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MEMORANDUM

DATE: October 15, 2019
TO: Greg Harrison, City Manager
FROM: Erjeta Diamanti, Budget Manager *ED*
SUBJECT: FY 2020 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, 2019.

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 22, 2019.

General Fund \$880,139

Tourism \$32,900

- a) \$32,900 – To fund various advertising projects

Performance Measures \$289

- a) \$289 – To purchase a monitor

City Clerk \$ 19,497

- a) \$2,219 – To cover Tuition Reimbursement

- b) \$9,094 – To cover fees for transcription services/Docusign e-signature services/On-line credit card payment implementation to collect miscellaneous fees, e.g. public records fees, lobbyist registration fees
- c) \$850 – To cover invoices for certification courses
- d) \$3,000 – To cover fees for rental of offsite storage space/unit
- e) \$3,354 – To cover pending invoices for ordinances approved in FY 2019
- f) \$980 – To purchase office furniture

Elections \$9,292

- a) \$9,292 – To cover cost to provide for electronic campaign reporting for candidates

Internal Audit \$737

- a) \$737– To cover for Cyber and data security seminar

Fire \$42,800

- a) Fire Logistics \$1,800 – To purchase TV for new Fire Station 24
- b) Fire Administration \$20,000 – To fund diversity training and professional development
- c) Fire Logistics \$6,000 – To purchase Inventory System Upgrades

Parks and Recreation \$56,323

- a) Recreation Activities \$31,138 – To purchase video security cameras and/or LPR cameras
- b) Aquatics \$3,507 – To purchase pool lights
- c) Aquatics \$11,940 – To purchase a Big Pool Pump
- d) Aquatics \$9,738 – To purchase a Small Pump

Non Departmental/Admin \$676,338

- a) \$652,356 – To purchase the property located on 550 S Cypress Road, approved by the City Commission on 7/23/2019
- b) \$6,991 – To cover fees for BSO and equipment Rentals
- c) \$16,991 – To cover fees for BSO and equipment Rentals

Development Services \$56,963

- a) Planning & Zoning \$41,963 –To cover BCPC application fees, traffic analysis, public noticing, legal descriptions
- b) Planning & Zoning \$15,000 – To cover Marketing tools, promote reporting census with tee shirts, pens, posters, etc.

Emergency Medical Services Fund

- a) \$17,000 – To purchase CAAS accreditation service

Building Inspections

- a) \$25,129 – To purchase a vehicle for a new inspector

Utility Fund \$459,216

- a) \$41,321 – To purchase Sequestrant Bulk Tank- reviewing re-lining versus replacement options.
- b) \$16,527 – To purchase Sequestrant Day Tank- reviewing re-lining versus replacement options.
- c) \$41,319 – To purchase Sodium Hydroxide Bulk Tank- reviewing re-lining versus replacement options.
- d) \$16,528 – To purchase Sodium Hydroxide Day Tank- reviewing re-lining versus replacement options.
- e) \$34,804 – To purchase A/C units- Memb. Bldg-EOC & Switchgear Rm & Filter Bldg.
- f) \$29,759 – To purchase Well Telemetry to be used for well telemetry upgrades in FY 2020.
- g) \$15,880 – To purchase Membrane Permeate Flush Valve Actuator for installation.
- h) \$11,037 – To purchase Flouride Metering Pump for other shortages.
- i) \$10,231 – To purchase Sodium Hypochlorite bulk tanks to be used for shortages.
- j) \$22,669 – To purchase Ammonia Feeder.
- k) \$10,475 – To purchase Membrane Feed Valve Actuator for installation.
- l) \$3,530 – To purchase Membrane Concentrate Valve Actuator for installation.
- m) \$21,359 – To procure large meter purchases for private and public development.
- n) \$49,584 – To purchase (3) Low Pressure Pumps (#1, 2, 3) - to be incorporated into Reuse CIP project.
- o) \$49,314 – To purchase (3) Low Pressure Pump Motors (#1, 2, 3) - to be incorporated into Reuse CIP project.
- p) \$2,339 – To purchase Low Pressure Pump #3 VFD purchase savings- to be used in Reuse CIP Project.
- q) \$9,302 – To purchase (1) Motorized 12" Splitter Box Valve-to be incorporated into Reuse CIP project.
- r) \$9,302 – To purchase (1) Motorized Turbidity Reject Valve-to be incorporated into Reuse CIP project.
- s) \$9,302 – To purchase (1) Motorized GST CC Inlet Valve-to be incorporated into Reuse CIP project.
- t) \$6,922 – To purchase (1) Motorized 24" CL2 Reject Valve-to be incorporated into Reuse CIP project.
- u) \$13,258 – To purchase Valve Actuator for installs in Reuse CIP project.
- v) \$16,550 – To purchase Radio Telemetry.
- w) \$18,431 – To purchase Valve Actuator for installs in Reuse CIP project.
- x) \$9,704 – To Purchase Laptops for Asset Management Software in FY2020.

