

## **ORDINANCE NO. 2018-09**

**AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2018 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS AS FOLLOWS: USE OF UNDESIGNATED FUND BALANCE IN THE FOLLOWING FUNDS: GENERAL FUND; LAW ENFORCEMENT TRUST FUND; STATE HOUSING GRANT FUND; COMMUNITY DEVELOPMENT BLOCK GRANT FUND; HOME GRANT FUND; NSP GRANT FUND; POLICE IMPACT FEE FUND; PARKS IMPACT FEE FUND; TRANSPORTATION IMPACT FEE FUND; ROAD MAINTENANCE CIP FUND; UTILITY OPERATING FUND; UTILITIES RENEWAL AND REPLACEMENT FUND; UTILITIES MAIN LINE EXTENSION FEE FUND; BUILDING FUND; STORMWATER UTILITY FUND; SOLID WASTE FUND; AND FLEET FUND; RECOGNIZING REVENUE FOR USE OF TREE REPLACEMENT MITIGATION FUNDS; AND SAVE OUR INDIAN RIVER LAGOON GRANT FOR PALM BAY BAYFRONT COMMUNITY PROJECT; REDUCTION IN ENGINEERING PLAN FEES REVENUE IN BUILDING FUND; TRANSFER FROM GENERAL FUND TO FLEET SERVICES FUND FOR FIRE EXPLORER VEHICLE COSTS, AND PORTION OF BOBCAT LOADERS PURCHASE; AND TO COMMUNITY DEVELOPMENT BLOCK GRANT FUND FOR CHILDREN'S HUNGER INELIGIBLE EXPENDITURES; TRANSFER FROM PARKS IMPACT FEE FUND TO FLEET SERVICES FUND FOR PORTION OF BOBCAT LOADERS PURCHASE; TRANSFER FROM ROAD MAINTENANCE CIP FUND TO FLEET SERVICES FUND FOR WACKER ROLLER PURCHASE AND TO GENERAL FUND FOR UNPAID WATER/SEWER FEES; 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:

	Revenues	Expenditures
<b><u>General Fund</u></b>		
Use of EDEA operating savings towards PD video		(8,000)
Police annual video production project		8,000
Parks payroll taxes correction		54,300
Use of Fire operating savings towards Fire Explorer		(1,332)
Trf to Fleet Fund (521) for Fire Explorer vehicle		1,332
Close completed project North Extension SJHP (16PW12)		(2,004)
Use of Tree Replacement Mitigation funds for Bobcats	90,300	
Trf to Fleet Fund (521) for portion of (2) Bobcat Loaders purchase		90,300
Growth Mgmt various Position Control Changes 12/21/17		19,258
Use of City Manager Office p/r svgs twds Stantec Financial		(15,300)
Use of Procurement p/r svgs twds Stantec Financial		(16,000)
Use of C&IT p/r svgs twds Stantec Financial		(6,700)
Use of Human Resource p/r svgs twds Stantec Financial		(12,000)
Stantec Financial Sustainability Analysis		50,000
Trf to CDBG Fund (112) to reimburse for ineligible exps.		35,075
Trf from Road Maint. CIP Fund (307) for water/sewer fees	18,422	
Payment of unpaid water/sewer fees		18,422
Undesignated Fund Balance	106,629	
<b>Fund Subtotal</b>	<b>215,351</b>	<b>215,351</b>
<b><u>Law Enforcement Trust Fund (101)</u></b>		
LETF #18-03 Legal Costs, Haitian Donation, Travel/Training		7,600
LETF #18-04 Seized vehicle purchase		2,000
LETF #18-05 Legal Costs, Travel/Training		10,890
Undesignated Fund Balance	20,490	
<b>Fund Subtotal</b>	<b>20,490</b>	<b>20,490</b>
<b><u>State Housing Grant Fund (SHIP) (111)</u></b>		
Addtl FTE Housing Progr.Tech & % split change Comm. Advisor		0
Utilize PY Program Income to Homes for Warriors(14CD01)		205,879
Undesignated Fund Balance	205,879	
<b>Fund Subtotal</b>	<b>205,879</b>	<b>205,879</b>

