



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Ruth Chapman, Acting Finance Director

**DATE:** 4/15/2021

**RE:** Ordinance 2021-19, amending the Fiscal Year 2020-2021 budget by appropriating and allocating certain monies (second 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 of the proposed budget amendment:

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

#### *Revenues – Total \$168,353*

- Record incoming Federal portion of \$9,984 and State of portion \$1,647 of Grant #1785/Tropical Storm Fay Project #1412, balance was determined at State Close-out –\$11,631.
- Record incoming revenues brought in through Military Tribute Banner Program – \$3,000.
- Record Department of Justice (DOJ) Grant award for Coronavirus Emergency Supplemental Funding Program – \$108,420.
- Record Brevard County CARES ACT Grant award for Coronavirus Emergency Supplemental Funding Program – \$45,302.

#### *Expenditures – Total \$839,097*

- Appropriate additional funds to election expenses due to increased utilization of mail-in ballots from the pandemic – \$5,500.
- Appropriate additional funds to credit card processing fees to accommodate the growth in lien/ escrow activity and improve the efficiency of the program for both customers and city operations; approved by Council 03/04/2021 – \$5,700.
- Appropriate funds for Military Tribute Banner Program that are offset by revenues – \$3,000.
- Appropriate funds that were reimbursed for DOJ/Coronavirus Emergency Supplemental Grant, Project 20EM01 – \$108,420.
- Appropriate funds for the Police Academy Sponsorship Program initiative; approved by Council 02/18/2021 – \$43,722.
- Appropriate funds needed for new annual lawn maintenance for six (6) of the major collector roadways due

to staffing limitations; approved by Council 01/07/2021 – \$200,000.

- Appropriate funds for the position change from part-time to full-time for the Public Works Data Entry Clerk; approved by Council 01/07/2021 – \$22,829.
- Appropriate funds for Public Works Engineering Technician II additional position due to increase in residential driveway and drainage permit applications; approved by Council 01/07/2021 – \$41,961.
- Appropriate funds for Public Works Operations Manager position to manage and oversee new Division due to Departmental reorganization; approved by Council 01/07/2021 – \$59,375.
- Transfer to Fleet Services Fund for Public Works Operations Manager vehicle; approved by Council 01/07/2021 – \$27,250.
- Transfer to Fleet Services Fund for higher quoted model of the CAT 315F Rubber Tire Excavator for the Public Works Department, originally budgeted at \$160,000, but an additional \$17,247 is needed; approved by Council 02/18/2021 – \$17,247.
- Appropriate funds for ongoing hardware, software, and licenses for Disaster Recovery (DR) Solution; approved by Council 03/04/2021 – \$58,791.
- Appropriate funds that were reimbursed for Brevard County CARES ACT/Coronavirus Emergency Supplemental Grant, Project 20EM01 – \$45,302.
- Transfer to Community Investment Fund as local match for 21 State Legislative funding to install two nutrient separating baffle boxes; approved by Council 01/21/2021 – \$200,000.

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

*Expenditures – Total \$6,255*

- Appropriate funds for LETF 21-02 FBI-LEEDA Command Leadership Training for nine (9) Police Department employees; approved by Council 01/07/2021 – \$6,255.

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

*Expenditures – Total \$0*

- Relocation of State Housing Initiatives Partnership Program (SHIP) funds from projects 14CD01 (Homes for Warriors) (\$307,874), 20CD07 (FY 15-18 Emergency Rehab) (\$45,000), and 16CD01 (Down Payment Assistance) (\$73,145) to projects 20CD06 (FY 16-18 SHIP Rehab) \$396,019 and 21CD01 (Utility Hook Up Assistance) \$30,000 to meet the needs of City residents who are on a waitlist for the single family rehabilitation and utility hook-up assistance programs; approved by Council 12/07/2020 – Net Impact - \$0.

### **Voluntary Home Buyout Fund (127)**

*Revenues – Total \$2,736,719*

- Record FEMA Hazard Mitigation Grant Program Grant award of 75% for Voluntary Buyout Program; approved by Council 11/05/2020 – \$2,052,539.
- Record CDBG-Disaster Recover Grant award cost-share requirement of 25% for Voluntary Buyout Program; approved by Council 11/05/2020 – \$684,180.

