



Mayor
WILLIAM CAPOTE

Deputy Mayor
KENNY JOHNSON

Councilmembers
HARRY SANTIAGO, JR.
JEFF BAILEY
BRIAN ANDERSON

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AGENDA

REGULAR COUNCIL MEETING 2020-13

THURSDAY

April 16, 2020 - 7:00 P.M.
City Hall Council Chambers

CALL TO ORDER:

INVOCATION:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

AGENDA REVISION(S):

CONSENT AGENDA:

There will be no separate discussion on those items listed under Consent Agenda (indicated with asterisks(*)). They will be enacted by the City Council on one motion. If discussion is desired by the City Council, that item will be removed from the Consent Agenda by Council and will be considered in the order that it appears on the agenda.

ADOPTION OF MINUTES:

- *1. Special Council Meeting 2020-10; April 8, 2020.
- *2. Special Council Meeting 2020-11; April 8, 2020.

PUBLIC COMMENT(S)/RESPONSE(S): (Non-agenda Items Only)

Public comments will be heard by the City Council on non-agenda issues. Speakers must complete 'Public Comment Cards' (orange) and are limited to three (3) minutes each.

THIS MEETING IS BROADCAST LIVE ON THE CITY'S WEBSITE AND
TELEVIEWED ON THE SPACE COAST GOVERNMENT TV CHANNEL.

PROCUREMENT(S):

Award of Bid(s):

- *1. Road bond paving, Port Malabar Unit 42 and Garvey Road – IFB 29-0-2020 – Public Works Department (Asphalt Paving System, Inc. - \$7,921,652).

COMMITTEE AND COUNCIL REPORT(S):

NEW BUSINESS: (Ordinance is for first reading.)

- *1. Resolution 2020-14, amending Resolution 2019-37, adopting Classification and Pay Plans and the Position Control Plan for employees of the City of Palm Bay (second amendment).
- *2. Ordinance 2020-22, amending the Fiscal Year 2019-2020 budget by appropriating and allocating certain monies (second budget amendment).
- *3. Consideration of budget amendment to allocate funds from the Neighborhood Stabilization Program account for properties owned by the City through the Homes for Warriors Program.
- *4. Consideration of exceeding the \$50,000 maximum award for SHIP Owner-Occupied Rehabilitation by \$10,000 under the approved LHAP for 152 Donald Avenue.
- *5. Consideration of Community Development Block Grant Disaster Recovery (CDBG-DR) Voluntary Home Buyout Program Subrecipient grant agreement with the Florida Department of Economic Opportunity.
- *6. Acknowledgement of the City's monthly financial report for February 2020.

ADMINISTRATIVE AND LEGAL REPORT(S):

PUBLIC COMMENT(S)/RESPONSE(S): Speakers are limited to 3 minutes.

ADJOURNMENT:

Pursuant to Section 286.011, Florida Statutes, and Executive Order 20-69, notice is hereby given that the City of Palm Bay shall hold the above public meeting on April 16, 2020, beginning at 7:00 P.M. and lasting until the meeting is complete. The meeting will be conducted via communications media technology (teleconference/video conference).

Public comments may be submitted via email at publiccomments@palmbayflorida.org. Members of the public may also call

**THIS MEETING IS BROADCAST LIVE ON THE CITY'S WEBSITE AND
TELEVISED ON THE SPACE COAST GOVERNMENT TV CHANNEL.**

(321) 726-2740 to provide comments via a dedicated City of Palm Bay public comment voicemail. All comments submitted will be included as part of the public record for this virtual meeting and will be considered by the City Council prior to any action taken. Comments must be received at least twenty-four (24) hours prior to the meeting and shall have a time limit of three (3) minutes.

Pursuant to Council Policies and Procedures, members of the public wishing to use electronic media when addressing City Council must provide the electronic file to staff for screening no later than 2:00 P.M. on the day of the meeting; audio presentations must be submitted to the City Clerk at least twenty-four (24) hours prior to the meeting.

Councilmembers who are members of the Space Coast Transportation Planning Organization (TPO) may discuss TPO issues which may subsequently be addressed by the TPO.

If an individual decides to appeal any decision made by the City Council with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (Section 286.0105, Florida Statutes). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall contact the Office of the City Clerk at (321) 952-3414 or Florida Relay System at 711.

CITY OF PALM BAY, FLORIDA

SPECIAL COUNCIL MEETING 2020-10

Held on Wednesday, the 8th day of April 2020, at the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida.

This virtual meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida.

The meeting was called to order at the hour of 6:00 P.M.

ROLL CALL:

MAYOR:	William Capote	Present
DEPUTY MAYOR:	Kenny Johnson	Present
COUNCILMEMBER:	Harry Santiago, Jr.	Present
COUNCILMEMBER:	Jeff Bailey	Present
COUNCILMEMBER:	Brian Anderson	Present
CITY MANAGER:	Lisa Morrell	Present
CITY ATTORNEY:	Patricia Smith	Present
DEPUTY CITY CLERK:	Terri Lefler	Present

CITY STAFF: Present was Suzanne Sherman, Deputy City Manager; Chris Little, Utilities Director.

Council concurred to consider Item 2, under Business, at this time.

BUSINESS:

☞ **2. Resolution 2020-12, establishing procedures by which public virtual meetings shall be held pursuant to Executive Order 20-69.**

The City Attorney read the resolution in caption only.

Motion by Mr. Bailey, seconded by Mr. Santiago, to adopt Resolution 2020-12. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Johnson, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

CONSENT AGENDA:

All items of business marked with an asterisk were considered under Consent Agenda and enacted by the following motion:

Motion by Deputy Mayor Johnson, seconded by Mr. Santiago, that the Consent Agenda be approved. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Johnson, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

ADOPTION OF MINUTES:

- *1. Regular Council Meeting 2020-06; March 19, 2020.**
- *2. Special Council Meeting 2020-08; March 25, 2020.**
- *3. Special Council Meeting 2020-09; April 1, 2020.**

The minutes, considered under Consent Agenda, were approved as presented.

