

Meeting Date: 1/12/16

Agenda Item: 1

Memo #16-03

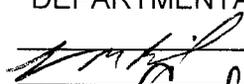
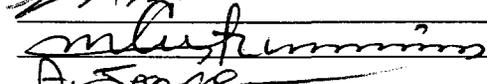
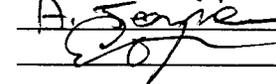
REQUESTED COMMISSION ACTION:

X	Consent	Ordinance	Resolution	Consideration/ Discussion	Presentation
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SHORT TITLE: Approval of a budget adjustment for Division 1550 Building Inspections, for the amount of \$57,000.00 from the Budgetary Fund Balance Account to the Travel, Education and Membership Account and Machine & Equipment, Computer

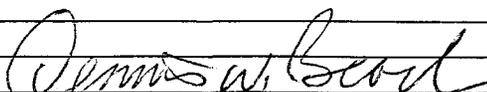
Summary of Purpose and Why: Supplemental funding is requested to provide certified staff a means to attend State and County Seminars and Training Programs for Re-certification, Memberships and License Renewals. Note: Florida Building Code BCA 104.17 – 104.17.6 and 104.18.5. Supplementing the Machine & Equipment, Computer will be for the purpose of purchasing computer equipment for the new Educational Conference Room for the Development Services Department.

- (1) Origin of request for this action: Staff initiated
- (2) Primary staff contact: Robin Bird/Miguel Nunez Ext. 4672
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: N/A

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
Dev. Serv. Dept.	12/16/15	Approval	
Bldg. Insp. Division	12/16/15	Approval	
Finance Director	12/18/15	Approval	A. Senje
<u>Budget</u>	12-18-15	<u>Approval</u>	

_____ Advisory Board


 City Manager

_____ 

ACTION TAKEN BY COMMISSION:

Ordinance	Resolution	Consideration
Workshop		
1 st Reading	1 st Reading	Results:
_____	_____	_____
2 nd Reading		Results:
_____	_____	_____



MEMORANDUM

Development Services

MEMORANDUM NO. 16-03

DATE: December 15, 2015

TO: Robin M. Bird, Development Services Director 

FROM: Miguel Nunez, Building Official 

SUBJECT: Request to transfer funds to supplement our Travel, Education, Membership Account and Machinery & Equipment, Computer Account

Upon reviewing our monthly budget accounts, additional funding will be needed for our Travel, Education, Membership Account and Machinery & Equipment, Computer for the remainder of this budget year 2015-2016.

The Travel, Education, Membership Account Fund is utilized for the purpose of training our staff, providing funds for state and county approved seminars, training programs and license renewal for mandatory state certification and re-certification, and Broward County Board of Rules and Appeals certification re-certification. (Please see attached **EXHIBIT #1**).

The purpose of the funding to the Machinery & Equipment, Computer Account will be utilized for the purpose of purchasing new computer equipment for the new Educational Conference Room located on the 3rd Floor in the Development Services Department. (Please see attached **EXHIBIT #2**).

We are requesting a supplemental funding transfer as follows:

ACCOUNT - #110-0000-392-10-00 - "Non-Revenues / Budgetary Fund Balance ." Transfer \$40,000.00 from this account to **ACCOUNT #110-1550-515-40-10** - "Travel, Education, Membership" .

ACCOUNT - #110-0000-392-10-00 - "Non-Revenues/Budgetary Fund Balance." Transfer 17,000.00 from this account to **ACCOUNT #110-1550-64-20** - " Machinery & Equipment, Computer

Thank you for your consideration regarding this matter.

In addition to the aforementioned requirements:

104.16.3.4 Each of the applicants shall possess a current Certificate of Competency as a General Contractor (Unlimited) issued by at least one of the following entities:

- A. Florida Construction Industry Licensing Board.
- B. Broward County Central Examining Board of Building Construction Trades (as Class "A" Unlimited General Contractor).
- C. Dade County Construction Trades Qualifying Board, Block proctored, issued on or after January 1, 1968.
- D. Florida Department of Business and Professional Regulation as an architect or engineer.

