



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Joan Junkala-Brown, Acting City Manager

THRU: Larry Wojciechowski, Finance Director

DATE: 9/16/2021

RE: Ordinance 2021-55, amending the Fiscal Year 2020-2021 budget by appropriating and allocating certain monies (fourth 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 \$479,676

- Record CARES Act Reimbursements from Brevard County for labor \$310,088 and operational expenses \$71,219 – **\$381,307**.
- Record General Fund revenue portions of property sales for the following properties – **\$93,702**:
- Record revenue through the Vaccine Incentive Program from Brevard County for all Firefighters who received the COVID-19 vaccine – **\$4,667**.

Expenditures – Total (\$113,275)

- Appropriate funds for one (1) new Housing Program Specialist II position within the C&ED Housing & Community Development Division; approved by Council 06/17/2021 – **\$20,494**.
- Transfer available funds from the C&ED Department (\$24,152) to the Information Technology Department \$24,152 to purchase iPhones & Tablets for the Facilities & Parks Department's Maintenance Crew; approved by Council 06/17/2021 – **\$0**.
- Transfer available funds from the Facilities & Parks Department's capital light vehicle account (\$3,442) to the Utilities Operating Fund (421) \$3,442 for the purchase of one (1) fully depreciated truck (vehicle #6951) – **\$0**.
- Transfer General Fund portions of property sales for the following properties – **\$93,702**:
 - 906 Ebbtide \$5,095
 - 1334 Helliwell Street \$22,044
 - 357 Holiday Park Blvd. NE \$20,881
 - 245 Van Loon Ave. NE \$23,460
 - 1043 Pace Drive NW \$22,222

- Transfer available funds from the Fire Department (\$1,587) to the Information Technology Department \$1,587 for Air Cards to provide internet service for new Mobile Data Terminals (MCT) and iPads; approved by Council 06/17/2021 – **\$0**.
- Appropriate funds for three (3) Firefighter positions unbudgeted in the FY 2021 Approved Budget; approved by Council 07/15/2021 – **\$41,525**.
- Transfer funds to the Community Investment Fund (301) for engineering costs related to the Community Development Block Grants-Mitigation (CDBG-MIT) Critical Hardening Program (CFHP) grant projects; approved by Council 07/01/2021 – **\$40,745**.
- Appropriate funds for the replacement of Shelter #3 at Castaway Point Park due to failed inspection completed by the City's Code Enforcement Division; approved by Council 08/05/2021 – **\$29,069**.
- Reducing outgoing debt service transfer to the '10 PST Revenue Bonds Fund (219) due to bond refunding – **(\$323,687)**.
- Closing the Fire Station #5 (18FD01) project and returning unspent funds to fund balance – **(\$15,123)**.

Code Nuisance Fund (105)

Expenditures – Total \$25,000

- Appropriate additional funds for nuisance violation expenditures to complete mowing of vegetation and property clean-ups; approved by Council 07/15/2021 – **\$25,000**.

Community Development Block Grant/CDBG Fund (112)

Revenues – Total \$142,543

- Record CDBG grant revenue \$141,953 and program income revenue \$590 – **\$142,543**.

Expenditures – Total \$195,320

- Appropriate funds to the following administrative costs, public services and public facilities improvements as outlined in the Public Service Agency Recommendations for the Fiscal Year 2020-2021 Annual Action Plan, approved by Council 06/18/2020, to reimburse the City and sub-recipients awarded: postage \$69; legal advertisements \$939; the Palm Bay Senior Center project (20CD01) \$156,377; the South Brevard Women's Center \$17,485; Aging Matters \$11,250; and Brevard County Legal Aid \$9,200 – **\$195,320**.

NSP Program Fund (123)

Revenues – Total \$229,642

- Record NSP Program portion of property sales for 1048 Hunt Street NW as program income – **\$229,642**.

ARPA Fund (128)

Revenues – Total \$9,004,932

- Record ARPA (American Rescue Plan Act) funds from Department of Treasury received on 06/17/2021 – **\$9,004,932**.

Fire Impact Fee Fund – Nexus 32909 (190)

Expenditures – Total \$406,837

- Appropriate funds for the purchase of a Fire Training Center Facility at Fire Station #5; approved by Council 07/15/2021 – **\$516,000**.
- Closing the Fire Station #5 (18FD01) project and returning unspent funds to fund balance – **(\$109,163)**.