*Expenditures – Total \$2,736,719*

- Appropriate grant funds to cover cost of acquisition of thirteen (13) properties, demolition, environmental reviews, and other related activity through Voluntary Buyout Program, Project 20CD10; approved by Council 11/05/2020 – \$2,659,113.
- Appropriate 10% contingency for FEMA Hazard Mitigation Grant Program funds to cover cost of acquisition of thirteen (13) properties, demolition, environmental reviews, and other related activity through

Voluntary Buyout Program, Project 20CD10; approved by Council 11/05/2020 – \$77,606.

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

*Revenues – Total \$58,030*

- Record additional revenue of \$58,030 - County portion of the FY 21 Tax Increment revenues of \$468,230 exceeds the approved budget of \$410,000 – \$58,030.

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

*Revenues – Total \$200,000*

- Transfer from General Fund for as local match for 21 State Legislative funding to install two nutrient separating baffle boxes; approved by Council 01/21/2021 – \$200,000.

*Expenditures – Total \$200,000*

- Appropriate local match for FY 2021 State Legislative funding to install two nutrient separating baffle boxes, Project 21PW05; approved by Council 01/21/2021 – \$200,000.

### **2021 G.O. Bond Fund (310)**

*Revenues – Total \$56,437,163*

- Record 2021 General Obligation (G.O.) Bond Proceeds - \$50,000,000 (PAR value) and \$6,437,163 (Premium); approved by Council 01/07/2021 – \$56,437,163.

*Expenditures – Total \$56,437,163*

- Record 2021 G.O. Bond issuance costs \$360,114 and add remaining funds to reserves \$56,077,049 - funding for each road improvement project will be appropriated via future budget amendments per Legislative Memo approvals; approved by Council 01/07/2021 – \$56,437,163.

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

*Revenues – Total \$18,423*

- Record Department of Justice (DOJ) Grant award for Coronavirus Emergency Supplemental Funding Program – \$8,066.
- Record Brevard County CARES ACT Grant award for Coronavirus Emergency Supplemental Funding Program – \$10,357.

*Expenditures – Total \$41,440*

- Appropriate funds that were reimbursed for DOJ/Coronavirus Emergency Supplemental Grant, Project 20EM01 – \$8,066.
- Appropriate additional funds for Change Order #2, Project 17WS16 (WRF Denitrification) modification to the piping needed due to unforeseen conditions; approved by Council 12/17/2020 – \$59,474.
- Appropriate funds for the remaining eight (8) months in FY 21 for an additional NRWTP Treatment Plant Operator “Trainee” to reduce scheduling adjustments and reduce overtime hours; approved by Council 01/21/2021 – \$34,331.
- Elimination of the Laboratory Services Division (\$140,418) and appropriate a portion of Personnel Services from the Laboratory Division to Outside Services for \$69,630 and return the remaining funds to fund balance; approved by Council 02/04/2021 – (\$70,788).
- Appropriate funds that were reimbursed for Brevard County CARES ACT/Coronavirus Emergency

Supplemental Grant, Project 20EM01 – \$10,357.

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

#### *Expenditures – Total (\$46,940)*

- Project Closeout for 20WS14 (Lift Station #43 Rehabilitation) and return funds to Fund Balance – (\$34,146).
- Project Closeout for 20WS18 (Babcock at Wyoming/Valkaria) and return funds to Fund Balance – (\$12,794).

### **USA 1 Assessment Fund (431)**

#### *Expenditures – Total \$320,000*

- Appropriate funds to prepay principal bond payments of \$200,000 due in FY 2022 and \$120,000 due in FY 2023 for the Utility Special Assessment Bonds, Series 2003A; approved by Council 03/04/2021 – \$320,000.

### **Utility SRF Loan Fund (433)**

#### *Revenues – Total (\$6,938,800)*

- Record reduction of loan proceeds due to lower loan amount awarded; approved by Council 12/15/2019 – (\$6,938,800).

#### *Expenditures – Total (\$6,938,800)*

- Reduce Project #16WS05 (So. Reg. Water Reclamation) construction funding; lower award amount received due to high number of requests by SRF; approved by Council 12/15/2019 – (\$6,938,800).