Central Services Fund \$11,400

- a) \$11,400 – To purchase security software upgrades.

Health Insurance Fund \$179,583

- a) \$166,583 – 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).
- b) \$13,000 – To purchase safety awareness material for city employees.

Risk Fund \$26,108

- a) \$26,108 - To upgrade the Risk software system.

Total rollovers and additional requests for all funds amount to \$1,598,575.

Attachment

CC. Suzette Sibble

Budget Rollovers From Fiscal Year 2019 to Fiscal Year 2020 - Attachment

Department	Account	Line Item Description	Amount	Explanation
Tourism	001-1037-510-48-10	Advertising	\$32,900	For various advertising projects
Performance Measures	001-1038-510.51-10	Office supplies	\$289	To purchase a monitor
City Clerk	001-1050-510-26-40	Education	\$2,219	For tuition reimbursement
City Clerk	001-1050-510-31-60	Other Professional	\$9,094	To cover fees for transcription services/DocuSign e-signature services/On-line credit card payment implementation to collect miscellaneous fees, e.g. public records fees, lobbyist registration fees
City Clerk	001-1050-510-40-10	Travel Education Member	\$850	To cover invoices for certification courses
City Clerk	001-1050-510-44-10	Rentals & Leases	\$3,000	To cover fees for rental of offsite storage space/unit
City Clerk	001-1050-510-54-10	Publications	\$3,354	To cover pending invoices for ordinances approved in FY 2019
City Clerk	001-1050-510-52-20	Special Supplies	\$980	To purchase office furniture
Elections	001-1060-510-31-60	Other Professional	\$9,292	To cover cost to provide for electronic campaign reporting for candidates
Internal Audit	001-1080-510-40-10	Education	\$737	For Cyber and data security seminar
Fire	001-2220-522-64-30	Furniture & Fixtures	\$1,800	TV acquisition for new Fire Station 24
Fire	001-2205-522-40-10	Travel & Education	\$20,000	Diversity training and professional development
Fire	001-2220-522-31-60	Other Professional	\$6,000	Inventory System Upgrade
Parks and Recreation -Recreation Activities	001-3920-572-64-15	Heavy Equipment/Communications	\$31,138	To purchase video security cameras and/or LPR cameras
Parks and Recreation -Aquatics	001-3910-572-64-30	Furniture & Fixtures	\$3,507	To purchase pool lights
Parks and Recreation -Aquatics	001-3910-572-64-40	Light	\$11,940	To purchase a Big Pool Pump
Parks and Recreation -Aquatics	001-3910-572-64-40	Light	\$9,738	To purchase a Small Pump
Non Departmental/Admin	001-9910-599-61-00	Land Acquisition	\$652,356	To purchase the property located on 550 S Cypress Road, approved by the City Commission on 10/2/2019
Non Departmental/Admin	001-9910-599-82-66	Offerdahl's Hand Off Found	\$6,991	To cover fees for BSO and equipment Rentals
Non Departmental/Admin	001-9910-599-82-57	Brazilian Festival	\$16,991	To cover fees for BSO and equipment Rentals
Planning & Zoning - Other Professional	001-1510-515-31-60	Future Land Use Map Correction of Errors	\$41,963	To cover BPC application fees, traffic analysis, public noticing, legal descriptions
Planning & Zoning - Other Professional	001-1510-515-31-60	Census 2020	\$15,000	To cover Marketing tools, promote reporting census with tee shirts, pens, posters, etc.
General Fund Total			\$880,139	
Emergency Medical Services Fund				
EMS	140-2231-522-31-60	Other Professional	\$17,000	CAAS accreditation service
EMS Total			\$17,000	

