
ERJETA DIAMANTI, Budget Manager

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MEMORANDUM

DATE: October 7, 2020

TO: Greg Harrison, City Manager

FROM: Erjeta Diamanti, Budget Manager *ED*

SUBJECT: FY 2021 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, 2020.

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 amount to \$1,996,635.

Please note that the funds to be rolled over will be taken to the City Commission for consideration and approval on October 27, 2020.

Attachment

CC. Suzette Sibble

Budget Rollovers From Fiscal Year 2020 to Fiscal Year 2021 - Attachment

<u>Department/Division</u>	<u>Account</u>	<u>Line Item Description</u>	<u>Amount</u>	<u>Explanation</u>
<u>Tourism</u>				
Tourism	001-1037-510-54-10	Publications/Subscription/Member	\$14,000	To print the newly completed tourist guide
Tourism	001-1037-510-48-50	Marketing Special Events	\$7,455	To cover costs for travel to special events to promote the City of Pompano Beach
<u>Performance Management</u>				
Performance Management	001-1038-510-31-60	Other Professional	\$24,707	The funds are needed to pay for annual software subscription
Performance Management	001-1038-510-40-10	Travel Education Member	\$8,324	The funds are needed to pay for ClearPoint pilot program and annual contract
<u>City Clerk</u>				
City Clerk	001-1050-510-26-40	Education	\$1,109	To cover the Tuition reimbursements
City Clerk	001-1050-510-31-60	Other Professional	\$12,413	To cover fees for transcription services, Docusign e-signature services, On-line credit card payments and additional mics. Fees
City Clerk	001-1050-510-40-10	Travel Education Member	\$1,000	To cover the invoices for the certification courses.
City Clerk	001-1050-510-44-10	Rentals & Leases	\$324	To cover the pending fees for the rental of offsite storage space and units
City Clerk	001-1050-510-46-50	Repair & Maintenance / Special Services	\$8,399	To cover funding for the eRecording Revenue Generating Project
City Clerk	001-1050-510-54-10	Publications	\$2,555	To cover the pending invoices for ordinances approved in FY 2020
<u>Elections</u>				
Elections	001-1060-510-31-60	Other Professional	\$41,392	To cover the cost to provide electronic campaign reporting and an pending invoice for March 2020 Special Election from Broward County SOE
<u>Internal Audit</u>				
Internal Audit	001-1080-510.40-10	Travel Education	\$1,279	The annual CPE Seminars re Continuing Education were cancelled due to COVID
<u>Parks and Recreation</u>				
Recreation	001-3920-572-55-30	Real Time Marketing	\$13,200	The funds will cover an executed 1 year service contract for Social Media with vendor that started in August 2020
Recreation	001-3920-572-63-00	New fencing at various locations	\$14,213	This is a recurring capital expense used to replace and repair park fencing as damage occurs, the funds were not used due to the COVID pandemic
Non-Departmental	001-9910-599-82-57	Brazilian Festival funds	\$31,624	Requesting rollover of funds for the event to take place in 2021 as the event was delayed due to the COVID pandemic
<u>Fire</u>				
Logistics	001-2220-522-64-25	Electronic Audio/Visual	\$9,116	To fund an A/V equipment replacement
Logistics	001-2220-522-64-30	Furniture & Fixture	\$11,756	To cover the costs for replacement beds and fire station kitchen appliance
Logistics	001-2220-522-64-40	Lights	\$3,214	To replace the Fire station exercise equipment
Logistics	001-2220-522-64-45	Rescue	\$6,800	To fund the cost to complete unfinished projects associated with the final construction phase of Fire Station 24
Prevention	001-2260-522-40-10	Travel Education Member	\$3,445	To cover the Fire inspector industry update "zoom" seminar that was postponed due to Covid-19
Training	001-2270-522-64-30	Furniture & Fixture	\$1,896	To fund the replacement of new furniture
Training	001-2270-522-64-45	Rescue	\$4,000	To fund the acquisition of fire training equipment
		General Fund Total	\$222,221	
<u>Emergency Medical Services Fund</u>				
EMS	140-2231-522-64-20	Computer	\$13,000	To fund the acquisition of EMS field laptop computers
		EMS Total	\$13,000	
<u>Utilities/Stormwater Funds</u>				
Utility Billing	412-3310-533-52-25	Software Purchases	\$56,000	To purchase software to upgrade meter reading systems to newer cloud based system
Water Treatment Plant	412-3320-533-64-05	Dump Truck GAR-P M2M2 Vehicle	\$20,715	The funds will be used towards purchasing accessories (crane, welder, air compressor) needed for new service vehicle
Water Treatment Plant	412-3220-533-64-10	Misc. Capital Items	\$3,161	The funds will be used for the additional Capital purchases in FY 2021
Water Treatment Plant	412-3320-533-64-20	Computers	\$5,400	The funds will ensure adequate funding for replacement tablets due to device failure
Water Treatment Plant	412-3320-533-64-40	Maintenance Contracts	\$109,827	To fund the Sodium Hydroxide Bulk storage and feed pump relocation Project
Water Distribution	412-3330-533-64-65	Machinery & Equipment/Service Installations	\$19,382	To fund the procurement of large meter purchases for private and public development

