



TOWN OF BAY HARBOR ISLANDS MEMORANDUM

DATE: FEBRUARY 10, 2021
TO: HONORABLE MAYOR, VICE-MAYOR AND MEMBERS OF THE TOWN COMMISSION
FROM: MARIA LASDAY, TOWN MANAGER
RE: FY 2020/2021 BUDGET AMENDMENT ORDINANCE No. 1055

The State of Florida, the Charter of the Town of Bay Harbor Islands, and sound financial management practices require monitoring of the Town's budgetary condition. Budget requirements include maintaining a balanced budget and a prohibition against entering into encumbrances for which there is not sufficient appropriation.

The Town Commission monitors the budget to actual summary at the fund level monthly on each agenda. The Town Manager is authorized by the Charter to make adjustments within funds so long as the appropriation for each fund is not exceeded. The purpose of this budget amendment is for the Town Commission to amend the FY 2020/2021 annual budget and to recognize changes in revenues and expenditures that differ from the adopted budget.

The attached document represents the amendment that ensures compliance with State law, Town Charter, and sound financial management practices.

Staff has reviewed FY 2020/2021 actual revenues and expenditures and recommends a change to the FY 2020/2021 annual budget as follows:

GENERAL FUND (Attachment A & B)

The General Fund is being amended to:

1. Re-appropriate \$249,825 from current year Fund Balance for carryforwards for the projects funded in prior Fiscal Year 2019/2020 but not completed or deferred until after September 30, 2020. Prior Finance Director Melissa Cruz memo attached (Attachment B).

2. Appropriate \$54,400 from current year Fund Balance for agreement between Town and David Caserta Government Relations, Inc. for consulting services related to government relation efforts at the State Level.
3. Increase \$225,000 in estimated Revenues expected to be reimbursed by FEMA due to the COVID19 Pandemic Emergency and Disaster Relief services, and increase \$225,000 in Estimated expenditures, to account for COVID19 Pandemic expenses.

CAUSEWAY FUND (Attachment A)

The Causeway Fund is being amended to:

1. Appropriate \$216,135.08 for Regular Salaries and Wages, FICA Taxes, Retirement Contributions, Group Insurance, Worker's Compensation Insurance and Unemployment Compensation Insurance (Combined Personnel Services) expenditures to account for Town's Engineer and Sun Pass Manager positions.
2. Appropriate \$75,000.00 for Professional Services to account for Lobbyist Services to represent Town in FAA's findings of no significant impact and records of decision concerning their order diverging flight patterns affecting the Town.
3. Re-appropriate \$11,752.25 for Communications and Freight expenditures for an agreement between the Town and TransCore, LP for outstanding compensation for labor and materials from November 2019 through October 2020.

SEWER FUND

The Sewer Fund is being amended to:

1. Appropriate \$185,500.00 Professional Services expenditures for an agreement between the Town and Kimley-Horn Engineering to provide professional services to design, permit and certify ~200 linear feet of a proposed 18" gravity sewer extension from Bay Harbor Terrace to the Town's existing lift station. This upgrade is mandatory to be in compliance with DERM standards to accept the 1177 Kane Concourse project's new sewer line.

STORM WATER FUND

The Storm Water Fund is being amended to:

1. Appropriate \$127,950.00 Professional Services expenditures for an agreement between the Town and KCI Technologies Inc. to develop a Town wide Storm Water Master Plan.

ORDINANCE NO. 1057

**AN ORDINANCE OF THE TOWN COUNCIL OF THE
TOWN OF BAY HARBOR ISLANDS, FLORIDA,
APPROVING BUDGET AMENDMENT NO. 1 FOR THE
FISCAL YEAR 2020/2021 BUDGET; PROVIDING FOR
IMPLEMENTATION; AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, on September 14, 2020 the Town of Bay Harbor Islands (the "Town") Commission adopted Ordinance No. 1051 approving the Budget for Fiscal Year 2020/2021 and establishing revenues and appropriations for the Town; and

WHEREAS, the General Fund is being amended to (i) re-appropriate \$249,825.00 from current year reserves for Carryforwards for the projects funded in FY 2019/2020 and (ii) \$54,400.00 for Agreement with David Caserta Government Relations.

WHEREAS, the Causeway Fund is being amended (i) to increase expenditure estimates of \$216,135.08 in Personnel Expenditures to account for Town Engineer and SunPass Manager positions and (ii) to increase expenditure estimates of \$75,000 for Lobbyist Services and (iii) to increase expenditure estimates of \$11,752.25 for Toll System maintenance agreement with TransCore LP.

WHEREAS, the Sewer Fund is being amended to increase expenditure estimates of \$217,500.00 for professional services to design, permit and certify ~200 linear feet of a proposed 18" gravity sewer extension from Bay Harbor Terrace to the Town's existing lift station. This upgrade is mandatory to by in compliance with DERM standards to accept the 1177 Kane Concourse project's new sewer line.

WHEREAS, the Storm Water Fund is being amended to increase expenditure estimates of \$127,150.00 for professional services to develop Town wide Storm Water Master Plan.

WHEREAS, an increase to the budgeted revenue estimates and expenditure estimates is required for the General Fund, to comply with Florida Statutes and the Town's commitment to sound budgeting practices, where budgeted expenditures may not exceed anticipated revenues; and

WHEREAS, the Town Commission desires to amend the Fiscal Year 2020/2021 budget by amending the General Fund as set forth in Attachment "A" attached hereto; and

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

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE
TOWN OF BAY HARBOR ISLANDS, FLORIDA, AS FOLLOWS:**

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

Section 2. Approving Budget Amendment No. 1. The Town Commission approves the 2020/2021 fiscal year Budget Amendment No. 1 as provided for in Attachment "A" attached hereto.