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

#### *Revenues – Total \$6,290*

- Record Department of Justice (DOJ) Grant award for Coronavirus Emergency Supplemental Funding Program – \$6,290.

#### *Expenditures – Total \$208,688*

- Appropriate funds for two (2) positions: an additional Building Code Compliance Inspector for \$93,449 to monitor/enforce construction activity and safety violations and a new Permit Inspector for \$61,022 to help with the increase in permit applications and customer service; approved by Council 01/21/2021 – \$154,471.
- Appropriate two (2) additional vehicles: a vehicle for the Fire Plans Examiner since the prior vehicle for this position was sold to the Police Department due to vacancy, the second vehicle is for the Fire Plans Examiner who was temporarily using another vehicle; approved by Council 01/21/2021 – \$47,927.
- Appropriate funds that were reimbursed for DOJ/Coronavirus Emergency Supplemental Grant, Project 20EM01 – \$6,290.

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

#### *Expenditures – Total (\$94,247)*

- Appropriate additional funds to cover high bid award on design phase of Project 20SU12 (Malabar Road Drainage); approved by Council 12/03/2020 – \$676,153.

- Project Closeouts for 21SU01 (Unit 17 Pipe Replacement) (\$630,000), 21SU06 (Port Malabar Pipe Replacement) (\$51,000), 21SU07 (Unit 27 Pipe Replacement) (\$51,000), 21SU09 (Unit 43 Pipe Replacement) (\$51,000) and 21SU10 (Unit 47 Pipe Replacement) (\$51,000) due to changes in priority and return funds to Fund Balance – (\$834,000).
- Re-appropriation of funds previously funded on FY20 BA #2 for ditch construction of a stormwater outfall, now tied to project 21SU14 (Danr Drainage Ditch); approved by Council 12/05/2019 – \$63,600.

### **Employee Health Insurance Fund (511)**

#### *Expenditures – Total \$0*

- Reduce 511/Employee Health Insurance Fund by (\$21,561) for one (1) Human Resource Benefits Analyst payroll and transfer \$21,561 to 513/Employee Benefits Fund to reflect a 50%/50% split; position incorrectly coded at 100% in 511 Fund – Net Impact – \$0.

### **Other Employee Benefits Fund (513)**

#### *Revenues – Total \$21,561*

- Transfer from Fund 511/Employee Health Insurance Fund for the 50% payroll split for one (1) Human Resource Benefits Analyst – \$21,561.

#### *Expenditures – Total \$21,561*

- Appropriate \$21,561, transferred in from 511/Employee Health Insurance Fund, for the remaining 15 pay periods to support (1) Human Resource Benefits Analyst position incorrectly coded at 100% in 511 Fund – \$21,561.

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

#### *Revenues – Total \$44,497*

- Transfer from General Fund for Public Works Operations Manager vehicle; approved by Council 01/07/2021 – \$27,250.
- Transfer from General Fund for Public Works Rubber Tire Excavator; approved by Council 02/18/2021 – \$17,247.

#### *Expenditures – Total \$44,497*

- Appropriate funds for Public Works Operations Manager vehicle; approved by Council 01/07/2021 – \$27,250.
- Appropriate funds for Public Works Rubber Tire Excavator; approved by Council 02/18/2021 – \$17,247.

### **REQUESTING DEPARTMENT:**

Community & Economic Development, Utilities, Public Works, Recreation, Finance, Human Resources, Police Department, Legislative, Information Technology, Building Department

### **FISCAL IMPACT:**

Refer to Exhibit A – BA #2 Appropriations.

### **RECOMMENDATION:**

Motion to adopt by Ordinance, the FY 2021 Second Budget Amendment.

**ATTACHMENTS:**

**Description**

Ordinance 2021-19

Ordinance 2021-19 - Exhibit A

## ORDINANCE 2021-19

**AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2021 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS IDENTIFIED IN EXHIBIT 'A', CONSISTING OF 5 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 2021-\_\_\_\_\_, held on \_\_\_\_\_, 2021; and read in  
title only and duly enacted at Meeting 2021-\_\_\_\_\_, held on \_\_\_\_\_, 2021.

