

ERJETA DIAMANTI, Budget Director
100 W. Atlantic Boulevard
Pompano Beach, FL 33060
Phone: (954) 786-4065
Fax: (954) 786-4504



MEMORANDUM

DATE: October 11, 2022
TO: Greg Harrison, City Manager
FROM: Erjeta Diamanti, Budget Director 
SUBJECT: Fiscal Year 2023 Rollover Requests

Various 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, 2022.

Attached is a spreadsheet that identifies each rollover request detailed by fund and division. 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. Total rollovers and additional requests for all funds totals \$\$2,463,470.

Please note that the funds to be rolled over will be taken to the City Commission for consideration and approval on October 25, 2022.

Attachment

CC. Suzette Sibble

Budget Rollovers From Fiscal Year 2022 to Fiscal Year 2023 - Attachment

Fund/Department/Division	Account	Account Description	Amount	Explanation
General Fund				
Cultural Affairs	001-1039-510-55-80	Cultural Arts Programing	\$20,000	Cultural Arts programming
City Attorney	001-1040-510-31-20	Prosecutions	\$2,700	Prosecutions and special magistrate legal fees
City Attorney	001-1040-510-31-30	Special Legal	\$85,000	Outside legal counsel
City Attorney	001-1040-510-54-10	Publications	\$7,300	Publications
City Clerk	001-1050-510-31-60	Other Professional	\$43,000	To cover fees for transcription services /DocuSign e-signature services Microfilm Conversion Project / To cover expenses for temporary staffing services by Gotworx Staffing Group
City Clerk	001-1050-510-44-10	Rentals & Leases	\$1,500	To cover impending invoices for rental of offsite storage space/unit
City Clerk	001-1050-510-49-50	Credit Card Bank Fees	\$500	To cover impending credit card fees for the remainder of calendar year.
City Clerk	001-1050-510-52-20	Special Supplies	\$800	To purchase computer monitor & desktop scanner
City Clerk	001-1050-510-54-10	Publications	\$3,000	To cover impending invoices for ordinances approved in FY 2022
Elections	001-1060-510-31-60	Other Professional	\$4,000	To cover cost to provide for electronic campaign reporting for candidates
Internal Audit	001-1080-510-40-10	Travel/Education Member	\$4,000	To cover education expenditures for items that were not completed on time in 2022
Development Services	001-1510-515-31-60	Other Professional	\$165,000	Community outreach and surveying services and special projects
Fire / Admin	001-2205-522.40-10	Travel/Education Member	\$15,000	Leadership and diversity training expenditures unable to address during fiscal year 2022
Fire / Operations	001-2210-522.31-50	Medical	\$5,310	Employee annual physicals per Local 1549 contract
Fire / Operations	001-2210-522.52-51	Bunker Gear	\$40,000	To purchase firefighter protective gear
Fire / Operations	001-2210-522.64-25	Electronic A/V	\$20,604	To purchase/replace computer equipment for EOC facility
Fire / Logistics	001-2220-522.64-30	Furniture & Fixture	\$3,200	Fire station furniture
Fire / Prevention	001-2260-522.31-50	Medical	\$2,400	Employee annual physicals per Local 1549 contract
Fire / Prevention	001-2260-522.40-10	Travel/Education Member	\$3,000	Education expenditures not addressed during fiscal year 2022
Fire / Prevention	001-2260-522.52-51	Bunker Gear	\$3,500	To purchase firefighter protective gear
Fire / Prevention	001-2260-522.54-10	Publications	\$1,500	To cover impending subscription invoice
Fire / Prevention	001-2260-522.64-20	Computer	\$3,519	To purchase computer equipment for fire inspector and life safety educator
Golf Course	001-3960-576-46-70	Facility Maintenance	\$140,000	Capital Improvements not completed in FY22. Renovations to Restrooms, Rest Stations, Cart Barn, Cashier's & Manager's Offices. Cart Path Asphalt repairs.
Golf Course	001-3960-576-52-20	Special Supplies	\$60,000	Painting of Buildings inside & out.
Non-Departmental	001-9910-599-61-00	Land Acquisition	\$80,000	Purchase approved with Reso. 2022-88 on March 8, 2022. City will not close on purchase until after September 30, 2022 due to required probate and quiet title legal action. Purchase of 420 NW 6 Street (mini park)
General Fund Total			\$714,833	
EMS Fund				
EMS	140-2231-522.31-50	Medical	\$12,130	Employee annual physicals per Local 1549 contract
EMS	140-2231-522.52-51	Bunker Gear	\$30,000	To purchase firefighter protective gear
Total EMS Fund			\$42,130	
Utility Fund				
Utilities / Water Plant 3320	412-3320-533-64-05	Motor Vehicles	\$39,280	Due to supply chain issues only one truck was received. Accessories for both trucks (toppers (2); strobe lights; bedliners) have not been able to be purchased and invoiced before end of Fiscal Year 2022. - 2 Lab Trucks
Water Distribution	412-3330-533-64-05	Motor Vehicles	\$177,495	Procurement of City vehicles delayed due to chain supply issues.
Water Distribution	412-3330-533-64-20	Computer	\$28,800	Computer procurement for new valve truck crew and Elements software purchase.
Water Distribution	412-3330-533-64-40	Light/Machinery & Equipment	\$255,302	Procurement of System Chlorine Analyzers, Pressure Transmitter, Trailer Mounted Vacuum Unit and Bucket. Fork Lifts. Items delayed due to chain supply issues.
Reuse Distribution	412-3355-533-46-80	Reuse Water Meters	\$17,663	Reuse Meter Procurement delayed as a result of project and chain supply issues.
Reuse Distribution	412-3355-533-64-40	Light/Machinery & Equipment	\$25,146	CRP Vehicle

