

Meeting Date: November 10, 2015

Agenda Item 10

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration Workshop

SHORT TITLE OR MOTION: Approval of budget adjustment to appropriate and rollover funding totaling \$1,796,995 from Fiscal Year 2015 to Fiscal Year 2016 for capital outlay and operating expenditures.

Summary of Purpose and Why:

The annual budget adoption resolutions authorize staff to fund all purchases that have been ordered by a valid purchase order document, but not yet received by the close of the fiscal year. In those cases, the financial system, via the purchase order document, will encumber and roll forward the required budget into the new fiscal year to pay for the item upon its receipt.

In some cases, however, bids have not been awarded and funding has not been encumbered via a purchase order. For these items, the budget must be re-appropriated in the new year because a financial system encumbrance did not exist on the date at which new purchases were forbidden to be entered into the financial system.

Attached is an explanation of the items being considered for appropriation.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Budget Office
- (2) Primary staff contact: Ernesto Reyes, Assistant to the City Manager for Budget and Strategic Planning Ext. 4049
- (3) Expiration of contract, if applicable: NA
- (4) Fiscal impact and source of funding: Funding comes from prior year appropriations; if not re-appropriated, the funds would fall to fund balance or retained earnings.

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL HEAD SIGNATURE
<u>Budget Office</u>	<u>11/3/15</u>	<u>[Signature]</u>
<u>Finance</u>	<u>11/3/15</u>	<u>[Signature]</u>

City Manager [Signature] [Signature]

ACTION TAKEN BY COMMISSION:

<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>	<u>Workshop</u>
1st Reading <u> </u>	1st Reading <u> </u>	Results: <u> </u>	Results: <u> </u>
2nd Reading <u> </u>	<u> </u>	<u> </u>	<u> </u>

**ERNESTO REYES, Assistant to the City Manager for
Budget and Strategic Planning**

100 W. Atlantic Boulevard
Pompano Beach, FL 33060
Phone: (954) 786-4049
Fax: (954) 786-4504



MEMORANDUM

DATE: November 3, 2015
TO: Dennis W. Beach, City Manager
FROM: Ernesto Reyes, Assistant to the City Manager for Budget and Strategic Planning
SUBJECT: FY 2016 Rollover Requests

Every year departments usually have capital or operational items that need to be rolled over into the new fiscal year. The funds to be rolled over are associated with items that were approved in the preceding year's budget. The reason the funds need to be rolled over is that the expenditures were not fully spent or encumbered by September 30, 2015.

Attached is a spreadsheet that identifies each rollover request. The requests in nature are to purchase capital equipment or finish projects that began last fiscal year, but will not be completed until the new fiscal year. Other requests for carrying forward funds are to pay for expenses that are budgeted on a calendar year basis.

Below you will find a summary of all requested rollovers and appropriations detailed by fund and division. Please note that the funds to be rolled over will be taken to the Commission for consideration.

General Fund - \$536,623

***Public Communications* [\$15,177]**

- a) \$13,927 - To cover Code Red Emergency Notification System.
- b) \$1,250 - To cover travel for Beneath the Sea Trade Show in Secaucus, NJ.

***City Clerk* [\$23,110]**

- a) \$1,110 - To cover tuition for staff member.
- b) \$22,000 - To acquire a centralized storage warehouse for the City's official records.

***Finance* [\$356]**

- a) To cover the Continuing Professional Education requirements for three staff members which cover a two year period and are taken at various stages during that two year term.

Budget [\$49,888]

- a) \$43,021 - To fund FAU training.
- b) \$3,614 - To cover travel expenses for staff.
- c) \$2,893 - To cover Sun Sentinel advertising costs for budget notices.
- d) \$360 - To cover costs of (40) binders for adopted budget books.

Development Services [\$197,115]

- a) \$6,798 – At the March 10, 2015 City Commission hearing, staff was directed to study NE 48th/49th Street in regards to its designation as a Broward County Trafficway. Staff has undertaken the study and has prepared an application to delete the roadway from the Trafficway Plan. The proposed application to remove NE 48th/49th Street from the Broward County Trafficways Plan was recommended at the September 23, 2015 Planning and Zoning Board meeting. The costs associated with this rollover will cover the application fees.
- b) \$99,805 – Powerline Road – The contract for this project was delayed at the request of the City Manager. A meeting is scheduled with the City Manager to discuss award of the contract.
- c) \$60,000 – Affordable Housing – Project delayed because RFP was pulled and re-advertised. A selection committee has ranked the proposals.
- d) \$30,512 – Land Use Plan Amendment for the Atlantic Boulevard Over District LAC. Work has commenced on this project; however, the professional services contract was under \$25,000. Additional funding will be needed for the public approval phase of the contract. Funds will also be needed to cover the \$13,000 in Broward County application fees.

Fire [\$58,000]

- a) To cover rent for warehouse.

