

ORDINANCE NO. 2018-58

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, UTILITY OPERATING FUND, BUILDING FUND, AND RISK MANAGEMENT FUND; TRANSFER FROM THE GENERAL FUND TO THE STORMWATER UTILITY FUND FOR THE FISCAL YEAR 2018 STORMWATER ASSESSMENT INSTITUTIONAL EXEMPTIONS; TRANSFER FROM THE GENERAL FUND TO THE ROAD MAINTENANCE CIP FUND TO RECORD PROPERTY SALE REVENUES; TRANSFER FROM THE GENERAL FUND TO THE BUILDING FUND FOR IMPACT FEE CREDIT CARD ACCEPTANCE FEE REPAYMENTS; TRANSFER FROM THE GENERAL FUND, THE ROAD MAINTENANCE CIP FUND, AND THE RISK MANAGEMENT FUND TO THE FLEET FUND FOR EQUIPMENT AND VEHICLE PURCHASES; TRANSFER FROM THE UTILITIES OPERATION FUND TO THE GENERAL FUND FOR TELEPHONE UPGRADE ADD-ON EXPENDITURES; RECOGNIZING ADDITIONAL REVENUES RESULTING FROM THE FISCAL YEAR 2018 YEAR-END BUDGET CLOSE-OUT REVIEW IN THE FOLLOWING FUNDS: GENERAL FUND, PARKS IMPACT FEE FUND, TRANSPORTATION IMPACT FEE FUND, BUILDING FUND, STORMWATER UTILITY FUND, EMPLOYEE HEALTH INSURANCE FUND, AND RISK MANAGEMENT FUND; RECOGNIZING TOURIST DEVELOPMENT FUNDS FOR THE PALM BAY NATURE CENTER AND CAMPGROUNDS; 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
<u>General Fund</u>		
Close City-Wide School Flashers Project (17PW19)		(8,320)
Retirement Health Savings (RHS) Plan - DCM		5,000
Transfer from Utilities Operating Fund for Telephone Upgrade Expenditures (CIT/Project 18IT01)	21,000	
Telephone Upgrade Expenditures (CIT/Project 18IT01)		21,000
Hurricane Irma Debris Removal Expenditure Increase		288,167
Use available funds to purchase one (1) Brush Truck		(15,600)
Transfer to Fleet Services Fund for the purchase of one (1) Brush Truck		15,600
Transfer to Stormwater Utility Fund for FY 18 Stormwater Assessment Institutional Exemptions		308,329
Record Property Sales	520,872	
Transfer to Road Maintenance CIP Fund - Property Sales Portion; portion approved by Council 09/20/2018		503,102
Transfer remaining property sales portion to Road Maintenance CIP Fund; Year-End Budget Close-Out		44,694
Real Estate Expenditures (EDEA) - Property Sales		19,070
FEC Railroad Crossing Maintenance		78,163
Division Transfer: PW Crew Building (Project 14PW07) expenditures transfer to Facilities Department		(13,500)
Division Transfer: PW Crew Building (Project 14PW07) expenditures transfer from Public Works Department		13,500
Hurricane Irma Debris Removal Expenditures - Additional Funding & Re-Appropriation of FY 2017/BA #5 Funding		192,407
Transfer to Building Fund - Impact Fee Credit Card Acceptance Fees Repayment (FY 2017 Charges)		32,149

