




LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager 

DATE: September 5, 2019

RE: FY 2019 Fourth Budget Amendment

Summary of the proposed budget amendment:

General Fund (001)

Revenues – Total \$358,987:

- FEMA Hazard Mitigation Grant Program awarded for hardening of Fire Stations 2, 3 and 4; approved by Council 06/20/2019 – **\$313,436**.
- Recognize Federal Grant revenue for FEMA reimbursements related to Hurricane Irma – **\$39,044**.
- Recognize State Grant revenue for FEMA reimbursements related to Hurricane Irma – **\$6,507**.

Expenditures – Total \$363,236:

- FEMA Hazard Mitigation Grant Program funding for replacement of windows, doors and roof for Fire Stations 2, 3 and 4; approved by Council 06/20/2019 – **\$313,436**.
- Usage of Fire Department Full-Time Salaries/Wages, due to position vacancies (\$56,250), for city-match portion of the Hazard Mitigation Grant Program \$56,250; approved by Council 06/20/2019 – **Net Impact \$0**.
- Usage of Fire Department Full-Time Salaries/Wages, due to position vacancies (\$106,207), to reimburse the Facilities Department for unanticipated repairs for Fire Station 3 \$22,901, to

purchase AV3000 Masks for SCBA \$28,355, to transfer to the Fleet Services Fund for the purchase of one (1) Squad Vehicle for Station 1 \$43,852 and to purchase equipment including radios, tools and supplies \$11,099; approved by Council 06/20/2019 – **Net Impact \$0.**

- Transfer Police Department Full-Time Salaries/Wages savings due to unfilled positions, turnover and retirements (\$286,420) to the Fleet Services Fund to purchase ten (10) police marked replacement vehicles, lighting and accessories \$286,420; approved by Council 06/20/2019 – **Net Impact \$0.**
- Transfer Police Department Full-Time Salaries/Wages savings (\$28,029) to the Fleet Services Fund to purchase one (1) vehicle originally purchased for the Fire Marshal position by the Building Department \$28,029; approved by Council 08/01/19– **Net Impact \$0.**
- Appropriate funding to the Legislative Department Miscellaneous Reimbursements G/L Account that was omitted from the FY 2019 Approved Budget in error - **\$7,800.**
- Appropriate funds to cover FY19 Credit Card Acceptance fees incurred for the online payment of impact fees by Developers through the Building Department's module; neither the Building Fund or Impact Fee funds are allowed to pay for this type expense - **\$42,000.**

Law Enforcement Trust Fund (101)

Expenditures – Total \$20,120:

- LETF 19-08 – Donate \$500 to the Florida Missing Children's Day and \$650 to the National Night Out; approved by Council 06/20/2019 – **\$1,150.**
- LETF 19-07 – Purchase two (2) chopper mowers to use solely for the range and training facility \$8,970 and purchase one (1) Police working canine \$10,000; approved by Council 05/16/2019 – **\$18,970.**

Fire Impact Fee Fund (153)

Expenditures – Total \$183,824:

- Fire Station 5 (18FD01) remodel; approved by Council on 05/16/19 – **\$125,000.**
- Purchase new Harris Symphony Console and Equipment for Fire Dispatch at the Communications Center; approved by Council on 06/06/19 – **\$58,825.**

Transportation Impact Fee (TIF) Fund (155)

Expenditures – Total \$84,500:

- Purchase of six (6) vacant lots on Malabar Road for future Right of Way road expansion and associated appraisal costs; approved by Council on 06/20/19 – **\$84,500.**

Bayfront Community Redevelopment Trust Fund (181)

Revenues – Total \$990,848:

- Transfer unused bond proceeds from the BCRA Loan Fund – **\$990,848.**

Expenditures – Total \$990,848:

- Usage of the unused bond proceeds to prepay a portion of the outstanding debt – **\$990,848.**

Bayfront CRA (06 Bond) CIP Fund (303)

Expenditures - Total \$0:

- Transfer of the unused bond proceeds, budgeted in the Land Acquisition GL account, to prepay a portion of the outstanding debt in the BCRA Fund– **\$990,848.**
- Reduce Land Acquisition (project 16CR02) due to unused bond proceeds – **(\$990,848).**

GO Road Program Fund (309)

Revenues – Total \$54,200,641:

