



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Larry Wojciechowski, Finance Director

DATE: 9/19/2023

RE: Ordinance 2023-90, amending the Fiscal Year 2022-2023 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 (\$607,671)

- Recognize COVID-19 FEMA Public Assistance (PA) Reimbursement - General Fund portion – \$21,203.
- Remove the estimated FY 2022 BCRA Unspent Fund Balance incoming transfer (City of Palm Bay portion), included in the FY 2023 Approved Budget – FY 2022 portion dedicated to the Road Maintenance CIP Fund (307); approved by City Council 07/20/2023 – (\$667,282).
- Record maximum transfer from the CDBG Fund (112) for the Crime Prevention Program hosted by the Police Department's Community Services Section; CDBG funding was approved by City Council on 04/20/2023; cash reimbursements (transfers) are to be made based on actual incurred expenditures; General Fund/Police portion approved by City Council 07/06/2023 – \$38,408.

Expenditures – Total \$326,999

- Appropriate COVID-19 FEMA Public Assistance (PA) Reimbursements to the COVID expenditure project (20EM01) – \$21,203.
- Transfer available funding, realized through budgeted savings from Consulting Services, from the General Government Department (001-9010) (\$13,700) to the Information Technology Department (001-2310) \$13,700 for annual subscription costs for DebtBooks, an Accounting software replacing the currently used EZ Lease software – Net Impact \$0.
- Reclassify and transfer one (1) Engineering Technician II (Public Works Department) (\$19,540) to a Planning Specialist (Growth Management Department) \$19,540; approved by City Council 07/06/2023 – Net Impact \$0.
- Appropriate funding for Growth Management equipment and operating supplies as follows: Folding Machine Lease \$729 for FY 2023 Quarter Four; two (2) laptops \$2,000 and seven (7) monitors \$6,650 for the Land Development Division; approved by City Council 07/06/2023 - \$9,379.

- Appropriate funding to purchase 20 rugged laptop setups, including a laptop, docking station, and charger, for police vehicles purchased in FY 2023; approved by City Council 08/03/2023 – \$65,000.
- Appropriate funding to purchase one (1) ¾ Ton Truck and two (2) Utility Tractors for the Parks & Facilities Department, Parks Division; approved by City Council 07/06/2023 – \$126,069.
- Appropriate incoming CDBG funding for the Crime Prevention Program (project 23CD17) hosted by the Police Department’s Community Services Section; approved by City Council 07/06/2023 – \$38,408.
- Appropriate funding for increased AUE Staffing rates (Palm Bay Aquatic Center); approved by City Council 07/20/2023 – \$66,940.

Law Enforcement Trust Fund (101)

Expenditures – Total \$55,000

- LETF 23-04: Appropriate funding for a Crash Data Retrieval Tool; approved by City Council 07/06/2023 – \$55,000.

CDBG Fund (112)

Expenditures – Total (\$95,000)

- Budget Correction – Reverse Budget Amendment #3 entry for the Battalion Commander Vehicle (project 23FD05); previously approved by City Council on 03/16/2023; quotes were not received for the requested required timeframe and a vehicle could not be procured – (\$95,000).
- Utilize project savings from the FY 2022/2023 I am Ministries project (23CD17) (\$38,408) and establish a maximum transfer to the General Fund (001) \$38,408 for the Crime Prevention Program hosted by the Police Department’s Community Services Section; CDBG funding was approved by City Council on 04/20/2023; cash reimbursements (transfers) are to be made based on actual incurred expenditures; General Fund/Police portion approved by City Council 07/06/2023 – Net Impact \$0.

Bayfront Community Redevelopment Fund (181)

Expenditures – Total \$455,100

- Remove the estimated FY 2022 BCRA Unspent Fund Balance outgoing transfer (City of Palm Bay portion), included in the FY 2023 Approved Budget – to the General Fund (001); approved by City Council 07/20/2023 – (\$667,282).
- Appropriate funding for actual FY 2022 BCRA Unspent Fund Balance outgoing transfer (City of Palm Bay portion) to the Road Maintenance CIP Fund (307); approved by City Council 07/20/2023 – \$1,002,311.
- Appropriate additional funding for actual FY 2022 BCRA Unspent Fund Balance reimbursements (Brevard County portion); an estimated amount of \$350,305 was included in the FY 2023 Approved Budget and a total amount of \$470,376 is needed; approved by City Council 07/20/2023 – \$120,071.