'10 PST Revenue Bonds Fund (219)

Revenue – Total (\$453,739)

- Remove subsidy revenue; final federal subsidy was received on 12/01/2020 and was accrued in FY 2020. No additional subsidies will be received due to the refunding – **(\$130,052)**.
- Reducing incoming transfer revenue from the General Fund (001) due to bond refunding – **(\$323,687)**.

'20 Special Obligation Revenue Refunding Note Fund (230)

Expenditures – Total \$0

- Budget Correction to FY 2021 Budget Amendment #1: Principal payment of \$248,000 and interest payment of \$40,025 are not due until FY 2022 (10/01/2021); remove expenditure budget and move funding to reserves for future payment – **\$0**.

Community Investment Fund (301)

Revenues – Total \$40,745

- Record incoming transfer funds from the General Fund (001) for engineering costs related to the Community Development Block Grants-Mitigation (CDBG-MIT) Critical Hardening Program (CFHP) grant projects; approved by Council 07/01/2021 – **\$40,745**.

Expenditures – Total \$40,745

- Appropriate funds for engineering costs related to the Community Development Block Grants-Mitigation (CDBG-MIT) Critical Hardening Program (CFHP) grant projects to the following projects: CDBG-MIT CFHP PD Main Street (#21PD01) \$24,849 and CDBG-MIT CFHP PD Sub Street (#21PD02) \$15,896; approved by Council 07/01/2021 – **\$40,745**.

Road Maintenance CIP Fund (307)

Revenues – Total \$93,702

- Record incoming transfer from the General Fund (001) portion of property sales for the following properties – **\$93,702**:
 - 1048 Hunt Street NW & 906 Ebbtide \$5,095
 - 1334 Helliwell Street \$22,044
 - 357 Holiday Park Blvd. NE \$20,881
 - 245 Van Loon Ave. NE \$23,460
 - 1043 Pace Drive NW \$22,222

2019 G.O. Road Program Fund (309)

Expenditures – Total \$1,165,920

- Open the Kirby Industrial Park Road Paving project (#21GO14); Phase 2 Paving Program approved by Council on 02/06/2020 – **\$532,000**.
- Open the Palm Bay Colony Road Paving project (#21GO15); Phase 2 Paving Program approved by Council on 02/06/2020 – **\$633,920**.

Utilities Operating Fund (421)

Revenues – Total \$66,900

- Transfer funds from the General Fund (001) for the purchase of a fully depreciated truck (vehicle #6951)

the Facilities & Parks Department is purchasing from the Utilities Department – **\$3,442.**

- Record CARES Act Reimbursements from Brevard County for labor \$57,793 and operational expenses \$5,665 – **\$63,458.**

Utilities Renewal & Replacement Fund (424)

Expenditures – Total \$179,903

- Appropriate additional funds to the NRWTP HSP Rehabilitation Project (#18WS06) for a change order due to higher cost related to motor size increases for each high service pump; approved by Council 09/17/2020 – **\$9,208.**
- Appropriate additional funds to the Lift Station 47 Replacement Project (#21WS26) generator and fuel tank replacements; approved by Council 07/01/2021 – **\$50,695.**
- Appropriate funds to the Seepix Cake Pump Replacement Project (#21WS27) for the purchase and installation of the pump; approved by Council 08/05/2021 – **\$120,000.**

Building Fund (451)

Revenues – Total \$8,162

- Record CARES Act Reimbursements from Brevard County for labor \$4,765 and operational expenses \$3,397 – **\$8,162.**

Expenditures – Total \$0

- Budget Correction: Transfer budget for Building Director from 12-10 (Full-Time Salary/Wages) (\$102,757) to 11-10 (Full-Time Salary/Wages) \$102,757 for G1 employees - **\$0.**

Stormwater Utility Fund (461)

Revenues – Total \$12,844

- Record CARES Act Reimbursements from Brevard County for labor – **\$12,844.**

Expenditures – Total \$810,495

- Appropriate additional funds to the Malabar Road Pipe Repair Project (#20SU12) for Change Order 1 (Insituform Technologies, LLC) including a cost increase and 5% contingency; approved by Council 03/04/2021 – **\$114,958.**
- Open the Unit 48 Pipe Replacement project (#21SU16); approved by Council on 07/15/2021 – **\$631,666.**
- Appropriate additional funds to the Emerson @ C-51 Culvert Replacement Project (#20SU15) increased award costs and a 10% contingency; approved by Council 05/06/2021 – **\$63,871.**

Solid Waste Fund (471)

Revenues – Total \$1,400

- Record CARES Act Reimbursements from Brevard County for labor – **\$1,400.**

Expenditures – Total (\$253,214)

- Budget Correction: Remove personnel service budgets as five (5) Maintenance Worker FTE positions were eliminated in the Fund during FY 2021 Budget Preparations; funding for these positions was still budgeted in FY 2021 – **(\$253,214).**

Health Insurance Fund (511)

Revenues – Total \$3,012

- Record CARES Act Reimbursements from Brevard County for labor – **\$3,012**.

