




LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council
FROM: Lisa Morrell, City Manager 
DATE: March 7, 2019
RE: FY 2019 Second Budget Amendment

Summary of the proposed budget amendment:

General Fund (001)

Revenues – Total \$560,372

- Record Property Sales - **\$560,372.**

Expenditures – Total \$953,513

- Transfer from Full-Time Salaries/Wages due to position vacancies (\$29,925) to Other Professional Services \$29,925 in the Growth Management Department for Addressing Fee to Brevard County for 911 Emergency Telephone System; approved by Council 01/03/19 - **\$0.**
- Former City Manager, Lynk, severance package payout - **\$93,141.**
- Transfer property sales proceeds to the Road Maintenance CIP Fund – **\$560,372.**
- Transfer to the Road Maintenance CIP Fund, per Council direction if no storm related expenditures were incurred during the last hurricane season – **\$300,000.**
- Transfer from Public Works (\$12,335) to Facilities, \$12,335, to cover unforeseen costs on the Public Works Crew Building and to close project 14PW07. - **\$0.**

Law Enforcement Trust Fund (101)

Expenditures – Total \$32,387

- Tuition & Travel for 83rd Command Officer's Development Course for Police Commander, approved by Council 09/20/18 - **\$10,277.**

- Request Legal Fees for Forfeiture cases; approved by Council 09/20/18 - **\$8,000**.
- Purchase of Walmart gift cards for Cops & Friends Reindeer Run; approved by Council 12/06/18 - **\$4,000**.
- Purchase of youth books for "Connecting with Children Reading" program; approved by Council 12/06/18 - **\$500**.
- Purchase of Latitude Fentanyl Filtered Hood along with replacement filters; approved by Council 12/06/18 - **\$9,610**.

Bayfront Comm. Redevelopment Fund (181)

Revenues – Total \$38,711

- Adjust County portion of the TIF revenues to be received due to County millage rate adopted different from the rate estimated - **\$38,711**

Expenditures – Total \$38,711

- Increase Consulting Services budget by amount of additional revenues to be received from the County- **\$38,711**.
- Transfer funds from Advertising operating expense account (\$15,000) to Part-time wages \$15,000 for the BCRA Secretary position that was approved in the FY 2019 Position Control but not budgeted - **\$0**.

Road Maintenance CIP Fund (307)

Revenues – Total \$860,372

- Transfer of property sales proceeds from the General Fund – **\$560,372**.
- Transfer from the General Fund, per Council direction if no expenses were incurred during the last hurricane season – **\$300,000**.

Expenditures – Total \$860,372

- Increase expenditure budget in the FY 19 Road Maintenance Program (Project 19RD01) due to the appropriation of property sale proceeds from General Fund – **\$560,372**.
- Increase expenditure budget in the FY 19 Road Maintenance Program (Project 19RD01) as no expenditures were incurred by General Fund from storm related activities – **\$300,000**.

Utility Operating Fund (421)

Expenditures - Total \$53,570

- Additional funding needed for Laboratory Coordinator position that was approved in the Position Control Plan on 6/21/18 but not included in the FY 2019 Budget – **\$53,570**.

Utilities Connection Fee Fund (423)

Expenditures - Total \$249,806

- Additional funding needed for the South Regional Water Treatment Plant Expansion project (18WS04); approved by Council 01/03/19 – **\$249,806**.

Utilities Renewal/Replacement Fund (424)

Expenditures - Total \$279,602

- Additional funding needed for the Treatment Unit Rehab project (16WS01); approved by Council 01/03/19 – **\$279,602**.

Building Fund (451)

Expenditures – Total \$18,258

- Additional funding needed to cover costs of new office furniture, Code Compliance re-configuration for additional Inspectors - **\$18,258**.

REQUESTING DEPARTMENTS:

Finance Department, City Manager's Office, Bayfront Community Redevelopment Agency/BCRA, Growth Management Department, Facilities Department, Police Department and Utilities Department.

RECOMMENDATION:

Motion to adopt FY 2019 Second Budget Amendment Ordinance.

