



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, Acting City Manager

THRU: Yvonne McDonald, Finance Director

DATE: 7/16/2020

RE: Ordinance 2020-42, amending the Fiscal Year 2019-2020 budget by appropriating and allocating certain monies (third budget amendment), final reading.

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:

Summary of the proposed budget amendment:

General Fund (001)

Revenues – Total \$1,939,884

- Capital Lease Purchase Agreement proceeds for purchase of eighteen (18) PD Vehicle Replacements - \$661,884 and one (1) Fire Apparatus - \$1,278,000; approved by Council 02/20/20 – \$1,939,884.

Expenditures – Total (\$633,659)

- FY 20 Fleet Services Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$178,763).
- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$2,571,269).
- Project Closeout for 20PR02 (Twin Lakes Playground Equipment) and return funds to Fund Balance – (\$1,326).
- Transfer to Fleet Services Fund for eighteen (18) PD Vehicle Replacements and one (1) Fire Apparatus (Capital Lease Purchase Agreement); approved by Council 02/20/20 – \$1,939,884.
- Transfer to Fleet Services Fund for the purchase of six (6) pickup trucks for Inspectors and one (1) pickup truck for the Survey Crew in the Public Works Department; approved by Council 03/19/20 – \$177,815.

Law Enforcement Trust Fund (101)

Expenditures – Total \$79,852

- LETF 20-05 – Purchase of three (3) vehicles including lighting, equipment, tinting, tags and title for \$69,352 and donation to United Way for Club Esteem for \$10,500; approved by Council 03/19/20 – \$79,852.

State Housing Grant (SHIP) Fund (111)

Expenditures – Total \$108,275

- Allocation of funds for SHIP Single Family Rehab, Contractual Services for technical assistance from Florida Housing Coalition (FHC); approved by Council on 03/19/20 - \$109,100.
- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$825).

Community Development Block Grant (CDBG) Fund (112)

Expenditures – Total (\$3,715)

- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$3,715).

Home Improvement Grant Fund (114)

Expenditures – Total (\$496)

- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$496).

NSP Fund (123)

Expenditures – Total (\$2,531)

- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$2,531).

Bayfront Community Redevelopment Agency Fund (181)

Expenditures – Total (\$884)

- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$884).

Fire Impact Fees-Nexus 32909 Fund (190)

Expenditures – Total \$70,090

- Use of Fire Impact Fees to purchase a generator for Fire Station 5 (18FD01); approved by Council 02/06/20 – \$70,090.

Transportation Impact Fees-Nexus 32907 Fund (197)

Expenditures – Total (\$641,050)

- Project Closeout for 16PW13 (Culver Street Road Project – Emerson to Palm Bay Road) and return funds to Fund Balance – (\$641,050).

Transportation Impact Fees-Nexus 32908 Fund (198)

Expenditures – Total \$29,150

- Utilize Impact Fees to acquire three (3) parcels of Right-of-Way (ROW) to straighten the alignment of Gaynor Drive; approved by Council 02/06/20 – \$29,150.

Transportation Impact Fees-Nexus 32909 Fund (199)

Expenditures – Total \$300,300

- Appropriate funds for Phase I and II completion of St. Johns Heritage Parkway connection to Babcock Street and installation of a southbound left turn lane/Project 15PW11; approved by Council 05/07/20 – \$300,300.

Utilities Operating Fund (421)

Expenditures – Total (\$623,467)

- FY 20 Fleet Services Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$35,681).
- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$590,958).
- Appropriate funds to purchase server licenses to utilize recently upgraded server equipment to meet the City's Microsoft Enterprise Agreement (EA); approved by Council 05/21/20 – \$28,871.
- Project Closeout for 19WS20 (Reuse TSS Meter Installation) and return funds to Fund Balance – (\$25,699).

Utility Connection Fee Fund (423)

Expenditures – Total \$40,853

- Extension of water and sewer service per Utility Agreement with Nicole Cote School of Dance for City-required oversizing of a developer installed sanitary force main (FM) extension to Minton Rd NW related to project 20WS17 (Sanitary Sewer Force Main Extension); approved by Council 05/21/20 – \$3,804.
- City-required improvement per Utility Agreement with Bayridge West, LLC for offsite potable water improvements related to project 20WS20 (Bayridge Water Improvements); approved by Council 06/04/20 – \$37,049.