Fire Impact Fee Fund – Nexus 32905 (187)

Expenditures – Total (\$52,948)

- Budget Correction – Reverse Budget Amendment #3 entry for the fire safety equipment, including bunker gear, helmets, boots, gloves, and hoods for personnel at Fire Station #7; the Legislative Memo request for RCM 05/18/2023 was not approved and the budget was added in error – Total (\$52,948).

Fire Impact Fee Fund – Nexus 32907 (188)

Expenditures – Total (\$54,800)

- Budget Correction – Reverse Budget Amendment #3 entry for the fire safety equipment, including bunker gear,

helmets, boots, gloves, and hoods for personnel at Fire Station #7; the Legislative Memo request for RCM 05/18/2023 was not approved and the budget was added in error – Total (\$54,800).

Community Investment Fund (301)

Expenditures – Total (\$50)

- Close the completed Turkey Creek Restoration Study project (20PW02) – (\$50).

Road Maintenance CIP Fund (307)

Revenues – Total \$1,002,311

- Record incoming transfer from the BCRA Fund (181) for actual FY 2022 BCRA Unspent Fund Balance (City of Palm Bay portion); approved by City Council 07/20/2023 – \$1,002,311.

Utilities Operating Fund (421)

Revenues – Total \$8,693

- Recognize COVID-19 FEMA Public Assistance (PA) Reimbursement – Utilities Operating Fund portion – \$8,693.

Expenditures – Total \$135,693

- Appropriate COVID-19 FEMA Public Assistance (PA) Reimbursements to the COVID expenditure project (20EM01) – \$8,693.
- Appropriate additional funding for Biosolids transportation and disposal; approved by City Council 07/06/2023 – \$127,000.

Utilities Connection Fee Fund (423)

Expenditures – Total \$650,000

- Open and fund the SRWTP Expansion from 6MGD to 8MGD project (23WS20); approved by City Council 08/03/2023 – \$650,000.

Utilities Renewal & Replacement Fund (424)

Expenditures – Total \$120,397

- Appropriate funding for the Reverse Osmosis Rehabilitation Engineering Master Plan – NRWTP Task Order 01-2019-007; approved by City Council on 07/06/2023 – \$120,397.

Stormwater Utility Fund (461)

Expenditures – Total \$50,000

- Additional funding for the Unit 6 Pipe Replacement project (23SU02) for costs associated with surveying, engineering, advertising, and change orders; approved by City Council 07/06/2023 – \$50,000.

Fleet Services Fund (521)

Revenues – Total \$125,633

- Record insurance claim revenue received for damages sustained to one (1) CAT Loader (Public Works Department) – \$110,458.
- Record insurance claim revenue received for damages sustained to the fuel tank of one (1) Dump Truck

(Public Works Department) – \$9,269.

- Record surplus/auction proceed revenues – \$5,906.

Expenditures – Total \$125,633

- Appropriate insurance claim revenue to purchase one (1) CAT Loader replacement (Public Works Department) – \$110,458.
- Appropriate insurance claim revenue for fuel tank repairs sustained to one (1) Dump Truck (Public Works Department) – \$9,269.
- Utilize surplus/auction proceed revenues towards the purchase of a Public Works Department Pool Vehicle – \$5,906

REQUESTING DEPARTMENT:

Finance

FISCAL IMPACT:

Please refer to Exhibit A for Fiscal Impact.

RECOMMENDATION:

Motion to adopt, by Ordinance, the FY 2023 Fourth Budget Amendment.

ATTACHMENTS:

Description

Ordinance 2023-90

Exhibit A - FY 23 BA #4 Appropriations

ORDINANCE 2023-90

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2022 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS 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 2023-_____, held on _____, 2023; and
read in title only and duly enacted at Meeting 2023-_____, held on _____, 2023.