PUBLIC COMMENTS/RESPONSES: (Non-agenda Items Only)

1. Tom Rebman, resident, expressed concern about the homeless population as it related to the COVID-19 pandemic. He asked that no homeless camps be evicted while under the guidance of the Centers for Disease Control and Prevention (CDC), unless it was crime related. He also requested assistance for the homeless with water for showers and guidance with funding sources.

Mrs. Morrell advised that the City was working with the Brevard County and the Brevard Homeless Coalition. Mayor Capote said that the information needed to be disseminated to the public. Mr. Anderson said that the smartest option would be to have the individuals remain where they were until April 30th. Deputy Mayor Johnson agreed that the last thing Council would want was to have people moving from one place to another. Mr. Anderson added that there were organizations assisting the homeless with water, masks and tents and were advising the individuals to stay in place.

PROCUREMENT(S):

Award of Bid(s):

- *1. Safe Routes to School sidewalk construction; Columbia, Discovery, Jupiter, Christa McAuliffe and Port Malabar Elementary Schools – IFB 19-0-2020 – Public Works Department (Gregori Construction - \$2,185,984).**

Staff Recommendation: Approve the award for the Safe Routes to School sidewalk construction to Gregori Construction (Titusville), in the amount of \$2,185,984.

The item, considered under Consent Agenda, was approved as recommended by City staff.

***2. Ditch maintenance service, various canals located in the northeast and southeast part of the City – IFB 28-0-2020 – Public Works Department (Universal Contracting and Construction, Inc. - \$407,528).**

Staff Recommendation: Approve the award for ditch maintenance service at seven (7) locations in the northeast and southeast parts of the City to Universal Contracting and Construction, Inc. (Melbourne), in the amount of \$407,527.96.

The item, considered under Consent Agenda, was approved as recommended by City staff.

***3. Culvert pipe replacement, portion of Waterbury and Freehold Avenues – IFB 33-0-2020 – Public Works Department (Hinterland Group, Inc. - \$696,863.10).**

Staff Recommendation: Approve the award for culvert pipe replacement (Waterbury Avenue at Melbourne-Tillman Water Control District Canal 39 and Freehold Avenue at Melbourne-Tillman Water Control District Canal 41) to Hinterland Group, Inc. (Cocoa), in the amount of \$696,863.10.

The item, considered under Consent Agenda, was approved as recommended by City staff.

***4. Culvert pipe replacement, portion of Jacobin Street – IFB 34-0-2020 – Public Works Department (AG-Scape Services, Inc. dba Florida Site Contracting - \$296,998).**

Staff Recommendation: Approve the award for culvert pipe replacement (Jacobin Street at Melbourne-Tillman Water Control District Canal 60) to AG-Scape Services, Inc. dba Florida Site Contracting (Vero Beach), in the amount of \$296,997.50.

The item, considered under Consent Agenda, was approved as recommended by City staff.

Miscellaneous:

***1. Preliminary design investigation for proposed upgrades, North Regional Wastewater Treatment Plant – TO 01-2019-002 – Utilities Department (Tetra Tech, Inc. - \$59,695).**

Staff Recommendation: Approve and authorize the execution of Tetra Tech Task Order 01-2019-002 for the North Regional Water Treatment Plant upgrades, against the Master Agreement, for a total of \$59,695.

The item, considered under Consent Agenda, was approved as recommended by City staff.

2. Engineering services during construction, South Regional Water Reclamation Facility – TO 20-05 – Utilities Department (Wade Trim - \$1,896,353).

Staff Recommendation: Approve Wade Trim Task Order 20-05 for engineering services during construction at the South Regional Water Reclamation Facility in the amount of \$1,896,353.

Mr. Bailey asked for an explanation of “Engineer of Record” for the public. Mr. Little said the Engineer of Record would have fulltime oversight of construction to ensure that construction was performed in accordance with the scope of the design and drawings. In addition, there would be a fulltime engineer onsite overseeing the construction.

Motion by Mr. Santiago, seconded by Mr. Anderson, to approve the Task Order. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Johnson, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

BUSINESS:

1. Resolution 2020-11, amending Resolution 2020-09, as amended, extending the State of Local Emergency as declared by Legislative Order D-2020-01.

The City Attorney read the resolution in caption only.

Motion by Mr. Santiago, seconded by Deputy Mayor Johnson, to adopt Resolution 2020-11. Motion carried with members voting as follows: Mayor Capote, Yea; Deputy Mayor Johnson, Yea; Councilman Santiago, Yea; Councilman Bailey, Yea; Councilman Anderson, Yea.

2. Resolution 2020-12, establishing procedures by which public virtual meetings shall be held pursuant to Executive Order 20-69.

This item was considered earlier in the meeting after Roll Call.

ADJOURNMENT:

There being no further business, the meeting adjourned at the hour of 6:18 p.m.

William Capote, MAYOR

ATTEST:

Terri J. Lefler, DEPUTY CITY CLERK

* Identifies items considered under the heading of Consent Agenda.

☞ Indicates item was considered out of sequence or added to the agenda.

CITY OF PALM BAY, FLORIDA

SPECIAL COUNCIL MEETING 2020-11

Held on Wednesday, the 8th day of April 2020, at the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida.

The meeting was called to order at the hour of 6:18 P.M.

ROLL CALL:

MAYOR:	William Capote	Present
DEPUTY MAYOR:	Kenny Johnson	Present
COUNCILMEMBER:	Harry Santiago, Jr.	Present
COUNCILMEMBER:	Jeff Bailey	Present
COUNCILMEMBER:	Brian Anderson	Present
CITY MANAGER:	Lisa Morrell	Present
CITY ATTORNEY:	Patricia Smith	Present
DEPUTY CITY CLERK:	Terri Lefler	Present

PUBLIC COMMENTS/RESPONSES: (Non-agenda Items Only)

There were no public comments.

BUSINESS:

1. Discussion of possible ordinance changes related to COVID-19. (Councilman Bailey)

Mr. Bailey wanted to modify the Code of Ordinances to make it more friendly towards urban farming. He had very serious concerns about the possible economic downturn as a result of the virus outbreak. He wanted to ensure there was as much locally produced food as possible in case there were any shortages or interruptions. Mr. Bailey said that residents were able to have their own gardens, but it took planning and effort. He felt it may be difficult to manage a community-based garden, but he was hopeful that residents would become more interested. He suggested that if an ordinance was in place, staff could provide information or brochures in order to get the message out to the residents. He felt that Council needed to act quickly.

