

# City of Fort Lauderdale

*City Hall*  
100 North Andrews Avenue  
Fort Lauderdale, FL 33301  
[www.fortlauderdale.gov](http://www.fortlauderdale.gov)



## Meeting Minutes - APPROVED

Tuesday, December 1, 2015

1:30 PM

City Commission Conference Room

## City Commission Conference Meeting

### *FORT LAUDERDALE CITY COMMISSION*

**JOHN P. "JACK" SEILER** Mayor - Commissioner  
**ROBERT L. McKINZIE** Vice Mayor - Commissioner - District III  
**BRUCE G. ROBERTS** Commissioner - District I  
**DEAN J. TRANTALIS** Commissioner - District II  
**ROMNEY ROGERS** Commissioner - District IV

**LEE R. FELDMAN**, City Manager  
**JOHN HERBST**, City Auditor  
**JEFFREY A. MODARELLI**, City Clerk  
**CYNTHIA A. EVERETT**, City Attorney

Meeting was called to order at 1:37 p.m. by Mayor Seiler on Tuesday, December 1, 2015.

## **ATTENDANCE ROLL CALL**

**Present:** 5 - Mayor John P. "Jack" Seiler, Vice-Mayor Robert L. McKinzie, Commissioner Bruce G. Roberts, and Commissioner Dean J. Trantalis

**Also Present:** City Manager Lee R. Feldman, City Auditor John Herbst, City Clerk Jeffrey A. Modarelli, City Attorney Cynthia A. Everett and Sergeant At Arms Sergeant Cecil Stone

No public comments were submitted by email regarding this meeting.

Commissioner Romney Rogers arrived at 2:42 p.m.

## **CITY COMMISSION REPORTS**

### **Events and Matters of Interest**

*Members of the Commission announced recent and upcoming events and matters of interest.*

### **Emergency 911 Calls**

Commissioner Roberts raised concerns regarding the dispatching of 911 calls and misinformation. Discussion ensued on this topic with the goal of transitioning back to a dedicated emergency 911 system for the City. The Mayor asked City Manager Feldman, City Attorney Everett, City Auditor Herbst and the Fire Chiefs to work together to develop a plan to address this issue.

### **Holiday Items for Neighborhoods**

Vice-Mayor McKinzie recognized and thanked the Police Department who teamed up with Winn Dixie and the Housing Authority to deliver holiday items to citizens in his District. Vice-Mayor McKinzie acknowledged the Post Office improvements and thanked those who assisted in this matter. Vice-Mayor McKinzie raised the issue of relocating of bus shelters to the western end of Sistrunk. Discussion ensued on this topic.

### **Community Redevelopment Agency (CRA)**

CRA policy, budget funding and hiring issues were discussed among the Commission and the City Manager.

### **Bus Benches and Street Naming**

Commissioner Trantalis raised the issue of item CR-7 regarding bus benches and discussion ensued on this topic. Additionally, the issue of the naming of the streets within the City was addressed and discussion ensued on this topic.

### **School Board**

Mayor Seiler discussed a meeting with the School Board and the topics reviewed. Discussion ensued on follow-up and topics reviewed.

**Manurian Park Donation to the City**

An update on the transfer of Mangurian Park in Coral Ridge to the City of Fort Lauderdale was addressed and discussions ensued.

**Bahia Mar Lease**

The Bahia Mar lease issue was raised and it was noted that the lease is moving forward. Discussions ensued on this topic.

**CONFERENCE REPORTS**

**CF-1 15-1422 Lien Settlements - WaterWorks 2011**

The property owner did not attend. City Manager Feldman raised the issue as to whether the Commission wishes to continue to hear lien settlements on waterworks or should they be considered as other code liens and sent to the Special Magistrate. Discussion ensued on this matter and the City Commission will take this issue up at a regular meeting to pass legislation to make the requested change.

**CF-2 15-1501 Quarterly Investment Report for the Period Ending September 30, 2015**

No discussion.

