
BRIAN DONOVAN, Deputy City Manager

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



MEMORANDUM

DATE: October 14, 2016
TO: Dennis W. Beach, City Manager
FROM: Brian Donovan, Deputy City Manager
SUBJECT: FY 2017 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, 2016.

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 - \$721,278

City Manager [\$1,950]

- a) To cover travel expenses for City Manager Executive staff

Public Communications [\$29,000]

- a) To cover additional Commission Chambers electronic equipment upgrades

Tourism [\$6,169]

- a) \$4,200 - To cover advance payment for advertisement in World Publications November 2017, saving \$8,000
- b) \$1,969 - To cover advance payment for Visit Florida event held in January 2017 to receive early booking bonus savings

Human Resources [\$30,000]

- a) To employ a temporary employee to assist with scanning and organizing paper files

Finance [\$15,000]

- a) \$10,000 - To cover converting an office space for Collections Specialist
- b) \$5,000 - To cover furniture and upgrades in Finance

Budget [\$1,084]

- a) To cover travel and education expenses for the Strategic Performance Manager

Development Services [\$319,992]

- a) \$160,000 – Corridor Studies – This amount will be used to complete corridor studies for Powerline and Copans Road. Staff is rewriting the original RLI to encompass additional changes.
- b) \$120,950 – Technical Transportation and Land Use Consulting - This funding will be used to complete the following activities (1) East Transit Oriented Corridor (ETOC) Land Use Plan Amendment (LUPA) and Zoning Amendments (LUPA is currently being reviewed by the State); (2) a Transportation Master Plan for the neighborhoods impacted by the LUPA (to be funded 50/50 with the CRA); and (3) Other land use actions needed to further the Corridor Studies and other City strategic objectives.
- c) \$39,042 – eCivis Contract –eCivis is a City-wide grant software for grant research, monitoring and tracking. On September 27th and October 10th, the department went before the Commission to request the City enter into a Master Subscription and Service Agreement with eCivis, Inc. (Agreement No. 10681). The three year subscription rate is \$13,014 per year or \$39,042 for three years.

Public Works [\$122,974]

- a) Sanitation - \$88,474 – To rollover the funding to purchase a replacement boat once the RFP is completed
- b) Grounds Parks Maintenance - \$34,500 – To purchase an F-250 truck to pull the new pressure washer for cleaning sidewalks, medians and park structures

Parks, Recreation and Cultural Arts [\$66,534]

- a) To rollover the funding to purchase a pool filtration system for the Aquatics Center. This could not be purchased until the Pump Room has been replaced which should begin mid-2017.

Non-Departmental/General Administration [\$128,575]

- a) \$90,000 – To reimburse the CRA for the installation of a traffic signal at MLK, Jr. Blvd. and 27th Avenue intersection
- b) Children in the Arts – [\$10,825] Unspent funds from the previous fiscal year, as well as donations that were received, but not appropriated, will be rolled over and recognized for FY17.
- c) Areawide Council on Aging – [\$20,000] Unspent funds from previous fiscal year and recognized for FY17.
- d) Broward Regional Health Planning Council – [7,750] Unspent funds from previous fiscal year and recognized for FY17.

Building Permits Fund – \$4,585

- a) To purchase an electronic white board to assist with training staff in Building Inspections Division

Utility Fund – \$544,129

- a) Water/Reuse Water Treatment Plants - Since receiving the preliminary design memo for flow meter replacement on February 29, 2016, it needed to be reviewed to decide on the best option of (2) provided. The options were to either replace in kind at same locations or relocate all above ground. The Utilities Director decided to replace all flow meters in the same location unless it would compromise accuracy, as well as, purchase them separately to ensure the City to get the specified flow meters, realize savings on the sales tax, and competitively bid only the installation services. This project is currently out for bid and therefore, the funds are needed in FY2017.
 - \$128,053 – To purchase four (4) Water Treatment Plant flow meters
 - \$52,982 – To purchase Reuse Water Treatment Plant flow meters
- b) Water Treatment Plant - Staff worked with Purchasing and Legal on a Chemical Feed Systems Maintenance Contract as a vehicle to ensure timely repairs and to procure items on the Capital Replacement list. This contract was completed, submitted and approved by Commission in September 2016. Staff has consulted with this vendor, who has recommended packaging the second bulk tank replacement approved for 2017 together with the bulk tank and pump systems approved in 2016, to save on separate mobilization costs. A proposal for all has been requested and work for both will be completed by end of FY2017.
 - \$118,014 – To purchase three (3) bleach metering pump systems
 - \$51,344 – To purchase a bleach bulk storage tank
 - \$2,952 – To purchase a bleach bulk storage tank level transmitter
 - \$22,669 – To purchase an ammonia feeder
- c) Water Treatment Plant - Staff investigated procurement options for this equipment, working with the Purchasing Department. At their recommendation, staff sent the Legal Department, a piggyback contract between a manufacturer of this equipment (HACH) and Broward County, to review and sign off on as a vehicle for this procurement, on March 24, 2016. While waiting on a response, staff has pursued an alternate way to procure under another Commission approved contract, however, it has delayed these purchases and therefore, the funds are needed in FY2017.
 - \$28,517 – To purchase eight (8) turbidity analyzers for filters
 - \$10,134 – To purchase chlorine analyzers – high service pumps
- d) \$121,714 – To carryover grant funding for reuse installation costs for Oasis Reuse Program (Reuse Administration)
- e) \$7,750 – To fund the completion of the Wastewater Pumping Boom Truck reconditioning which started in FY2016

Air Park Fund – \$28,302

- a) \$8,760 - To cover engineering fees associated with replacing the airport tower railing
- b) \$19,542 – To replace the airport tower railing and disposal costs

Solid Waste Special Services Fund – \$7,711

- a) These funds are to provide the necessary strobe lights, bed liners and other items for the ordered Code Compliance inspector vehicles.

Health Insurance Fund – \$49,057

- a) The City received a rebate from Health Options on August 24, 2016 based on the guidelines of the Affordable Care Act (ACT) medical loss ratio (MLR) requirements. A portion of this rebate will be credited towards employees with HMO coverage for the plan year 2015, which had family coverage. Those credits will be charged against the rebates received, in accordance with the law, therefore at this time, until we can process the employee rebates in the near future, we need to have these funds rolled over.

Risk Management Fund – \$28,015

- 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 17 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.

Total rollovers and additional requests for all funds amount to \$1,383,077.

Attachment