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

Trf from GF for Children's Hunger ineligible costs	35,075	
Replenish Uncommitted & Available Funds project (14CDBG)		35,075
Addtl FTE Housing Progr.Tech & % split change Comm. Advisor		0
Utilize PY Program Inc to Uncommitted & Avail Funds (14CDBG)		885
Undesignated Fund Balance	885	
<b>Fund Subtotal</b>	<b>35,960</b>	<b>35,960</b>

**HOME Grant Fund (114)**

Addtl FTE Housing Progr.Tech & % split change Comm. Advisor		0
Utilize PY Program Income to DAP (16CD01)		20,615
Undesignated Fund Balance	20,615	
<b>Fund Subtotal</b>	<b>20,615</b>	<b>20,615</b>

**NSP Grant Fund (123)**

Addtl FTE Housing Progr.Tech & % split change Comm. Advisor		108,318
Appropriate prior years Grant funding to NSP Housing (18CD01)		1,088,417
Undesignated Fund Balance	1,196,735	
<b>Fund Subtotal</b>	<b>1,196,735</b>	<b>1,196,735</b>

**Police Impact Fee Fund (152)**

Purchase Property & Evidence Lockers		21,247
Remove Property & Evidence Expansion		(24,500)
Undesignated Fund Balance	(3,253)	
<b>Fund Subtotal</b>	<b>(3,253)</b>	<b>(3,253)</b>

**Parks Impact Fee Fund (154)**

Trf to Fleet Fund for portion of (2) Bobcat Loaders purchase		38,987
Use savings of Mobile Bleachers purchase towards Bobcats		(20,168)
Undesignated Fund Balance	18,819	
<b>Fund Subtotal</b>	<b>18,819</b>	<b>18,819</b>

**Transportation Impact Fee Fund (155)**

West Melbourne ILA Riviera & Durham Intersection Impr.		65,170
Undesignated Fund Balance	65,170	
<b>Fund Subtotal</b>	<b>65,170</b>	<b>65,170</b>

**Road Maintenance CIP Fund (307)**

Replenish FY 18 Road Prog (18RD01) for loan payback		1,800,000
Trf to Fleet Services Fund (521) for Wacker Roller		12,707
Use FY 18 Road Prog (18RD01) to fund Wacker Roller		(12,707)
Trf to General Fund for unpaid water/sewer fees		18,422
Use FY 18 Road Prog (18RD01) to fund trf to General Fund		(18,422)

City of Palm Bay, Florida  
Ordinance No. 2018-09  
Page 4 of 5

Undesignated Fund Balance	1,800,000	
<b>Fund Subtotal</b>	<b>1,800,000</b>	<b>1,800,000</b>
<b><u>Utilities Operating Fund (421)</u></b>		
Addtl funding Stantec for Fee Study		22,500
Various Position Control Changes 12/21/17		8,108
Undesignated Fund Balance	30,608	
<b>Fund Subtotal</b>	<b>30,608</b>	<b>30,608</b>
<b><u>Utilities Renewal &amp; Replacement Fund (424)</u></b>		
Appropriate funding RO Well#1 Redevelopment (18WS24)		104,520
Addtl funding NRWTP Slaker Repl. (18WS02)		27,230
Undesignated Fund Balance	131,750	
<b>Fund Subtotal</b>	<b>131,750</b>	<b>131,750</b>
<b><u>Utilities Main Line Extension Fee Fund (425)</u></b>		
Raleigh Water Main Extension (18WS25)		27,226
Undesignated Fund Balance	27,226	
<b>Fund Subtotal</b>	<b>27,226</b>	<b>27,226</b>
<b><u>Building Fund (451)</u></b>		
Remove Engineering Plan Fees Revenue	(20,000)	
Building module Software upgrade purchase		518,960
Purchase (2) Nissan Frontiers		44,914
Plan review & inspections services		100,000
Various Position Control Changes 12/21/17		(15,641)
Addtl FTES Bldg Inspector I & III		74,288
Undesignated Fund Balance	742,521	
<b>Fund Subtotal</b>	<b>722,521</b>	<b>722,521</b>
<b><u>Stormwater Utility Fund (461)</u></b>		
PB Bayfront Comm project, SOIRL Grant	30,624	
GSG Maint. fee for SW Svcs Assessment program		40,010
Undesignated Fund Balance	9,386	
<b>Fund Subtotal</b>	<b>40,010</b>	<b>40,010</b>
<b><u>Solid Waste Fund (471)</u></b>		
Purchase (2) Nissan Frontiers, (1) Durastar		202,628
Undesignated Fund Balance	202,628	
<b>Fund Subtotal</b>	<b>202,628</b>	<b>202,628</b>
<b><u>Risk Management Fund (512)</u></b>		
Purchase of Metal Detectors for Council Chambers		10,000