**OLD/NEW BUSINESS**

**BUS-1 15-1519 Budget/CIP and Grants Informational Presentation**

Laura Reece, Assistant Budget Manager of CIP and Grants Division of the City Manager's Office. She introduced her team and gave a presentation for fiscal year 2015. Questions and answers as well as discussions ensued during the presentation

*A copy of the presentation is attached to these minutes.*

**BUS-2 15-1526 Multi-Focused Community Policing Assessment Status Presentation**

City Manager Feldman gave a brief preface regarding the presentation. The Bobcat Consulting Group located in Tallahassee, did an internal look at the City's Police Department, entitled The Bobcat Report. Police Chief Frank Adderley, Douglas McDougall, Assistant Police Chief, Rich Maglione, Assistant Chief Investigator, and Michael Gregory, Assistant Chief, all participated in the presentation updating the Commission on the report's recommendations and other things the police department is initiating. Major Louis Alvarez addressed questions regarding police vests. Assistant City Attorney, Brad Weisman and Investigator Rich Maglione addressed questions and issues regarding body cameras. Questions and answers as well as discussions ensued after the presentation among attendees and the City Commission. The Commission requested the body camera issue come back before the Commission at the January 20, 2016 City Commission Conference Meeting.

*A copy of the Multi-Focused Community Policing Assessment Status Presentation is attached to these minutes.*

The following speakers from the public spoke:

Christine Currie of the Police Review Board spoke regarding the complaint hotline number location on the website, recruiting issues for the military men and women, and ordinances.

Marsha Ellison of the Fort Lauderdale NAACP spoke requesting a meeting with Chief Adderley to address policies, practices and procedures of the police department, and encouraging the police department to move forward with The Bobcat Reports' recommendations.

Roosevelt Walters, a City Resident, spoke encouraging police practices to mirror police policies. He also addressed the subject of police internal affairs' investigations, and the police review board.

Charles King, 105 N. Victoria Park Road, expressed his views on the subject of police use of body cameras and other police issues in the City of Fort Lauderdale.

**BUS-3 15-1515            County Animal Care Regulations Pertaining to Community Cats**

Commissioner Rogers stated the County has passed a stricter ordinance to address the dropping off cats and neutering them prior to being dropped off to delete the cat population.

Charles King, 105 N. Victoria Park Road, expressed his views on the County's Animal Care Regulations pertaining to community cats.

The Commission consensus was the new ordinance was positive..

**BUS-4 15-1557            Broward County Tourist Development Council - Appointment  
Recommendation - City Representative**

Mayor Seiler stated his is currently on the Broward County Tourist Development Council and will be happy to continue as a member.

**COMMUNITY REDEVELOPMENT AGENCY MEETING - 3 P.M. OR AS SOON  
THEREAFTER AS POSSIBLE**

**BOARDS AND COMMITTEES**

**BD-1 15-1537            Board and Committee Vacancies**

Discussions ensued on Board and Committee vacancies. Please see regular meeting item R-1.

**CITY MANAGER REPORTS**

None.

There being no other business to come before the Commission, Mayor Seiler adjourned the meeting at 5:28 p.m.





**1 Budget Review/Preview Session**  
**October 16, 2015 from 11:00 am – Noon**  
**City Hall, Human Resources 3rd Floor**  
**Training Room**

These informal sessions are held quarterly. They are intended to provide an open forum to discuss budget and Community Investment Plan (CIP) processes from the prior quarter and the upcoming quarter. The sessions are intended to keep the lines of communication open, discuss best practices, and to make continuous process improvements.

**2 Cognos Reporting**  
**October 29, 2015 from Noon – 1:00 pm**  
**101 NE 3rd Ave Suite 1400,**  
**Budget Office Conference Room**

This training session will assist users in creating and running existing Cognos reports. Cognos reports are an excellent tool for monitoring your departmental budget. In addition, attendees will have an opportunity to request customized Cognos reports.

**3 Excel "Hacks"**  
**November 18, 2015 from 2:00 – 3:00 pm**  
**City Hall, 8th Floor Conference Room**

This training session will review useful shortcuts and formulas in Excel. "Experts" from various City departments will be asked to share some of their favorite tips and tricks to help you get the most out of Excel. This session will also provide an opportunity for attendees to ask questions and receive advice on how they can improve their efficiency using Excel.