Utility Renewal/Replacement Fund (424)

Expenditures – Total \$135,948

- Funding to relocate water & sewer lines in Right-of-Way (ROW) that are conflicting with the realignment project for 20WS18 (Realign Valkaria Road & Wyoming Drive SE at Babcock Street SE); approved by Council 05/07/20 – \$125,694.
- Project Closeout for 19WS03 (SRWTP Feed Line Restoration) and return funds to Fund Balance – (\$20,955).
- Project Closeout for 12WS02 (Replace Large Diameter Steel Pipe) and return funds to Fund Balance – (\$1,942).
- Project Closeout for 18WS30 (Sewer Pipe/Manhole Repair) and return funds to Fund Balance – (\$27,880).
- Appropriate funds for 24” valve replacement for North Regional Wastewater Treatment Plant (NRWWTP) required to proceed with digester construction/Project 20WS19 (NRWWTP 24” Clarifier Valve); approved by Council 06/04/20 – \$61,031.

Utility SRF Loan Fund (433)

Revenues – Total \$20,000,000

- Recognize revenues from financial assistance from the Florida State Revolving Loan Fund; approved by Council 12/05/19 – \$20,000,000.

Expenditures – Total \$20,000,000

- Appropriate funds for the construction of the South Regional Water Reclamation Facility - project 16WS05 (So. Regional Water Reclamation); approved by Council 12/05/19 – \$20,000,000.

Building Fund (451)

Expenditures – Total (\$142,079)

- FY 20 Fleet Services Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$2,922).
- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$139,157).

Stormwater Utility Fund (461)

Expenditures – Total (\$235,685)

- FY 20 Fleet Services Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$27,878).
- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$207,807).

Solid Waste Fund (471)

Expenditures – Total (\$13,947)

- FY 20 Fleet Services Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$2,896).
- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$11,051).

Employee Health Insurance Fund (511)

Expenditures – Total (\$7,686)

- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$7,686).

Risk Management Fund (512)

Expenditures – Total (\$48,378)

- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$48,378).

Other Employee Benefits Fund (513)

Expenditures – Total (\$4,542)

- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$4,542).

Fleet Services Fund (521)

Revenues – Total \$1,867,699

- FY 20 Fleet Services Fund internal service allocation transfer revenue reduction; approved by Council 05/21/20 – (\$250,000).
- Transfer from General Fund for the ordering of eighteen (18) PD Vehicle Replacements and one (1) Fire Apparatus (Capital Lease Purchase Agreement); approved by Council 02/20/20 – \$1,939,884.
- Transfer from General Fund for the purchase of (6) pickup trucks for Inspectors and (1) pickup truck for the Survey Crew in the Public Works Department; approved by Council 03/19/20 – \$177,815.

Expenditures – Total \$2,053,671

- FY 20 Fleet Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$1,860).
- FY 20 Adopted Budget correction – FY 20 Health Insurance Fund internal service allocation transfer reduction; approved by Council 05/21/20 – (\$62,168).
- Appropriate funds for the ordering of eighteen (18) PD Vehicle Replacements and one (1) Fire Apparatus (Capital Lease Purchase Agreement); approved by Council 02/20/20 – \$1,939,884.
- Appropriate Funds for the purchase of (6) pickup trucks for Inspectors and (1) pickup truck for the Survey Crew in the Public Works Department; approved by Council 03/19/20 – \$177,815.

REQUESTING DEPARTMENT:

Economic Development, Growth Management, Utilities, Public Works, Parks & Recreation, Finance, Human Resources, Police Department, Fire Department

FISCAL IMPACT:

Please refer to Exhibit A - BA #3 Appropriations for fiscal impact summary.