Health Insurance Fund (512)

Expenditures – Total \$0

- Budget Correction: Correct reserves account from 512-2525-593-9901 (\$16,121) to 512-1425-593-9901 \$16,121 due to invalid cost center – **\$0**.

Other Employee Benefits Fund (513)

Revenues – Total \$3,012

- Record CARES Act Reimbursements from Brevard County for labor – **\$3,012**.

REQUESTING DEPARTMENT:

FISCAL IMPACT:

Please refer to Exhibit A - BA #4 Appropriations.

RECOMMENDATION:

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

ATTACHMENTS:

Description

Ordinance 2021-55

Ordinance 2021-55, Exhibit A

ORDINANCE 2021-55

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2021 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS AS IDENTIFIED IN EXHIBIT 'A', CONSISTING OF FIVE (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 outlined in the attached 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.

Rob Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

Summary of the Proposed Budget Amendment

	Revenues	Expenditures
General Fund (001)		
C&ED - Additional Housing Program Specialist II FTE Position		20,494
Facilities & Parks - Replacement of Castaway Point Park Shelter #3		29,069
Departmental Transfer from C&ED (\$24,152) to Facilities & Parks \$24,152 for iPhones & Tablets for Parks Maintenance Crew - net impact \$0		0
Facilities & Parks - Purchase fully depreciated truck (vehicle # 6951) from the Utilities Department/Fund with available Operating Budget - \$3,442 net impact \$0		0
Transfer to Debt Service Fund (219) Reduction Due to 2010 PST Revenue Bond Fund Refunding		(323,687)
CARES Act - COVID-19 Reimbursements - Labor & Operating	381,307	
Record City-Owned Property Sales - 906 Ebbtide	5,095	
Record City-Owned Property Sales - 1334 Helliwell Street	22,044	
Record City-Owned Property Sales - 357 Holiday Park Blvd NE	20,881	
Record City-Owned Property Sales - 245 Van Loon Ave NE	23,460	
Record City-Owned Property Sales - 1043 Pace Drive NW	22,222	
Transfer City-Owned Property Sales Revenue to the Road Maintenance Fund (307)		93,702
Record Vaccine Incentive Program Revenue from Brevard County (Fire Department)	4,667	
Departmental Transfer from Fire (\$1,587) to Information Technology \$1,587 for MDR Air Cards - net impact \$0		0
Fire - Close-out the Fire Station #5 Project (18FD01)		(15,123)
Fire - Funding of Three (3) Unfunded Firefighter Positions		41,525
Police - Transfer Critical Facility Hardening Program (CFHP) Funds to The Community Investment Fund (301) for the Purchase of Two (2) Generators		40,745
Undesignated Fund Balance	(592,951)	
Fund Subtotal	(113,275)	(113,275)
Code Nuisance Fund (105)		
Growth Management: Additional Funding for Nuisance Violation Expenses (Mowing/Clean-Up)		25,000
Designated Fund Balance	25,000	
Fund Subtotal	25,000	25,000

Mayor and Council: FY 2021 Fourth Budget Amendment

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Exhibit A

	Revenues	Expenditures
CDBG Fund (112)		
CDBG Grant Revenue	141,953	
CDBG Program Income	590	
Postage & Legal Advertisements		1,008
Palm Bay Senior Center (project 20CD01)		156,377
South Brevard Women's Center		17,485
Aging Matters		11,250
Brevard County Legal Aid		9,200
Undesignated Fund Balance	52,777	
Fund Subtotal	195,320	195,320
NSP Program Fund (123)		
Record City-Owned Property Sales - 1048 Hunt Street	229,642	
Reserves		229,642
Fund Subtotal	229,642	229,642
ARPA Fund (128)		
Record ARPA (American Recue Plan Act) funds from Dept of Treasury (First Installment)	9,004,932	
Reserves for American Recue Plan Act Funds		9,004,932
Fund Subtotal	9,004,932	9,004,932
Fire Impact Fees-32909 Fund (190)		
Close-out the Fire Station #5 Project (18FD01)		(109,163)
Open Fire Training Center (Project #21FD01)		516,000
Undesignated Fund Balance	406,837	
Fund Subtotal	406,837	406,837
2010 PST Revenue Bond Fund (219)		
BABS Federal Subsidy Revenue Removal Due to Refunding	(130,052)	
Transfer from General Fund (001) Debt Service Payment Reduction Due to Refunding	(323,687)	
Designated Fund Balance	453,739	
Fund Subtotal	0	0
2020 T.S.O Note Fund (230)		
FY 2021 BA #1 Correction: Remove Principal & Interest Payments Not Due until FY 2022 (10/01/2021)		(288,025)