**4 Budget 101**  
**December 9, 2015 from Noon – 1:30 pm**  
**City Hall, 8th Floor Conference Room**

This training will provide an overview of the City's budget development process. This training will cover State and local requirements that direct the City's budget process; various stakeholders involved in the budget process; and the comprehensive process of developing the proposed budget and getting it approved by the City Commission.

**FOR MORE INFORMATION**

Please contact Charmaine Crawford  
 at 954-828-5425 or by email at  
[budgettraining@fortlauderdale.gov](mailto:budgettraining@fortlauderdale.gov) to be  
 included in these training opportunities.  
 Dates and times are subject to change.

***Locations are subject to change.***



**CITY OF FORT LAUDERDALE**

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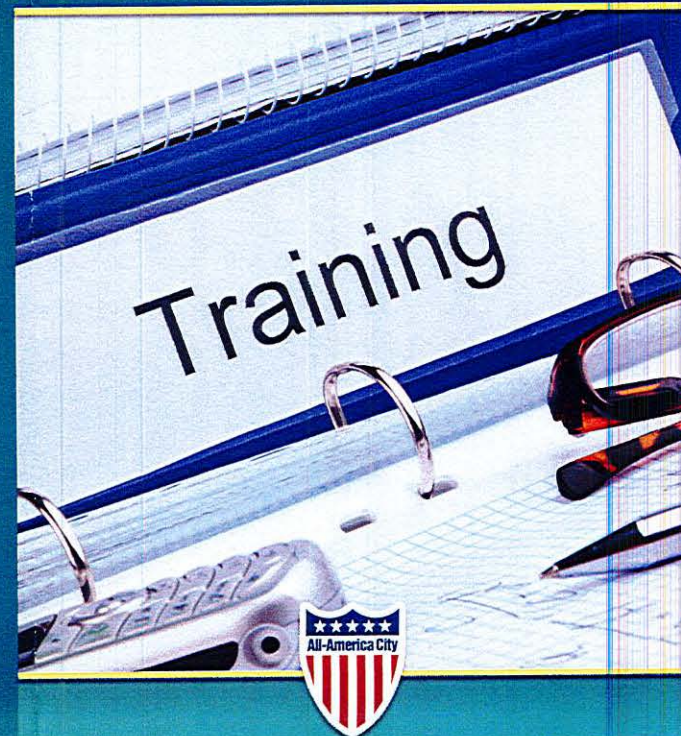
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**CITY OF FORT LAUDERDALE**

**BUDGET, COMMUNITY  
 INVESTMENT PLAN, AND  
 AUDIT COMPLIANCE  
 TRAINING**

**FISCAL YEAR 2016**





## **5 Budget Review/Preview Session**

**January 15, 2016 from 2:00 – 3:00 pm**

**City Hall, Human Resources 3rd Floor**

**Training Room**

These informal sessions are held quarterly. They are intended to provide an open forum to discuss budget and Community Investment Plan (CIP) processes from the prior quarter and the upcoming quarter. The sessions are intended to keep the lines of communication open, discuss best practices, and to make continuous process improvements.

## **6 ClearPoint Strategic Management Software for Budget Coordinators**

**January 20, 2016 from Noon – 1:00 pm**

**City Hall, 8th Floor Conference Room**

Hosted in coordination with the Structural Innovation Division, this training will review the City's strategic management software system, ClearPoint. This training will focus on how the system should be utilized by budget coordinators and the best way to access and navigate the software. It will also highlight the use of performance measures in Budget Modification Requests and how to check the status of Commission Annual Action Plan (CAAP) initiatives.

## **7 Creating Organization Charts Using Microsoft Visio**

**January 29, 2016 from 2:00 – 3:00 pm**

**City Hall, 8th Floor Conference Room**

This training session will provide an introduction to the Visio software as it relates to creating and updating organizational charts. You will learn how to create Department organization charts that can be used for organization planning and for the budget process.

