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MEMORANDUM

DATE: October 6, 2017

TO: Greg Harrison, City Manager

FROM: Erjeta Diamanti, Budget Officer *ED*

SUBJECT: FY 2018 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, 2017.

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 \$919,906

Public Communications \$35,463

- a) \$24,500 To cover annual Code Red Emergency
- b) \$10,963 To upgrade the recording and playback system for the City Commission Chambers

Tourism \$8,400

- a) \$4,900 To cover advance payment for World Publications ad in November 2018
- b) \$3,500 To cover advance payment for Visit Florida Event held in January 2018

Human Resources \$41,879

- a) \$23,000 To cover legal services for continuing union negotiations
- b) \$18, 879 To employ a temporary employee to assist with scanning and organizing paper files

Development Services \$211,532

- a) \$120,000 – 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.
- b) \$15,000 – Airpark Consulting - On July 25, 2017, the City passed Ordinance 2017-60 governing airpark regulations in order to come into compliance with State Statutes related to the airpark. As required by the State Statutes, the ordinance created an "obstruction permit" for those projects that exceed the airpark height regulations. Since the required review process associated with the obstruction permit is highly technical, the City will need to retain an airpark consultant to make recommendations on behalf of staff. Staff is aware of one applicant who will be submitting an obstruction permit in the near future. In anticipation of this coming, staff is requesting funds to pay for the consultant. Staff anticipates creating a cost recovery ordinance. Until the time that is created, staff is requesting funds to be able to utilize consultants to perform this technical service.
- c) \$27,518 – Host Compliance - On June 13, 2017, the City Commission passed Ordinance 2017-50, which created a Short Term Rental program and is requiring any home listed as a short term rental to be registered with the city. In order to provide a listing of the Short Term rentals, the City entered into a Service Agreement with Host Compliance. Staff recommends setting funding aside to continue funding this database for a minimum of one additional year as the program continues to develop and properties come into compliance.
- d) \$36,000- The former Development Services Director has remained on contract with the City in order to provide the City historic knowledge and general advice on planning and zoning related matters. The contract is renewable. Since expense was not anticipated as part of the FY 2018 budget, staff is requesting funds be rolled over in order to pay this contract in future years.
- e) \$13,014 – eCivis annual subscription 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).

Fire Operations \$33,000

- a) To replace a dump truck.

Public Works \$117,500

- a) Streets - \$110,000 – To rollover the funding to purchase a replacement of a dump truck
- b) Animal Control - \$7,500 – To purchase animal holding cages

Parks, Recreation and Cultural Arts \$165,923

- a) \$66,937 To purchase Pool Filtration System for the Aquatics Center Pump Room
- b) \$7000 Engraving for memorial bricks
- c) \$40,000 To replace doors at McNair Center
- d) \$2,370 To fund McNair Park LPR cameras
- e) \$24,887 To fund McNair Park LPR cameras
- f) \$24,729 To fund McNair Park LPR cameras

Non-Departmental/General Administration \$310,375

- a) \$68,388 – Land, Building Improvements: To fund building improvements.
- b) \$139,318- Working Capital Reserve- To fund cloud based software for efficiency improvements.
- c) \$18,179 - To fund the Brazilian Festival Ordinance 2017-68
- d) \$11,927 - Children in the Arts. Unspent funds from previous fiscal year and recognized for FY17.
- e) \$38,668 - Areawide Council on Aging. Unspent funds from previous fiscal year and recognized for FY17.
- f) \$2,000 - Green Market. Unspent funds from previous fiscal year and recognized for FY17.
- g) \$625 - 211 First Call for Help. Unspent funds from previous fiscal year and recognized for FY17.
- h) \$612 - St Laurence Chapel. Unspent funds from previous fiscal year and recognized for FY17.
- i) \$10,000 - Broward Regional Health Planning. Unspent funds from previous fiscal year and recognized for FY17.
- j) \$816 - BSO Summer Great Program. Unspent funds from previous fiscal year and recognized for FY17.
- k) \$7,500 - Pompano Beach Historic Society. Unspent funds from previous fiscal year and recognized for FY17.
- l) \$8,176 – Oferdahls. Unspent funds from previous fiscal year and recognized for FY17.