- Recording of incoming General Obligation Bond, Series 2019 revenue – **\$54,200,641.**

Expenditures - Total \$3,145,839:

- Road Bond re-paving and re-construction of two (2) locations - Eldron Blvd. (19GO02) \$1,922,577 and Unit 41 (19GO03) \$1,223,262 – **\$3,145,839.**

Utilities Renewal/Replacement Fund (424)

Expenditures - Total \$381,104:

- Additional funding needed for WWTP Digester 6 Rehab (18WS09) and WWTP Bar Screen Replacement (18WS14); approved by Council 08/01/19 – **\$381,104.**

Building Fund (451)

Revenues – Total \$28,029:

- Transfer in from General Fund for police vehicle purchase from Building Department; approved by Council 06/20/2019 – **\$28,029.**

Expenditures – Total \$120,000:

- Additional funding needed to cover costs of increased services of the contract for Building Inspectors due to shortage; approved by Council on 02/21/19 – **\$120,000.**

Fleet Services Fund (521)

Revenues – Total \$330,272:

- Transfer from General Fund to purchase one (1) Squad Vehicle for Station 1; approved by Council 06/20/2019 & 08/01/19 – **\$43,852.**
- Transfer from General Fund to purchase ten (10) police marked replacement vehicles, lighting and accessories that are past their life cycle; approved by Council 06/20/2019 – **\$286,420.**

Expenditures – Total \$330,272:

- Purchase one (1) Squad Vehicle for Station 1; approved by Council 06/20/2019 & 08/01/19 – **\$43,852.**
- Purchase ten (10) police marked replacement vehicles, lighting and accessories that are past their life cycle; approved by Council 06/20/2019 – **\$286,420.**

REQUESTING DEPARTMENTS:

Finance Department, Bayfront Community Redevelopment Agency/BCRA, Growth Management Department, Fire Department, Legislative Department, Police Department, Public Works Department, and Utilities Department.

RECOMMENDATION:

Motion to adopt FY 2019 Fourth Budget Amendment Ordinance.

Attachment: 1) Ordinance

YM/ab

ORDINANCE 2019-56

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; TRANSPORTATION IMPACT FEE FUND; GO ROAD PROGRAM FUND; UTILITIES RENEWAL/REPLACEMENT FUND; AND BUILDING FUND; RECOGNIZING REVENUE FOR: FEMA HAZARD MITIGATION GRANT AND FEMA HURRICANE IRMA REIMBURSEMENTS; USAGE OF FIRE IMPACT FEES FOR FIRE DEPARTMENT REMODELING AND CAPITAL PURCHASE; TRANSFER OF BOND PROCEEDS FOR DEBT PREPAYMENT FROM THE BAYFRONT COMMUNITY REDEVELOPMENT AGENCY FUND TO THE BAYFRONT COMMUNITY REDEVELOPMENT TRUST FUND; RECORDING OF GENERAL OBLIGATION BOND PROCEEDS; TRANSFER FROM THE GENERAL FUND TO THE BUILDING FUND AND FLEET SERVICES FUND FOR CAPITAL PURCHASES; 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
<i>General Fund (001)</i>		
FEMA Hazard Mitigation Grant Program awarded for hardening of Fire Stations 2, 3, and 4	313,436	
FEMA Hazard Mitigation Grant Program funding for replacement of windows, doors and roof for Fire Stations 2, 3 and 4		313,436
Transfer Grant funds match to Buildings for FS 2, 3, and 4 repairs		56,250
Transfer salary savings in Fire Department for the Hazard Mitigation Grant Program match 25%		(56,250)
Transfer Fire Department personnel services budget to Fire operating, Facilities and Fleet for purchases		(106,207)
Transfer funds to Fleet Services Fund to purchase squad vehicle		43,852
Transfer to purchase tools/equipment		10,099
Transfer to purchase medical supplies		1,000
Reimburse Facilities for unanticipated repairs to Fire Station 3		22,901
Purchase AV3000 Masks for SCBA		28,355
Transfer savings from full-time salaries/wages salaries in Police Department to Purchase ten (10) police marked vehicles		(286,420)
Transfer funds to Fleet Services Fund to purchase ten (10) police marked vehicles		286,420
Transfer funds from unused salaries in Police Department to light vehicles account to purchase vehicle from the Building Department		(28,029)
Transfer to Building fund from Light vehicles for Police vehicle purchase		28,029