Exception: Individuals holding licenses as a residential contractor and/or building contractor, with a current Certificate of Competency issued by the Florida Construction Industry Licensing Board or Broward County Central Examining Board of Building Construction Trades, may be certified as Limited Structural Building Inspector or Limited Structural Residential Inspector with duties limited to the type and size of work for which they are certified to build. Inspectors employed under this Exception shall be required to attend the first available formal educational course as approved by the BORA immediately following employment.

104.17 Certification of Building Departments and Building Code Inspection Enforcement Personnel. The BORA shall certify each and every Building Department after it has determined to its satisfaction that the Building Code Inspection Enforcement Personnel are qualified by the provisions of this Code. These positions shall include at a minimum the Building Official, Chief Electrical Inspector, Chief Mechanical Inspector, Chief Plumbing Inspector, and Chief Structural Inspector.

104.17.1 Only such persons as are examined and certified by the BORA may be appointed or have the powers and duties of a Building Official, Assistant Building Official, or Chief Inspector. Each Building Official, Assistant Building Official, and Chief Inspector shall obtain a separate card for each governmental AHJ by which he/she is employed. Plans Examiners and Inspectors shall be issued a single certification card that is valid County-wide upon approval.

104.17.2 The certification of Building Department Inspection Personnel may be revoked, for cause, by the BORA. BORA may deny, refuse to renew, suspend, or revoke the BORA certificate of a Building Official, Assistant Building Official, Chief Inspector, Plans Examiner, or Inspector if it finds that any of the following grounds exist:

- A. Any cause for which issuance of a certificate could have been refused had it then existed and been known to BORA.
- B. Violation of FBC.
- C. Falsification of records relating to the certificate.
- D. Having been found guilty of or having pleaded guilty or nolo contendere to a felony, whether or not a judgment of conviction has been entered.

- E. Failure to meet any of the renewal requirements.
- F. Having been convicted of a crime in any jurisdiction which directly relates to the practice of the building code inspection, plan review, or administration.
- G. Making or filing a report or record that the certificate holder knows to be false, or knowingly inducing another to file a false report or record, or knowingly failing to file a report or record required by the state or local law, or knowingly impeding or obstructing such filings, or knowingly inducing another person to impede or obstruct such filing.
- H. Failure to properly enforce applicable building codes or permit requirements within this state which the certificate holder knows are applicable by committing willful misconduct, gross negligence, gross misconduct, repeated negligence, or negligence resulting in a significant danger to life or property.
- I. Accepting labor, service, or materials at no charge or at a noncompetitive rate from any person who performs work that is under the enforcement authority of the certificate holder and who is not an immediate family member of the certificate holder. For the purpose of this paragraph, the term "immediate family member" means a spouse, child, parent, sibling, grandparent, aunt, uncle, or first cousin of the person or the person's spouse or any person who resides in the primary residence of the certificate holder. BORA upon verification of the above grounds, shall immediately notify the Building Official, Assistant Building Official, Chief Inspector, Plans Examiner and/or the Inspector involved, who, upon notification from the BORA, shall appear before the Board to explain why his/her certification should not be revoked.

104.17.3 When Building Departments fail to meet certification criteria, they will immediately be notified to cease activities until such time as requirements of this Code are met.

104.17.4 Application for certification shall contain such pertinent information as is considered relevant by the BORA.

104.17.5 Certification shall be for the remainder of the current biennial certification period for initial employment and shall be renewed biennially on January 1 of each even-numbered year thereafter. When a Building Official, Assistant Building Official or Chief Inspector, resigns from his/her position, his/her card becomes inactive until he/she again returns to work for a Building Department, at which time, upon proper application, he/she will be issued a new certification card, at a renewal fee in the amount appropriate for each discipline according to the BORA Fee Schedule for Certification.

104.17.6 Applications for certification will not be considered unless accompanied by a written request from a specific Building Department and appropriate Certification by the State of Florida, Department of Business and Professional Regulation, BCAIB.

EXHIBIT #1

104.17.7 Certification Fee: If applicable, each application shall be accompanied by a check in the amount appropriate for each discipline according to the BORA Fee Schedule for Certification, payable to "Broward County Board of County Commissioners."

104.17.8 After application and review, the BORA may certify the applicant; deny certification; or limit certification to a particular discipline.

