# CITY OF PALM BEACH GARDENS CITY COUNCIL <br> Agenda Cover Memorandum 

Meeting Date: February 3, 2022
Ordinance 1, 2022
Subject/Agenda Item: An amendment to the Fiscal Year 2021/2022 budget to adjust fund balance carryovers to actual amounts; re-appropriate amounts committed from the FY 2020/2021 budget for outstanding purchase orders and open projects; and for other purposes.

## [X] Recommendation to APPROVE <br> [ ] Recommendation to DENY



BACKGROUND: This Ordinance amends the FY 2022 Budget by adjusting beginning budgeted fund balances in concert with actual ending FY 2021 fund balances, reappropriating purchase orders and uncompleted project balances from FY 2021 to FY 2022, and recommending other certain budget adjustments. These items are discussed in more detail in the following sections.

## Fund Balance Adjustments

Section 166.241, Florida Statutes, requires that amounts available from taxation and other sources, including amounts carried over from prior fiscal years, must equal total appropriations for expenditures and reserves. To ensure budgeted expenditures do not exceed available resources, it is a required governmental budgeting procedure to adjust beginning budgeted fund balances to the prior year's actual year-end amounts. This Ordinance amends the FY 2021/2022 budget by adjusting fund balance carryovers to actual amounts, as detailed in Exhibit "1."

## Carryforward of Projects and Purchase Orders

In addition, under Generally Accepted Accounting Principles, as one fiscal year ends and a new fiscal year begins, the City is required to carry forward the funds appropriated for prior year obligations that will be paid in the new fiscal year. This Ordinance amends the FY 2021/2022 budget for amounts reserved, committed, or assigned from the FY 2020/2021 budget for outstanding purchase orders and commitments as they relate to open projects that cross fiscal years, as detailed in Exhibit "1." Some of the more significant projects that are being re-appropriated include the following:

| Golf Course Expansion | $\$ 13,856,963$ |
| :--- | ---: |
| New Aquatic Facilitities | $4,000,000$ |
| Sandhill Crane Drive Extension | $3,067,423$ |
| Aquatic Complex Renovation | $2,884,772$ |
| Burns Road Community Center Modernization | $1,279,202$ |
| Campus Drive from RCA to PGA | 647,055 |
| Gardens Park Sports Field Lighting | 550,868 |
| Radio Infrastructure Equipment for Avenir | 425,000 |
| Radio Tower for Avenir | 370,841 |
| Tyler Energov Land Management Software | 354,097 |
| Johnson Dairy Military Trail Phase 2 | 338,445 |
| Signal Improvement - Golf Course | 285,525 |

## Other Significant Budget Adjustments

In addition to the carryforward of purchase orders and amounts designated for projects, the budget amendment records several additional adjustments to the General Fund. As part of the City's Maintenance, Repairs and Operations (MRO) Program, \$1,070,000 has been requested to accelerate several significant repairs and capital purchases and include the following:

| Tennis Center Parking Lot Resurface | $\$ 400,000$ |
| :--- | ---: |
| Planning and Zoning Furniture | 200,000 |
| Generator for Second Clubhouse | 190,000 |
| City Facilities Drainage Upgrade | 180,000 |
| Dancing Crane Screen Enclosure | 100,000 |

Due to the burden caused by the Part Time labor shortage, Recreation is unable to meet minimal staffing requirements to return Recreational services back to pre-pandemic levels. In order for the City to be competitive within the labor market and meet the second highest service demand represented in the most recent Resident Satisfaction Study, staff recommends the addition of 8 new Full Time Positions, increasing the total Full Time Position count from 550 to 558 as per the schedule below.