Recognize Federal Grant revenue for FEMA reimbursements related to Hurricane Irma	39,044	
Recognize State Grant revenue for FEMA reimbursements related to Hurricane Irma	6,507	
Transfer funds to FEMA related projects for reimbursements related to Hurricane Irma		45,551
Appropriate budget for Council misc. reimbursements that were excluded from the budget in error		7,800
Reclass credit card acceptance fees since Building Fund is not allowed to incur the expenses		42,000
Undesignated Fund Balance	49,800	
Fund Subtotal	408,787	408,787
<i>Law Enforcement Trust Fund (101)</i>		
LETF 19-07; Purchase of two (2) chopper mowers		8,970
LETF 19-07; Purchase Police Working K-9 replacement		10,000
LETF 19-08; Donations - \$500 to Florida Missing Children's Day and \$650 to National Night out		1,150
Undesignated Fund Balance	20,120	
Fund Subtotal	20,120	20,120
<u>Fire Impact Fee Fund (153)</u>		
Appropriation of Funds from Fire Impact Fees towards remodeling costs for Fire Station 5	125,000	
Utilize Fire Impact Fees for interior remodeling, repair exterior and overall retrofitting of building for use as the fire station		125,000
Appropriation of Funds from Fire Impact Fees to purchase Harris Symphony Premier Console package and related equipment	58,824	
Purchase Harris Symphony Console for additional telecommunicators to provide dispatch for Fire Rescue residents throughout the City		58,824
Fund Subtotal	183,824	183,824

TIF/Transportation Impact Fee Fund (155)

Acquisition of ROW (6 Vacant Lots) on Malabar Road		84,500	
Undesignated Fund Balance	84,500		
Fund Subtotal	84,500		84,500

Bayfront Community Redevelopment Trust Fund (181)

Transfer from BCRA Loan Fund to prepay a portion of the outstanding debt	990,848		
Transfer unused bond proceeds to prepay a portion of the outstanding debt		990,848	
Fund Subtotal	990,848		990,848

Bayfront CRA (06 Bond) CIP Fund (303)

Transfer unused bond proceeds for Debt payment to BCRA Fund		990,848	
Transfer to Land Acquisition for the BCRA Debt payment		(990,848)	
Fund Subtotal		-	-

GO Road Program (309)

Record incoming General Obligation Bond, Series 2019	54,200,641		
Record funding for the General Obligation Bond in the reserves account		54,200,641	
Road Bond re-paving/re-construction for Eldron Blvd./19GO02		1,922,577	
Road Bond re-paving/re-construction for Unit 41/19GO03		1,223,262	
Undesignated Fund Balance	3,145,839		
Fund Subtotal	57,346,480		57,346,480

Utilities Renewal/Replacement Fund (424)

Additional funding needed for 18WS09 (WWTP Digester 6 Rehab) and 18WS14 (WWTP Bar Screen Replacement) - bid package came in over budget		381,104	
Undesignated Fund Balance	381,104		

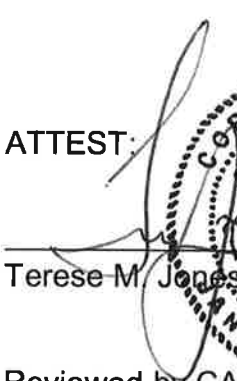
	Fund Subtotal	381,104	381,104
<u>Building Fund (451)</u>			
Additional funds needed to cover required building inspectors and plan reviews due to shortage			120,000
Transfer from General Fund	28,029		
Undesignated Fund Balance	91,971		
	Fund Subtotal	120,000	120,000
<u>Fleet Services Fund (521)</u>			
Transfer from General Fund for Squad Vehicle purchase	43,852		
Purchase a Squad Vehicle for Station 1			43,852
Transfer from General Fund for ten (10) police marked vehicles	286,420		
Purchase ten (10) police marked vehicles to replace vehicles, lighting and accessories			286,420
	Fund Subtotal	330,272	330,272
	Total	59,865,935	59,865,935

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 2019-20, held on, September 5, 2019; and read in title only and duly enacted at Meeting 2019-24, held on, October 3, 2019.

ATTEST:


Terese M. Jones

CITY CLERK

Reviewed by CAO: 




William Capote, MAYOR