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Impact Fee Credit Card Acceptance Fees (FY 2018) - Additional Funding		31,683
Year-End Budget Close-Out - Recognizing Additional Revenue	992,980	
Year-End Close-Out - Additional Funding - Parks & Recreation		79,645
Year-End Close-Out - Additional Funding - City Attorney		36,000
Year-End Close-Out - Additional Funding - Finance		6,802
Year-End Close-Out - Additional Funding - Growth Management		8,598
Year-End Close-Out - Additional Funding - Econ. Development		2,250
Undesignated Fund Balance	113,887	
Fund Subtotal	1,648,739	1,648,739
<u>Palm Bay Municipal Foundation (103)</u>		
Year-End Close-Out - Additional Funding		23,575
Undesignated Fund Balance	23,575	
Fund Subtotal	23,575	23,575
<u>Parks Impact Fee Fund (154)</u>		
Year-End Budget Close-Out - Recognizing Additional Revenue	147,638	
Undesignated Fund Balance	(147,638)	
Fund Subtotal	-	-
<u>Transportation Impact Fee Fund (155)</u>		
Year-End Budget Close-Out - Recognizing Additional Revenue	1,408,032	
Undesignated Fund Balance	(1,408,032)	
Fund Subtotal	-	-
<u>Community Investment Fund (301)</u>		
Recognize Tourist Development Award - Palm Bay Nature Center & Campgrounds; agreement entered 09/21/2018	1,700,000	
Palm Bay Nature Center & Campgrounds (16PK08)		1,700,000
Fund Subtotal	1,700,000	1,700,000
<u>Road Maintenance CIP Fund (307)</u>		
Use available funds for the purchase of one (1) Caterpillar 120M Motorgrader		(250,240)
Transfer to Fleet Services Fund for the purchase of one (1) Caterpillar 120M Motorgrader		250,240
Transfer from General Fund - Property Sales Portions	547,796	
FY 18 Road Maintenance Program (18RD01)		547,796
Fund Subtotal	547,796	547,796
<u>Utilities Operating Fund (421)</u>		
Transfer to General Fund for Telephone Upgrade Expenditures (CIT/Project 18IT01)		21,000
Undesignated Fund Balance	21,000	
Fund Subtotal	21,000	21,000

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Building Fund (451)

Purchase of two (2) 2018 Nissan Frontiers		46,264
Transfer from General Fund - Impact Fee Credit Card Acceptance Fees Repayment (FY 2017 Charges)	32,149	
Funding Reduction Impact Fee Credit Card Acceptance Fees (FY 2018) - Moved to General Fund		(31,683)
Year-End Budget Close-Out - Recognizing Additional Revenue	1,154,793	
Undesignated Fund Balance	(950,985)	
Reserves		221,376
Fund Subtotal	235,957	235,957

Stormwater Utility Fund (461)

FY 18 Stormwater Assessment Institutional Exemptions		308,329
Year-End Budget Close-Out - Recognizing Additional Revenue	324,214	
Transfer from General Fund	308,329	
Undesignated Fund Balance	(324,214)	
Fund Subtotal	308,329	308,329

Employee Health Insurance Fund (511)

Year-End Budget Close-Out - Recognizing Additional Revenue	1,475,497	
Reserves		1,475,497
Fund Subtotal	1,475,497	1,475,497

Risk Management Fund (512)

Transfer to Fleet Services Fund for the purchase of one (1) 2018 Ford Escape 4x2		18,490
Year-End Budget Close-Out - Recognizing Additional Revenue	179,949	
Undesignated Fund Balance	(10,000)	
Reserves		151,459
Fund Subtotal	169,949	169,949

Fleet Services Fund (521)

Complete purchase of one (1) 2018 Ford Escape 4x2		18,490
Transfer from Risk Management Fund	18,490	
Complete purchase of one (1) Caterpillar 120M Motorgrader		250,240
Transfer from Road Maintenance CIP Fund	250,240	
Complete purchase of one (1) Brush Truck		15,600
Transfer from General Fund	15,600	
Fund Subtotal	284,330	284,330

Total	6,415,172	6,415,172
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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. 2018-27, held on November 1, 2018; and read in title only and duly enacted at Meeting No. 2018-28, held on November 15, 2018.

ATTEST:



Terese M. Jones, CITY CLERK

Reviewed by CAO: PS



William Capote, MAYOR



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Gregg Lynk, City Manager

DATE: November 1, 2018

RE: FY 2018 Fifth Budget Amendment

A handwritten signature in blue ink, appearing to read "Gregg Lynk".