Public Works [\$112,523]

- a) \$16,804 – This funding is for the beach cleaning (Beach Raker) operation. A few months ago, we were inundated with seaweed and needed to put additional efforts to resolve, which caused additional monies to be spent. The rollover funds in the Sanitation Division will be used to pay the September Beach Raker invoice.
- b) \$88,474 – To rollover the funding to purchase a replacement boat. The City went out for bid for a new boat, however, the responses were less than accommodating. We are now going to put out an RFP for the boat purchase and since this process will take time, we need to rollover the funds in the Sanitation Division.
- c) \$7,245 – To cover costs for two (2) saws and a sprayer trailer in the Streets Division.

Non-Departmental/General Administration [\$80,454]

- a) Children in the Arts – [\$3,916] Unspent funds from the previous fiscal year, as well as donations that were received, but not appropriated, will be rolled over and recognized for FY16.
- b) Areawide Council on Aging – [\$18,056] Unspent funds from previous fiscal year and recognized for FY16.
- c) Family Central – [7,750] Unspent funds from previous fiscal year and recognized for FY16.
- d) Saint Laurence Chapel Day Shelter – [\$732] Unspent funds from previous fiscal year and recognized for FY16.
- e) Community Reconstruction Housing – [\$50,000] Unspent funds from the previous fiscal year for agreement effective September 1, 2015, but not yet invoiced.

Capital Project Fund – \$720,268

- a) *Art in Public Places* – Funding is being rolled over to fund existing approved projects that have not been completed.

Utility Fund – \$401,435

- a) Water Treatment Plant - \$17,008 – To purchase an additional service truck.
- b) Water Treatment Plant - \$25,000 – To purchase a total organic content instrument.
- c) Water Treatment Plant - \$128,053 – To purchase four (4) flow meters.
- d) Water Treatment Plant - \$45,950 – To purchase a concentrate flow meter and cost of installation.
- e) Reuse Water Treatment Plant - \$60,898 – To purchase plant flow meters.
- f) Reuse Water Treatment Plant - \$4,200 – To offset costs of flow meters and installation.
- g) Reuse Administration - \$62,124 – To fund reuse installations-Oasis Reuse Program.
- h) Wastewater Pumping - \$7,750 – To fund completion of Boom Truck reconditioning.
- i) Wastewater Pumping - \$50,452 – For procurement of the Emergency Bypass Pump.

Air Park Fund – \$40,321

- a) \$3,146 - To fund a property appraisal to determine fair market land rental rate in support of a lease the Air Park must establish with the FAA for land utilized by existing water wells.
- b) \$18,375 – To fund additional costs associated with security enhancements that were delayed due to weather and waiting for FAA input in regards to camera placement and gate pin pad. The entrance door card reader/licensing tie-in to City’s AMAG Symmetry access control system (\$6,300), curbing of gate pin-pad (\$2,500), and widening, paving/resurfacing of the gated entrances (\$5,000), heavy duty gate operator (\$4,575) were not completed in FY15.
- c) \$18,800 – To cover Air Park participation amount for FDOT grant to install airfield pavement markings, surface painted signs, and rejuvenation per FAA/FDOT compliance mandates. (Total project amount \$4,200) The project was unable to begin in FY15 due to delays at the FDOT. Also, the Air Park participation amount for FAA/FDOT grant to develop a Wildlife Hazard Assessment and Management Plan per FAA/FDOT compliance mandates. (Total participation amount \$14,600).

Health Insurance Fund – \$25,098

- a) These funds were received and deposited in the beginning of September 2015, as it relates to the Affordable Care Act rebate to employees for those covered and effected members in 2014. This rebate will be made in the next few months. In accordance with previous instructions from Finance, for other similar refunds, these funds were deposited into account 505-5510-596.45-10 Insurance/Health Insurance Premiums HMO.

Risk Management Fund – \$35,000

- a) Funds were budgeted in the Risk Management account in anticipation of the purchase of an upgrade of the current Risk Management claims management system, RiskMaster. The current RiskMaster program used by the City is approximately 16 years old; is antiquated and we have experienced maintenance and erroneous data file configuration errors as a result of the aged software program. The RiskMaster system is used to tract all claims – property, auto, general liability and worker’s compensation claims, providing reports, database information and other business information and reports on claims payments and analytics.

Vehicle Services Fund – \$38,250

- a) To purchase an additional diesel fuel storage tank to be sited at Fire Station 52 (Palm Aire on SW 27th Avenue).

Total rollovers and additional requests for all funds amount to \$1,796,995.