Customer Service Specialists 3
Teaching Assistants
Last, an allocation of $\$ 6,000,000$ is requested to fully fund the design and construction of Fire Station 6. Due to the increased construction of homes in Avenir, staff recommends the acceleration of the project to ensure appropriate level of Fire and EMS services for residents. Fire Station 6 is planned to be constructed on 15 acres of dedicated land by Avenir Development, LLC and Avenir Holdings, LLC per Resolution 82, 2018.

| Restricted Reserves for Other American Rescue Plan | $\$ 3,744,066$ |
| :--- | ---: |
| Budget Stabilization Reserve Account | $1,055,934$ |
| Fire Impact Fees | $1,200,000$ |

## Summary of Impacts on General Fund Budget Stabilization Reserve Fund

To summarize, the other significant budget adjustments contained in Ordinance 1, 2022 that impact the Budget Stabilization Reserve Account include the following:

1. Construction of Fire Station 6
2. Tennis Center Parking Lot Resurface
3. Planning and Zoning Furniture
4. Generator for Second Clubhouse
5. City Facilities Drainage Upgrade
6. Dancing Crane Screen enclosure
\$ 1,055,934
400,000 200,000
190,000
180,000
100,000

After the above amendments are made, the General Fund Budget Stabilization Reserve Account will total $\$ 6,505,879$ as of October 1, 2021. Unassigned General Fund Reserves remain unchanged and total $\$ 26,000,000$, which is equal to 24 percent of FY 2022 budgeted expenditures.

STAFF RECOMMENDATION: Staff recommends approval of Ordinance 1, 2022 as presented on first reading.

# AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALM BEACH GARDENS, FLORIDA, AMENDING THE CITY OF PALM BEACH GARDENS' BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022, INCLUSIVE; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES. 

WHEREAS, the City Council of the City of Palm Beach Gardens, Florida, adopted a Budget for the 2021/2022 Fiscal Year; and

WHEREAS, the City Council has determined that an amendment needs to be made to the previously adopted Fiscal Year 2021/2022 Budget; and

WHEREAS, the City Council deems approval of this Ordinance to be in the best interests of the health, safety, and welfare of the residents and citizens of the City of Palm Beach Gardens and the public at large.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PALM BEACH GARDENS, FLORIDA, that:

SECTION 1. The foregoing recitals are hereby affirmed and ratified.
SECTION 2. The City Council hereby amends the revenues and expenditures listed in the attached Exhibit "1" and adopts such amendments as to the Budget of the City of Palm Beach Gardens for the Fiscal Year October 1, 2021, through September 30, 2022, inclusive.

SECTION 3. All ordinances or parts of ordinances in conflict be and the same are hereby repealed.

SECTION 4. Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence, or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

SECTION 5. This Ordinance shall become effective immediately upon adoption.

PASSED this $\qquad$ day of $\qquad$ 2022, upon first reading.

PASSED AND ADOPTED this $\qquad$ day of $\qquad$ , 2022, upon second and final reading.

CITY OF PALM BEACH GARDENS
FOR
AGAINST
ABSENT
BY:
Rachelle A. Litt, Mayor

Chelsea Reed, Vice Mayor

Carl W. Woods, Councilmember

Mark T. Marciano, Councilmember

Marcie Tinsley, Councilmember

## ATTEST:

BY: $\qquad$
Patricia Snider, CMC, City Clerk

## APPROVED AS TO FORM AND

 LEGAL SUFFICIENCYBY:
R. Max Lohman, City Attorney

## EXHIBIT "1"

Clty of Palm Beach Gardens
Budget Amendment - Ordinance 1, 2022
FYE 09/30/2022
Exhlbit "1"