RECOMMENDATION:

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

ATTACHMENTS:

Description

**Exhibit A - FY 2020 BA #3 Appropriations
Ordinance 2020-42**

Summary of the Proposed Budget Amendment

	Revenues	Expenditures
General Fund (001)		
Reduction of FY 20 allocations budgeted for transfer from other funds in order to use funds available in the Fleet Fund from the period ending 09/30/19		(178,763)
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(2,571,269)
Reserves for FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		2,571,269
Lease purchase for eighteen (18) PD vehicle replacements and one (1) fire apparatus	1,939,884	
Project Closeout of 20PR02 and return funds to Fund Balance		(1,326)
Transfer to Fleet Services Fund for the purchase of (7) replacement vehicles for the Public Works Department		177,815
Transfer to Fleet Services Fund for the lease purchase of eighteen (18) PD vehicle replacements and one (1) fire apparatus		1,939,884
Undesignated Fund Balance	(2,274)	
Fund Subtotal	1,937,610	1,937,610
Law Enforcement Trust Fund (101)		
Purchase of three (3) vehicles including accessories, tags and title and a Donation to United Way for Club Esteem.		79,852
Undesignated Fund Balance	79,852	
Fund Subtotal	79,852	79,852
State Housing Grant Fund (111)		
Allocation of funds for SHIP Single Family Rehab, Contractual Services for technical assistance from FHC		109,100
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(825)
Reserves for FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		825
Designated Fund Balance	109,100	
Fund Subtotal	109,100	109,100

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Exhibit A

Community Development Block Grant (CDBG) Fund (112)		
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(3,715)
Reserves for FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		3,715
Fund Subtotal	-	-
Home Investment Grant Fund (114)		
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(496)
Reserves for FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		496
Fund Subtotal	-	-
NSP Fund (123)		
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(2,531)
Undesignated Fund Balance	(2,531)	
Fund Subtotal	(2,531)	(2,531)
Bayfront Community Redevelopment (BCRA) Fund (181)		
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(884)
Reserves for FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		884
Fund Subtotal	-	-
Fire Impact Fees-32909 Fund (190)		
Use of Fire Impact Fees for FS #5 Generator purchase		70,090
Undesignated Fund Balance	70,090	
Fund Subtotal	70,090	70,090
Transportation Impact Fee Fund-32907 (197)		
Project closeout of 16PW13 and return funds to fund balance		(641,050)
Undesignated Fund Balance	(641,050)	
Fund Subtotal	(641,050)	(641,050)

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Exhibit A

TIF/Transportation Impact Fee Fund - 32908 (198)		
Use of Impact Fees to purchase three (3) parcels of ROW for Gaynor Drive		29,150
Undesignated Fund Balance	29,150	
Fund Subtotal	29,150	29,150
Transportation Impact Fee Fund - 32909 (199)		
Funding for Phase I & II completion of St. Johns Heritage Pkwy connection to Babcock St and install of Southbound lane/#15PW11		300,300
Undesignated Fund Balance	300,300	
Fund Subtotal	300,300	300,300
Utilities Operating Fund (421)		
Reduction of FY 20 allocations budgeted for transfer from other funds in order to use funds available in the Fleet Fund from the period ending 09/30/19		(35,681)
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(590,958)
Purchase server licenses to utilize recently upgraded server equipment to meet the City's Microsoft Enterprise Agreement		28,871
Project Closeout for 19WS20 and return funds to Fund Balance		(25,699)
Undesignated Fund Balance	(623,467)	
Fund Subtotal	(623,467)	(623,467)
Utilities Connection Fee Fund (423)		
Utility agreement for oversizing sanitary sewer main, Project #20WS17		3,804
City required improvement per Utility Agreement for off-site potable water improvement for 20WS20		37,049
Undesignated Fund Balance	40,853	
Fund Subtotal	40,853	40,853
Utilities Renewal/Replacement Fund (424)		
Funds to relocate water & sewer lines in ROW that are conflicting with the realignment project/Project 20WS18		125,694
Project Closeout for 19WS03 and return funds to Fund Balance		(20,955)
Project Closeout for 12WS02 and return funds to Fund Balance		(1,942)
Project Closeout for 18WS30 and return funds to Fund Balance		(27,880)
Clarifier Valve Replacement for Project 20WS19		61,031
Undesignated Fund Balance	135,948	
Fund Subtotal	135,948	135,948