Rob Medina, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____

	Revenues	Expenditures
General Fund (001)		
COVID-19 FEMA Public Assistance (PA) Reimbursement (20EM01)	21,203	21,203
FY 2022 BCRA Unspent Fund Balance - Eliminate Incoming Transfer From the BCRA Fund (181)	(667,282)	
Crime Prevention Program (23CD17) - Allocate Maximum Transfer From the CDBG Fund (112)	38,408	38,408
Transfer Funds from from the General Government Department (\$13,700) to the Information Technology Department \$13,700 for DebtBooks		0
Reclassify & Transfer one (1) Engineering Technician II (\$19,540) to a Planning Specialist \$19,540		0
Growth Management Equipment & Operating Supplies: Folding Machine Lease; Two (2) Laptops & Seven (7) 20 Rugged Laptop Setups (Police Department)		9,379
One (1) ¾ Ton Truck & Two (2) Utility Tractors (Parks & Facilities)		126,069
Increased AUE Staffing Rates (Palm Bay Aquatic Center)		66,940
Undesignated Fund Balance	934,670	
Fund Subtotal	326,999	326,999
Law Enforcement Trust Fund (101)		
LETf 23-04: Crash Data Retrieval Tool		55,000
Undesignated Fund Balance	55,000	
Fund Subtotal	55,000	55,000
CDBG Fund (112)		
Budget Correction: Remove Battalion Commander Vehicle (23FD05)		(95,000)
Utilize I am Ministries Project (23CD17) Savings (\$38,408) for the Crime Prevention Program (23CD17) - Allocate Maximum Transfer to the General Fund (001) \$38,408		0
Undesignated Fund Balance	(95,000)	
Fund Subtotal	(95,000)	(95,000)
Bayfront Community Redevelopment Fund (181)		
FY 2022 BCRA Unspent Fund Balance - Eliminate Outgoing Transfer to the General Fund (001)		(667,282)
FY 2022 BCRA Unspent Fund Balance - Add Outgoing Transfer to the Road Maintenance CIP Fund (307)		1,002,311
FY 2022 BCRA Unspent Fund Balance - Allocate Remaining Brevard County Reimbursement Portion		120,071
Reserves		(455,100)
Fund Subtotal	0	0

	Revenues	Expenditures
Fire Impact Fee Fund – Nexus 32905 (187)		
Budget Correction: Remove Safety Equipment		(52,948)
Undesignated Fund Balance	(52,948)	
Fund Subtotal	(52,948)	(52,948)
Fire Impact Fee Fund – Nexus 32907 (188)		
Budget Correction: Remove Safety Equipment		(54,800)
Undesignated Fund Balance	(54,800)	
Fund Subtotal	(54,800)	(54,800)
Community Investment Fund (301)		
Close Turkey Creek Restoration Study project (20PW02)		(50)
Undesignated Fund Balance	(50)	
Fund Subtotal	(50)	(50)
Road Maintenance CIP Fund (307)		
FY 2022 BCRA Unspent Fund Balance - Incoming Transfer from the BCRA Fund (181)	1,002,311	
Undesignated Fund Balance	(1,002,311)	
Fund Subtotal	0	0
Utilities Operating Fund (421)		
COVID-19 FEMA Public Assistance (PA) Reimbursement (20EM01)	8,693	8,693
Additional Funding for Biosolids Transportation & Disposal		127,000
Undesignated Fund Balance	127,000	
Fund Subtotal	135,693	135,693
Utilities Connection Fee Fund (423)		
Open the SRWTP Expansion from 6MGD to 8MGD project (23WS20)		650,000
Undesignated Fund Balance	650,000	
Fund Subtotal	650,000	650,000
Utilities Renewal & Replacement Fund (424)		
Reverse Osmosis Rehabilitation Engineering Master Plan – NRWTP Task Order 01-2019-007		120,397
Undesignated Fund Balance	120,397	
Fund Subtotal	120,397	120,397
Stormwater Utility Fund (461)		
Additional Funding for Unit 6 Pipe Replacement Project (23SU02)		50,000
Undesignated Fund Balance	50,000	
Fund Subtotal	50,000	50,000

	Revenues	Expenditures
Fleet Services Fund (521)		
Insurance Claim - Damages to One (1) CAT Loader (Public Works Department)	110,458	110,458
Insurance Claim - Fuel Tank Damages to One (1) Dump Truck (Public Works Department)	9,269	9,269
Surplus/Auction Proceeds - Public Works Department Pool Vehicle	5,906	5,906
Fund Subtotal	125,633	125,633
Total	1,260,924	1,260,924