Mayor and Council: FY 2021 Fourth Budget Amendment

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Exhibit A

	Revenues	Expenditures
Reserves		288,025
Fund Subtotal	0	0
Community Investment Fund (301)		
Police - Transfer Critical Facility Hardening Program (CFHP) Funds From The General Fund (001) For The Purchase Two (2) Generators	40,745	
Police - Open CDBG-MIT CFHP Police Department Main Street Project (21PD01)		24,849
Police - Open CDBG-MIT CFHP Police Department Sub Street Project (21PD02)		15,896
Fund Subtotal	40,745	40,745
Road Maintenance CIP Fund (307)		
Transfer City-Owned Property Sales Revenue from General Fund (001)	93,702	0
Undesignated Fund Balance	(93,702)	0
Fund Subtotal	0	0
GO Road Program (309)		
Open Kirby Industrial Park Paving Project (21GO14)		532,000
Open Palm Bay Colony Road Paving Project (21GO15)		633,920
Undesignated Fund Balance	1,165,920	
Fund Subtotal	1,165,920	1,165,920
Utilities Operating Fund (421)		
Transfer from General Fund - Facilities & Parks to purchase fully depreciated truck (vehicle # 6951) from the Utilities Department/Fund	3,442	
CARES Act - COVID-19 Reimbursements - Labor & Operating	63,458	
Undesignated Fund Balance	(66,900)	
Fund Subtotal	0	0
Utilities Renewal/Replacement Fund (424)		
Additional Funding for Change Order for the NRWTP HSP Replacement Project (18WS06)		9,208
Open Lift Station 47 Replacement Project (21WS26)		50,695
Open Seepix Cake Pump Replacement Project (21WS27)		120,000
Undesignated Fund Balance	179,903	
Fund Subtotal	179,903	179,903

Mayor and Council: FY 2021 Fourth Budget Amendment

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Exhibit A

	Revenues	Expenditures
Building Fund (451)		
Budget Correction for Building Director's Salary - from GL 1210/Salary Wages (\$102,757) to 1110 Executive Salary Wages \$102,757 - net impact \$0		0
CARES Act - COVID-19 Reimbursements - Labor & Operating	8,162	
Undesignated Fund Balance	(8,162)	
Fund Subtotal	0	0
Stormwater Utility Fund (461)		
CARES Act - COVID-19 Reimbursements - Labor	12,844	
Additional Funding for Change Order #1 for the Malabar Road Drainage Pope Repair Project (20SU12)		114,958
Open Unit 48 Pipe Replacement Project (21SU16)		631,666
Additional Funding for Emerson @ C-51 Culvert Replacement Project (20SU15) Due to Award Variance		63,871
Undesignated Fund Balance	797,651	
Fund Subtotal	810,495	810,495
Solid Waste Fund (471)		
CARES Act - COVID-19 Reimbursements - Labor	1,400	
Budget Correction: Remove Personnel Service Budgets due to Five (5) Maintenance Worker FTE Eliminations During FY 2021 Budget Preparations		(253,214)
Undesignated Fund Balance	(254,614)	
Fund Subtotal	(253,214)	(253,214)
Health Insurance Fund (511)		
CARES Act - COVID-19 Reimbursements - Labor	3,012	
Reserves		3,012
Fund Subtotal	3,012	3,012
Risk Management Fund (512)		
Budget Correction for Reserves Amount Recorded - from Invalid Cost Center 2525 (\$16,121) to 1425 Cost Center \$16,121 - net impact \$0		0
Fund Subtotal	0	0

Mayor and Council: FY 2021 Fourth Budget Amendment

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Exhibit A

	Revenues	Expenditures
Other Employee Benefits Fund (513)		
CARES Act - COVID-19 Reimbursements - Labor	3,012	
Reserves		3,012
Fund Subtotal	3,012	3,012
Total	11,698,329	11,698,329