Reuse Distribution	412-3355-533-64-40	Pavement Breaker	\$1,642	To fund a pending CRP item.
Reuse Distribution	412-3355-533-64-65	Machinery & Equipment/Service Installations	\$42,560	To fund the procurement of large meter purchases for private and public development
Wastewater Pumping	412-3510-535-64-20	Computer	\$5,318	To procure tablets for the field crews upon implementation of the division asset management program
Stormwater Operations	425-3805-538-46-40	Maintenance Contracts	\$93,875	To fund the cleaning of Atlantic and Dixie Hwy.
Stormwater Operations	425-3805-538-64-05	Machinery & Equipment	\$13,657	To fund the purchase for an auto crane for the new service truck on order
		Utilities/Stormwater Fund Total	\$371,537	
<u>Airpark</u>				
Airpark Operations	462-4610-542-64-65	Control Tower AC replacement	\$17,912	The project was delayed due to the COVID pandemic
Airpark Operations	462-4610-542-64-65	Sewer Replacement in Airpark Admin Building	\$16,575	The project was delayed due to the COVID pandemic
Airpark Operations	462-4610-542-40-10	Travel Education	\$1,913	The project was delayed due to the COVID pandemic
		Airpark Fund Total	\$36,400	
<u>Parking</u>				
Parking Operations	472-4710-545-31-60	Other Professional	\$110,123	To cover the fees for engineering design and surveying services for property improvements; approved by Resolution 2020-253 on 9/22/20
		Parking Fund Total	\$110,123	
<u>Solid Waste</u>				
Solid Waste Operations	488-4910-534-64-10	Machinery & Equipment	\$210,000	To fund the purchase of inground containers
Solid Waste Commercial	489-4920-534-52-20	Special Supplies	\$40,000	To fund the purchase of street garbage containers
Solid Waste Commercial	489-4920-534-31-60	Professional Services	\$90,521	To cover the costs of rental for Bulk Truck Pilot Program.
		Solid Waste Funds Total	\$340,521	
<u>Information Technologies</u>				
IT Operations	502-5210-594-46-30	Naviline Annual Payment	\$12,000	The funds are to cover a delayed invoice because of credit amount by Central Square
		Information Technologies Fund Total	\$12,000	
<u>Health Insurance/Risk Management</u>				
Health Insurance	505-5510-596-45-10	HMO Insurance	\$152,863	Affordable Care Act/Medical Loss Ratio Rule for reimbursement to employees
Health Insurance	505-5510-596-45-11	HMO/PPO Insurance	\$156,307	To fund BCBS 15% reduction in group health insurance premiums during July 2020 reimbursement to employees
Health Insurance	505-5510-596-45-08	Dental	\$19,400	To fund BCBS 50% reduction in dental insurance premiums during July 2020 reimbursement to employees
Health Insurance	505-5510-596-45-10	HMO Insurance	\$518,171	To cover BCBS HMO Accounting Retention Agreement (Proshare) funding for further enhancement toward City's wellness initiatives
Risk Management	506-5520-596-45-85	Insurance Other Premiums	\$3,099	To cover insurance premiums
Risk Management	506-5520-596-52-25	Software Purchase	\$40,993	To cover training of staff and software enhancement
		Health Insurance/Risk Management Funds Total	\$890,833	
		Total Appropriation All Funds	\$1,996,635	