Budget Rollovers From Fiscal Year 2022 to Fiscal Year 2023 - Attachment

Fund/Department/Division	Account	Account Description	Amount	Explanation
Reuse Distribution	412-3355-533-64-65	Reuse Water Meters	\$51,126	Reuse Meter Procurement delayed as a result of project and chain supply issues.
Wastewater Pumping	412-3510-535-64-10	Heavy Machinery & Equipment	\$76,314	As a result of manufacturing and shipping delays there are needed replacement pumps that have not been quoted by the pump representatives due to manufacturer delays and back-orders. Lift Station Replacement Pumps
Wastewater Pumping	412-3510-535-64-20	Computer	\$29,900	The division is in the early stages of asset management development. Further developments of the asset management process will define the replacement computer requirements with regards to supporting the current SCADA system as well as the future asset management program. (6) Field Crew Laptop Computers, (1) Supervisor Computer
Wastewater Transmission	412-3520-535-64-05	Motor Vehicles	\$28,294	In 20/21 we wrote a PO for a replacement water truck. That truck chassis so far has not arrived and not expected to anytime soon. The manufacture that makes the tank is no longer in business. Forrest is investigating all options for the tank from a different manufactures, to even using the old tank and installing it on the new chassis. We need the funds to be available since we are unsure which way we are going to go on the tank. Water Truck
Wastewater Treatment	412-3530-535-43-50	Disposal Charges	\$691,521	Balance needed to pay final FY22 invoice to Broward County for Wastewater service fees. Utility Services Disposable Charges
		Utilities Fund Total	\$1,420,841	
Stormwater Fund				
Stormwater Operations Fund	425-3805-538-46-50	Special Services	\$21,944	This account annually funds Broward County's Interlocal agreement to maintain compliance with the NPDES MS4 permit. Being that the new permit has not been issued yet from FDEP, the funds were not used. Broward County will back charge the City when the new permit is issued and we will need these funds to support it. Special Services (NPDES Permit)
		Stormwater Fund Total	\$21,944	
Airpark Fund				
Airpark Operations	462-4610-542-46-50	Special Services	\$25,164	Cover current tree trimming and stump removal project around Airpark perimeter road
Airpark Operations	462-4610-542-46-70	Facility Maintenance	\$1,400	Fence repairs
		Airpark Fund Total	\$26,564	
Central Services Fund				
Purchasing	503-5310-595-40-10	Travel Education	\$14,262	Continued personnel and departmental development trainings
Purchasing	503-5310-595-48-10	Advertising	\$5,433	Branded items used for outreach events and advertising
Purchasing	503-5330-595-52-50	Clothing	\$463	Clothing
		Central Services Fund Total	\$20,158	
Health Insurance Fund				
Health Insurance	505-5510-596-40-10	Travel Education	\$2,000	Employee training
Health Insurance	505-5510-596-45-07	Employee Assistance Program	\$15,000	EAP program enhancements
Health Insurance	505-5510-596-45-10	HMO	\$100,000	On-going wellness initiatives
Health Insurance	505-5510-596-45-11	PPO	\$100,000	Ongoing consulting fees
		Health Insurance Fund Total	\$217,000	
		Total Appropriation All Funds	\$2,463,470	