## **8 FAMIS Tips and Tricks**

**February 11, 2016 from 10:00 – 11:30 am**

**City Hall, 8th Floor Conference Room**

Hosted in coordination with the Finance Department, this training will provide staff with an overview of the City's financial management system (FAMIS). This session is intended to show attendees how to query information, export data, and other useful tips and tricks.

## **9 Budget and Community Investment Plan (CIP) Preparation**

**(See FY 2016 Budget & CIP Preparation Manual for dates and times during the month of February)**

**Budget Conference Room and Information Technology Training Room**

Hosted by the Budget/CIP and Grants Division team, these trainings will walk Community Builders through the Budget

and Community Investment Plan (CIP) processes. Attendees will learn how to develop departmental budgets and submit capital project applications. We will also provide step-by-step instructions on navigating through the FAMIS Budget Module, Budget Forms System, and the Community Investment Plan Application System. Various sessions will be offered, including Introduction to Budgeting, Advanced Budgeting, Core Adjustments, and Payroll Projections.

## **10 Using the City's Financial Transparency Portal**

**March 10, 2016 from 10:00 – 11:00 am**

**City Hall, 8th Floor Conference Room**

This training will demonstrate the use of the City's financial transparency portal on the City's website [www.fortlauderdale.gov](http://www.fortlauderdale.gov). Attendees will learn how to navigate through the data to find budget information, create a variety of charts and graphs, and export data. This training will also provide attendees with useful tips on how to share budget information with fellow Community Builders or with your neighbors. The financial transparency portal is only available through the City's website and powered by OpenGov.com.

## **11 Budget Review/Preview Session**

**April 8, 2016 from Noon – 1:00 pm**

**City Hall, 8th Floor Conference Room**

These informal sessions are held quarterly. They are intended to provide an open forum to discuss budget and Community Investment Plan (CIP) processes from the prior quarter and the upcoming quarter. The sessions are intended to keep the lines of communication open, discuss best practices, and to make continuous process improvements.

## **12 Audit Compliance Tracking System (ACTS) Overview**

**June 15, 2016 from Noon – 1:00 pm**

**City Hall, 8th Floor Conference Room**

Hosted in coordination with the City Auditor's Office, this training will review the City's internal reporting procedures for open audit findings (including Financial/External Audit, the Single Audit and Commission Auditor Reports). The presenters will review the City's internal process for monitoring and reporting on open audit findings. This training will also provide an overview of the City's Audit Compliance Tracking System (ACTS).

## **13 Budget Review/Preview Session**

**July 15, 2016 from 3:00 – 4:00 pm**

**City Hall, 8th Floor Conference Room**

These informal sessions are held quarterly. They are intended to provide an open forum to discuss budget and Community Investment Plan (CIP) processes from the prior quarter and

the upcoming quarter. The sessions are intended to keep the lines of communication open, discuss best practices, and to make continuous process improvements.

## **14 Community Investment Project (CIP) Close Out Process**

**July 29, 2016 from 2:00 – 3:00 pm**

**City Hall, 8th Floor Conference Room**

Hosted in coordination with the Finance Department, this training will review the City's process for identifying and closing Community Investment Plan (CIP) projects. The year-end review of every CIP is necessary to ensure that capital projects are converted to assets in a timely manner and to ensure that idle funding is repurposed for a higher priority project. The close out process also ensures that Engineering Tracking System (ETS) data is updated to identify the appropriate status of each project for financial reporting purposes (capitalization, depreciation, etc.), and to close out any completed projects.

## **15 Speed Training Workshop**

**August 11, 2016 from 10:00 – 11:30 am**

**City Hall, 8th Floor Conference Room**

Hosted by the Budget/CIP and Grants Division team, this training will feature two networking sessions in a Speed Dating Format. Topics can be selected by attendees.

## **16 Budget Transfers and Amendments**

**August 19, 2016 from Noon – 1:00 pm**

**City Hall, 8th Floor Conference Room**

Hosted in coordination with the Finance Department, this training will provide staff with an in-depth knowledge of the various budget adjustment processes. Attendees will be trained on the City's budget transfer and budget amendment policies and procedures. Training will also provide direction regarding the required language to include on Commission Agenda Memos (CAMs) and on budget transfer forms.