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Exhibit A

Utilities SRF Loan Fund (433)		
Funding for construction of the South Regional Water Reclamation Facility - Project #16WS05.		20,000,000
Recognize loan proceeds for construction of SRWRF 16WS05	20,000,000	
Fund Subtotal	20,000,000	20,000,000
Building Fund (451)		
Reduction of FY 20 allocations budgeted for transfer from other funds in order to use funds available in the Fleet Fund from the period ending 09/30/19		(2,922)
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(139,157)
Undesignated Fund Balance	(142,079)	
Fund Subtotal	(142,079)	(142,079)
Stormwater Utility Fund (461)		
Reduction of FY 20 allocations budgeted for transfer from other funds in order to use funds available in the Fleet Fund from the period ending 09/30/19		(27,878)
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(207,807)
Undesignated Fund Balance	(235,685)	
Fund Subtotal	(235,685)	(235,685)
Solid Waste Fund (471)		
Reduction of FY 20 allocations budgeted for transfer from other funds in order to use funds available in the Fleet Fund from the period ending 09/30/19		(2,896)
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(11,051)
Undesignated Fund Balance	(13,947)	
Fund Subtotal	(13,947)	(13,947)
Employee Health Insurance Fund (511)		
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(7,686)
Undesignated Fund Balance	(7,686)	
Fund Subtotal	(7,686)	(7,686)

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Exhibit A

Risk Management Fund (512)		
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(48,378)
Undesignated Fund Balance	(48,378)	
Fund Subtotal	(48,378)	(48,378)
Other Employee Benefits Fund (513)		
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(4,542)
Reserves for FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		4,542
Fund Subtotal	-	-
Fleet Services Fund (521)		
Reduction of FY 20 allocations budgeted for transfer from other funds in order to use funds available in the Fleet Fund from the period ending 09/30/19		(1,860)
Reduction of FY 20 allocations budgeted for transfer from other funds in order to use funds available in the Fleet Fund from the period ending 09/30/19	(250,000)	
FY 20 Adopted budget correction to Medical Insurance allocations due to excess funds already in Health Insurance Fund		(62,168)
Lease Purchase for 18 PD Vehicle Replacements and One Fire Apparatus	1,939,884	
Transfer from General Fund for the lease purchase of 18 PD Vehicle Replacements and One Fire Apparatus		1,939,884
Transfer from General Fund for the purchase of (7) replacement vehicles for the Public Works Department	177,815	
Appropriate funds for the purchase of (7) replacement vehicles for the Public Works Department		177,815
Undesignated Fund Balance	185,972	
Fund Subtotal	2,053,671	2,053,671
Total	23,041,751	23,041,751

ORDINANCE 2020-42

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; FIRE IMPACT FEE FUNDS; TRANSPORTATION IMPACT FEE FUNDS; UTILITIES OPERATING FUND; UTILITIES CONNECTION FEE FUND; UTILITIES RENEWAL/REPLACEMENT FUND; STORMWATER UTILITY FUND; AND FLEET SERVICES FUND; USAGE OF DESIGNATED FUND BALANCE IN THE SHIP GRANT FUND; RECOGNIZE THE FOLLOWING REVENUE, GRANTS AND AGREEMENTS: LOAN PROCEEDS FROM THE FLORIDA STATE REVOLVING LOAN FUND FOR CONSTRUCTION OF THE SOUTH REGIONAL WATER RECLAMATION FACILITY; AND CAPITAL LEASE FUNDING FOR THE PURCHASE OF POLICE VEHICLE REPLACEMENTS AND FIRE APPARATUS; TRANSFER FUNDS FROM THE GENERAL FUND TO THE FLEET SERVICES FUND FOR VEHICLE PURCHASES; 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 2020-23, held on July 2, 2020; and read in title only and duly enacted at Meeting 2020-_____, held on _____.

William Capote, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____