



ITEM NO. 14B2

North Bay Village Recommendation Memorandum

DATE: June 30, 2021

TO: Honorable Mayor, Vice Mayor and Members of the Village Commission

FROM: Carla Gomez, Human Resources Director

SPONSORED BY:

SUBJECT: Budget Amendment for Organizational Position Changes, Village Attorney Fees, Kayak Launch Transfer, 79th Street Complete Streets Study, Island Walk, Pride Event and 4th of July Event - Village Manager Dr. Ralph Rosado (*Chief Financial Officer Angela Atkinson*)

RECOMMENDATION

A RESOLUTION OF THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AMENDING THE BUDGET FOR FISCAL YEAR 2020-2021; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

Village Staff is seeking a budget amendment to address the following:

Organizational Changes

Commission Aide

- In February 2021, the Village Commission approved the reclassification of the Legislative Aide position into a Commission Aide position, increasing the salary and job responsibilities for the next incumbent. This position was filled in May 2021, with an annual salary of \$50,000. The former Legislative Aide position was budgeted at \$39,784. In order to continue to fund the reclassified position through the end of the current fiscal year, we are requesting a budget amendment in the amount of \$4,345 from Office Supplies and Salary Savings.

Reclassification of Communications and Special Events Coordinator to Director of Communications and Special Events

- In January 2021, our former Communications and Special Events Coordinator separated from employment with the Village. Through a rigorous recruitment process, we faced

significant challenges and were unable to recruit a suitable replacement at an annual salary of \$70,000. Therefore, in January 2021, the position was reclassified to the Director of Communications and Special Events with an annual salary of \$80,000. In order to continue to fund the reclassified position through the end of the current fiscal year, Village Staff is requesting a budget amendment in the amount of \$10,531 from Special Department Supplies and Salary Savings. Backup documentation is attached for reference.

Police Department

- The staffing situation in Communications has become extremely dire, as we are unable to fully complete our communications mission. This situation has become even more critical with the loss of staffing due to various medical reasons. To that end, we are requesting a budget amendment to cover the addition of one (1) dispatcher position through the end of the fiscal year, with the understanding that this position will need to be budgeted for the next fiscal year. The total cost impact of this budget amendment request applicable to FY20/21 is \$14,888. Backup documentation is attached for reference.

Attorney Fees

- We are requesting a budget amendment for attorney fees relating to labor and employment. Estimates are based based on \$250/hour for 30 hours of work). This is to provide services relating to the FOP and FOPA labor negotiations, which will be occurring over the next few months. In addition, the Village currently has three pending arbitrations during his FY's budget, but we are monitoring that matter and may have to adjust the budget accordingly. The other legal fees are being increased based on average cost per month. The total amount being requested is \$71,462 from Unreserved Fund Balance. Please refer to the backup documentation attached for more details.

Island Walk North Plaza - Budget Transfer

Execution of the Island Walk North Plaza Design Revision work proposal requires a budget amendment to transfer \$69,600 from the Park Improvement Fund to Island Walk Design & Permitting Development Account. The cost will be reimbursed \$34,800 from a Florida Inland Navigation District Grants (\$100,000) awarded to the Village for design and permitting of the Island Walk projects.

Vogel Park Marine Facility - Budget Transfer

At the February 9, 2021 commission meeting, Commissioners approved a Work Authorization with EAC Consulting in the amount of \$30,952.33 for Vogel Park Marine Facility surveying, permitting strategy & conceptual design services. Approval require a budget amendment to transfer \$30,952.33 from the Park Improvement Fund to Kayak Launch Park Improvement Account. The portions of cost for the work proposal will be reimbursed in the amount of \$23,000 from a Florida Recreation Development and Acquisition Program grant \$7,500 and Florida Inland Navigation District grant \$15,500.

79th Street Causeway Complete Street Study-Capital Project Fund

Budget Amendment for NBV SR934/79th Street Causeway Corridor Study. We are funding this item with \$60,000 TPO and a matching amount of \$33,675.55 from CITT Fund. The work proposal was approved with Resolution 2021-014, this amendment is to specify budget appropriation.

Island Walk Cost Benefit Analysis-Capital Projects Fund

Transfer \$14,352 from the Park Improvement Fund, allocating reserves from Impact fees to the GL Line item 320.60.630.3116 Capital Projects Fund for professional services for an Island Walk Cost Benefit Analysis.

Pride Event and 4th of July

Allocate donations received for 4th of July event and transfer \$4,600 from Commissioner Chervony's Travel, Conferences & Meetings Line item to cover \$1,000 for 4th of July Event and \$3,600 for Pride Event. In addition we are transferring \$4,000 from Ties School Support to replenish Music at the Park line item, that had previously a budget, but was amended for Vogel Park Sports Event. Total amendment \$11,600. Documentation is attached.