| GL Account | Espendiure/Prolect Name | Adjust Fund Balance to Actual | Additional Budget Adjustment | Reserved for Encumbrances | Designated for Projects/Other | Increase/(Decrease) to Budget |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| GENERAL FUND |  |  |  |  |  |  |
| 001.0200.512.5200 | Materials and Supplies |  |  | 1,411.00 |  | 1,411.00 |
| 001.0220.512.3400 | Contractual Services |  |  |  | 3,000.00 | 3,000.00 |
| 001.0220.512.5240 | Small Tools and Equplment |  |  |  | 64,005.00 | 54,005.00 |
| 001.0220.512.6900 | CIP-Tjer Energov Land Management Soltware |  |  | 274,390.00 | 79,707.00 | 354,097.00 |
| 001.0230.512.3150 | Professional Services - Other |  |  | 35,240.00 |  | 35,240.00 |
| 001.0230 .512 .6400 | Equipment |  |  |  | 10,000,00 | 10,000.00 |
| 001.0900.519.3150 | General Professional Services |  | 70,000.00 | 10,700.00 | 84,257.00 | 164,957.00 |
| 001.0900.519.6901 | CIP-COVID-19 |  |  | 66,695.00 |  | 56,695.00 |
| 001,0900.519.6901 | CIP-COVID-19/ Hurricane Preparediness |  |  |  |  | - |
| 001.0900.519.6901 | CIP Cliywide HVAC UV Ught |  |  | 64,386.00 |  | 64,386.00 |
| 001.0900.519.9100 | Trasfer out |  | 4,975,408.00 |  |  | 4,375,408.00 |
| 001.0900.519.9920 | Other Purposes | 6,071,013.00 |  |  |  | 6,071,013.00 |
| 001.0900.519.9920 | Unrestriaed |  |  |  |  |  |
| 001.0900.519.9925 | Aestricted for Debt Service | 12,866,335.00 | (6,650,382.00) |  |  | 6,175,953.00 |
| 001.0900.519.9926 | Restricted for Law Enforcement | 299,85100 |  |  |  | 299,451.00 |
| 001.0900.519.9930 | Asslgned for Sudget Stabliration | (2,167,357.00) | 639,040.00 |  |  | (528,317.00) |
| 001.0900.519.9931 | Assigned for Infrastructure |  | (3,744,066.00) |  |  | (3,744,066,00) |
| 001.1000.521.4600 | Repair and Maintenance |  |  | 6,050.00 |  | 5,050.00 |
| 001.1000.521.6900 | CIP-Radio Tower Avenir |  |  |  | 370,841.00 | 370,84100 |
| 001.1000 .521 .8120 | Add to Gov Agencies - Radio Consortium |  |  |  | 230,292,00 | 230,29200 |
| 001.1020 .525 .3150 | Professional Services |  |  | 2,800.00 |  | 2,800.00 |
| 001.1020 .525 .6400 | Equipment |  |  | 16,177.00 |  | 16,177.00 |
| 001.1030 .521 .64 .20 | Controlled Capital |  |  | 2,897.00 |  | 2,997.00 |
| 001.1200 .522 .3150 | Professlonal Services - Other |  |  |  | 45,000.00 | 45,000.00 |
| 101.1220.522.6400 | Equipment |  |  |  | 20,000.00 | 20,000.00 |
| 001.1230 .522 .3120 | Medical Professional Services |  |  | 22,675.00 |  | 22,615.00 |
| 001.1230 .522 .5200 | Materials and Supplies |  |  | 191,440.00 |  | 191,440.00 |
| 001.1230.522.5294 | Uniforms |  |  | 49,769.00 |  | 49,769.00 |
| 001.1230.522.6400 | Equipment |  |  | 65,000.00 |  | 65,000.00 |
| 001.1230.5226410 | Vehicles |  |  | 2.00 |  | 1.00 |
| 001.1230 .522 .6420 | Controlled Capital |  |  | 15,000.00 |  | 15,000.00 |
| 001.1230.522.6900 | Clp-Free Training Tower |  |  |  | 408.00 | 408.00 |
| -01.1230.5226900 | CiP-Electronic Security System for Fire Station 3,4,5 |  |  |  | 2.00 | 2.00 |
| 001.1230.522.6900 | CP-Construction of Fre Station 6 |  | 6,000,000.00 |  |  | 6,000,000:00 |
| 001.1400.515.3150 | Profersional Services-Other |  |  | 120,286.00 | 100,000.00 | 220,286,00 |
| 001.1400.515.4660 | CIP-Repair and Maintenance CDBG |  |  | 33,146,00 | 343,645.00 | 376,791.00 |
| 001.1400.515.8200 | Cip-Repair and Malintenance CDEG CARES ACt Assistance Program |  |  | 31,965,00 | 220,692.00 | 252,657,00 |
| 002.1430.524.4600 | Ropali and Maintenance |  |  | 3,680.00 |  | 3,600.00 |
| C01.2000.572.6400 | Equipment |  |  | 17,123.00 | 8,877.00 | 26,000,00 |
| 001.2000.572.6900 | CIP-Riverside Lobby \& Work Renovation |  |  |  | 1,162.00 | 1,16200 |
| 001.2032572 .6400 | Equipment |  |  |  | 193,800.00 | 193,800,00 |
| 001.2032 .572 .6900 | CP-Aquatic Complex Renovation |  |  | 2,012,947.00 | 872,425.00 | 2,884,77200 |
| 00120335723150 | Contractual Services |  |  |  | 4,000.00 | 4,000.00 |
| 001.2033 .572 .6400 | Equipment |  |  | 60,893.00 | 79,769.00 | 140,662.00 |
| 001.2040 .572 .6400 | Equipment |  |  |  | 6,000.00 | 5,000.00 |
| 001.2040 .572 .6900 | Clip-Plant Drive Plekieball Courts fiestrooms |  |  | 28.00 | 56,876.00 | 56,904,0\% |
| 00120805195200 | Materials and Supplies |  |  | 6,845.00 |  | 6,895.00 |
| 001.2080.519.6900 | CIP-Lake Catherine Park Enhancement |  |  | 86,343.00 | 7,232.00 | 93,575,00 |
| 001.2080.519.6900 | CIP-Irrigation System Pump Replacement 2 |  |  |  | 19,257.00 | 19,257.00 |
| 001.2080.519.6900 | Cip-Gardens Park Sports Field tighting |  |  | 426,575.00 | 124,293.00 | 550,868.00 |