A thorough fiscal year-end close-out review of each department was completed. In addition to the following summary of the proposed budget amendment, the below spending appropriations from undesignated fund balances are requested for unbudgeted expenses within personnel, operating and/or contribution account line items:

General Fund (001) – Total Expenditures \$133,295

- Appropriate \$24,890 in personnel funds & \$54,755 in operating funds to the Parks & Recreation Department/Recreation Programs Division - **\$79,645.**
- Appropriate \$14,000 in operating & contribution funds to the City Attorney's Office/Administration Division & \$22,000 in operating funds to the City Attorney's Office/Legal Services Division - **\$36,000.**
- Appropriate \$2,317 in operating funds to the Finance Department/Administration Division & \$4,485 in operating funds to the Finance Department/Accounting Division - **\$6,802.**
- Appropriate \$3,075 in operating funds to the Growth Management Department/Administration Division & \$5,523 in operating funds to the Growth Management Department/Code Enforcement Division - **\$8,598.**
- Appropriate \$2,250 in contribution funds to the Economic Development Department/Administration Division - **\$2,250.**

Palm Bay Municipal Foundation (103) – Total Expenditures \$23,575

- Appropriate \$23,575 in operating funds to the Palm Bay Municipal Foundation - **\$23,575.**

Summary of the proposed budget amendment:

General Fund (001)

Revenues – Total \$1,534,852

- FY 2018 Year-End Close-Out - Recognizing the following actual receipts of revenue generated higher than budgeted - **\$992,980.**
 - Delinquent Ad Valorem - **\$167,565**
 - Engineering Plan Fees - **\$275,714**
 - Collection & Disposal Fees - **\$124,862**
 - Code Compliance Fines - **\$129,915**
 - Interest Income - **\$248,930**
 - Property Sales - **\$45,994**
- Transfer from the Utilities Operating Fund to the Communications & Information Technology Department (Project 18IT01) for telephone upgrade add-on expenditures - **\$21,000.**
- Record Property Sales - **\$520,872.**

Expenditures – Total \$1,515,444

- Close City-Wide School Flashers Project (17PW19); transfer remaining funds to Fund Balance – **(\$8,320).**
- Funding of Retirement Health Savings (RHS) Plan for Deputy City Managers; approved by Council 09/06/2018 – **\$5,000.**
- Additional funding for the Communications & Information Technology Department (Project 18IT01) for telephone upgrade add-on expenditures requested by the Utilities Department - **\$21,000.**
- Additional funding for Hurricane Irma Debris Removal and Monitoring expenditures; increased purchase orders for CERES Environmental and Thompson Consulting; approved by Council 09/20/2018 - **\$288,167.**
- Transfer available funds (\$15,600) to the Fleet Services Fund for the purchase of one (1) Brush Truck for the Fire Department \$15,600; approved 09/20/2018 – **Net \$0.**
- Transfer to the Stormwater Utility Fund for the FY 18 Stormwater Assessment Institutional Exemptions; approved 09/20/2018 – **\$308,329.**
- Transfer dedicated portion of property sales to the Road Maintenance CIP Fund; approved 09/20/2018 – **\$503,102.**

- Transfer remaining portion of property sales to the Road Maintenance CIP Fund after year-end budget close-out – **\$44,694.**
- Funding for real estate expenditure portions of property sales; approved 09/20/2018 – **\$19,070.**
- Additional funding for railroad crossing maintenance expenditures – **\$78,163.**
- Transfer available funds (\$13,500) from the Public Works Department to the Facilities Department for expenditures associated with the PW Crew Building (Project 14PW07) \$13,500 – **Net \$0.**
- Additional funding for Hurricane Irma Debris Removal and Monitoring expenditures \$11,422 & re-appropriation of previously appropriated FY 2017 funds (BA # 5; 11/02/2017) not rolled to FY 2018 \$180,985 - **\$192,407.**
- Transfer to the Building Fund for impact fee credit card acceptance fees repayment (FY 2017 Charges) - **\$32,149.**
- Additional funding for impact fee credit card acceptance fees (FY 2018 Charges) - **\$31,683.**

Parks Impact Fee Fund (154)