Attachment: 1) Ordinance

CL/ac/ab

ORDINANCE NO. 2019-21

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2019 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS AS FOLLOWS: USE OF UNDESIGNATED FUND BALANCE IN THE FOLLOWING FUNDS: GENERAL FUND, LAW ENFORCEMENT TRUST FUND, UTILITY OPERATING FUND, UTILITIES CONNECTION FEE FUND, UTILITIES RENEWAL/REPLACEMENT FUND AND BUILDING FUND; RECOGNIZING PROPERTY SALES AND TRANSFERRING FUNDS TO THE ROAD MAINTENANCE CIP FUND; TRANSFERRING \$300,000 FROM GENERAL FUND TO THE ROAD MAINTENANCE CIP FUND PER COUNCIL'S REQUEST; RECOGNIZING ADDITIONAL REVENUE DUE TO BCRA MILLAGE RATE CORRECTION DUE TO BREVARD COUNTY RATE CHANGE; TRANSFERRING ADVERTISING EXPENSES TO SUPPORT PART-TIME BCRA SECRETARY POSITION; 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 (001)</u>		
Salary Savings in GM Due to Vacancies		(29,925)
911 Addressing Fee for Emergency Telephone System		29,925
Gregg Lynk Severance Package Payout		93,141
Record Property Sales	560,372	
Transfer to Road Maintenance CIP Fund - Property Sales		560,372
Transfer to Road Maintenance CIP Fund - Council Request		300,000
Facilities Dept Request from PW Unforseen Costs		(12,335)
PW Addt'l Costs for Crew Bldg to Facilities Dept #14PW07		12,335
Undesignated Fund Balance	393,141	
Fund Subtotal	953,513	953,513
<u>Law Enforcement Trust Fund (101)</u>		
LETf 19-01 Command Officer's Course Greg LaTulippe		3,595
LETf 19-01 Per Diem/Lodging Greg LaTulippe		6,682
LETf 19-01 Legal Fees Asset Forfeiture		8,000
LETf 19-03 Donation/Cops & Friends Reindeer Run		4,000
LETf 19-03 Donation/Youth Books		500
LETf 19-03 Fentanyl Filtered Hood		8,350
LETf 19-03 Fentanyl Filter		1,260
Undesignated Fund Balance	32,387	
Fund Subtotal	32,387	32,387
<u>Bayfront Comm. Redevelopment Fund (181)</u>		
Correct Milage from City due to County rate Change	38,711	
Adj Consultant Services for County rate change		38,711
Transfer funds from Advertising for part-time secretary		(15,000)
Transfer funds from Advertising for part-time secretary		15,000
Fund Subtotal	38,711	38,711
<u>Road Maintenance CIP Fund (307)</u>		
Transfer from General Fund - Property Sales Portions	560,372	
FY 19 Road Maintenance Program (19RD01)		560,372
Transfer from General Fund - Council Request	300,000	
FY 19 Road Maintenance Program (19RD01)		300,000
Fund Subtotal	860,372	860,372

Utility Operating Fund (421)

Addition of Laboratory Coordinator Apprvd on Position Control 6/21/18 but not included in budget - Wages		45,924
Addition of Laboratory Coordinator Apprvd on Position Control 6/21/18 but not included in budget - SS/Med		3,513
Addition of Laboratory Coordinator Apprvd on Position Control 6/21/18 but not included in budget - Retirement		4,133
Undesignated Fund Balance	53,570	
Fund Subtotal	53,570	53,570

Utilities Connection Fee Fund (423)

Additional funding needed for 18WS04 South Regional Water Treatment Plant Expansion - bid came in over budget		249,806
Undesignated Fund Balance	249,806	
Fund Subtotal	249,806	249,806

Utilities Renewal/Replacement Fund (424)

Additional funding needed for 16WS01 Treatment Unit Rehab - bid came in over budget		279,602
Undesignated Fund Balance	279,602	
Fund Subtotal	279,602	279,602

Building Fund (451)

Funds needed for new office furniture & Code Compliance		18,258
Undesignated Fund Balance	18,258	
Fund Subtotal	18,258	18,258

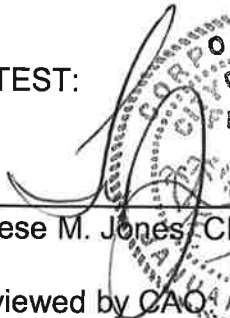
Total	2,486,219	2,486,219
--------------	------------------	------------------

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.

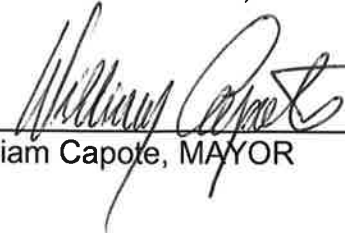
Read in title only at Meeting No. 2019-06, held on March 7, 2019; and read in title only and duly enacted at Meeting No. 2019-07, held on March 21, 2019.

ATTEST:



Terese M. Jones, CITY CLERK

Reviewed by CAO 



William Capote, MAYOR