104.17.9 Certification may be withdrawn, rescinded or suspended if, upon investigation, it is found that the certified person has failed to enforce the Code, abused the powers of office, or withheld or concealed information on the application which, if known to the BORA, may have been cause for denying certification.

104.17.10 Any person, whose certification has been denied, withdrawn or rescinded, may appeal to the BORA in open meeting and may produce witnesses and be represented by counsel in support of his/her claim.

104.17.11 Suspension of Certification Requirements: Upon Broward County being declared a Disaster Area, the Chairperson of the BORA or designee may temporarily suspend the Broward County certification requirements for all Certified by the State of Florida, Department of Business and Professional Regulation, BCAIB as Building Code Administrators, Plans Examiners and Inspectors. The length of time that this suspension will be in effect will be for thirty (30) calendar days. The Chairperson or designee may extend this period if conditions warrant. This temporary suspension of the certification requirement shall not apply to an individual being hired on a permanent basis.

104.18 Recertification of Building Departments and Building Code Inspection Enforcement Personnel:

104.18.1 All Building Departments shall be recertified biennially by the BORA. To be recertified, all Building Officials, Assistant Building Officials, Chief Inspectors, Plans Examiners and Inspectors who are presently certified by the BORA, shall meet the following criteria and comply with the current requirements for initial certification.

104.18.1.1 Be currently certified by the BORA.

104.18.1.2 Be presently employed by a governmental AHJ (Building Department) within Broward County. See Section 104.17.

104.18.1.3 All Building Officials, Assistant Building Officials, Chief Inspectors, Plans Examiners and Inspectors, to be recertified shall obtain thirty-two (32) contact hours within a two (2) consecutive calendar year biennial renewal period (Effective January 1, 2012, through December 31, 2013) by attending formal education courses, workshops, and seminars, any of which shall be approved by the BORA, the Miami Dade County Code Compliance Office, the BCAIB, the Construction Industry Licensing Board, or the Electrical Contractors Licensing Board, and be related to the individual's discipline. Continuing educa-

tion contact hours shall include courses approved as discipline specific category (courses which are specific to the code chapters enforced by the specific discipline) and non-discipline specific category. Specific courses mandated for license holders by the State of Florida Boards' shall be classified as non-discipline specific, unless clearly indicated as discipline specific by a State agency. A minimum of one half of the thirty-two (32) contact hours within a two (2) consecutive calendar year biennial renewal period shall be discipline specific category. Meetings of the BORA Committees shall be counted as one (1) hour in the non-discipline specific category and professional association meetings shall be counted as ~~one half (1/2)~~ not to exceed one (1) hour in the discipline specific category for a maximum of sixteen (16) contact hours within a two (2) consecutive calendar year biennial renewal period. Unless authorized by the BORA Staff online education courses, workshops and seminars do not meet this requirement and shall not be accepted.

104.18.2 A previously employed Building Official, Assistant Building Official, Chief Inspector, Plans Examiner or Inspector may be recertified biennially upon the presentation of thirty two (32) contact hours of education accumulated during the previous two (2) consecutive calendar years.

104.18.3 If certification is not renewed and allowed to lapse, application for recertification shall be accompanied with proof acceptable to the BORA that the thirty two (32) contact hour requirement of continued education has been met.

104.18.4 By December 5 of the second year (the odd-numbered year) of a biennially renewal period, on a form as approved by the BORA, each Building Official shall submit to the BORA a list of currently employed personnel who are to be recertified for the ensuing new biennial renewal period, on a form as approved by the BORA, accompanied by a check in the amount appropriate for each discipline according to the BORA Fee Schedule for Certification for each certification, payable to the "Broward County Commissioners." Recertification is to be effective on January 1 of each biennial renewal period (the even-numbered year).

104.18.5 Recertification Fee: If applicable, each application shall be accompanied by a check in the amount appropriate for each discipline according to the BORA Fee Schedule for Recertification, payable to "Broward County Board of County Commissioners."

