance		(150,000)	
	<b>Fund Subtotal</b>	<b>1,713,783</b>	<b>1,713,783</b>
<b>2019 G.O. Road Bond Fund (Fund 309)</b>			
Open & Fund the Emerson Road Paving project (24GO12)			4,000,000
Undesignated Fund Balance		4,000,000	
	<b>Fund Subtotal</b>	<b>4,000,000</b>	<b>4,000,000</b>
<b>Utilities Renewal &amp; Replacement Fund (421)</b>			
Two (2) Vans for the Utilities Electrical Technician I position			24,070
Undesignated Fund Balance		24,070	
	<b>Fund Subtotal</b>	<b>24,070</b>	<b>24,070</b>
<b>Utilities Renewal &amp; Replacement Fund (424)</b>			
Additional Funding for Water Meter Services			250,000
Close NRWTP Grit System Rehab project (18WS16)			(14,035)
Undesignated Fund Balance		235,965	
	<b>Fund Subtotal</b>	<b>235,965</b>	<b>235,965</b>
<b>Stormwater Utility Fund (461)</b>			
Purchase Order 232049 (Aquatic Pool Group Inc)			243,630
Rockabye @ C-42-R Culvert Replacement project (18SU12)			100,000
Undesignated Fund Balance			
	<b>Fund Subtotal</b>	<b>343,630</b>	<b>343,630</b>
	<b>Total</b>	<b>15,332,700</b>	<b>15,332,700</b>