Section 3. Implementation. The Town Manager and/or his designee are directed to take any and all action necessary to accomplish this Budget Amendment No. 1 and the purposes of this Ordinance.

Section 4. Effective Date. This Ordinance shall take effect immediately upon passage by the Town Council on second reading.

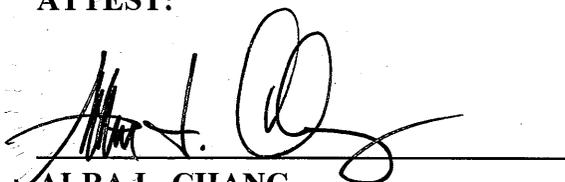
PASSED on first reading this 10th day of February, 2021.

PASSED on second and Final Reading this 10th day of March, 2021.



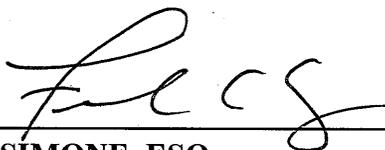
STEPHANIE BRUDER
MAYOR

ATTEST:



ALBA L. CHANG
TOWN CLERK

APPROVED AS TO THE FORMS AND CONTENTS



FRANK SIMONE, ESQ.
TOWN ATTORNEY

Town of Bay Harbor Islands, Florida
Amendments to the 2020-2021 Budget
Attachment A

Fiscal Year 2020/2021

Budget Amendm. No. 1

Fund Nos. **001 General Fund**
 401 Causeway Fund
 402 Sewer Fund
 406 Stormwater Fund

Account Number	Account Description	Justification	Original/Adjusted Budget	Increase	Decrease	Adjusted Budget
GENERAL FUND						
REVENUES						
001.9990.331501.000	Federal Grant-Disaster Relief	To Increase Estimated Revenues for FEMA reimbursements related to	\$ -	\$ 225,000.00	\$ -	225,000.00
001.9990.382010.000	Appropriation From Fund Balance	To Appropriate Fund Balance for Expenditures below	\$ 535,000.00	\$ 304,225.00	\$ -	839,225.00
TOTAL	GENERAL FUND REVENUES			\$ 529,225.00		
EXPENDITURES						
001.5125.400031.000	Town Clerk - Document Scanning	Re-appropriate Fund Balance for Carryforwards in General Fund. Amounts were originally funded in FY 2019/2020. See prior Finance Director Memo attached (Attachment B)	5,000.00	10,000.00	-	15,000.00
001.5135.400049.000	IT - PCI Compliance/Ongoing Maintenance		-	3,000.00	-	3,000.00
001.5135.400066.000	IT - Work Order and IT Service Ticket Software		-	7,000.00	-	7,000.00
001.5137.400048.000	HR - Employee Banquet		11,000.00	17,500.00	-	28,500.00
001.5190.400034.000	PB-Consultant for Town Hall Renovation Design		62,580.00	75,000.00	-	137,580.00
001.5190.400063.000	PB-Town Hall Renovation		35,000.00	118,500.00	-	153,500.00
001.5125.400064.000	PD-Patrol Shields, LPR System, Rifle Plates		99,025.00	18,825.00	-	117,850.00
001.5110.400031.000	Town Council-Professional Services	Appropriate Fund Balance for David Caserta Government Relations agreement	18,000.00	54,400.00	-	72,400.00
001.5250.400034.000	COVID19 Pandemic Expenses	Emergency and Disaster Relief Expenditures related to COVID19	-	225,000.00	-	225,000.00
TOTAL	GENERAL FUND EXPENDITURES			\$ 529,225.00		
CAUSEWAY FUND						
401.5415.400012.000	Regular Salaries and Wages	Appropriate Causeway	1,109,738.00	155,000.00	-	1,264,738.00

401.5415.400021.000	F.I.C.A Taxes	Personnel Services to include Town Engineer position and Sun Pass Manager	88,715.00	11,858.00	-	100,573.00
401.5415.400022.000	Retirement Contribution		199,837.00	24,919.00	-	224,756.00
401.5415.400023.000	Group Insurance		261,280.00	23,550.00	-	284,830.00
401.5415.400024.000	Workers' Compensation		3,308.00	33.08	-	3,341.08
401.5415.400025.000	Unemployment Compensation		5,549.00	775.00	-	6,324.00
401.5415.400031.000	Professional Services	Appropriate Fund Balance for Lobbyist Services	133,500.00	75,000.00	-	208,500.00
401.5415.400041.000	Communications and Freight	Re-appropriate expenditures for Toll System Maintenance Agreement with TransCore,	25,000.00	11,752.25	-	36,752.25
TOTAL	CAUSEWAY FUND EXPENDITURES			\$ 302,887.33		
SEWER FUND						
402.5350.400031.000	Professional Services	Appropriate expenditures for Kimley-Horn Engineering agreement.	15,600.00	185,500.00	-	201,100.00
TOTAL	SEWER FUND EXPENDITURES			\$ 185,500.00		
STORM WATER FUND						
406.5380.400031.000	Professional Services	Appropriate Expenditures for KCI Technologies Inc. agreement.	200.00	127,950.00	-	128,150.00
TOTAL	STORM WATER FUND EXPENDITURES			\$ 127,950.00		