Undesignated Fund Balance	10,000	
<b>Fund Subtotal</b>	<b>10,000</b>	<b>10,000</b>
<b><u>Fleet Services Fund (521)</u></b>		
Complete PY Fire Explorer vehicle purchase		6,722
Trf from General Fund for Fire Explorer vehicle	1,332	
Trf from General Fund for portion Bobcat Loaders	90,300	
Trf from Parks Impact Fund (154) for port. Bobcats	38,987	
Purchase two (2) Parks Bobcat Loaders		129,287
Transfer from Road Maint CIP (307) for Wacker Roller	12,707	
Purchase Wacker Roller		12,707
Undesignated Fund Balance	5,390	
<b>Fund Subtotal</b>	<b>148,716</b>	<b>148,716</b>
<b>Total</b>	<b>4,889,225</b>	<b>4,889,225</b>

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

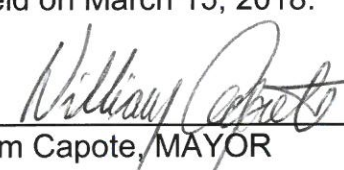
**SECTION 3.** The provisions within this Ordinance shall take effect immediately upon the enactment date.

Read in title only at Meeting No. 2018-06, held on March 1, 2018; and read in title only and duly enacted at Meeting No. 2018-07, held on March 15, 2018.

ATTEST:

  
Terese M. Jones, CITY CLERK

Reviewed by CAO: 

  
William Capote, MAYOR



## LEGISLATIVE MEMORANDUM

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

**FROM:** Gregg Lynk, City Manager

**DATE:** March 1, 2018

**RE:** FY 18 Second Budget Amendment

Summary of the proposed budget amendment:

### **General Fund**

#### **Revenues – Total \$108,722**

- Use of Tree Replacement Mitigation funds for portion of purchase of Bobcat Loaders, approved by Council 12/7/17 - **\$90,300.**
- Return of funds transferred to the Road Maintenance CIP Fund (307). Six (6) properties foreclosed on by the City for unpaid utility services were sold by the City as part of its land sales program. The funds due to Utilities for the unpaid water bills, were not deducted at the time the properties were sold or prior to the transfer of the land sale proceeds to the Road Maintenance CIP Fund - **\$18,422.**

#### **Expenditures – Total \$215,351**

- Use of EDEA Other Professional Services savings (\$8,000) towards Police Annual Video production project \$8,000 – **\$0.**
- Correction: Increase Parks Department payroll taxes budget. Budget amount was reduced in error prior to adoption of final budget. - **\$54,300.**
- Transfer of funding from Fire Department Miscellaneous Operating Supplies (\$1,332) to Fleet Services Fund (521) \$1,332. Funding required to cover the additional costs of outfitting new fire vehicles - **\$0.**
- Close and return unused funds for completed North Extension SJHP project (16PW12) – **(\$2,004).**
- Transfer funds collected for Tree Replacement Mitigation to Fleet Services Fund (521) as payment towards two (2) Parks Bobcat Loaders purchase, approved by Council 12/7/17 - **\$90,300.**