## **17 Monitoring Your Community Investment Plan Projects**

**September 23, 2016 from Noon – 1:00 pm**

**City Hall, 8th Floor Conference Room**

Hosted in coordination with the Public Works Department, this training will review the City's internal monthly reporting procedures for all Community Investment Plan (CIP) projects. The presenters will review the City's process for monitoring and reporting on open CIP projects and for using the City's Engineering Tracking System (ETS).





## 1 Using Census Data to Improve Your Grant Application

October 16, 2015 from 1:00 - 2:00 pm  
City Hall, 8th Floor Conference Room

This training is hosted by a Data Dissemination Specialist from the United States Census Bureau. It provides insights into how to use the Census Bureau's databases, mapping tools, local and national demographic information for a variety of uses including grant proposals, budget requests, economic data statistics for business plans, etc. This training will empower you with the ability to access population, housing, economic and geographic data from American FactFinder using the guided and advanced search options when seeking grant funding opportunities.

## 2 Preparing for the Single Audit

November 16, 2015 from 1:00 - 2:00 pm  
City Hall, 8th Floor Conference Room

This training will review the Office of Management and Budget A-133 and the new "super circular" changes that were combined into 2 Code Federal Regulations Part 200 - Uniform Administrative Requirements. The auditors from Moore Stephens Lovelace, P.A. will present required changes that will be needed for the fiscal year end 2015 audit. Single audits determine if the entity has complied with direct and material compliance requirements of each of the major programs and state projects. The single audit is used as a report card by federal and state funding agencies and pass-through entities regarding compliance and internal control.

## FOR MORE INFORMATION

Please contact Rupa Pandit, Grants Administration and Compliance Officer at 954-828-6103 or by email at [budgettraining@fortlauderdale.gov](mailto:budgettraining@fortlauderdale.gov) to be included in these training opportunities.

The dates and times for each training session will vary, depending on number of participants and space availability.


*Times and locations are subject to change.*



CITY OF FORT LAUDERDALE

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CITY OF FORT LAUDERDALE

# GRANTS TRAINING

Budget/CIP and Grants Division

FISCAL YEAR 2016





**3 Grant Researching Resources and Tips**  
**December 11, 2015 from 2:00 - 3:00 pm**  
**City Hall, 8th Floor Conference Room**

This training will demonstrate the use of the EfficientGov.com grant research tool and will show attendees how to login, search, and refine their grant funding search guidelines. It will also provide direction regarding how to look for sample Request for Proposals (RFPs) that are centered on grant funds, and other various functions of the City-funded grant research tool. In addition, this training will highlight the use of Grants.gov, the Federal grant research tool that can be used to find current grant opportunities from Federal agencies.

**4 How to Avoid Improper Payments Under the Uniform Grants Guidance (Webinar)**  
**January 22, 2016 from 10:30 - 11:30 am**  
**City Hall, 8th Floor Conference Room**

This webinar will be hosted by Thompson Grants to assist grant recipients with reviewing the legal and regulatory background related to payments. You'll learn exactly how the uniform grants guidance defines and treats improper payments and what's required to achieve new requirements for both accountability and performance. Learn how to use the new guidance to reduce risks to the City.

**5 Grants 101 Training**  
**February 26, 2016 from 2:30 - 3:30 pm**  
**City Hall, 8th Floor Conference Room**

This training will provide an overview of the entire grants process including the various roles and stakeholders working with the grants within the City. The overview will include a detailed review of the City of Fort Lauderdale Grants Centralization Policy (PSM 4.2.1). This policy includes step by step procedures to assist you with your grant application, grant management, and closing out your grant.

**6 Federal Emergency Management Agency (FEMA) Disaster Reimbursement Training**  
**March 22, 2016 from 2:30 - 3:30 pm**  
**City Hall, 8th Floor Conference Room**

This training provides an overview of the FEMA Public Assistance Grant Program. Training will cover the FEMA financial assistance process and eligibility structure, as well as, FEMA categories of eligible disaster related emergency work performed during and after a disaster declaration. When an emergency occurs, the work can seem overwhelming.

