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MEMORANDUM

DATE: October 8, 2018
TO: Greg Harrison, City Manager
FROM: Erjeta Diamanti, Budget Manager *ED*
SUBJECT: FY 2019 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, 2018.

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 the 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 City Commission for consideration and approval on October 23, 2018.

General Fund \$1,961,118

Tourism \$18,500

- a) \$13,000 - To cover photoshoot and advertising campaign
- b) \$500 - To purchase clothing
- c) \$5,000 - To print the Watersports Brochure

City Clerk \$23,817

- a) \$2,217- To cover Tuition Reimbursement
- b) \$21,600 -To Granicus Closed Captioning Services

Cultural Affairs \$17,800

- a) \$17,800 - To cover the Amphitheater Enhancement (Painting of the rails)

Development Services \$100,000

- a) \$100,000 – For Comprehensive Plan Amendment – This project is required by the City's Strategic Plan in order to be in compliance with any State requirements and also the County's recent BrowardNEXT comprehensive plan amendment. The City issued RLI # RLI E-46- 17 for this project and has received responses. The first selection committee meeting took place on Friday, September 29th.

Fire \$9,800

- a) Fire Operations \$7,900 – To purchase computer for EOC
- b) Fire Prevention - \$1,900 - To purchase desktop computer

Public Works \$259,935

- a) \$51,552 – Streets: To purchase F450 and related accessories
- b) \$109,929 – Streets: To purchase a new dump truck
- c) \$11,020 – Streets: To purchase a concrete planer, saw, trailer and curb builder that was budgeted for FY18.
- d) \$10,000 – Grounds: To fund accessories needed for vehicle purchases budgeted in FY18
- e) \$77,434 – Cemetery: To purchase vault and a marker budgeted for in FY 18

Parks and Recreation \$186,499

- a) \$70,645 - To purchase Pool Filtration System for the Aquatics Center Pump Room
- b) \$115,854 - To replace the Transit Bus

Non-Departmental \$1,344,767

- a) \$17,772 –To cover the Offerdahl's event with funds from previous fiscal year 2018.
- b) \$1,326,995 - To fund cloud design and construction of a sports complex at the City's 12 Acre Park in Palm Aire. Approved by the City Commission on 3/27/2018. Reso #18-123.

Utility Fund \$688,991

- a) \$150,000 – Three membrane feed pumps will be packaged along with two additional VFDs on FY 18-19. These items are included in the Transfer Station Rehabilitation project.
- b) \$60,000 - To purchase a sludge return pump. Utilities Department is currently researching different pump options for the required application and will procure this item in FY 2018-2019.
- c) \$15,880 – These actuators have been purchased. The remaining amount is to be allocated

- for installation in a valve and actuator replacement project.
- d) \$13,564 - Before purchasing this new software SCADA Software iClient, research found compatibility issues with the existing Windows program on the SCADA servers and view nodes. More research is needed to determine if a Windows upgrade on all existing SCADA computers is required.
 - e) \$10,063 – Staff is waiting on an additional well telemetry quote from the vendor.
 - f) \$3,105 - To purchase (2) SCADA Servers. Before purchasing this new SCADA servers, software compatibility issues with the existing Windows program needs to be resolved.
 - g) \$34,189 – To purchase of Sludge Return Pump #1.
 - h) \$51,344 - The request to rollover these funds will purchase the first bleach storage tank.
 - i) \$52,884 - The request to rollover these funds will purchase the second bleach storage tank.
 - j) \$54,470 – The request to rollover these funds will purchase the third bleach storage tank.
 - k) \$2,952 – The request to rollover these funds will purchase the second water plant bleach bulk storage tank Level Transmitter.
 - l) \$2,863 - The request to rollover these funds will purchase the first water plant bleach bulk storage tank Level Transmitter.
 - m) \$3,628 - The request to rollover these funds will purchase the third water plant bleach bulk storage tank Level Transmitter.
 - n) \$22,669 - To purchase a water plant ammonia feeder.
 - o) \$10,475 –The membrane flush valve actuators have been purchased. The remaining amount is to be allocated for installation costs in a valve and actuator replacement project.
 - p) \$3,530 –The membrane concentrate valve actuators have been purchased in FY 2018. The remaining amount is to be allocated for installation costs in a valve and actuator replacement project.
 - q) \$16,550 – Additional research is needed on SCADA software compatibility and ability to transmit plant security video to Water Plant.
 - r) \$13,258 – The Valves and actuators have been purchased. The remaining is to be allocated for installation costs in a valve and actuator replacement project in FY 2019.
 - s) \$3,000 –To purchase SCADA software related to compatibility issues mentioned above need to be resolved before moving forward with this purchase in FY 2019.
 - t) \$18,431 – Utilities requests these funds be rolled over and allocated towards the valve and actuator installation project in FY 2019.
 - u) \$130,463 – This is for Jet-vac services.
 - v) \$10,974 – Plumbers expense for Reuse Installations for continued funding of Oasis Reuse connection.
 - w) \$4,698 – The three laptops have not been purchased during FY 2018, as they will be beginning the introduction into Asset Management Software for FY 2019. Once the Asset Management Project commences an appropriate tablet or laptop will be defined.

IT Fund \$19,489

- a) To rollover funding and purchase the last batch of radios for the Fire Department.

Central Services Fund \$78,392

- a) \$77,000 - To Cover Professional Procurement Services
- b) \$1,392 - Clothing

Health Insurance Fund \$184,065

- a) \$184,065 - Per the requirements of the Affordable Care Act/ Medical Loss Ratio Rule, these funds will be proportionately used to provide a refund to employees, covered by the City's HMO (family coverage), based on the family deduction they paid for their coverage for plan fiscal year 2017.