- Various Growth Management Position Control Plan Resolution #2017-64 changes, approved by Council 12/21/17 - **\$19,258.**
- Use payroll savings realized from vacancies occurring the first four months of FY 18 from various departments towards professional services for a Stantec Financial Sustainability Analysis, \$50,000. Funds reclassified from: City Manager Office (\$15,300), Procurement (\$16,000), C&IT (\$6,700), and Human Resources (\$12,000) - **\$0.**
- Transfer due to Community Development Block Grant Fund (112) as reimbursement for ineligible Children's Hunger project expenditures disbursed by the City in prior fiscal years - **\$35,075.**
- Payment of unpaid water bills owed on six (6) properties sold by the City as part of its land sales program - **\$18,422.**

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

##### **Expenditures – Total \$20,490**

- LETF 18-03 – Replenish the Legal services account \$3,500, Haitian American Association of Brevard donation \$1,000 and travel and training for two Crime Analysts \$3,100, approved by Council 12/21/17 – **\$7,600.**
- LETF 18-04 – Purchase of seized vehicle, approved by Council 2/1/18 - **\$2,000.**
- LETF 18-05 – Replenish the Legal services account \$5,000, and travel and training for Basic Computer Forensics Examiners Course \$5,890, approved by Council 2/15/18 – **\$10,890.**

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

##### **Expenditures – Total \$205,879**

- Additional FTE Housing Program Technician split between H&NDS Funds, along with changing percentage split of Community Development Administrator between H&NDS Funds as well, to account for new FTE. Use of operating savings (\$5,733) towards personnel FTE cost \$5,733 - **\$0.**
- Budget prior year program income from loan repayments to the Homes for Warriors Program project (14CD01) - **\$205,879.**

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

##### **Revenues – Total \$35,075**

- Transfer from General Fund for Children's Hunger project ineligible CDBG funded project – **\$35,075.**



**Expenditures – Total \$35,960**

- Reimburse the Uncommitted and Available Funds project (14CDBG), for payment from General Fund for Children's Hunger project ineligible CDBG funding – **\$35,075**.
- Additional FTE Housing Program Technician split between H&NDS Funds, along with changing percentage split of Community Development Administrator between H&NDS Funds as well, to account for new FTE. Use of personnel savings (\$3,867) towards operating \$3,867 - **\$0**.
- Budget prior year CDBG program income and place in Uncommitted and Available Funds project (14CDBG) to use for future projects - **\$885**.

**HOME Investment Grant Fund (114)**

**Expenditures – Total \$20,615**

- Additional FTE Housing Program Technician split between H&NDS Funds, along with changing percentage split of Community Development Administrator between H&NDS Funds as well, to account for new FTE. Use of operating savings (\$3,006) towards personnel FTE cost \$3,006 - **\$0**.
- Budget prior year program income to Down-payment Assistance Program project (16CD01) - **\$20,615**.

**NSP Grant Fund (123)**

**Expenditures – Total \$1,196,735**

- Additional FTE Housing Program Technician split between H&NDS Funds, along with changing percentage split of Community Development Administrator between H&NDS Funds as well, to account for new FTE - **\$108,318**.
- Appropriate prior years remaining Grant Funding, less funding towards Housing Program Technician position listed above, to NSP Housing project (18CD01) – **\$1,088,417**.

**Police Impact Fee Fund (152)**

**Expenditures – Total (\$3,253)**

- Funding for purchase of Property and Evidence Lockers, approved by Council 12/21/17 - **\$21,247**.
- Remove funding from Property and Evidence Expansion appropriated in original budget, since no longer doing expansion – **(\$24,500)**.

