



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Lisa Morrell, City Manager  
**REQUESTING DIRECTOR:** Yvonne McDonald, Finance Director  
**DATE:** April 16, 2020  
**RE:** FY 2020 Second Budget Amendment

### SUMMARY:

Summary of the proposed budget amendment:

#### General Fund (001)

##### **Revenues – Total \$321,643**

- Recognize Federal Grant revenue for FEMA reimbursements related to Hurricane Irma and Matthew – **\$62,568.**
- Recognize State Grant revenue for FEMA reimbursements related to Hurricane Irma and Matthew – **\$9,346.**
- Record city-owned property sales proceeds – **\$134,185.**
- Recognize revenue from Brevard County Fire Rescue for Emergency Medical Trust Fund Grant Program; approved by Council 02/20/20– **\$12,392.**
- Recognize revenues for the 2019 Justice Assistance Grant (JAG); awarded 09/18/2019 – **\$38,106.**
- Recognize revenues for HMGP Grant Modification; approved by Council 03/05/2020 – **\$65,046.**

##### **Expenditures – Total \$832,165**

- Purchase of (7) easements of private property to be paid out of the land acquisition account – **\$50,000.**
- Transfer sales/proceeds from property sales to the Road Maintenance Fund– **\$134,185.**

- Appropriate funds for bullet-proof vests, NAR MCI-Walk and Infinium Clear-Vue Video Laryngoscopes from Grant funding received; approved by Council 02/20/2020 – **\$12,392.**
- Appropriate funds for purchase of squad radio for Fire Station #1 since funds were not rolled to the new fiscal year due to issue with purchase order; approved by Council 02/20/2020 – **\$4,905.**
- Funding needed to convert abandoned septic system to sewer at Fred Poppe Regional Park project 19PR06; approved by Council 02/20/2020 – **\$359,718.**
- Appropriate funds for SWAT ballistic vests, helmets, and traffic radar trailer replacements; per JAG funding; approved by Council 09/05/19 – **\$38,106.**
- NAGE Blue salary increases (General Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$47,787.**
- NAGE White salary increases (General Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$33,903.**
- Appropriate funds for Fire Station Hardening (Project 19FD01) for generator purchases from Grant modification; approved by Council 03/05/2020 – **\$65,046.**
- Reduction of transfer to the 2013 T.S.O. Refunding Bond Fund (221) sinking interest payment due to partial refinancing of the 2013 Taxable Special Obligation (T.S.O.) Refunding Bonds – **(\$668,972).**
- Transfer to the 2019 T.S.O. Refinancing Bond Fund (229) for the sinking interest payment due to the bond refinancing – **\$453,425.**
- Transfer to the Building Fund for 4 newer vehicles that Code Compliance will be reimbursing them for; approved by Council 02/20/2020 – **\$51,670.**
- St. Johns Heritage Parkway/Interchange Project forensic audit; approved by Council 03/05/2020 – **\$250,000.**

### **Law Enforcement Trust Fund (101)**

#### ***Expenditures – Total \$20,963***

- LETF 20-04 – Registration for 12 Police Department employees to attend FBI-LEEDA Supervisor Leadership Course \$8,340, Training & travel for D. Packard SMIP Program \$10,623, and donation to support the Red Ribbon Event for drug prevention awareness \$2,000; approved by Council 02/20/20 – **\$20,963.**

### **State Housing Grant (SHIP) Fund (111)**

#### ***Expenditures – Total \$98,806***

- SHIP general ledger cleanup and appropriate funding to the following projects: (20CD02) \$42,140; (20CD03) \$11,588; and (20CD04) \$19,952 – **\$73,680.**
- NAGE White salary increases (State Housing Grant Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$126.**
- Request to utilize additional SHIP special needs program funding to accommodate improvements needs for safety and sanitation for client; approved by Council 03/05/20– **\$25,000.**

### **Community Development Block Grant (CDBG) Fund (112)**

#### ***Expenditures – Total \$54***

- NAGE White salary increases (Community Dev. Block Grant Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$54.**

### **Home Investment Grant Fund (114)**

#### ***Expenditures – Total \$36***

- NAGE White salary increases (Home Investment Grant Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$36.**

### **NSP Fund (123)**

#### ***Expenditures – Total \$144***

- NAGE White salary increases (NSP Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$144.**

### **Fire Impact Fees Fund (153)**

#### ***Expenditures – Total (\$386,108)***

- Balance re-allocation of approved budget in Fund 153 to the following new nexus funds: Fund 188 Project 19FD02 for (\$56,697) and Fund 190 Project 18FD01 for (\$329,411) – **(\$386,108).**

**Park Impact Fees Fund (154)**

***Expenditures – Total (\$218,345)***

- Balance re-allocation of approved budget from Fund 154 to the following new nexus funds: Fund 191 Project 17PR02 for (\$17,438); Fund 192 Project 16PK08 for (\$17,717); Fund 192 Project 18PR04 for (\$77,869) and Fund 192 Project 17PR06 for (\$4,321) – **(\$117,345)**.
- Balance re-allocation of approved budget from Fund 154 and return to fund balance to closeout project 18PR01 – **(\$101,000)**.