EMS Fund \$50,500

- a) \$35,000 Due to unexpected delays in the testing process, the Fire Department promotional exams and assessments centers were not completed by the end of the fiscal

year as expected. Please take the necessary steps to rollover the funds into next fiscal year in order to pay for the exams, two of which are already in progress.

- b) \$15,500 To purchase a stretcher for the rescue truck.

Utility Fund \$497,606

- a) \$118,014 – Three metering pump skids (\$39,338 each) are listed specifically in the FY 2015-2016 Budgeted Capital Outlay list, were rolled over into the 2016-2017 Capital Outlay list and will be purchased under one project replacing all three bulk tanks, three level indicators, and the three pump skids in FY 2018.
- b) \$51,344 - This was the first bulk tank slated for replacement and listed specifically in the FY 2015-2016 Capital Outlay list. It was rolled over into the 2016-2017 budget and will be purchased under one project replacing all three bulk tanks, three level indicators, and the three pump skids in FY 2018.
- c) \$52,884 - This is the second bulk storage tank slated for replacement and listed specifically in the FY 2016-2017 Budgeted Capital Outlay list. Utilities requests these funds be rolled over into FY 2017-2018 Capital Outlay list, where this item will be purchased under one project replacing all three bulk tanks, three level indicators, and the three pump skids in FY 2018.
- d) \$2,952 - This was the first bulk tank level transmitter slated for replacement. This was listed specifically in the FY 2015-2016 Budgeted Capital Outlay list, was rolled over into the 2016-2017 Capital Outlay list. This item will be purchased under one project replacing all three bulk tanks, three level indicators, and the three pump skids in FY 2018.
- e) \$2,863 - This is the second bulk tank level transmitter listed specifically in the FY 2016-2017 Budgeted Capital Outlay list. Utilities requests these funds be rolled over into FY 2017-2018 Capital Outlay list. This item will be purchased under one project replacing all three bulk tanks, three level indicators, and the three pump skids in FY 2018.
- f) \$22,669 - This is listed specifically in the FY 2015-2016 Budgeted Capital Outlay list, was rolled over into the 2016-2017 budget. The ammonia tanks and feed lines to the feeder system are currently being replaced. Research is currently being conducted on alternate, lower cost, ammonia feeders. Once a determination is made, this feed system will be purchased in FY 2018.
- g) \$33,963 - These items are specifically listed in the FY 2016-2017 Budgeted Capital Outlay list. Utilities requests these funds be rolled over to FY 2017-2018 Capital Outlay account.
- h) \$27,027 - These items are specifically listed in the FY 2016-2017 Budgeted Capital

Outlay list. Utilities requests these funds be rolled over to FY 2017-2018 Capital Outlay account.

- i) \$13,912 - These items are specifically listed in the FY 2016-2017 Budgeted Capital Outlay list. Utilities requests these funds be rolled over to FY 2017-2018 Capital Outlay account.
- j) \$47,391 – Replace an additional (6) lift station pump which have failed as a result of the storm.
- k) \$74,313 – Wastewater Pump replacement.
- l) \$50,274 - This is to continue funding the Oasis Reuse Program.

IT Fund \$300,000

- a) To rollover funding for radios. The radios were not purchased because of contract issues with the County and trying to combine the purchase with possible grant money. The Fire Department was able to acquire the grant and we will be using this money and the grant monies to purchase the much needed P25 radios for Fire.

Central Services Fund \$53,109

- a) Graphics Division: To replace the Plate Maker for the Print Shop.

Health Insurance Fund \$117,287

- b) 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.

Total rollovers and additional requests for all funds amount to \$1,938,408.

Attachment

CC. Suzette Sibble