Attachment

Budget Rollovers From Fiscal Year 2015 to Fiscal Year 2016				
Department	Account	Line Item Description	Amount	Explanation
General Fund				
Public Communications	001-1035-510-46-50	Special Services	\$ 13,927	To cover Code Red Emergency Notification System
Public Communications	001-1035-510-48-50	Marketing Special Events	\$ 1,250	To cover travel for Beneath the Sea Trade Show in Secaucus, NJ
City Clerk	001-1050-510-26-40	Education	\$ 1,110	To cover tuition for staff member
City Clerk	001-1050-510-44-10	Rentals & Leases	\$ 22,000	To cover cost of storage fees for City Records
Finance	001-1310-513-40-10	Travel/Education/Member	\$ 356	Continuing Professional Education courses
Budget	001-1360-513-31-60	Professional Services	\$ 43,021	To fund FAU Training
Budget	001-1360-513-40-10	Travel/Education/Member	\$ 3,614	To cover travel expenses for staff
Budget	001-1360-513-48-10	Advertising	\$ 2,893	To cover Sun Sentinel advertising costs for budget notices
Budget	001-1360-513-51-10	Office Supplies	\$ 360	To cover costs of (40) binders for adopted budget books
Dev. Svcs. - Planning & Zoning	001-1510-515-31-60	Professional Services	\$ 6,798	Application fees for Broward County Trafficways Plan
Dev. Svcs. - Planning & Zoning	001-1510-515-31-60	Professional Services	\$ 99,805	Contract for Powerline Road project
Dev. Svcs. - Planning & Zoning	001-1510-515-31-60	Professional Services	\$ 60,000	Contract for Affordable Housing project
Dev. Svcs. - Planning & Zoning	001-1510-515-31-60	Professional Services	\$ 30,512	Land Use Plan Amendment for Atlantic Blvd. Over District LAC
Fire - Fire Operations	001-2210-522-44-10	Rentals & Leases	\$ 58,000	To cover rent for warehouse
Public Works - Sanitation	001-3020-530-43-50	Disposal Charges	\$ 16,804	Beach Raker services (beach cleaning)
Public Works - Sanitation	001-3020-530-64-40	Light Mach/Equipment	\$ 88,474	To purchase replacement boat
Public Works - Streets	001-3030-530-46-30	Machinery & Equipment	\$ 7,245	Two (2) Saws and a Sprayer Trailer
Non-Departmental	001-9910-599-82-13	Children in the Arts	\$ 3,916	Recognize remaining FY 2015 funds and donations
Non-Departmental	001-9910-599-82-20	Area-wide Council on Aging	\$ 18,056	Recognize remaining FY 2015 4th Quarter funding
Non-Departmental	001-9910-599-82-25	Family Central, Inc.	\$ 7,750	Recognize remaining FY 2015 4th Quarter funding
Non-Departmental	001-9910-599-82-37	Saint Laurence Chapel Day Shelter	\$ 732	Recognize remaining FY 2015 funding
Non-Departmental	001-9910-599-82-39	Community Reconstruction Housing	\$ 50,000	Recognize and rollover balance from FY 2015
Capital Project Fund		General Fund Total	\$ 536,623	
Capital Project	302-0000-599-48-60	Art in Public Places	\$ 720,268	To fund ongoing Public Art projects
Utility Fund				
Utilities - Water Treatment Plant	412-3320-533-64-05	Motor Vehicles	\$ 17,008	To purchase an additional service truck
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$ 25,000	To purchase total organic content instrument
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$ 128,053	To purchase four (4) flow meters
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$ 45,950	To purchase concentrate flow meter and installation cost
Utilities - Reuse Water Treatment Plant	412-3340-533-64-40	Light/Machinery & Equipment	\$ 60,898	To fund a flow meter study
Utilities - Reuse Water Treatment Plant	412-3340-533-64-40	Light/Machinery & Equipment	\$ 4,200	To offset costs of flow meters and installation
Utilities - Reuse Administration	412-3350-533-64-70	Service Connections Reuse	\$ 62,124	To fund plumbers expense for reuse installations - Oasis Reuse Program
Utilities - Wastewater Pumping	412-3510-535-63-00	Improvements Other Than	\$ 7,750	To fund completion of Boom Truck reconditioning
Utilities - Wastewater Pumping	412-3510-535-64-10	Heavy/Machinery & Equipment	\$ 50,452	For procurement of the Emergency Bypass Pump
Air Park Fund		Utilities Fund Total	\$ 401,435	
Air Park Operations	462-4610-542-31-60	Professional Services	\$ 3,146	Property appraisal for lease with FAA for land utilized by existing water wells
Air Park Operations	462-4610-542-46-10	Land/Building Improvements	\$ 18,375	To cover additional costs associated with the security enhancements.
Air Park Operations	462-4610-542-46-50	Special Services	\$ 18,800	Participation amount for FDOT grant to meet FAA/FDOT compliance mandates.
Health Insurance Fund		Air Park Fund Total	\$ 40,321	
Health Insurance	505-5510-596-45-10	Health Insurance Premium HMO	\$ 25,098	Affordable Care Act rebate to employees covered and effected in 2014
Risk Management Fund				
Risk Management	506-5520-596-52-25	Software Purchases	\$ 35,000	To purchase upgrade for RiskMaster Program currently 16 years old
Vehicle Services				
Motor Pool Operations	507-5720-597-52-10	Fuel	\$ 38,250	To purchase an additional diesel fuel tank to be sited at Fire Station 52
		Total Appropriation	\$ 1,796,995	