<u>Building Inspections</u>				
Building Inspections	110-1550-515-64-05	Motor Vehicles	\$25,129	To purchase a vehicle for a new inspector
		Building Inspections Total	\$25,129	
<u>Utility Fund</u>				
Utilities - Water Treatment Plant	412-3320-533-64-40	Light/Machinery & Equipment	\$41,321	Sequestrant Bulk Tank- reviewing re-lining versus replacement options
	412-3320-533-64-40		\$16,527	Sequestrant Day Tank- reviewing re-lining versus replacement options
	412-3320-533-64-40		\$41,319	Sodium Hydroxide Bulk Tank- reviewing re-lining versus replacement options
	412-3320-533-64-40		\$16,528	Sodium Hydroxide Day Tank- reviewing re-lining versus replacement options
	412-3320-533-64-40		\$34,804	Savings from purchase of A/C units- Memb Bldg-EOC & Switchgear Rm & Filter Bldg.
	412-3320-533-64-40		\$29,759	Unused funds for Well Telemetry to be used for well telemetry upgrades in FY 2020
	412-3320-533-64-40		\$15,880	Membrane Permeate Flush Valve Actuator rollover for installation
	412-3320-533-64-40		\$11,037	Flouride Metering Pump unused funds to be used for other shortages
	412-3320-533-64-40		\$10, 231	Savings from purchase of Sodium Hypochlorite bulk tanks to be used for shortages
	412-3320-533-64-40		\$22,669	Ammonia Feeder
	412-3320-533-64-40		\$10,475	Membrane Feed Valve Actuator, funds for installation
	412-3320-533-64-40		\$3,530	Rollover- Membrane Concentrate Valve Actuator, funds for installation
Utilities - Water Distribution	412-3330-533-64-65	Machinery & Equipment/Service Installations	\$21,359	To procure large meter purchases for private and public development
Utilities - Reuse Treatment Plant	412-3340-533-64-40	Light/Machinery & Equipment	\$49,584	(3) Low Pressure Pumps(#1, 2, 3)- to be incorporated into Reuse CIP project
	412-3340-533-64-40		\$49,314	(3) Low Pressure Pump Motors(#1, 2, 3)- to be incorporated into Reuse CIP project
	412-3340-533-64-40		\$2,339	Low Pressure Pump #3 VFD purchase savings- to be used in Reuse CIP Project
	412-3340-533-64-40		\$9,302	(1) Motorized 12" Splitter Box Valve-to be incorporated into Reuse CIP project
	412-3340-533-64-40		\$9,302	(1) Motorized Turbidity Reject Valve-to be incorporated into Reuse CIP project
	412-3340-533-64-40		\$9,302	(1) Motorized GST CC Inlet Valve-to be incorporated into Reuse CIP project
	412-3340-533-64-40		\$6,922	(1) Motorized 24" CL2 Reject Valve-to be incorporated into Reuse CIP project
	412-3340-533-64-40		\$13,258	FY2017-2018 Rollover funds for Valve Actuator install in Reuse CIP project
	412-3340-533-64-40		\$16,550	FY2017-2018 Rollover funds for Radio Telemetry
	412-3340-533-64-40		\$18,431	FY2017-2018 Rollover funds for Valve Actuator install in Reuse CIP project
Utilities - Wastewater Pumping	412-3510-535-64-20	Machinery & Equipment/ Computer	\$9,704	To Purchase Laptops for Asset Manaement Software in FY2020
		Utilities Fund Total	\$459,216	
<u>Central Services Fund</u>				
Purchasing	503-5310-595-52-25	Software Purchases	\$11,400	To purchase security software upgrades
		Central Services Fund Total	\$11,400	
<u>Health Insurance Fund</u>				
Health	505-5510-596-45-10	Health Options Medical Loss Ratio	\$166,583	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).
Health	505-5510-596-45-25	Safety Awareness Materials	\$13,000	To purchase safety awareness material for city employees
		Health Insurance Fund Total	\$179,583	
<u>Risk Fund</u>				
Risk Management	506-5520-596-52-25	Software Purchase Upgrade	\$26,108	To upgrade the Risk software system.
		Risk Management Fund Total	\$26,108	
		Total Appropriation All Funds	\$1,598,575	