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**ERJETA DIAMANTI, Budget Manager**

100 W. Atlantic Boulevard

Pompano Beach, FL 33060

Phone: (954) 786-4065

Fax: (954) 786-4504



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**MEMORANDUM**

**DATE:** October 13, 2021

**TO:** Earl Bosworth, Acting City Manager

**FROM:** Erjeta Diamanti, Budget Manager *ED*

**SUBJECT:** FY 2022 Rollover Requests

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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, 2021.

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 totals \$8,790,346.

Please note that the funds to be rolled over will be taken to the City Commission for consideration and approval on October 26, 2021.

Attachment

CC. Suzette Sibble

**Budget Rollovers From Fiscal Year 2021 to Fiscal Year 2022 - Attachment**

<b>Department/Division</b>	<b>Account</b>	<b>Line Item Description</b>	<b>Amount</b>	<b>Explanation</b>
<b>Tourism</b>	001-1037-510.48-10	ADVERTISING	\$19,484	Digital marketing, a major campaign with an OTA, ads with VISIT FLORIDA and refreshing the airport advertising.
	001-1037-510.48-50	MARKETING SPECIAL EVENTS	\$25,319	Increase rates to attend trade and consumer shows
	001-1037-510.52-50	CLOTHING	\$500	Clothing
	001-1037-510.54-10	MEMBERSHIP/PUBLICATION	\$17,463	Tourism brochure printing
<b>Cultural Affairs</b>	001-1039-510-64-40	LIGHT EQUIPMENT CAPITAL	\$45,000	Delay in purchasing additional lights and sound for Ali Cultural Center due to shortage of inventory/manufacturing delays due to COVID shutdowns.
<b>City Attorney</b>	001-1040-510-31-30	SPECIAL LEGAL	\$23,617	Legal services.
	001-1040-510-46-50	SPECIAL SERVICES	\$3,000	Legal special services.
<b>City Clerk</b>	001-1050-510.31-60	OTHER PROFESSIONAL	\$16,000	To cover fees for transcription services / On-line credit card payment implementation to collect miscellaneous fees, e.g. public records fees, lien Search fees, via JustFOIA, which was approved under FY 2021.
<b>Human Resources</b>	001-1070-510.31-30	SPECIAL LEGAL	\$17,918	Services of external legal professionals associated with Equal Employment Opportunity matters.
<b>Internal Audit</b>	001-1080-510.40-10	TRAVEL EDUCATION MEMBER	\$3,145	CPE hours
	001-1080-510.51-10	OFFICE SUPPLIES	\$650	IA was unable to secure a new printer due to being out of office during COVID. A new printer purchase has been delayed due to manufacturing being slow, inventory low/out of stock/or backordered.
<b>Development Services</b>	001-1510-515-31-60	Professional Services	\$56,000	To assist the P&Z Division with permit plan reviews.
	001-1510-515-31-60	CRS Update	\$18,000	To assist the P&Z Division with the annual Community Rating System (CRS) cycle visit.
<b>Fire</b>	001-2210-522.64-10	HEAVY MACH & EQUIPMENT	\$94,064	Agreement with Stryker Flex Financial to replace rescue equipment
	001-2270-522.64-10	HEAVY MACH & EQUIPMENT	\$3,000	Fire academy container purchase
	001-2270-522.63-00	IMPROV OTHER THAN BUILD	\$55,000	Fire academy infrastructure funding
	001-2260-522.46-50	SPECIAL SERVICES	\$3,750	Fire Prevention Week
	001-2220-522.64-30	FURNITURE & FIXTURES	\$11,756	To fund furniture acquisition for the new Station 114 under construction
<b>Golf Course</b>	001-3960-576-52-20	Master Plan Improvements	\$70,000	Golf Course Master Plan Design improvements were put on hold due to the delay of the Air Park Master Plan Approval and Clarification of their land expansion.
<b>Non-Departmental/Land Acquisition</b>	001-9910-599.61-00	LAND ACQUISITION	\$7,634,500	For purchase of 6 folios from Christ Church United Methodist Inc. Purchase contract required closing by 9/29/2021 or sooner. First Addendum to contract approved 9/28/2021 extends time for closing to no later than December 28, 2021.
	001-9910-599.61-00	LAND ACQUISITION	\$3,000	Purchase of Burkholder parcel for McNab Road Bridge project. Purchase approved Reso. 2021-203 March 23, 2021. Addendum to extend time for closing to allow time to probate estate ratified Reso. 2021-290. Anticipated closing October 19, 2021.
		<b>General Fund Total</b>	<b>\$8,121,166</b>	
<b>Utilities Fund</b>				
Wastewater Transmission	412-3520-535-64-05	MOTOR VEHICLES	\$28,731	The company that supplies the water tank to Freightliner has been recently sold. The new company is no longer manufacturing tanks. Therefore the water truck will be replaced in FY 2022.
Water Treatment Plant	412-3320-533-64-05	MOTOR VEHICLES	\$59,652	Covering dealer maintenance needed for new electric vehicles/replacement of Ford F150.
Water Treatment Plant	412-3320-533-64-10	HEAVY MACHINERY & EQUIP	\$1,284	Misc. capital items over \$1000.
Water Treatment Plant	412-3320-533-64-20	COMPUTER	\$5,400	To ensure adequate funding for replacement tablets due to device failure
Water Treatment Plant	412-3320-533-64-40	MACHINERY & EQUIPMENT / LIGHT	\$68,277	Surplus from GRANT and other unused funds will be used to repurpose old Sodium Hydroxide bulk and day storage tanks and other Capital Outlay shortages.
Reuse Treatment Plant	412-3340-533-64-20	COMPUTER	\$2,721	To ensure adequate funding for replacement tablets due to device failure
Reuse Treatment Plant	412-3340-533-64-40	MACHINERY & EQUIPMENT / LIGHT	\$1,709	To accommodate any anticipated price increases in FY 2022
Reuse Distribution	412-3355-533-64-40	MACHINERY & EQUIPMENT / LIGHT	\$25,221	Unable to purchase the Ingersol C Air Compressor 82hp within allotted budget cycle due to distributors delays.
Reuse Distribution	412-3355-533-64-65	SERVICE INSTALLATIONS	\$7,560	Service line installation is an ongoing construction project. However, due to COVID restrictions and guidelines, we were unable to install the intended quantity of service lines throughout this FY 2021.
Water Distribution	412-3330-533-64-05	MOTOR VEHICLES	\$25,144	We were unable to purchase accessories for a new truck that was ordered due to dealership delays. We still need to purchase these accessories for the new truck when it arrives and would like to utilize the budgeted funds to do so without compromising next fiscal year budget which will disable other operations.
Water Distribution	412-3330-533-64-10	HEAVY MACHINERY & EQUIP	\$7,766	to replace a golf cart
Water Distribution	412-3330-533-64-20	COMPUTER	\$14,400	9 laptop computers were scheduled to be purchased this fiscal period. Unfortunately, we were unsuccessful with the purchase due to COVID setbacks and model availability.
Water Distribution	412-3330-533-64-40	MACHINERY & EQUIPMENT / LIGHT	\$12,476	To replace/purchase C-12 Air Operator postponed due to distributor delays.

