



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*)

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### 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 requires 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**

<b>Department</b>	<b>Police Department</b>	<b>Date</b>	<b>6/21/2021</b>
<b>Fund(s) to be changed: General Fund</b>			

<b>GL Account</b>	<b>GL Line Item</b>	<b>Transfer from:</b>	<b>Transfer to:</b>
<a href="#">001-00-389-3891</a>	Appropriation of Unassigned Fund Balance	14,888	
<a href="#">001-21-521-1200</a>	Regular Salaries		9,880
<a href="#">001-21-521-2100</a>	Fica		756
<a href="#">001-21-521-2200</a>	Retirement		1,069
<a href="#">001-21-521-2300</a>	Health, Life, Dental Insuran		3,183
<b>TOTAL (Columns must be equal)</b>		<b>14,888</b>	<b>14,888</b>

**Description:**

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 funding should be available from the unassigned fund balance.