**Transportation Impact Fees Fund (155)**

***Expenditures – Total (\$1,344,818)***

- Balance re-allocation of approved budget from Fund 155 to new nexus Fund 197 Project 16PW13 for (\$1,046,529) and Project 18PW01 for (\$298,289) – **(\$1,344,818)**.

**Police Impact Fees-Nexus 32905 Fund (180)**

***Expenditures – Total \$6,505***

- Transfer Police Impact Fees to Fleet Funds to purchase and build out a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$6,505**.

**Police Impact Fees-Nexus 32907 Fund (183)**

***Expenditures – Total \$6,505***

- Transfer Police Impact Fees to Fleet Funds to purchase and build out a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$6,505**.

**Police Impact Fees-Nexus 32908 Fund (184)**

***Expenditures – Total \$6,505***

- Transfer Police Impact Fees to Fleet Funds to purchase and build out a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$6,505**.

**Police Impact Fees-Nexus 32909 Fund (186)**

***Expenditures – Total \$6,505***

- Transfer Police Impact Fees to Fleet Funds to purchase and build out a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$6,505.**

**Fire Impact Fees-Nexus 32907 Fund (188)**

***Expenditures – Total \$56,697***

- Balance re-allocation of approved budget in Fund 153 to new nexus Fund 188 (project 19FD02) – **\$56,697.**

**Fire Impact Fees-Nexus 32909 Fund (190)**

***Expenditures – Total \$329,411***

- Balance re-allocation of approved budget in Fund 153 to new nexus Fund 190 (project 18FD01) – **\$329,411.**

**Parks Impact Fees-Nexus 32905 Fund (191)**

***Expenditures – Total \$17,438***

- Balance re-allocation of approved budget in Fund 154 to new nexus Fund 191 (project 17PR02) – **\$17,438.**

**Parks Impact Fee-Nexus 32907 Fund (192)**

***Expenditures – Total \$99,907***

- Balance re-allocation of approved budget in Fund 154 to new nexus Fund 192 for the following projects: 16PK08 for \$17,717; 18PR04 for \$77,869; and 17PR06 for \$4,321 – **\$99,907.**

**Transportation Impact Fees-Nexus 32907 Fund (197)**

***Expenditures – Total \$1,344,818***

- Balance re-allocation of approved budget from Fund 155 to new nexus Fund 197 Project 16PW13 for (\$1,046,529) and Project 18PW01 for (\$298,289) – **\$1,344,818.**

**2013 T.S.O. Refunding Bond Fund (221)**

***Revenues – Total (\$668,972)***

- Transfer reduction from the General Fund (001) for the sinking interest payment due to bond refinancing – **(\$668,972)**.

***Expenditures – Total (\$668,972)***

- The 2013 Taxable Special Obligation (T.S.O.) Refunding Bonds had a partial refunding in December 2019. Record the difference of debt interest payment due to the bond refinancing – **(\$1,341,445)**.
- Transfer funds held in bond service account to the 2019 T.S.O. Refinancing Bond Fund (229) for deposit in the escrow account in accordance with the terms and provisions of the Escrow Deposit Agreement – **\$670,723**.
- Allocate funding for the incurred issuance costs – **\$1,750**.

**2019 G.O. Bond Fund (228)**

***Expenditures – Total \$6,248***

- Transfer funds from the GO Road Program Fund (309) to apply to Debt Service payment – **\$6,248**.

**2019 T.S.O. Refinancing Bond Fund (229)**

***Revenues – Total \$52,681,949***

- Transfer bond service account funds from the 2013 Taxable Special Obligation (T.S.O.) Refunding Bond Fund (221) for deposit in the escrow account in accordance with the terms and provisions of the Escrow Deposit Agreement – **\$670,723**.
- Transfer from the General Fund (001) for the 04/01/2020 sinking interest payment due to the bond refinancing – **\$453,425**.
- Record Refinancing Bond Proceeds – **\$51,557,801**.

***Expenditures – Total \$814,304***

- Partial refunding of the 2013 Taxable Special Obligation (T.S.O.) Refunding Bonds in December 2019. Record bond issuance costs \$360,879 and interest payment \$453,425 – **\$814,304**.