BUDGETARY/FINANCIAL IMPACT (Finance Dept.)

\$ 263,795.88 from various accounts, with \$23,000 Grant Reimbursable for Vogel Park, \$60,000 from TPO Grant for 79th Street Complete Streets Study and \$34,800 Grant Reimbursable for Island Walk.

PERSONNEL IMPACT

1 Dispatcher and 1 Inspector

RESOLUTION NO. 2021- _____

A RESOLUTION OF MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AMENDING THE BUDGET FOR FISCAL YEAR 2020-2021; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 21, 2020, the North Bay Village (the “Village”) Commission adopted Resolution No. 2020-56 approving the budget for fiscal year 2020-2021 (the “Budget”); and

WHEREAS, pursuant to Section 166.241(5), Florida Statutes, the Village Commission may amend a budget at any time within a fiscal year; and

WHEREAS, pursuant to Section 35.21 of the Village Code of Ordinances and Florida Law, the Village Commission desires to amend the Budget consistent with the staff memorandum accompanying this resolution by authorizing the line item transfers as further provided in Exhibit “A” attached hereto and incorporated herein; and

WHEREAS, the Village Commission finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:

Section 1. Recitals. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Amending Budget. That the Village Commission hereby approves an amendment to the budget by authorizing the line item transfers as further provided in Exhibit “A” attached hereto and incorporated herein.

Section 3. Implementation. That the Village Manager, Village Clerk, and Village Attorney are hereby authorized to take such further action as may be necessary to implement the purpose and provisions of this Resolution.

Section 4. Effective Date. That this Resolution shall be effective immediately upon adoption.

The foregoing Resolution was offered by _____ who moved its adoption. The motion was seconded by _____ and upon being put to a vote, the vote was as follows:

Mayor Brent Latham _____

Vice Mayor Marvin Wilmoth _____

Commissioner Richard Chervony _____

Commissioner Rachel Streitfeld _____

Commissioner Julianna Strout _____

PASSED AND ADOPTED on this _____ day of _____, 2021.

Brent Latham, Mayor

ATTEST:

Elora Riera, MMC
Village Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Weiss Serota Helfman Cole & Bierman, PL
Village Attorney



**North Bay Village
Budget Amendment Form**

Department	Recreation & Human Services	Date	6/17/2021
Fund(s) to be changed	General Fund		

GL Account	GL Line Item	Transfer from:	Transfer to:
001-19-519-5550	Office Supplies	10,531	
001-71-571-1200	Regular Salaries		9,115
001-71-571-2100	Fica		697
001-71-571-2200	Retirement		719
TOTAL (Columns must be equal)		10,531	10,531

Description

Reclassification of Communications & Special Events Coordinator to Director of Communications, Marketing and Special Events. FY2021 Budget = \$70,000 Need to increase to \$80,000

Department	General Government	Date	6/17/2021
Fund(s) to be changed	General Fund		

GL Account	GL Line Item	Transfer from:	Transfer to:
001-19-519-5231	Special Department Supplies	4,345	
001-19-519-1200	Regular Salaries		3,693
001-19-519-2100	Fica		283
001-19-519-2200	Retirement		369
TOTAL (Columns must be equal)		4,345	4,345

Description

We have \$6,523 in salary savings so we only need to transfer \$4,345 to cover the difference for Commission Aide (retitled from Legislative Aide) FY21 Budget = \$39,784 Commission Aide hired 5/17/21 with \$50,000 salary

Approved by:

Department Head : _____

Chief Financial Officer: _____

Village Manager: _____



**North Bay Village
Budget Amendment Form**

Department Capital Projects Fund	Date 6/23/2021
Fund(s) to be changed: Park Improvement Fund & Capital Projects Fund	

GL Account	GL Line Item	Debit	Credit
<u>110.61.630.9132</u>	Transfer to Capital Project Fund	14,352.00	
<u>110.00.389.3890</u>	Appropriation of Fund Balance		14,352.00
<u>320.60.630.3116</u>	Professional Services	14,352.00	
<u>320.00.381.3810</u>	Transfer from Park Improvement Fund		14,352.00
TOTAL (Columns must be equal)		28,704.00	28,704.00

Description:

Transfer \$14,352 from the Park Improvement Fund, allocating reserves from Impact fees to the GL Line item 320.60.630.3116 Capital Projects Fund for professional services for an Island Walk Cost Benefit Analysis.