Mr. Santiago mentioned the ONE Community Program, and which flourished into the Community Gardening Program. He agreed with Councilman Bailey as far as self-

sustaining as long as it did not conflict with the regulations of Single-Family Residential zoning. He said that although Council was able to enact an ordinance that permitted four (4) chickens in Single-Family Residential zoning, there were a lot of concerns at that time.

Mayor Capote said a resident pushed for the community garden at Nemo Circle then he moved out of the area and the garden was no longer properly maintained. Mayor Capote expressed concern about the complaints that may be received regarding noise from the roosters, maintenance of the coops, odors, etc. He suggested that Councilman Bailey review the past discussions when the ordinance regarding the chickens was proposed and had no issue with reviewing any language brought forward. He added that the item would have to be presented to the Planning and Zoning Board (P&Z).

Mr. Anderson felt the item should be considered by P&Z when there were no longer any social distancing and capacity requirements. He encouraged parents to teach their children that produce did not come in packages at the store. He said that chickens were a necessity, but if not taken care of properly, it could invite rodents and pests that the neighbors would be subjected to as well. Mr. Anderson supported Councilman Bailey's request to bring suggested changes to Council.

Mr. Anderson asked that "Council Reports" be placed on the next agenda. Council concurred.

Mr. Johnson supported Councilman Bailey's request. He added that if a community garden was proposed, long-term maintenance would have to be a topic of discussion.

Mr. Bailey said that if there was a food shortage, community gardens and personal gardens would be difficult to police. He felt that protein was the biggest issue facing residents. He said that four (4) hens would only produce enough eggs for two (2) people and he wanted the people to have as many options as possible, including goats. Mr. Bailey asked for the proposal to be heard by P&Z as soon as possible and would discuss same with the City Manager.

Mr. Bailey asked that everyone start thinking about the budgetary effects of this pandemic on the City. He wanted to have conversations about being better prepared, fiscally, moving forward. He felt that revenues would be decreased next year, and the City should only fulfill its essential needs. Mayor Capote said that Council needed to be aware of its decisions regarding future budgets and how employees would be affected.

ADJOURNMENT:

There being no further business, the meeting adjourned at the hour of 6:44 p.m.

William Capote, MAYOR

ATTEST:

Terri J. Lefler, DEPUTY CITY CLERK



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager

REQUESTING DIRECTOR: Gary Woodson, Public Works Director; Juliet Misconi, Chief Procurement Officer

DATE: April 15, 2020

RE: Award of Invitation for Bid #29-0-2020/JG Road Bond Paving Unit 42 & Garvey

SUMMARY:

Unit 42 and Garvey are included in the Year 1 (Phase 1) Road Paving Project endorsed by the Infrastructure Advisory Oversight Board on January 28, 2019 and then approved by City Council on March 7, 2019. Staff bundled these two units to be advertised together for the paving since they are within the same southwest quadrant. The project consists of road reconstruction using Full Depth Reclamation (FDR) for Unit 42 and Garvey Road. In addition to the Full Depth Reclamation (FDR) for Garvey Road and streets within Unit 42, Unit 42 will also include milling and paving as well as thin lift overlay. Unit 42 has 62,699 linear feet (LF) of thin lift paving, 27,490 LF of milling and paving and 76,051 LF of FDR. Garvey Road has 10,733 LF of FDR.

Four (4) bids were received. The Procurement Department staff reviewed the four bids for responsiveness. Public Works Department evaluated the bids for responsibility and ability to perform the scope of construction. The Department found the lowest responsive bid to be acceptable. Asphalt Paving Systems has provided FDR work for the City under four piggyback contracts and one competitive solicitation in the last four years.

The City's Engineer's estimate for these two projects is \$9,695,675. The lowest bid is \$7,544,652.43. Public Works Engineering staff has reviewed the pay items, proposed subcontractors, equipment list and references and is satisfied with the evidence provided by the

contractor. Staff recommends Asphalt Paving System, Inc. Zephyrhills, Florida for award of IFB #29-0-2020/FG – Road Bond Paving – Unit 42 and Garvey.

Local Preference was not applied to this project because all bids exceeded the one million-dollar threshold amount.

Staff is also recommending a 5% contingency fund of \$377,000 to cover any unforeseen change orders which is typical for construction projects. The City's Procurement Policy allows the Chief Procurement Officer to approve change orders up to 10%; any change order in excess of 10% will be brought before Council for approval. Any funds remaining once the project has been closed will be transferred back to Road Bond fund balance.

REQUESTING DEPARTMENTS:

Public Works Department, Procurement Department

FISCAL IMPACT:

The total project award of \$7,544,652.43 plus \$377,000 for contingency change orders will result in a total appropriation of \$7,921,652.40 from the GO Road Bond unassigned funds to G/L Account 309-7090-541-6303 as follows: 1) \$7,106,607.02, Project No. 20GO03 Unit 42 Road Paving and 2) \$815,045.41 to Project No. 20GO04 Garvey Road Paving.

RECOMMENDATION:

Motion to approve award of IFB #29-0-2020/SB – Road Bond Paving – Unit 42 and Garvey to Asphalt Paving System, Inc.

Attachment: (available upon request)

- 1) Tabulation Sheet



COMMITTEE AND COUNCIL REPORTS

- **Florida Puerto Rican Hispanic Chamber of Commerce**

Committee Reports

- **Space Coast Transportation Planning Organization**
- **Space Coast League of Cities**
- **Tourist Development Council**

Council Reports



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager

REQUESTING DIRECTOR: Charleena Cox, Human Resources Director

DATE: April 16, 2020

RE: Approval to Modify the FY 20 Position Control Plan

SUMMARY:

Finance: Reclassified one (1) Customer Service Representative positions to Customer Account Specialist position. This allows staff to provide service of all the functions of the Revenue Division rather than waiting for another staff member to become available. Downgraded a vacant Billing and Collections Manager position to a Customer Service Coordinator position. There is no cost involved with these changes.