This training will arm Community Builders with information and tools needed for applying for emergency disaster reimbursement and ensuring that the City gets to keep it.

**7 Finance Processes for Grants Managers**  
**April 26, 2016 from 1:30 - 2:30 pm**  
**HR Training Room, City Hall**

This training will be hosted in collaboration with the Finance Department and will cover the appropriate methods for requesting reimbursements, maintaining grant invoices, reporting grant modifications, tracking grant expenditures, moving grant expenditures, closing grants and other financial issues surrounding grants management in the City of Fort Lauderdale.

**8 Federal Emergency Management Agency (FEMA) Disaster Forms and Internal Forms Training**  
**May 13, 2016 from 2:00 - 3:00 pm**  
**City Hall, 8th Floor Conference Room**

This training will update City staff on the required FEMA and other required forms and documentation of emergency work performed during and after a disaster declaration. Often, emergency related paperwork to request Federal assistance can be very specific and voluminous. This training will better equip City employees with information and tools needed to better the odds of receiving emergency disaster reimbursement.

**9 In-Depth Internal Controls Over Compliance (Webinar)**  
**June 17, 2016 from Noon - 1:30 pm**  
**City Hall, 8th Floor Conference Room**

This webinar will be hosted by Crowe Horwath LLP and will provide an overview of the standards, internal controls, and the control framework. The webinar will offer insights into application of Internal Controls over allowable costs, reporting and sub-recipient Monitoring. The webinar provides guidance that organizations can understand and utilize for Federal Programs of Office of Management and Budget (OMB) Circular A-133.

**10 The CCNA Process and Grant Purchases**  
**July 22, 2016 from 2:00 - 3:00 pm**  
**City Hall, 8th Floor Conference Room**

This training will be provided by the Procurement Division of the Finance Department to discuss the Consultants' Competitive Negotiation Act (CCNA) Florida Statutes 287.055

in relation to the acquisition of professional architectural, engineering, landscape architectural or surveying and mapping services. The CCNA process is for large purchases, involves many steps, and can take many months to complete. This training will review the process and help grant managers understand the timelines required for CCNA to better plan for timely grant expenditures.

**11 Grants Agenda Items and Legal Considerations**  
**August 19, 2016 from 10:30 - 11:30 am**  
**City Hall, 8th Floor Conference Room**

This training will be co-hosted with the City Attorney's Office. This training will highlight grant resolutions, motions, agenda items and contracts. The intent of this training is to familiarize grants management staff with language and legal terms that should be highlighted or noted when the grant award is received, along with a review of the City's agenda process. Many grant contracts involve an outline of deliverables, special terms and conditions, and requirements that should be monitored by the responsible grants manager.

**12 Grants Management Tracking System**  
**September 23, 2016 from 2:00 - 3:00 pm**  
**City Hall, 8th Floor Conference Room**

This training will demonstrate the use of the City's Grants Management Tracking System (GMTS) which is the software system that is used to track all City grants. The training is most beneficial for employees who manage grants and update monthly reports in preparation for the FL STAT meeting. The training includes a review of the required grants tracking in the City's system including instructions on how to access City resources and templates, how to set reminders, how to upload grant documentation, and how to update the GMTS system for required monthly reporting.