104.19 Fire Prevention Bureau. A Fire Prevention Bureau shall be established within the fire department, under the direction of the Fire Chief, which shall consist of such fire department personnel as may be assigned thereto, by the Fire Chief, in accordance with the requirements prescribed herein. The function of this bureau shall be to assist the Fire Chief in the administration and enforcement of the Fire Protection Provisions of this Code, and the FFPC. Personnel assigned to the bureau as the Fire Marshal, Fire Code Official, Fire Plans Examiner, and/or Fire Inspector shall be certified by the BORA. As set forth herein: (see also Broward Local Fire Amendments to the FFPC)



Sharp Technology Proposal

For:

**City of Pompano Beach
Educational Conference Room**



**Martha Lawson
Secretary II
Martha.Lawson@copbf.com
954.786.4672
pompanobeachfl.gov**

December 18, 2015

Prepared By:

**Debi Perez
Major Account Manager
Sharp Business Systems
14791 Oak Lane
Miami Lakes, FL. 33016
305.779.6355**

EXHIBIT #2

SHARP®

SHARP BUSINESS SYSTEMS

December 18, 2015

City of Pompano Beach
100 Atlantic Blvd
Pompano Beach, FL 33060

Dear Martha:

I would first like to thank you for once again giving Sharp Business Systems the opportunity to earn your business. Working with the City of Pompano Beach over the last several months has been an honor, and we are privileged to partner with you.

At Sharp Business Systems we take pride in our unique consulting process that allows us to collaborate with you to identify areas in which you can harness new office technology to increase productivity while reducing costs. Based on our expertise and our conversation with you, we can recommend innovative solutions leading to measurable and sustainable results for years ahead.

I have prepared this proposal that will give you a clear understanding of how we can continue to help you with your business strategy and technology goals. The following pages include the quote for the options using NJPA pricing and details regarding the included items. We are looking forward to working with you on this project, and please feel free to contact me if any questions should arise.

Sincerely,

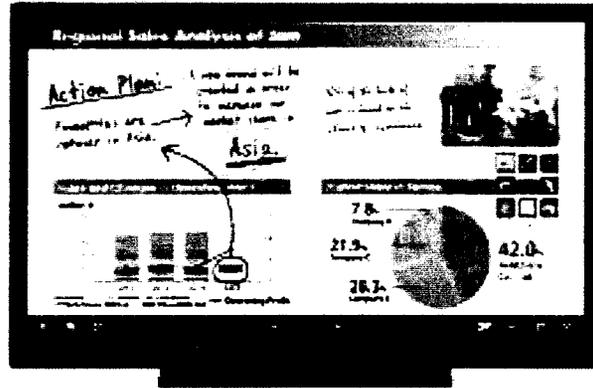
Debi Perez

Major Account Manager

NJPA Contract #100312-SEC

Valid 11/14/2012 – 11/13/2016

New Sharp Hardware/Software:
SHARP PN-L703B:



SHARP PN-L703B
70" class (70" diagonal) LED-LCD Interactive Whiteboard Display:

Qty.	Model	Description	Unit Price	Purchase Price
3	PN-L703B	70" LED-LCD Interactive Whiteboard Display	\$ 4,959.00	\$14,877.00
3	PN-SPCi5W8H	W8 Shuttle Compact PC	1,168.00	3,504.00
3	SF680	Universal Flat Wall Mount	199.00	597.00
3	SHARP Pen Software – <i>Included</i>			-
3	Touch Display Link Software – <i>Included</i>			-
3	3-Year Warranty - <i>Included</i>			-
3	Ongoing Service & Support - <i>Included</i>			-
3	Comprehensive Training – <i>Included</i>			-
3	Shipping & Delivery– <i>Included</i>			-
TOTAL:			\$ 6,326.00	\$ 18,978.00

SHARP®

SHARP BUSINESS SYSTEMS

SHARP Services

- **3-Year On-Site Limited Warranty** - covers parts, labor and backlight. If necessary Sharp will replace the board at no cost if deemed defective. If it is understood that if the board must be removed for repair Sharp will provide a loaner at no cost. This warranty does not cover any damage caused by customer.