Risk Management Fund \$58,122

- a) \$58,122 - To rollover funding to upgrade the software claims system.

Total rollovers and additional requests for all funds amount to \$2,990,177.

Attachment

CC. Suzette Sibble

Budget Rollovers From Fiscal Year 2018 to Fiscal Year 2019 - Attachment				
Department	Account	Line Item Description	Amount	Explanation
General Fund				
Tourism	001-1037-510-48-10	Advertising	\$13,000	To cover photoshoot and advertising campaign
Tourism	001-1037-510-52-50	Clothing	\$500	Clothing
Tourism	001-1037-510-54-10	Publications	\$5,000	To print the Watersports Brochure
Cultural Affairs	001-1039-510-46-50	Special Services	\$17,800	To cover the Amphitheater Enhancement (Painting of the rails)
City Clerk	001-1050-510-26-40	Education	\$2,217	To Cover Tuition Reimbursement
City Clerk	001-1050-510-46-50	Special Services	\$21,600	To cover Granicus Closed Captioning Services
Development Services. - Planning & Zoning	001-1510-515-31-60	Professional Services	\$100,000	For Comprehensive Plan amendment
Fire Operations	001-2210-522-64-20	Computer	\$7,900	To purchase computer for EOC
Fire Prevention	001-2260-522-46-30	Machinery & Equipment	\$1,900	To purchase desktop computer
Public Works - Streets	001-3030-530-64-05	Motor Vehicles	\$51,552	To purchase F450 and related accessories
Public Works - Streets	001-3030-530-64-05	Motor Vehicles	\$109,929	To purchase a new dump truck
Public Works - Streets	001-3030-530-64-05	Light Machinery & Equipment	\$11,020	To purchase a concrete planer, saw, trailer and curb builder
Public Works - Grounds	001-3040-530-64-10	Heavy Machinery & Equipment	\$10,000	To fund accessories needed for vehicle purchases in FY18
Public Works - Cemetery	001-3070-530-52-20	Special Supplies	\$77,434	To purchase vault and a marker budgeted for in FY 18
Parks and Recreation- Aquatics	001-3910-572-64-40	Light Mach/Equipment	\$70,645	To purchase Pool Filtration System for the Aquatics Center Pump Room
Parks and Recreation- Recreation	001-3920-572-64-05	Motor Vehicles	\$115,854	To replace a Transit bus
Non-Departmental	001-9910-599-84-66	Grant-in-Aid	\$17,772	To fund (Offerdahl's) a Commission Approved event via Ordinance 2017-56
Non-Departmental	001-9920-599-99-20	Other Professional	\$1,326,995	To fund cloud design and construction of a sports complex at the City's 12 Acre Park in Palm Aire. Approved by the City Commission on 3/27/2018. Reso #18-123.
		General Fund Total	\$1,961,118	

Utility Fund				
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$150,000	To purchase (3) membrane feed pump
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$60,000	To purchase a sludge return pump
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$15,880	To purchase (5) membrane flush valve actuators for installation of replacement project
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$13,564	SCADA Software iClient
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$10,063	To purchase a Well Telemetry
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$3,105	To purchase (2) SCADA Servers
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$34,189	To purchase of Sludge Return Pump #1.
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$51,344	To purchase water plant bleach bulk storage tank
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$52,884	To purchase water plant bleach bulk storage tank
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$54,470	To purchase water plant bleach bulk storage tank
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$2,863	To purchase water plant bleach bulk storage tank Level Transmitter
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$2,952	To purchase water plant bleach bulk storage tank Level Transmitter
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$3,628	To purchase water plant bleach bulk storage tank Level Transmitter
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$22,669	To purchase a water plant ammonia feeder
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$10,475	To purchase (5) membrane flush valve actuators
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$3,530	To purchase (5) membrane concentrate valve actuators
Utilities - Reuse Treatment Plant	412-3340-533-64-40	Light/Machinery & Equipment	\$16,550	To fund the installation of Telemetry System
Utilities - Reuse Treatment Plant	412-3340-533-64-40	Light/Machinery & Equipment	\$13,258	To purchase North and South Filter Inlet Valves and Actuators
Utilities - Reuse Treatment Plant	412-3340-533-64-40	Light/Machinery & Equipment	\$3,000	To purchase (3) SCADA View Node PC
Utilities - Reuse Treatment Plant	412-3340-533-64-40	Light/Machinery & Equipment	\$18,431	To cover the valve and actuator installation project
Utilities - Reuse Admin	412-3350-533-64-70	Machinery & Equipment/Service Connection Reuse	\$10,974	To fund the Oasis Reuse Connection
Utilities - Stormwater	425-3805-538-46-40	Maintenance Contracts	\$130,464	To cover Jet-vac services
Utilities - Wastewater Pumping	412-3510-535-64-20	Computer	\$4,698	To purchase (3) SCADA laptops
		Utilities Fund Total	\$688,991	
IT Communications	502-5220-594.64-15	Communications	\$19,489	Radios for the Fire Department
		IT Fund Total	\$19,489	
Central Services Fund				
Purchasing	503-5330-595-31.60	Other Professional	\$77,000	To Cover Professional Procurement Services
Graphics	503-5330-595-52-50	Clothing	\$1,392	Clothing
		Central Services Fund Total	\$78,392	
Health Insurance Fund				
Health Insurance	505-5510-596-45-10	Health Insurance Premium HMO	\$184,065	Affordable Care Act rebate to employees covered
		Health Insurance Fund Total	\$184,065	
Risk Management Fund				
Risk Management Fund	506-5520-596-52-25	Software	\$58,122	To fund the upgrade of the software claims system
		Risk Management Fund Total	\$58,122	
		Total Appropriation All Funds	\$2,990,177	