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Robert Medina, MAYOR

ATTEST:

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Terese M. Jones, CITY CLERK

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



## Summary of the Proposed Budget Amendment

	Revenues	Expenditures
<b>General Fund (001)</b>		
Appropriate additional funds to election expenses due to increased utilization of mail-in ballots		5,500
Record incoming Federal and State portions of Grant #1785/Tropical Storm Fay Project #1412 balance determined at State close-out	11,631	
Appropriate additional funds to credit card processing fees to accommodate increased lien/escrow activity		5,700
Record revenues taken in through Military Tribute Program	3,000	
Appropriate funds offset by revenues for Military Tribute Banners		3,000
Record Department of Justice (DOJ) Grant award for Coronavirus Emergency Supplemental Funding Program	108,420	
Appropriate funds that were reimbursed for DOJ/Coronavirus Emergency Supplemental Grant Project 20EM01		108,420
Appropriate funds for Police Academy Sponsorship Program initiative		43,722
Appropriate funds needed for new annual lawn maintenance for six (6) of the major collector roadways		200,000
Appropriate funds for PW Data Entry Clerk to increase from part-time to full-time		22,829
Appropriate funds for PW Engineering Technician II additional position to assist in processing residential driveway and drainage permits		41,961
Appropriate funds for PW Operations Manager position to oversee new Division		59,375
Transfer to Fleet Services Fund for PW Operations Manager vehicle		27,250
Transfer to Fleet Services Fund for PW Rubber Tire Excavator		17,247
Appropriate funds for ongoing hardware, software, and licenses for Disaster Recovery Solution		58,791
Record Brevard County CARES Grant award for Coronavirus Emergency Supplemental Funding Program	45,302	

Mayor and Council: FY 2021 Second Budget Amendment

April 01, 2021

Page | 2

Exhibit A

Appropriate funds that were reimbursed for CARES/Coronavirus Emergency Supplemental Grant Project 20EM01		45,302
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Transfer to Community Investment Fund as local match for 21 State Legislative funding to install two nutrient separating baffle boxes		200,000
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Undesignated Fund Balance	670,744	
<b>Fund Subtotal</b>	<b>839,097</b>	<b>839,097</b>

**Law Enforcement Trust Fund (101)**

Appropriate funds for LETF 21-02 FBI-LEEDA Command Leadership Training for Police Department employees		6,255
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Undesignated Fund Balance	6,255	
<b>Fund Subtotal</b>	<b>6,255</b>	<b>6,255</b>

**State Housing Grant Fund (111)**

Reallocation of SHIP funds from 14CD01		(307,874)
Reallocation of SHIP funds from 20CD07		(45,000)
Reallocation of SHIP funds from 16CD01		(73,145)
Reallocation of SHIP funds to 20CD06		396,019
Reallocation of SHIP funds to 21CD01		30,000

<b>Fund Subtotal</b>	<b>0</b>	<b>0</b>
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**Voluntary Home Buyout Fund (127)**

Record FEMA Hazard Mitigation Grant Program Grant award of 75% for Voluntary Buyout Program	2,052,539	
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Record CDBG-Disaster Recover Grant award cost-share requirement of 25% for Voluntary Buyout Program	684,180	
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Appropriate grant funds for Voluntary Buyout Program, Project 20CD10		2,659,113
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Appropriate 10% contingency for grant funds for Voluntary Buyout Program, Project 20CD10		77,606
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<b>Fund Subtotal</b>	<b>2,736,719</b>	<b>2,736,719</b>
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**Bayfront Community Redevelopment Agency Fund (181)**

Record additional revenues for County portion of FY 21 Tax Increment revenues that exceeded budget	58,030	
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Reserves		58,030
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<b>Fund Subtotal</b>	<b>58,030</b>	<b>58,030</b>
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**Community Investment Fund (301)**

Transfer from General Fund as local match for 21 State Legislative funding to install two nutrient separating baffle boxes	200,000	
Appropriate local match for 21 State Legislative funding to install two nutrient separating baffle boxes, Project 21PW05		200,000
<b>Fund Subtotal</b>	<b>200,000</b>	<b>200,000</b>

**2021 GO Road Program (310)**

Record bond proceeds for 2021 G.O. Bond	56,437,163	
Issuance costs for 2021 G.O. Bond		360,114
Reserves		56,077,049
<b>Fund Subtotal</b>	<b>56,437,163</b>	<b>56,437,163</b>