Optional - Additional 1-Year Warranty - \$ 215.00 (70")

2-Year Warranty - \$ 585.00 (70")

Additional Warranty Exclusions**:

- In order for the Product to be serviced, the Product must be readily available to the servicer, free and clear of any installation, mounting or other encumbrance which would interfere with servicing the Product. The servicer will not reinstall or remount the Product after service.
- Any labor and materials required to remove and/or reinstall a Product are the responsibility of the end user.
- Computers/shuttles are not covered under the warranty extension.

- **SHARP Pen Software – Includes Whiteboard and Overlay downloads**
- **SHARP Touch Display Link Software**
- **Ongoing Local Service & Support** – Direct access to our local Sharp team. We will spearhead any concerns or issues, answer any questions that arise, and arrange for service or troubleshooting if needed.
- **Shipping, Delivery & Installation** – All included. We are available to assist in the setup and installation of equipment and software.
- **Comprehensive Training** – Unlimited and ongoing if necessary.



SHARP Local Contacts:

Debi Perez
Major Account Manager
305-779-6355 Office
954-298-1247 Cell
perezde@sharpusa.com

Eddy Diaz-Silveira
IDP Specialist
305-779-1243 Direct
diazsilveire@sharpusa.com

Oscar Cue
Major Accounts Manager
305-779-6367 Office
Oscar.Cue@sharpusa.com

John Wollitz
General Manager
305-779-7919
John.Wollitz@sharpusa.com

SHARP Implementation Schedule:

- _____ Authorize documents and order equipment/software
- _____ Confirm delivery date and timeframe
- _____ Deliver and set up new equipment/software
- _____ Finalize implementation with delivery & acceptance documents
- _____ Conduct training
- _____ Conduct follow up training as needed
- _____ Quarterly account reviews
- _____ Provide periodic **SHARP** Pen Software updates as needed

- 110-0000-392.10-00
- Account miscellaneous
- Budget miscellaneous
- Transactions
 - Detail by date
 - Detail by code
 - Detail by year & p
 - Pending by date
 - Pending by code
 - Pending by year
- Procurement car

Account information

Q NON-REVENUES / BUDGETARY FUND BALANCE
 Fiscal year: 2016 Cr
 Estimated revenue: 57,810.00
 Total receipts: .00
 Q Unrealized revenue: 57,810.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 October	.00	.00
Q 02 November	.00	.00
Q 03 December	.00	.00
Q 04 January	.00	.00
Q 05 February	.00	.00

Payment information

Vendor (* indicates pending) Total

- Print
- Cancel
- Exit
- Previous acc...
- Next account
- 2015
- 2017
- Account activi...
- Pending trans...
- Images
- Budget alloca...

Segment/Balance Details

Fund 110 BUILDING PERMITS FUND
 Department 00
 Division 00
 Activity basic 39 OTHER FINANCING SOURCES
 Sub activity 2 NON-REVENUES
 Element 10 BUDGETARY FUND BALANCE
 Object 00

Estimated revenue - original .00
 Estimated revenue - revised 57,810.00
 Actual receipts - current .00
 Actual receipts - ytd .00
 Unposted receipts .00
 Total receipts .00
 Unrealized revenue 57,810.00



- ★ 110-1550-515.40-10
- Account miscellane
- Budget miscellane
- Encumbrances
- Pre-encumbrances
- Transactions
- Detail by date
- Detail by code
- Detail by year & p
- Pending by date
- Pending by code
- Pending by year
- Procurement car

Account information

Q TRAVEL EDUCATION MEMBER / TRAVEL EDUCATION MEMBER
 Fiscal year: 2016 Dr
 Budget: 5,920.00
 Committed: 6,710.15
 Q Balance: 790.15-

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 October	1,892.79	1,892.79
Q 02 November	2,654.96	4,547.75
Q 03 December	2,162.40	6,710.15
Q 04 January	.00	6,710.15
Q 05 February	.00	6,710.15

Payment information

Vendor (* indicates pending)	Total
Q GREATER POMPANO BEACH CHAMBER	1,575.00
Q DEPARTMENT OF BUSINESS AND	20.00
Q DEPARTMENT OF BUSINESS	205.00
Q JOHN SCOTT DAILEY FLORIDA INST	
Q HUCKLEBERRY NOTARY BONDING INC	117.40
Q MICHAEL BRAY	126.84

- Print
- Cancel
- Exit
- Previous acc...
- Next account
- 2015
- 2017
- Account activi...
- Pending trans...
- Images
- Budget alloca...