**Parks Impact Fee Fund (154)**

**Expenditures – Total \$18,819**

- Transfer to Fleet Services Fund (521) for portion of two (2) Parks Bobcat Loaders purchase



- \$38,987 & use savings from Mobile Bleachers purchase (\$20,168), approved by Council 12/7/17 - **\$18,819.**

#### **Transportation Impact Fee Fund (155)**

##### **Expenditures – Total \$65,170**

- West Melbourne Interlocal Agreement for Riviera & Durham Intersection Improvements (turn lane), approved by Council 12/21/17 - **\$65,170.**

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

##### **Expenditures – Total \$1,800,000**

- After Stormwater Utility Loan (461) paid back to Road Maintenance CIP Fund, need to replenish prior removal of FY 17 Road Program project (17PW02) into current year Road Program project (18RD01) - **\$1,800,000.**
- Transfer to Fleet Services Fund (521) for Wacker Roller purchase \$12,707 and fund from FY 18 Road Program project (18RD01) (\$12,707) - **\$0.**
- Transfer to General Fund to return funds for unpaid water bills resulting in the City's acquiring of six (6) properties which were sold by the City as part of its land sales program. These funds, due to the Utilities for the unpaid water bills, were not deducted at the time the properties were sold or prior to the transfer of the proceeds to the Road Maintenance CIP Fund \$18,422. Fund from FY 18 Road Program project (18RD01) (\$18,422) - **\$0.**

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

##### **Expenditures - Total \$30,608**

- Additional funding for Stantec Consultant Services for water/sewer cost of service/rate design and connection fee study - **\$22,500.**
- Various Utilities Position Control Plan Resolution #2017-64 changes, approved by Council 12/21/17 - **\$8,108.**

#### **Utilities Renewal and Replacement Fund (424)**

##### **Expenditures - Total \$131,750**

- Appropriate funding for South Regional Reverse Osmosis Well #1 Redevelopment project (18WS24) – **\$104,520.**
- Additional funding for NRWTP Slaker Replacement project (18WS02) based on estimates coming in different than originally calculated - **\$27,230.**

### **Utilities Main Line Extension Fee Fund (425)**

#### **Expenditures - Total \$27,226**

- Appropriate funding for Raleigh Water Main Extension project (18WS25) – **\$27,226.**

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

#### **Revenues – Total (\$20,000)**

- Remove budget for Engineering Plan Fees, it should have been General Fund instead – **(\$20,000).**

#### **Expenditures – Total \$722,521**

- Purchase of Superior Building Module Software upgrade – **\$518,960.**
- Purchase of two (2) Nissan Frontiers, approved by Council 2/1/18 - **\$44,914.**
- Plan review and inspections services needed due to personnel vacancies, approved by Council 2/1/18 - **\$100,000.**
- Various Growth Management Position Control Plan Resolution #2017-64 changes, approved by Council 12/21/17 – **(\$15,641).**
- Position Control Change requests forms to be on 3/15/18 Position Control Resolution, for additional FTEs Building Inspector I \$33,899 and Building Inspector III \$40,389 - **\$74,288.**

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

#### **Revenues – Total \$30,624**

- Record Save Our Indian River Lagoon Fund (SOIRL) Grant received for portion of PB Bayfront Community SW Improvements project (14PW04). - **\$30,624.**

#### **Expenditures – Total \$40,010**

- Government Services Group annual maintenance fee for Stormwater services assessment program - **\$40,010.**

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

#### **Expenditures – Total \$202,628**

- Purchase of two (2) Nissan Frontiers and one (1) Int. Durastar Trash Truck, approved by Council 12/21/17 – **\$202,628.**

**Risk Management Fund (512)**

Expenditures – Total \$10,000

- Purchase of Metal Detectors for Council Chambers, approved by Council 1/18/18 - **\$10,000.**

**Fleet Services Fund (521)**

Revenues – Total \$143,326

- Transfer from General Fund for Fire Department Explorer additional costs to prepare for use - **\$1,332.**
- Transfer from General Fund \$90,300 and Parks Impact Fee Fund (154) \$38,987 for purchase of two (2) Parks Bobcat Loaders, approved by Council 12/7/17 - **\$129,287.**
- Transfer from Road Maintenance CIP Fund (307) for Wacker Roller purchase - **\$12,707.**