EDEA: Title change for vacant Community Development Administrator position to Housing Administrator. The change from better reflects the roles and responsibilities of the position. There is no cost involved with this change.

GROWTH MANAGEMENT: Downgraded a vacant Planner II position to a Planner position (formerly Planner I) with a \$4,777 savings. Reclassified filled Planner II position, Grade U (\$46,284-\$69,467) to Senior Planner Grade W (\$49,038-\$73,634). This will have an approximate \$3,027 annual impact. Title and pay grade change from the vacant Planner III position, Grade X (50,478-\$75,811) to Principal Planner, Grade Z (\$53,488-\$80,364). This will have an approximate \$3,500 annual impact. Title changes for Planner I, II and III positions to Planner, Senior Planner and Principal Planner keep with the standards of the Planning profession. With increased job duties and requirements, the pay grade changes were warranted for Senior Planner and Principal Planner. These changes have an approximate \$1,761 annual impact. Current and future funding for these positions is possible due to staff vacancies.

REQUESTING DEPARTMENTS:

Finance, EDEA, Growth Management

Honorable Mayor and Members of the City Council

Legislative Memorandum

Page | 2

FISCAL IMPACT:

No fiscal impact with changes.

RECOMMENDATION:

Motion to approve Resolution adopting the modified Position Control Plan, Classification and Pay Plans.

Attachments:

- 1) Resolution 2020-XX
- 2) FY 20 Position Control Plan (available upon request)
- 3) Classification and Pay Plans (available upon request)

RESOLUTION 2020-14

A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION 2019-37, AMENDED BY RESOLUTION 2020-03, ADOPTING THE CLASSIFICATION AND PAY PLANS AND THE POSITION CONTROL PLAN FOR EMPLOYEES OF THE CITY OF PALM BAY FOR FISCAL YEAR 2019-2020; RESCINDING RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HERewith; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palm Bay's Personnel Policies, Rules 12 and 13, require that Pay Plans be adopted for the employees of the City of Palm Bay, and

WHEREAS, the City of Palm Bay desires to amend the Position Control Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, as follows:

SECTION 1. The City Council hereby amends Resolution 2019-37, as amended by Resolution 2020-03, adopting the Classification and Pay Plans for the City of Palm Bay employees and the Position Control Plan, which are, by reference, incorporated herein as Exhibit A.

SECTION 2. All resolutions or parts of resolutions in conflict herewith are hereby superseded and rescinded.

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

This resolution was duly enacted at Meeting 2020- , of the City Council of the City of Palm Bay, Brevard County, Florida, on , 2020.

William Capote, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager

REQUESTING DIRECTOR: Yvonne McDonald, Finance Director

DATE: April 16, 2020

RE: FY 2020 Second Budget Amendment

SUMMARY:

Summary of the proposed budget amendment:

General Fund (001)

Revenues – Total \$321,643

- Recognize Federal Grant revenue for FEMA reimbursements related to Hurricane Irma and Matthew – **\$62,568.**
- Recognize State Grant revenue for FEMA reimbursements related to Hurricane Irma and Matthew – **\$9,346.**
- Record city-owned property sales proceeds – **\$134,185.**
- Recognize revenue from Brevard County Fire Rescue for Emergency Medical Trust Fund Grant Program; approved by Council 02/20/20– **\$12,392.**
- Recognize revenues for the 2019 Justice Assistance Grant (JAG); awarded 09/18/2019 – **\$38,106.**
- Recognize revenues for HMGP Grant Modification; approved by Council 03/05/2020 – **\$65,046.**

Expenditures – Total \$832,165

- Purchase of (7) easements of private property to be paid out of the land acquisition account – **\$50,000.**
- Transfer sales/proceeds from property sales to the Road Maintenance Fund– **\$134,185.**

- Appropriate funds for bullet-proof vests, NAR MCI-Walk and Infinium Clear-Vue Video Laryngoscopes from Grant funding received; approved by Council 02/20/2020 – **\$12,392.**
- Appropriate funds for purchase of squad radio for Fire Station #1 since funds were not rolled to the new fiscal year due to issue with purchase order; approved by Council 02/20/2020 – **\$4,905.**
- Funding needed to convert abandoned septic system to sewer at Fred Poppe Regional Park project 19PR06; approved by Council 02/20/2020 – **\$359,718.**
- Appropriate funds for SWAT ballistic vests, helmets, and traffic radar trailer replacements; per JAG funding; approved by Council 09/05/19 – **\$38,106.**
- NAGE Blue salary increases (General Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$47,787.**
- NAGE White salary increases (General Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$33,903.**
- Appropriate funds for Fire Station Hardening (Project 19FD01) for generator purchases from Grant modification; approved by Council 03/05/2020 – **\$65,046.**
- Reduction of transfer to the 2013 T.S.O. Refunding Bond Fund (221) sinking interest payment due to partial refinancing of the 2013 Taxable Special Obligation (T.S.O.) Refunding Bonds – **(\$668,972).**
- Transfer to the 2019 T.S.O. Refinancing Bond Fund (229) for the sinking interest payment due to the bond refinancing – **\$453,425.**
- Transfer to the Building Fund for 4 newer vehicles that Code Compliance will be reimbursing them for; approved by Council 02/20/2020 – **\$51,670.**
- St. Johns Heritage Parkway/Interchange Project forensic audit; approved by Council 03/05/2020 – **\$250,000.**

Law Enforcement Trust Fund (101)

Expenditures – Total \$20,963

- LETF 20-04 – Registration for 12 Police Department employees to attend FBI-LEEDA Supervisor Leadership Course \$8,340, Training & travel for D. Packard SMIP Program \$10,623, and donation to support the Red Ribbon Event for drug prevention awareness \$2,000; approved by Council 02/20/20 – **\$20,963.**

State Housing Grant (SHIP) Fund (111)

Expenditures – Total \$98,806

- SHIP general ledger cleanup and appropriate funding to the following projects: (20CD02) \$42,140; (20CD03) \$11,588; and (20CD04) \$19,952 – **\$73,680.**
- NAGE White salary increases (State Housing Grant Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$126.**
- Request to utilize additional SHIP special needs program funding to accommodate improvements needs for safety and sanitation for client; approved by Council 03/05/20– **\$25,000.**