Encumbrances

PO # Vendor Balance

Pre Encumbrances

Type Req/PO Project Balance

Segment/Balance Details

Fund 110 BUILDING PERMITS FUND
 Department 15 DEVELOPMENT SERVICES
 Division 50 BUILDING INSPECTIONS
 Activity basic 51 EXP/GEN GOVT SERVICES
 Sub activity 5 COMPREHENSIVE PLANNING
 Element 40 TRAVEL EDUCATION MEMBER
 Object 10 TRAVEL EDUCATION MEMBER

Original Budget 5,920.00
 Revised Budget .00
 Current expenditures 2,162.40
 YTD expenditures 4,547.75
 Unposted expenditures .00
 Encumbrances .00
 Unposted encumbrances .00
 Pre-encumbrances .00



- ★ 110-1550-515.64-20
- Account miscellane
- Budget miscellane
- Encumbrances
- Pre-encumbrances
- Transactions
- Detail by date
- Detail by code
- Detail by year & p
- Pending by date
- Pending by code
- Pending by year
- Procurement car

Account information

Q MACHINERY & EQUIPMENT / COMPUTER
 Fiscal year: 2016 Dr
 Budget: 1,990.00
 Committed: 1,990.00
 Q Balance: .00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 October	.00	.00
Q 02 November	.00	.00
Q 03 December	.00	.00
Q 04 January	.00	.00
Q 05 February	.00	.00

Payment information

Vendor	(* indicates pending)	Total

- Print
- Cancel
- Exit
- Previous acc...
- Next account
- 2015
- 2017
- Account activi...
- Pending trans...
- Images
- Budget alloca...

Encumbrances

PO #	Vendor	Balance
Q 153365	LAVI INDUSTRIES INC	1,990.00

Pre Encumbrances

Type	Req/PO	Project	Balance

Segment/Balance Details

Fund	110	BUILDING PERMITS FUND
Department	15	DEVELOPMENT SERVICES
Division	50	BUILDING INSPECTIONS
Activity basic	51	EXP/GEN GOVT SERVICES
Sub activity	5	COMPREHENSIVE PLANNING
Element	64	MACHINERY & EQUIPMENT
Object	20	COMPUTER

Original Budget	.00
Revised Budget	1,990.00
Current expenditures	.00
YTD expenditures	.00
Unposted expenditures	.00
Encumbrances	1,990.00
Unposted encumbrances	.00
Pre-encumbrances	.00

#1



**CITY OF POMPANO BEACH
BUDGET ADJUSTMENT**

ORIGINATING DEPT.
Development Services
Bldg. Insp. / 1550

DATE
12-16-15

ACCOUNT DESCRIPTION	FND	DP	DV	SUB	EL	OB	AVAILABLE FUNDS	CURRENT BUDGET	* INCREASE	* DECREASE	REVISED BUDGET
Travel, Education, Member	110	15	50	515	40	10	0	5,920	40,000		
NON Revenues	110				50						
Budgetary fund Balance		00	00	392	40	00	57,810		40,000	57,000	
Machine & Equipment Computer	110	05	50	515	64	20	0	1,990	17,000		
Fund Balance	110	00	00	392	50	00			17,000		

*USE WHOLE DOLLARS ONLY TOTAL

REASON Supplemental funding is requested to provide our certified staff with the means to attend State and County approved seminars and training programs for recertification, memberships and license renewals mandated by the Florida Building Code BCA section 104.17 - 104.17.6 and sections 104.18 - 104.18.5 and fund Machine & Equipment computer to purchase new 12/18/15 12/18/15
 Department Head Date

Computer equipment for Educational Conference Room

- Adjustment is within total budget of department - Yes No
- Adjustment requires only City Manager approval - Yes No
- Adjustment requires City Commission approval - Yes No

Adjustment approved at City Commission Meeting of _____

A. Serna Finance Director 12/18/15 Date	Budget Office Date	City Manager Date	AUDITED BY 10/2/18 Date	INPUT BY	CONTROL NO.
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