Revenues – Total \$147,638

- FY 2018 Year-End Close-Out - Recognizing actual receipts of revenue generated higher than budgeted - **\$147,638.**

Transportation Impact Fee Fund (155)

Revenues – Total \$1,408,032

- FY 2018 Year-End Close-Out - Recognizing actual receipts of revenue generated higher than budgeted - **\$1,408,032**

Community Investment Fund (301)

Revenues – Total \$1,700,000

- Recognize the award of Tourist Development Funds from the Brevard County Commissioners to improve, enhance and develop the Palm Bay Nature Center and Campgrounds; agreement entered into on 09/21/2018 – **\$1,700,000.**

Expenditures – Total \$1,700,000

- Funding for the Palm Bay Nature Center and Campgrounds project (16PK08) – **\$1,700,000**

Road Maintenance CIP Fund (307)

Revenues – Total \$547,796

- Transfer of dedicated portion of property sales from the General Fund; approved 09/20/2018 – **\$503,102.**
- Transfer remaining portion of property sales from the General Fund after year-end budget close-out – **\$44,694.**

Expenditures – Total \$547,796

- Transfer available funds (\$250,240) to the Fleet Services Fund for the purchase of one (1) Caterpillar 120M Motorgrader \$250,240; approved 09/20/2018 – **Net \$0.**
- Increase allowable expenditures of the FY 18 Road Maintenance Program (Project 18RD01) due to appropriations from property sale revenues – **\$547,796.**

Utilities Operating Fund (421)

Expenditures - Total \$21,000

- Transfer to the General Fund (Communications & Information Technology Department/Project 18IT01) for telephone upgrade add-on expenditures - **\$21,000.**

Building Fund (451)

Revenue – Total \$1,186,942

- FY 2018 Year-End Close-Out - Recognizing the following actual receipts of revenue generated higher than budgeted - **\$1,154,793**
 - Building Permits - **\$772,416**
 - Plan Check Fees - **\$382,377**
- Transfer from the General Fund for impact fee credit card acceptance fees repayment - **\$32,149.**

Expenditures – Total \$14,581

- Purchase two (2) 2018 Nissan Frontier vehicles; approved by Council 09/06/2018 - **\$46,264**.
- Reduction in funding for impact fee credit card acceptance fees (FY 2018 Charges); moved to General Fund – **(\$31,683)**.

Stormwater Utility Fund (461)

Revenues – Total \$324,214

- FY 2018 Year-End Close-Out - Recognizing the following actual receipt of revenue generated higher than budgeted:
 - Stormwater Service Fees - **\$324,214**

Expenditures – Total \$308,329

- Transfer from the General Fund for the FY 18 Stormwater Assessment Institutional Exemptions; approved 09/20/2018 – **\$308,329**.

Employee Health Insurance Fund (511)

Revenues – Total \$1,475,497

- FY 2018 Year-End Close-Out - Recognizing the following actual receipt of revenue generated higher than budgeted:
 - Specific Excess Recovery - **\$1,475,497**

Risk Management Fund (512)

Revenues – Total \$179,949

- FY 2018 Year-End Close-Out - Recognizing the following actual receipt of revenue generated higher than budgeted:
 - Specific Excess Recovery - **\$179,949**

Expenditures – Total \$18,490

- Transfer to the Fleet Services Fund for the purchase of one (1) 2018 Ford Escape 4X2 vehicle;

approved by Council 09/06/2018 - **\$18,490.**

Fleet Services Fund (521)

Revenues – Total \$284,330

- Transfer from the Risk Management Fund for the purchase of one (1) 2018 Ford Escape 4X2 vehicle; approved by Council 09/06/2018 - **\$18,490.**
- Transfer available funds to the Fleet Services Fund for the purchase of one (1) Caterpillar 120M Motorgrader; approved 09/20/2018 – **\$250,240.**
- Transfer from the General Fund for the purchase of one (1) Brush Truck for the Fire Department; approved 09/20/2018 – **\$15,600.**