Community Development Block Grant (CDBG) Fund (112)

Expenditures – Total \$54

- NAGE White salary increases (Community Dev. Block Grant Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$54.**

Home Investment Grant Fund (114)

Expenditures – Total \$36

- NAGE White salary increases (Home Investment Grant Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$36.**

NSP Fund (123)

Expenditures – Total \$144

- NAGE White salary increases (NSP Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$144.**

Fire Impact Fees Fund (153)

Expenditures – Total (\$386,108)

- Balance re-allocation of approved budget in Fund 153 to the following new nexus funds: Fund 188 Project 19FD02 for (\$56,697) and Fund 190 Project 18FD01 for (\$329,411) – **(\$386,108).**

Park Impact Fees Fund (154)

Expenditures – Total (\$218,345)

- Balance re-allocation of approved budget from Fund 154 to the following new nexus funds: Fund 191 Project 17PR02 for (\$17,438); Fund 192 Project 16PK08 for (\$17,717); Fund 192 Project 18PR04 for (\$77,869) and Fund 192 Project 17PR06 for (\$4,321) – **(\$117,345)**.
- Balance re-allocation of approved budget from Fund 154 and return to fund balance to closeout project 18PR01 – **(\$101,000)**.

Transportation Impact Fees Fund (155)

Expenditures – Total (\$1,344,818)

- Balance re-allocation of approved budget from Fund 155 to new nexus Fund 197 Project 16PW13 for (\$1,046,529) and Project 18PW01 for (\$298,289) – **(\$1,344,818)**.

Police Impact Fees-Nexus 32905 Fund (180)

Expenditures – Total \$6,505

- Transfer Police Impact Fees to Fleet Funds to purchase and build out a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$6,505**.

Police Impact Fees-Nexus 32907 Fund (183)

Expenditures – Total \$6,505

- Transfer Police Impact Fees to Fleet Funds to purchase and build out a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$6,505**.

Police Impact Fees-Nexus 32908 Fund (184)

Expenditures – Total \$6,505

- Transfer Police Impact Fees to Fleet Funds to purchase and build out a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$6,505**.

Police Impact Fees-Nexus 32909 Fund (186)

Expenditures – Total \$6,505

- Transfer Police Impact Fees to Fleet Funds to purchase and build out a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$6,505.**

Fire Impact Fees-Nexus 32907 Fund (188)

Expenditures – Total \$56,697

- Balance re-allocation of approved budget in Fund 153 to new nexus Fund 188 (project 19FD02) – **\$56,697.**

Fire Impact Fees-Nexus 32909 Fund (190)

Expenditures – Total \$329,411

- Balance re-allocation of approved budget in Fund 153 to new nexus Fund 190 (project 18FD01) – **\$329,411.**

Parks Impact Fees-Nexus 32905 Fund (191)

Expenditures – Total \$17,438

- Balance re-allocation of approved budget in Fund 154 to new nexus Fund 191 (project 17PR02) – **\$17,438.**

Parks Impact Fee-Nexus 32907 Fund (192)

Expenditures – Total \$99,907

- Balance re-allocation of approved budget in Fund 154 to new nexus Fund 192 for the following projects: 16PK08 for \$17,717; 18PR04 for \$77,869; and 17PR06 for \$4,321 – **\$99,907.**

Transportation Impact Fees-Nexus 32907 Fund (197)

Expenditures – Total \$1,344,818

- Balance re-allocation of approved budget from Fund 155 to new nexus Fund 197 Project 16PW13 for (\$1,046,529) and Project 18PW01 for (\$298,289) – **\$1,344,818.**

2013 T.S.O. Refunding Bond Fund (221)

Revenues – Total (\$668,972)

- Transfer reduction from the General Fund (001) for the sinking interest payment due to bond refinancing – **(\$668,972).**

Expenditures – Total (\$668,972)

- The 2013 Taxable Special Obligation (T.S.O.) Refunding Bonds had a partial refunding in December 2019. Record the difference of debt interest payment due to the bond refinancing – **(\$1,341,445).**
- Transfer funds held in bond service account to the 2019 T.S.O. Refinancing Bond Fund (229) for deposit in the escrow account in accordance with the terms and provisions of the Escrow Deposit Agreement – **\$670,723.**
- Allocate funding for the incurred issuance costs – **\$1,750.**

2019 G.O. Bond Fund (228)

Expenditures – Total \$6,248

- Transfer funds from the GO Road Program Fund (309) to apply to Debt Service payment – **\$6,248.**

2019 T.S.O. Refinancing Bond Fund (229)

Revenues – Total \$52,681,949

- Transfer bond service account funds from the 2013 Taxable Special Obligation (T.S.O.) Refunding Bond Fund (221) for deposit in the escrow account in accordance with the terms and provisions of the Escrow Deposit Agreement – **\$670,723.**
- Transfer from the General Fund (001) for the 04/01/2020 sinking interest payment due to the bond refinancing – **\$453,425.**
- Record Refinancing Bond Proceeds – **\$51,557,801.**

Expenditures – Total \$814,304

- Partial refunding of the 2013 Taxable Special Obligation (T.S.O.) Refunding Bonds in December 2019. Record bond issuance costs \$360,879 and interest payment \$453,425 – **\$814,304.**

Community Investment Fund (301)

Revenues – Total \$2,490,058

- Local Agency Program (LAP) agreement with the Florida Department of Transportation (FDOT) for the Safe Routes to School project (18PW02); approved by Council on 12/05/19 – **\$2,490,058.**

Expenditures – Total \$2,490,058

- Funding for the Safe Routes to School project (18PW02) involving the construction of five sidewalks and surrounding crosswalks at the following locations: Port Malabar Elementary; Christa McAuliffe Elementary; Columbia Elementary; Discovery Elementary and Jupiter Elementary; approved by Council 12/05/2019 – **\$2,490,058.**

Road Maintenance CIP Fund (307)

Revenues – Total \$134,185

- Transfer of city-owned property sales proceeds from the General Fund – **\$134,185.**