### **Community Investment Fund (301)**

#### ***Revenues – Total \$2,490,058***

- Local Agency Program (LAP) agreement with the Florida Department of Transportation (FDOT) for the Safe Routes to School project (18PW02); approved by Council on 12/05/19 – **\$2,490,058.**

#### ***Expenditures – Total \$2,490,058***

- Funding for the Safe Routes to School project (18PW02) involving the construction of five sidewalks and surrounding crosswalks at the following locations: Port Malabar Elementary; Christa McAuliffe Elementary; Columbia Elementary; Discovery Elementary and Jupiter Elementary; approved by Council 12/05/2019 – **\$2,490,058.**

### **Road Maintenance CIP Fund (307)**

#### ***Revenues – Total \$134,185***

- Transfer of city-owned property sales proceeds from the General Fund – **\$134,185.**

#### ***Expenditures – Total \$134,185***

- Increase expenditure budget in the FY 20 Road Maintenance Program (20RD01) due to the appropriation of property sale proceeds from General Fund – **\$134,185.**

### **GO Road Program Fund (309)**

#### ***Expenditures – Total \$29,137,248***

- Provide budget for Road Bond re-paving of seven (7) locations – Unit 42 (20GO03), Garvey Road (20GO04), Unit 11 (20GO05), Unit 15 (20GO06), Unit 18 (20GO07), Unit 23 (20GO08), and Unit 56 (20GO09); approved by Council 03/07/2019 – **\$29,131,000.**
- Transfer of remaining issuance proceeds from the GO Road program to the 2019 G.O. Bond Fund (228) for debt service payment – **\$6,248.**

### **Utilities Operating Fee Fund (421)**

#### ***Expenditures – Total \$1,112,892***

- Appropriation of funds for Wade trim Task Order 18-11, Amendment No. 3 for the engineering services for the construction of the Nutrient Removal Facilities (17WS16); approved by Council on 12/19/19 – **\$154,034.**
- Funding for Mechanical Integrity Test for the SRWTP Deep Injection Well for \$16,500 and invoice for rental pumps needed for Hurricane Dorian for \$23,591– **\$40,091.**
- Emergency purchase of mobile belt filter press (BFP) services from Synagro South required to keep NRWWTP operational; approved by Council on 12/19/19 – **\$116,400.**
- Extension for emergency purchase of mobile BFP services from Synagro South due to delay in shipment for the parts to repair the BFP; approved by Council on 03/05/20– **\$50,711.**
- Emergency purchase of vacuum and dump truck services from Meeks Plumbing due to road failure that lead to sewer pipe damage in lift station 42; approved by Council on 02/06/20 – **\$95,355.**
- Project completion/closure for NRWTP Rear Yard Swale & Fence (18WS23) and return remaining funds to fund balance – **(\$24,499).**
- Reduce Project 17WS13 due to delay until FY 21 and move a portion of the budget to Utilities R&R Fund for NRWTP Improvements; approved by Council 03/05/2020 – **(\$1,218,573).**
- Transfer funds to the Utilities R&R Fund for NRWTP Improvements for projects 17WS04 & 18WS19; approved by Council 03/05/2020 – **\$1,725,532.**
- Appropriate funds for biosolids transportation and disposal due to BFP operational issues for \$98,500 and required fuel tank generator cleaning and treatment at NRWTP for \$5,400; approved by Council on 03/05/20 – **\$103,900.**
- NAGE Blue salary increases (Utilities Operating Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$60,577.**
- NAGE White salary increases (Utilities Operating Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$9,364.**

#### **Utility Connection Fee Fund (423)**

***Expenditures – Total \$10,425***



- Appropriation of Utility Water Connection Fees for the Florida Department of Environmental Protection (FDEP) construction permit application fee and legal ad (Project 18WS04); approved by Council on 02/06/20 – **\$10,425.**

#### **Utility Renewal/Replacement Fund (424)**

##### **Revenues – Total \$1,725,532**

- Transfer in from Utilities Operating Fund for NRWTP Improvements; approved by Council on 03/05/20 – **\$1,725,532.**

##### **Expenditures – Total \$1,839,535**

- Additional funding needed for Reuse High Service Pumps Replacement (18WS01); project award came in higher than budgeted; approved by Council on 02/20/20 – **\$104,018.**
- Appropriate funds for North Regional Water Treatment Plant Rehabilitation projects 17WS04 for \$474,786 and 18WS19 for \$743,787; approved by Council on 03/05/20 – **\$1,218,573.**
- Reserves for projects 17WS04 and 18WS19; approved by Council on 03/05/20 – **\$506,959.**
- Digester sludge transfer pump base replacement for project 18WS09 – **\$9,985.**

#### **Building Fund (451)**

##### **Revenues – Total \$51,670**

- Transfer in from the General Fund for reimbursement for the four (4) newer vehicles that were transferred to the Code Compliance Department; approved by Council 02/20/2020 – **\$51,670.**