Expenditures – Total \$284,330

- Complete the purchase of one (1) 2018 Ford Escape 4X2 vehicle; approved by Council 09/06/2018 - **\$18,490.**
- Complete the purchase of one (1) Caterpillar 120M Motorgrader; approved 09/20/2018 – **\$250,240.**
- Complete the purchase of one (1) Brush Truck for the Fire Department; approved 09/20/2018 – **\$15,600.**

REQUESTING DEPARTMENTS:

Finance Department, Office of the City Attorney, Communications & Information Technology Department, Economic Development Department, Facilities Department, Fire Department, Growth Management Department, Human Resource Department, Parks & Recreation Department; Public Works Department, and Utilities Department.

RECOMMENDATION:

Motion to adopt FY 2018 Fifth Budget Amendment Ordinance.

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

AC/ab

Appropriations from September 30, 2017 Fund Balance

Fund Balance at September 30, 2017

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

<u>Type 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>
		Total Undesignated Funds Used - Budget Amendment 1		(1,653,021.00)	
		<u>Budget Amend No. 2 - Approved March 22, 2018</u>			
		Total Undesignated Funds Used - Budget Amendment 2		(106,629.00)	
		<u>Budget Amend No. 3 - Approved June 21, 2018</u>			
		Total Undesignated Funds Used - Budget Amendment 3		37,064.00	
		<u>Budget Amend No. 4 - Approved October 4, 2018</u>			
		Total Undesignated Funds Used - Budget Amendment 4		(277,301.00)	
		Total FY 18 Appropriations Upon Approval of Budget Amendment 4			(1,999,887.00)
		<u>Budget Amend No. 5 - Pending November 1, 2018 Enactment</u>			
		<u>Additions/Revenues</u>			
	Department-wide	FY 2018 Close-Out - Recognizing Additional Revenue	992,980.00		
	CIT	CIT/Telephone Upgrade Add-On (Utilities) Expenditure Reimbursement	21,000.00		
	Finance/EDEA	Record Property Sales	520,872.00		
			1,534,852.00		
		<u>Reductions/Expenditures</u>			
	Department-wide	FY 2018 Close-Out - Appropriating Additional Funds	(133,295.00)		
	Public Works	Close City Wide School Flashers Project (17PW19)	8,320.00		
	CMO	RHS Plan - Deputy City Managers	(5,000.00)		
	CIT	CIT/Telephone Upgrade Add-On (Utilities) Expenditure	(21,000.00)		
	Public Works	Debris Removal/Monitoring Purchase Order Increases (Hurricane Irma)	(288,167.00)		
	Fleet/Fire	Net Impact \$0.00 - Use Fire Dept. Funds for Brush Truck Purchase	0.00		
	Public Works	SWU Transfer - FY 18 Stormwater Assessment Inst. Exemptions	(308,329.00)		
	Public Works	Transfer to Road Maint. CIP - Property Sales Portion	(503,102.00)		
	Public Works	Transfer to Road Maint. CIP - Property Sales Portion	(44,694.00)		
	EDEA	Read Estate Expenditures - Property Sales Portion	(19,070.00)		
	Public Works	FEC Railroad Crossing Maintenance (Invoices)	(78,163.00)		
	Public Works/Facilities	Net Impact \$0.00/Division Transfer - PW Crew Building (14PW07)	0.00		
	Public Works	Debris Removal/Monitoring Funding (Hurricane Irma)	(192,407.00)		
	General Government	Impact Fee Credit Card Acceptance Fees Repayment FY 2017 (Building Fund)	(32,149.00)		
	General Government	Impact Fee Credit Card Acceptance Fees FY 2018	(31,683.00)		
			(1,648,739.00)		
		Total Undesignated Funds Used - Budget Amendment 5		(113,887.00)	
		Total FY 18 Appropriations Upon Approval of Budget Amendment 5			(2,113,774.00)
		Unassigned 9/30/17 Fund Balance after FY 18 Appropriations		6,174,828.17	10.11%
		Minimum Required Fund Balance based on FY 18 Proposed Budget		6,107,113.00	10.00%