Expenditures – Total \$134,185

- Increase expenditure budget in the FY 20 Road Maintenance Program (20RD01) due to the appropriation of property sale proceeds from General Fund – **\$134,185.**

GO Road Program Fund (309)

Expenditures – Total \$29,137,248

- Provide budget for Road Bond re-paving of seven (7) locations – Unit 42 (20GO03), Garvey Road (20GO04), Unit 11 (20GO05), Unit 15 (20GO06), Unit 18 (20GO07), Unit 23 (20GO08), and Unit 56 (20GO09); approved by Council 03/07/2019 – **\$29,131,000.**
- Transfer of remaining issuance proceeds from the GO Road program to the 2019 G.O. Bond Fund (228) for debt service payment – **\$6,248.**

Utilities Operating Fee Fund (421)

Expenditures – Total \$1,112,892

- Appropriation of funds for Wade trim Task Order 18-11, Amendment No. 3 for the engineering services for the construction of the Nutrient Removal Facilities (17WS16); approved by Council on 12/19/19 – **\$154,034.**
- Funding for Mechanical Integrity Test for the SRWTP Deep Injection Well for \$16,500 and invoice for rental pumps needed for Hurricane Dorian for \$23,591– **\$40,091.**
- Emergency purchase of mobile belt filter press (BFP) services from Synagro South required to keep NRWTP operational; approved by Council on 12/19/19 – **\$116,400.**
- Extension for emergency purchase of mobile BFP services from Synagro South due to delay in shipment for the parts to repair the BFP; approved by Council on 03/05/20– **\$50,711.**
- Emergency purchase of vacuum and dump truck services from Meeks Plumbing due to road failure that lead to sewer pipe damage in lift station 42; approved by Council on 02/06/20 – **\$95,355.**
- Project completion/closure for NRWTP Rear Yard Swale & Fence (18WS23) and return remaining funds to fund balance – **(\$24,499).**
- Reduce Project 17WS13 due to delay until FY 21 and move a portion of the budget to Utilities R&R Fund for NRWTP Improvements; approved by Council 03/05/2020 – **(\$1,218,573).**
- Transfer funds to the Utilities R&R Fund for NRWTP Improvements for projects 17WS04 & 18WS19; approved by Council 03/05/2020 – **\$1,725,532.**
- Appropriate funds for biosolids transportation and disposal due to BFP operational issues for \$98,500 and required fuel tank generator cleaning and treatment at NRWTP for \$5,400; approved by Council on 03/05/20 – **\$103,900.**
- NAGE Blue salary increases (Utilities Operating Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$60,577.**
- NAGE White salary increases (Utilities Operating Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$9,364.**

Utility Connection Fee Fund (423)

Expenditures – Total \$10,425

- Appropriation of Utility Water Connection Fees for the Florida Department of Environmental Protection (FDEP) construction permit application fee and legal ad (Project 18WS04); approved by Council on 02/06/20 – **\$10,425.**

Utility Renewal/Replacement Fund (424)

Revenues – Total \$1,725,532

- Transfer in from Utilities Operating Fund for NRWTP Improvements; approved by Council on 03/05/20 – **\$1,725,532.**

Expenditures – Total \$1,839,535

- Additional funding needed for Reuse High Service Pumps Replacement (18WS01); project award came in higher than budgeted; approved by Council on 02/20/20 – **\$104,018.**
- Appropriate funds for North Regional Water Treatment Plant Rehabilitation projects 17WS04 for \$474,786 and 18WS19 for \$743,787; approved by Council on 03/05/20 – **\$1,218,573.**
- Reserves for projects 17WS04 and 18WS19; approved by Council on 03/05/20 – **\$506,959.**
- Digester sludge transfer pump base replacement for project 18WS09 – **\$9,985.**

Building Fund (451)

Revenues – Total \$51,670

- Transfer in from the General Fund for reimbursement for the four (4) newer vehicles that were transferred to the Code Compliance Department; approved by Council 02/20/2020 – **\$51,670.**

Expenditures – Total \$304,738

- Additional funding needed to cover costs of increased services of the contract for Building Inspectors due to shortage; approved by Council on 01/02/20 – **\$299,102.**
- NAGE White salary increases (Building Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$5,636.**

Stormwater Utility Fund (461)

Expenditures – Total \$87,603

- Utilize funds for ditch construction of a stormwater outfall from Northshore Development, LLC and surrounding area; approved by Council on 12/05/2019 – **\$63,600.**
- NAGE Blue salary increases (Stormwater Utility Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$17,623.**
- NAGE White salary increases (Stormwater Utility Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$6,380.**

Solid Waste Fund (471)

Expenditures – Total \$53,916

- Appropriate funds for Kessler Consulting, Inc. for solid waste and recycling collection services through piggyback arrangement under Manatee County competitive solicitation 16-1987FL; approved by Council on 01/16/20 – **\$50,000.**
- NAGE Blue salary increases (Solid Waste Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$3,527.**
- NAGE White salary increases (Solid Waste Fund Employees); retroactive to 10/01/2019 – 1.0% adjustment; approved by Council 02/20/2020 – **Net Impact \$389.**

Fleet Services Fund (521)

Revenues – Total \$86,645

- Transfer in from General Fund to purchase two (2) trucks for the Parks Department to replace vehicles that are beyond repair approved by Council 03/05/2020 – **\$60,625.**
- Transfer in from Police Impact Fees Fund to purchase a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$26,020.**

Expenditures – Total \$97,354

- Purchase of two (2) trucks for the Parks Department to replace vehicles that are beyond repair approved by Council 03/05/2020 – **\$60,625.**
- Appropriation of Police Impact Fees for the purchase and build out of a 2020 Nissan Pathfinder for the Crime Suppression Unit; approved by Council on 12/19/19 – **\$26,020.**
- NAGE Blue salary increases (Fleet Services Fund Employees); retroactive to 10/01/2019 – 2.0% adjustment; approved by Council 01/16/2020 – **Net Impact \$10,709.**

REQUESTING DEPARTMENTS:

Finance Department, City Manager's Office, Community & Economic Development Department, Fire Department, Growth Management Department, Human Resources Department, Parks & Recreation Department, Police Department, Public Works Department, and Utilities Department.