**Budget Rollovers From Fiscal Year 2021 to Fiscal Year 2022 - Attachment**

<b>Department/Division</b>	<b>Account</b>	<b>Line Item Description</b>	<b>Amount</b>	<b>Explanation</b>
Water Distribution	412-3330-533-64-65	SERVICE INSTALLATIONS	\$27,847	Service line installation is an ongoing construction project. However, due to COVID restrictions and guidelines, we were unable to install the intended quantity of service lines throughout this FY 2021.
		<b>Utilities Fund Total</b>	<b>\$288,188</b>	
<b>Airpark</b>	462-4610-542.40-10	TRAVEL EDUCATION MEMBER	\$5,034	Airport conferences and training classes.
		<b>Airpark Fund Total</b>	<b>\$5,034</b>	
<b>General Services/Purchasing</b>	503-5310-595-52-25	Software Purchases	\$2,188	To develop programs to create multiple minority and local designation types in Naviline for capturing data and reporting instead of doing it manually; and increase available virtual platforms for procurement meetings and training opportunities.
	503-5310-595-40-10	Travel Education Member	\$615	To enhance staff's professional development by attending various procurement courses such as those hosted by the National Institute of Governmental Procurement, as well as trainings to address other soft skills to better serve internal and external customers.
	503-5310-595-52-20	Special Supplies	\$1,780	Various MAC paper for various sizes needed for the Graphics Division to address customer needs.
		<b>Central Services Fund Total</b>	<b>\$4,583</b>	
<b>Health Insurance</b>	505-5510-596-45-10	HMO Insurance Premiums	\$175,441	Affordable Care Act/Medical Loss Ratio Rule reimbursement to employees
	505-5510-596-40-10	Travel Education	\$1,000	Staff to attend rescheduled conference
	505-5510-596-45-11	PPO Insurance Premiums	\$100,000	Consulting fees
	505-5510-596-45-25	Special Services	\$38,219	Wellness Initiative enhancement
	505-5510-596-45-07	Premiums - Employee Assistant Program	\$7,500	EAP program enhancements
		<b>Health Insurance Fund Total</b>	<b>\$322,160</b>	
<b>Risk Management</b>	506-5520-596-40-10	Travel Education Member	\$1,006	Staff to attend rescheduled conference
	506-5520-596-52-25	Software Purchases	\$48,209	Training of staff and software enhancement
		<b>Risk Management Fund Total</b>	<b>\$49,215</b>	
		<b>Total Appropriation All Funds</b>	<b>\$8,790,346</b>	