Expenditures - Total \$148,716

- Prior year Fire Explorer vehicle purchase was not encumbered so could not roll to current year to complete purchase \$5,390 and additional costs to prepare for use \$1,332 - **\$6,722.**
- Purchase of two (2) Parks Bobcat Loaders, approved by Council 12/7/17 - **\$129,287.**
- Purchase Wacker Roller - **\$12,707.**

**REQUESTING DEPARTMENTS:**

Finance Department, Police Department, Fire Department, Growth Management Department, Public Works Department, Office of the City Attorney, Utilities Department, Parks & Recreation Department, Economic Development and External Affairs Department, Human Resources Department, Procurement, Facilities Department and Communication and Information Technology Department.

**RECOMMENDATION:**

Motion to adopt FY 18 Second Budget Amendment Ordinance.

Attachments:    1) Ordinance  
                      2) General Fund Appropriations Fund Balance

PG/ab

## Appropriations from September 30, 2017 Fund Balance

### Fund Balance at September 30, 2017

Nonspendable	21,112	
Committed	193,358	
Assigned	128,915	
<b>Unassigned</b>	<b>8,288,602</b>	<b>13.57%</b>
<b>Total GF Fund Balance @ 09/30/17</b>	<b>8,631,987</b>	<b>14.13%</b>

<u>Type</u>	<u>Expd</u>	<u>Department</u>	<u>Budget Amend No. 1 - Approved December 21, 2017</u>	<u>Amount</u>	<u>BA Total</u>	<u>Total Approp.</u>
			<b>Total Undesignated Funds Used - Budget Amendment 1</b>		<b>(1,653,021.00)</b>	
			<b><u>Budget Amend No. 2 - Pending March 15, 2018 enactment</u></b>			
			<b><u>Additions</u></b>			
			Use of EDEA operating savings towards PD Video	8,000.00		
			Use of Fire operating savings towards Fire Explorer	1,332.00		
			Close completed project North Extension SJHP	2,004.00		
			Use of Tree Replacement Mitigation escrow account for Bobcat Loaders	90,300.00		
			Use of City Manager personnel savings for Stantec Financial	15,300.00		
			Use of Procurement personnel savings for Stantec Financial	16,000.00		
			Use of C&IT personnel savings for Stantec Financial	6,700.00		
			Use of Human Resources personnel savings for Stantec Financial	12,000.00		
			Transfer from Road Maintenance Program Fund for unpaid water/sewer bills	<u>18,422.00</u>		
				<b>170,058.00</b>		
			<b><u>Reductions</u></b>			
One time	Econ Development		Police Video Production project	(8,000.00)		
One time	Parks & Recreation		Correction of personnel taxes and overtime	(54,300.00)		
One time	General Government		Transfer for Fire Explorer to Fleet Services Fund	(1,332.00)		
One time	General Government		Transfer for Bobcat Loaders to Fleet Services Fund	(90,300.00)		
Recurring	Growth Management		Position Control Change Request forms, Position Control 12/15/17	(19,258.00)		
One time	City Manager Office		Stantec Financial Sustainability Analysis	(50,000.00)		
One time	General Government		Transfer for Children's Hunger project ineligible expenditures	(35,075.00)		
One time	Facilities		Payment of unpaid water/sewer bills for sold properties	<u>(18,422.00)</u>		
				<b>(276,687.00)</b>		
			<b>Total Undesignated Funds Used - Budget Amendment 2</b>		<b>(106,629.00)</b>	
			<b>Total FY 18 Appropriations upon approval of Budget Amendment 2</b>			<b>(1,759,650.00)</b>
			<b>Unassigned 9/30/17 Fund Balance after FY 18 Appropriations</b>		<b>6,528,952.17</b>	<b>10.69%</b>
			<b>Minimum Required Fund Balance based on FY 18 Proposed Budget</b>		<b>6,107,113.00</b>	<b>10.00%</b>