FISCAL IMPACT:

Please refer to summary section for budget amendment impacting details.

RECOMMENDATION:

Motion to adopt, by Ordinance, the FY 2020 Second Budget Amendment.

Attachments:

- 1) Ordinance
- 2) Exhibit A – BA #2 Appropriations (available upon request)

ORDINANCE 2020-22

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2020 BUDGET BY APPROPRIATING AND ALLOCATING FUNDS AS FOLLOWS: USAGE OF UNDESIGNATED FUND BALANCE IN THE FOLLOWING FUNDS: GENERAL FUND; LAW ENFORCEMENT TRUST FUND; POLICE IMPACT FEE FUNDS; GO ROAD BOND PROGRAM FUND; UTILITIES OPERATING FUND; UTILITIES CONNECTION FEE FUND; UTILITIES RENEWAL/REPLACEMENT FUND; BUILDING FUND; STORMWATER UTILITY FUND; SOLID WASTE FUND AND FLEET SERVICES FUND; USAGE OF DESIGNATED FUND BALANCE IN THE FOLLOWING FUNDS: SHIP GRANT FUND; CDBG FUND; HOME INVESTMENT GRANT FUND; NSP FUND; IMPACT FEE FUNDS FOR FIRE, PARKS AND TRANSPORTATION; RECOGNIZE THE FOLLOWING REVENUE, GRANTS AND AGREEMENTS: FEMA PUBLIC ASSISTANCE REIMBURSEMENTS FOR HURRICANES MATTHEW AND IRMA; EMERGENCY MEDICAL TRUST FUND GRANT PROCEEDS; FEMA HMGP GRANT MODIFICATION AGREEMENT; FDOT SAFE ROUTES TO SCHOOL LAP AGREEMENT; AND BOND PROCEEDS FROM THE PARTIAL REFUNDING OF THE 2013 TAXABLE SPECIAL OBLIGATION REFUNDING BONDS; TRANSFER CITY-OWNED PROPERTY SALE PROCEEDS FROM THE GENERAL FUND TO THE ROAD MAINTENANCE FUND; TRANSFER FUNDS FROM THE GENERAL FUND AND ALL NEXUS POLICE IMPACT FEE FUNDS TO THE FLEET SERVICES FUND FOR VEHICLE PURCHASES; TRANSFER FUNDS FROM THE GENERAL FUND TO THE BUILDING FUND FOR VEHICLE PURCHASES; AND TRANSFER FUNDS FROM THE UTILITIES OPERATING FUND TO THE UTILITIES RENEWAL/REPLACEMENT FUND FOR WATER PLANT IMPROVEMENT PROJECTS; 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 as outlined in the attached Exhibit A:

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. 2020- , held on , 2020; and read in title only and duly enacted at Meeting No. 2020- , held on , 2020.

William Capote, MAYOR

ATTEST:

Terese M. Jones, CITY CLERK

Reviewed by CAO: _____



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager

REQUESTING DIRECTOR: Joan Junkala, Community & Economic Development Director

DATE: April 15, 2020

RE: Budget Amendment – Neighborhood Stabilization Program Funds

SUMMARY:

For review and consideration, staff requests a Budget Amendment to allocate funds from NSP Program account Other Professional Services (123-3351-554-3141) to the following accounts: NSP Program Electric Services account (123-3353-554-4301) in the amount of \$1,000 and NSP Program Water & Sewer Services (123-3353-554-4302) in the amount of \$500 for existing utility services for properties continued to be owned by the City of Palm Bay through the Homes for Warriors Program.

REQUESTING DEPARTMENTS:

Community & Economic Development

FISCAL IMPACT:

A total of \$1,500 originating from NSP Program account Other Professional Services (123-3351-554-3141) will be allocated to the following accounts: NSP Program Electric Services account (123-3353-554-4301) in the amount of \$1,000 and NSP Program Water & Sewer Services (123-3353-554-4302) for utility service payments.

RECOMMENDATION:

Motion to approve a budget amendment to the NSP Program in the amount of \$1,500.

Attachment:

1) Budget Amendment (available upon request)



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager

REQUESTING DIRECTOR: Joan Junkala, Community & Economic Development Director

DATE: April 15, 2020

RE: Request to exceed maximum award for SHIP Owner-Occupied Rehabilitation under the approved Local Housing Assistance Plan

SUMMARY:

On May 18, 2017, City Council adopted Resolution 2017-20 approving the Local Housing Assistance Plan (LHAP) for Fiscal Years 2017-2018, 2018-2019, and 2019-2020. The City's LHAP provides a plan for expending State Housing Initiative Partnership (SHIP) housing grant funds, to include eligible activities (i.e. Owner-Occupied Rehabilitation and Purchase Assistance Programs), maximum award thresholds for such activities/programs, and identifying set asides for income-eligibility and special need.

The LHAP provides for a maximum award of \$50,000 per homeowner under the SHIP Owner-Occupied Rehab Program, which addresses repairs or improvements needed for safety and sanitary habitation and/or correction of substantial code violation for very-low, low, and moderate-income residents. Staff is requesting to exceed this maximum by another \$10,000 for a total of \$60,000 eligible to make necessary repairs to 152 Donald Ave NE. Upon rehabilitation to the home, the contractor identified significant drainage issues which will continue to negatively impact the repairs made to the home through the SHIP Rehab Program. The drainage issues are a result of the poor grading of the backyard as well as the negative slope of neighboring yards towards property located at 152 Donald Ave NE. The contractor has identified that the additional cost to repair drainage is estimated to be \$5,850, which would cause the client to exceed the maximum as approved in the LHAP.

Honorable Mayor and Members of the City Council

Legislative Memorandum

Page | 2

REQUESTING DEPARTMENTS:

Community & Economic Development

FISCAL IMPACT:

The SHIP Single Family Rehab account (111-3353-554-3807) has an unencumbered balance of \$166,829.10 as of the date of this agenda.

RECOMMENDATION:

Motion to exceed the \$50,000 maximum award under the LHAP's SHIP Owner-Occupied Rehabilitation Program.