**Utilities Operating Fund (421)**

Record Department of Justice (DOJ) Grant award for Coronavirus Emergency Supplemental Funding Program	8,066	
Appropriate funds that were reimbursed for DOJ/Coronavirus Emergency Supplemental Grant Project 20EM01		8,066
Additional funds needed for Project 17WS16 Change Order #2 unforeseen conditions during construction		59,474
Additional funds needed for Water Treatment Plant Operator "Trainee" at NRWTP		34,331
Elimination of the Laboratory Services Division, use towards Outside Services and return remaining		(140,418)
Appropriate funds to Outside Services for Laboratory Services due to Division elimination		69,630
Record Brevard County CARES Grant award for Coronavirus Emergency Supplemental Funding Program	10,357	
Appropriate funds that were reimbursed for CARES/Coronavirus Emergency Supplemental Grant Project 20EM01		10,357
Undesignated Fund Balance	23,017	
<b>Fund Subtotal</b>	<b>41,440</b>	<b>41,440</b>

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

Closeout project 20WS14 and return funds to fund balance		(34,146)
Closeout project 20WS18 and return funds to fund balance		(12,794)
Undesignated Fund Balance	(46,940)	
<b>Fund Subtotal</b>	<b>(46,940)</b>	<b>(46,940)</b>

**USA 1 Assessment Fund (431)**

Appropriate funds for Utility Special Assessment Bonds, Series 2003A to prepay principal bond payments of \$200,000 due in FY 2022 & \$120,000 due in FY 2023		320,000	
Undesignated Fund Balance		320,000	
	<b>Fund Subtotal</b>	<b>320,000</b>	<b>320,000</b>

**Utilities SRF Loan Fund (433)**

Reduce Project #16WS05 award amount due to high number of requests for funding received by SRF			(6,938,800)
Loan Proceeds		(6,938,800)	
	<b>Fund Subtotal</b>	<b>(6,938,800)</b>	<b>(6,938,800)</b>

**Building Fund (451)**

Appropriate funds for Additional Code Compliance Inspector and Permit Technician			154,471
Appropriate funds for vehicles for Fire Plans Examiner and Deputy Building Official			47,927
Record Department of Justice (DOJ) Grant award for Coronavirus Emergency Supplemental Funding Program		6,290	
Appropriate funds that were reimbursed for DOJ/Coronavirus Emergency Supplemental Grant Project 20EM01			6,290
Undesignated Fund Balance		202,398	
	<b>Fund Subtotal</b>	<b>208,688</b>	<b>208,688</b>

**Stormwater Utility Fund (461)**

Additional funds needed to cover higher award of bid for Project 20SU12			676,153
Project Closeouts for 21SU01, 21SU06, 21SU07, 21SU09 and 21SU10 and return funds to Fund Balance			(834,000)
Re-appropriate funds previously funded through FY 20 BA #2, Project 21SU14			63,600
Undesignated Fund Balance		(94,247)	
	<b>Fund Subtotal</b>	<b>(94,247)</b>	<b>(94,247)</b>

**Employee Health Insurance Fund (511)**

Adjustment for HR Benefits Analyst for salary split approved during budget process, but splits not completed			(21,561)
Transfer to OEB Fund			21,561

Mayor and Council: FY 2021 Second Budget Amendment

April 01, 2021

Page | 5

Exhibit A

	<b>Fund Subtotal</b>	<b>0</b>	<b>0</b>
<b>Other Employee Benefits Fund (513)</b>			
Transfer from Health Fund		21,561	
Adjustment for HR Benefits Analyst for salary split approved during budget process, but splits not completed			21,561
	<b>Fund Subtotal</b>	<b>21,561</b>	<b>21,561</b>
<b>Fleet Services Fund (521)</b>			
Transfer from General Fund for PW Operations Manager vehicle		27,250	
Appropriate funds for PW Operations Manager vehicle purchase			27,250
Transfer from General Fund for PW Rubber Tire Excavator		17,247	
Appropriate funds for PW Rubber Tire Excavator purchase			17,247
	<b>Fund Subtotal</b>	<b>44,497</b>	<b>44,497</b>
	<b>Total</b>	<b>53,833,463</b>	<b>53,833,463</b>