##### **Expenditures – Total \$304,738**

- Additional funding needed to cover costs of increased services of the contract for Building Inspectors due to shortage; approved by Council on 01/02/20 – **\$299,102.**
- NAGE White salary increases (Building Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$5,636.**

#### **Stormwater Utility Fund (461)**

##### **Expenditures – Total \$87,603**

- Utilize funds for ditch construction of a stormwater outfall from Northshore Development, LLC and surrounding area; approved by Council on 12/05/2019 – **\$63,600.**
- NAGE Blue salary increases (Stormwater Utility Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$17,623.**
- NAGE White salary increases (Stormwater Utility Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$6,380.**

### **Solid Waste Fund (471)**

#### ***Expenditures – Total \$53,916***

- Appropriate funds for Kessler Consulting, Inc. for solid waste and recycling collection services through piggyback arrangement under Manatee County competitive solicitation 16-1987FL; approved by Council on 01/16/20 – **\$50,000.**
- NAGE Blue salary increases (Solid Waste Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$3,527.**
- NAGE White salary increases (Solid Waste Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$389.**

### **Fleet Services Fund (521)**

#### ***Revenues – Total \$86,645***

- Transfer in from General Fund to purchase two (2) trucks for the Parks Department to replace vehicles that are beyond repair approved by Council 03/05/2020 – **\$60,625.**
- Transfer in from Police Impact Fees Fund to purchase a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$26,020.**

#### ***Expenditures – Total \$97,354***

- Purchase of two (2) trucks for the Parks Department to replace vehicles that are beyond repair approved by Council 03/05/2020 – **\$60,625.**
- Appropriation of Police Impact Fees for the purchase and build out of a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$26,020.**
- NAGE Blue salary increases (Fleet Services Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$10,709.**

**REQUESTING DEPARTMENTS:**

Finance Department, City Manager's Office, Community & Economic Development Department, Fire Department, Growth Management Department, Human Resources Department, Parks & Recreation Department, Police Department, Public Works Department, and Utilities Department.

**FISCAL IMPACT:**

Please refer to summary section for budget amendment impacting details.

**RECOMMENDATION:**

Motion to adopt, by Ordinance, the FY 2020 Second Budget Amendment.

Attachments:

- 1) Ordinance
- 2) Exhibit A – BA #2 Appropriations (available upon request)

## **ORDINANCE 2020-22**

**AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2020 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS AS FOLLOWS: USAGE OF UNDESIGNATED FUND BALANCE IN THE FOLLOWING FUNDS: GENERAL FUND; LAW ENFORCEMENT TRUST FUND; POLICE IMPACT FEE FUNDS; GO ROAD BOND PROGRAM FUND; UTILITIES OPERATING FUND; UTILITIES CONNECTION FEE FUND; UTILITIES RENEWAL/REPLACEMENT FUND; BUILDING FUND; STORMWATER UTILITY FUND; SOLID WASTE FUND AND FLEET SERVICES FUND; USAGE OF DESIGNATED FUND BALANCE IN THE FOLLOWING FUNDS: SHIP GRANT FUND; CDBG FUND; HOME INVESTMENT GRANT FUND; NSP FUND; IMPACT FEE FUNDS FOR FIRE, PARKS AND TRANSPORTATION; RECOGNIZE THE FOLLOWING REVENUE, GRANTS AND AGREEMENTS: FEMA PUBLIC ASSISTANCE REIMBURSEMENTS FOR HURRICANES MATTHEW AND IRMA; EMERGENCY MEDICAL TRUST FUND GRANT PROCEEDS; FEMA HMGP GRANT MODIFICATION AGREEMENT; FDOT SAFE ROUTES TO SCHOOL LAP AGREEMENT; AND BOND PROCEEDS FROM THE PARTIAL REFUNDING OF THE 2013 TAXABLE SPECIAL OBLIGATION REFUNDING BONDS; TRANSFER CITY-OWNED PROPERTY SALE PROCEEDS FROM THE GENERAL FUND TO THE ROAD MAINTENANCE FUND; TRANSFER FUNDS FROM THE GENERAL FUND AND ALL NEXUS POLICE IMPACT FEE FUNDS TO THE FLEET SERVICES FUND FOR VEHICLE PURCHASES; TRANSFER FUNDS FROM THE GENERAL FUND TO THE BUILDING FUND FOR VEHICLE PURCHASES; AND TRANSFER FUNDS FROM THE UTILITIES OPERATING FUND TO THE UTILITIES RENEWAL/REPLACEMENT FUND FOR WATER PLANT IMPROVEMENT PROJECTS; 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 following funds as outlined in the attached Exhibit A:

**SECTION 2.** The City Council adopts, ratifies, and approves the appropriations as listed above.

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

Read in title only at Meeting No. 2020-13, held on April 16, 2020; and read in title only and duly enacted at Meeting No. 2020- , held on , 2020.

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William Capote, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

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