Attachment:

- 1) Resolution 2017-20 LHAP 2017-2018, 2018-2019, and 2019-2020 (available upon request)



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager

REQUESTING DIRECTOR: Joan Junkala, Community & Economic Development Director

DATE: April 15, 2020

RE: CDBG-DR Subrecipient Grant Agreement between City of Palm Bay and Florida Department of Economic Opportunity

SUMMARY:

Following Hurricane Irma in 2017, the City was approached by residents of Cimmaron Circle requesting assistance from the City regarding perpetual flood damage to homes which were built within a high-risk flood zone. The City's FEMA Coordinator and Housing Administrator identified available grant funds through FEMA's Hazard Mitigation Grant Program (HMGP) and began discussing interest and willingness of the residents to participate in a Voluntary Home Buyout Program.

At its July 19, 2018 Regular Council Meeting, Council authorized the City to apply for grant funds through FEMA's Hazard Mitigation Grant Program (HMGP) in the amount of \$1,680,000, for which there is a required 25 percent local match. The HMGP is intended to reduce or eliminate long-term risk to people and property from future disasters. To support its application, the City's Housing Division obtained signed notices of voluntary interest forms from 13 residents of Cimmaron Circle, dated December 10, 2018.

On July 1, 2019, the Florida Department of Economic Opportunity's (DEO) Office of Disaster Recovery (DR), responsible for administering a Community Development Block Grant-Disaster Recovery (CDBG-DR) program funded by the U.S. Department of Housing & Urban Development (HUD), published a Request for Applications to the Rebuild Florida's Voluntary Home Buyout (VHB) Program. The VHB Program serves to acquire properties that are in high-risk flood areas to help reduce the impact of future disaster. At the Regular Council Meeting held on August 13, 2019, City

Council authorized the submission of an application for CDBG-DR for funds in the amount of \$684,179 to serve as the required 25 percent local match for FEMA's Hazard Mitigation Grant Program (HMGP).

In December 2019, the City received notification from DEO regarding a CDBG-DR grant award for the full request amount of \$684,179. Subsequently, the City received the CDBG-DR Subrecipient Grant Agreement for a period of 24 months from the date of execution calling for timely expenditure of funds, which are subject to federal requirements and therefore, shall principally benefit low- to moderate-income persons in a manner that ensures that at least 70 percent of the grant awarded benefits such persons. Additionally, the Agreement calls for certain deliverables based upon an established timeline, to include program design and implementation for VHB, completion of homeowner buyout and subsequently demolition of structures.

The acceptance of this funding is contingent upon the City's award of HMGP funds from FEMA. The City has not yet received a notice of award from FEMA.

REQUESTING DEPARTMENTS:

Community & Economic Development

FISCAL IMPACT:

Upon execution of the Agreement, funds will be allocated to the City and required to be expended within a 24-month period but is contingent upon notice of award for HMGP funds through FEMA.

RECOMMENDATION:

Motion to authorize the execution of the CDBG-DR Subrecipient Grant Agreement between the City of Palm Bay and the Florida Department of Economic Opportunity.

Attachment:

- 1) CDBG-DR Subrecipient Grant Agreement (available upon request)



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager

REQUESTING DIRECTOR: Yvonne McDonald

DATE: April 16, 2020

RE: February 29, 2020 Financial Report (Unaudited)

SUMMARY:

Attached for your information is the monthly financial report which will provide you with an overview of the City's financial activities which occurred through February 29, 2020. February is the fifth month of the fiscal year and represents 42% of the annual budget.

FEBRUARY 2020 CASH & INVESTMENTS HIGHLIGHTS

General Fund

Total General Fund cash and investments are up \$10,140,742.58 or 41.4% from the same period last year. General Fund Cash & Investments at 2/28/20 totaled \$34,637,785.50.

In comparison to the prior year in February General Fund revenues increased by \$1,716,414.88 while expenditures decreased by \$3,111,798.61.

Transportation Impact Fee Fund

Transportation Impact Fee cash and investments is up \$206,845.07 from one year ago. Impact Fee Revenues received can only be used for expanded capacity, not road maintenance.

Road Maintenance Fund

Cash balances in the Road Maintenance Fund has increased from \$1,026,373.57 in February 2019 to \$2,163,521.28 million in February 2020, an increase of \$1,137,147.71.

Stormwater Utility Fund

Cash and investment balances in the Stormwater Fund on February 28, 2020, totaled \$11.0 million.

Revenue collections in FY20 through the end of February totaled \$8,584,782.99. Revenue collections included assessment collections of \$8,438,872.17 collected through the Brevard County Tax Collector Office and \$45,362.33 in Stormwater Service Fees previously billed by the Palm Bay Utility.

2018 LOGT NOTE Proceeds

Of the \$8.9 million in funds borrowed and received in February 2018 for road construction at the new I-95 exit, plus interest earned, \$2.1 million was unspent as of February 29, 2020. A total of \$1.3 million is encumbered for drawdown as work progresses on the project.

2019 GO Bond Proceeds

On August 15, 2019, the City closed on the first series of GO Bonds for road improvement throughout the City. A total of \$53,971,435 was received after allowing for issuance cost, underwriter discount and bond insurance expenses, estimated at \$837,376.25. The GO Bonds cash and investments totaled \$51,087,122.38 at 2/29/20.

Citywide

The City's total cash and investments portfolio, increased to \$135,165,929.21 from \$115,960,866.19, an increase of \$19,205,063.02 or 16.6%, from February 2019 to February 2020. The increase in Citywide revenues is primarily attributable to an increase in Ad Valorem Tax receipts, the return of SHIP Grant dollars, utility related revenues, Building Fund, and Employee Benefit Fund balances.

This is the first year Ad Valorem collections for the GO Bonds have been received as part of the tax collections transmitted to the City in the first quarter of the fiscal year. Proceeds from the 2019 GO Bonds Proceeds are maintained separately from the City's total cash and investments portfolio balance.

REQUESTING DEPARTMENTS:

Finance Department

FISCAL IMPACT:

None

Honorable Mayor and Members of the City Council

Legislative Memorandum

Page | 3

RECOMMENDATION:

Motion to acknowledge receipt of the February 2020 Financial Report.

Attachment: 1) February 29, 2020 Monthly Financial Report (available upon request)