Clty of Palm Beach Gardens

## Budget Amendment - Ordinance 1, 2022

FYE 09/30/2022

| GL Account | Expenditure/Prolect Name | Adjust Fund Balance to Actual |  | Additional Budget Adjustment |  | Reserved for <br> Encumbrances |  | Designated for Projects/Other |  | Increase/(Decrease) to Budget |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 107.2500.572.9931 | Assigned Reserves |  | 66.00 |  | - |  |  |  |  |  | 66.00 |
|  | Total Increase to Expenditures | 5 | 66.00 | 5 | - | 5 | - | 5 | - | \$ | 66.00 |
| GL Actount | Revenues |  |  |  |  |  |  |  |  |  |  |
| 107.389.0000 | Appropriated Fund Balance |  | 66.00 |  | - |  | - |  | - |  | 66.00 |
|  | Total Increase to Revenues | \$ | 66,00 |  | - |  | - |  | * | \$ | 66.00 |


| RECREATION IMPACT FUND |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 301.2000 .572 .6900 | Clp-Burns Road Community Center Renovations |  |  | 1,279,202,00 |  |  |  | 1,279,202.00 |
| 301.2000.572.6900 | CIP - Golf Course Club House Expansion |  |  |  |  | 6,062.00 |  | 6,062.00 |
| 301.2000.572.6900 | CIP- Baseball Expansion |  |  |  | 53,888.00 | 20,531.00 |  | 74,419.00 |
| 301.2000.572.9924 | Restricted Reserves |  | 317,037.00 |  |  |  |  | 317,037.00 |
|  | Total Increase to Expenditures | \$ | 317,037,00 | 1,279,202,00 | 53,888.00 | 26,593.00 | \$ | 1,676,720.00 |
| GLAccount | Revenues |  |  |  |  |  |  |  |
| 301.381.0000 | Transfer in |  |  | 1,279,202,00 |  |  |  | 1,279,202.00 |
| 301.389.0000 | Appropriated Fund Balance |  | 317,037,00 |  | 53,888.00 | 26,593.00 |  | 397,518.00 |
|  | Total Increase to Revenues | 5 | 317,037,00 | 1,279,202.00 | 53,888.00 | 26,593.00 | 5 | 1,676,720,00 |