CITY OF FORT LAUDERDALE



# BUDGET/CIP AND GRANTS DIVISION

## December 2015





## Grants Overview



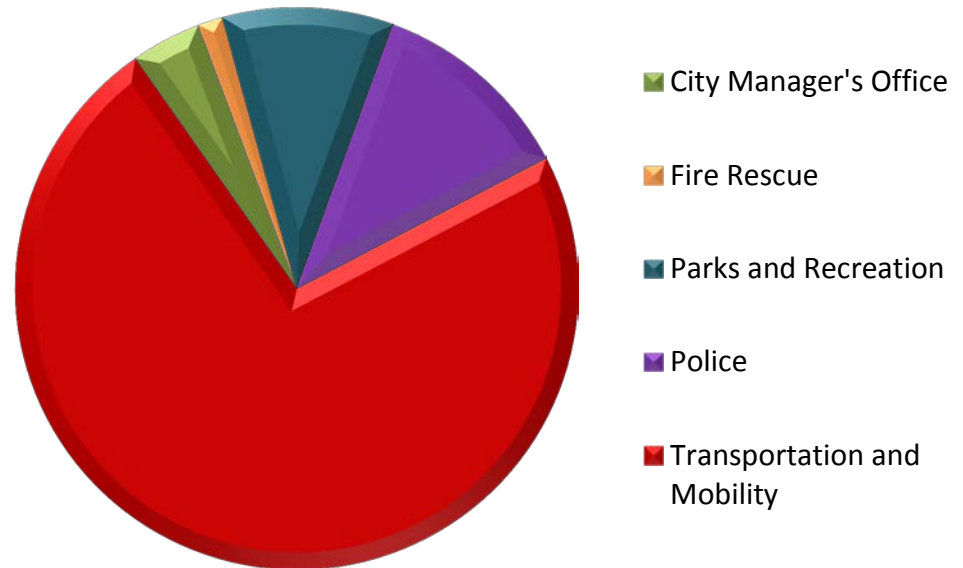
- ❖ 50+ Grant Applications per year
- ❖ Average number of open grants: 80-100
- ❖ Current unspent balance of \$15.5M
- ❖ Centralized Process
  - Over 15 Community Builders
  - 7 Departments





## FY 2015 City-Wide Grants Summary

- ❖ Applied for 49 grants for \$17.2M
- ❖ Awarded 42 grants (including prior year pending applications)
- ❖ Awards totaled \$12.9M
- ❖ Additionally, the City received \$10.2M in entitlement grant funds







## Grants Centralization Benefits:



- ❖ Management oversight of City-Wide grant activities
- ❖ Improved Transparency
- ❖ Cross-Departmental Coordination
- ❖ Link to the City's Community Investment Plan and Budget
- ❖ Single Audit findings have been reduced to zero from more than 20





# CITY OF FORT LAUDERDALE

## Budget/CIP and Grants Division

### Strategic Enhancements



- ❖ Pre-approval and tracking for all grants
- ❖ Creation and distribution of a Monthly Grants Status Report
- ❖ Cross departmental discussion of grants activities at the monthly FL<sup>2</sup> STAT meetings
- ❖ Established a robust grants monthly training calendar
- ❖ Preparation of Annual Grants Plan of Action
- ❖ Annual Grants Year in Review





## Training Overview



- ❖ Over 40 hours of group sessions offered each year plus One on One training
- ❖ Grants
- ❖ Budget
- ❖ Community Investment Plan
- ❖ Audit Tracking



# CITY OF FORT LAUDERDALE

## Budget/CIP and Grants Division

### Budget and Grants Training Calendars



WE BUILD COMMUNITY





### Why is Training Important?

- ❖ Consistent processes for managing the City's resources
  - Over 20 Budget Coordinators
  - Over 15 Grants Managers
  - Managing approximately \$1B
    - Community Investment Plan
    - Operating Budget
    - Grants
- ❖ Compliance
- ❖ Sharing of information
- ❖ Improved Efficiency
- ❖ Collaboration



## Budget Training Opportunities



- ❖ Budget 101
- ❖ FAMIS Tips and Tricks
- ❖ Creating Organization Charts
- ❖ Budget Transfers and Amendments
- ❖ Audit Compliance Tracking System
- ❖ Using the City's Financial Transparency Portal
- ❖ Monitoring Your Community Investment Plan Projects





## Grants Training Opportunities

- ❖ Using Census Data to Improve Your Grant Application
- ❖ Preparing for the Single Audit
- ❖ Grants Training 101
- ❖ Grant Researching Resources and Tips
- ❖ The Purchasing Process and Grants
- ❖ How to Avoid Improper Grant Payments
- ❖ Federal Emergency Management (FEMA) Forms and Internal Forms





# CITY OF FORT LAUDERDALE

## Budget/CIP and Grants Division



WE BUILD COMMUNITY





## Memorandum

**Memorandum No: 15-199**

**Date:** October 22, 2015

**To:** Honorable Mayor and Commissioners

**From:** Lee R. Feldman, ICMA-CM, City Manager

**Re:** FY 2015 Grants Summary - Year in Review

A summary of the City of Fort Lauderdale grants activity for Fiscal Year (FY) 2015 with related exhibits are enclosed. The summary represents the second full year of implementing a centralized grant pre-approval, tracking and monthly reporting process, ensuring that all grants are aligned with the City's Mission of "We Build Community" and *Fast Forward Fort Lauderdale*.