| POLICEIMPACT FUND |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 302.1000 .521 .6900 <br> 302.1000.521.9924 | CIP-Radio infrastructure Equipment for Avenier |  |  |  | 425,000.00 |  | 425,000,00 |
|  | Restricted Reserves | 80,717.00 |  |  |  |  | 80,717.00 |
|  | Total Increase to Expenditures \$ | 80,717.00 | - | - | 425,000.00 | 5 | 505,717.00 |
| GLAccount | Revenues |  |  |  |  |  |  |
| 302389.0000 | Appropriated Fund Balance | 80,717.00 | - | - | 425,000.00 |  | 505,717.00 |
|  | Total Increase to Revenues S | 80,717.00 | - | $\checkmark$ | 425,000.00 | 5 | 505,717,00 |


| FIREIMPACT FUND |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 303.1200.522.6900 | CIP-Public Safety Training/iichard Rd Site |  |  | 1,023.00 | 936.00 |  | 1,959.00 |
| 303.1200.522.9910 | Transfer Out |  | 1,200,000.00 |  |  |  | 1,200,000,00 |
| 303.1200.522.9924 | Restricted Reserves | 121,067.00 | (1,200,000.00) |  |  |  | (1,078,933.00) |
|  | Total Increase to Expenditures | 121,077.00 | - | 1,023.00 | 936.00 | \$ | 123,026,00 |
| GL Account hevenues |  |  |  |  |  |  |  |
| 303.389.0000 | Appropriated Fund Balance | 121,067.00 | $\checkmark$ | 1,023.00 | 936600 |  | 123,026.00 |
|  | Total Increase to Revenues \$ | 121,067.00 |  | 1,023.00 | 936.00 | s | 123,026.00 |


| ART IMPACT FUND |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 304.1400.515.6900 <br> 304.1400.515.9924 | CIP-Art in Public-Places- Bus Sheilers DesignRestriced Reserves |  | 39,704.00 |  | 40,684.00 | 48,541.00 |  | $\begin{array}{r} 89,325.00 \\ 39,704.00 \\ \hline \hline \end{array}$ |
|  |  |  |  |  |  |  |  |  |
|  | Total Increase to Expenditures | S | 39,704.00 | - | 40,684.00 | 48,641.00 | \$ | 129,029.00 |
| Gl Account | Revenues |  |  |  |  |  |  |  |
| 304.389.0000 | Appropriated Fund Balance |  | 39,704.00 | $\sim$ | 40,684.00 | 48,641.00 |  | 129,029.00 |
|  | Total Increase to Revenues | 5 | 39,704.00 | $\checkmark$ | 40,684.00 | 48,641.00 | 5 | 129,029.00 |


| ROAD IMPACT FUND |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  | 231,689.00 |  | 53,836.00 |  | 285,525.00 |
| 305.0900 .541 .6900 305.0900,541.9924 | CiP - Sandhill Crane Drive Extenslon |  |  |  |  |  | 1,987,365.00 |  | 1,080,058.00 |  | 3,067,423.00 |
|  | Restricted Reserves |  | (2,795,354.00) |  | 2,795,354.00 |  |  |  |  |  |  |
|  | Total Increase to Expenditures | s | (2,795,354.00) |  | 2,795,354.00 |  | 2,219,054.00 |  | 1,133,894.00 | s | 3,352,948,00 |
| Gl Account | Revenues |  |  |  |  |  |  |  |  |  |  |
| 305.381,0000 | Transfer in |  |  |  | 2,795,354.00 |  |  |  |  |  | 2,795,354.00 |
| 305.389.0000 | Appropriated Fund Solance |  | (2,795,354.00) |  |  |  | 2.219,054.00 |  | 1,133,894.00 |  | 557,594.00 |
|  | Total Increase to Revenues | \$ | (2,795,354.00) | 5 | 2,795,354.00 | 5 | 2,219,054.00 | 5 | 1,133,894,00 | s | 3,352,948,00 |