The FY 2015 Grant Award Summary below demonstrates the high level of grants activity performed by community builders throughout the City. Builders applied for 49 grants requesting over \$17 million in funding. Forty-two (42) grants were awarded to the City in the amount of \$12.9 million with matching dollars of \$2.6 million. Nine grants totaling \$3.8 million were not granted and another 15 grants totaling \$6.5 million are pending award notification. Below is a summary of city-wide grant award activities during FY 2015:

Fiscal Year 2015 Grant Award Summary			
Grant Award Status	Number of Grants	Amount Requested	Amount Awarded
Awarded*	42	\$13,813,250	\$12,908,254
Pending Notification	15	\$6,530,835	n/a
Not Awarded	9	\$3,791,362	n/a
<b>Total</b>	<b>66</b>	<b>\$24,135,447</b>	<b>\$12,908,254</b>

\*17 grants in the amount of \$6,972,995 were applied for in FY 2014, but awarded in FY 2015.

### Highlights of FY 2015 grant awards:

- \$3,500,000 from the Broward Metropolitan Planning Organization to provide design and construction of streetscape improvements in the Downtown Fort Lauderdale Mobility Hub to enhance and benefit pedestrian and bicycle connectivity with mass transit services and facilitates.

- \$1,500,000 from the Florida Department of Transportation through the Broward Redevelopment Program for NE 13<sup>th</sup> Street Complete Street Project between NE 4<sup>th</sup> Avenue and NE 9<sup>th</sup> Avenue to replace aging public infrastructure, improve safety, lower transportation costs specifically roadway redesign, new wide sidewalk, on-street parking, bike lanes, bike racks, pedestrian level lighting, new tree canopy, bio swales and Americans with Disabilities Act (ADA) accessible improvements.
- \$1,250,000 from the Federal Transit Authority for a transit oriented development pilot program adjacent to the WAVE streetcar extensions.
- \$874,312 from the Department of Homeland Security to fund the acquisition of a fire boat and a police boat.
- \$663,441 from the Florida Inland Navigation District (FIND) for waterway assistance projects:
  - Coontie Hatchie Floating Day Dock System
  - We-Doo Waterway Trash Skimming Cleaning Vessel
  - Fort Lauderdale Marine Motors and Motors Engine Replacement
  - Bahia Mar Yachting Center and Las Olas Marina access dredging, design and permitting

The City currently has 15 pending grants totaling \$6.5 million. Due to the lengthy grants process, many of the grants that were applied for during FY 2015 will not be notified of award until FY 2016. A few key grants pending award notification are:

- \$983,031 for a Transportation Alternatives Program Grant from Florida Department of Transportation to fund a complete street project on Cordova Road.
- \$1,975,000 for a Cooperative Funding Program Grant from South Florida Water Management District to create a citywide stormwater hydraulic modeling and risk analysis tool.
- \$1,126,270 for a U.S. Department of Environmental Protection - Section 319 Nonpoint Source Management Program Grant to fund Phase I construction for the River Oaks Preserve Project.
- \$500,000 for a Broward County Cultural Division Grant to fund the renovation of the War Memorial Auditorium.



In an effort to further the centralization of grant programs, the Housing and Community Development (HCD) Division recently merged with the City Manager's Office, Budget/CIP and Grants Division. The HCD program administers the City's entitlement grants including Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with Aids (HOPWA), and State Housing Initiatives Program (SHIP). A summary of FY 2015 allocations that the City received from these entitlement grants is provided below.

Housing and Community Development Program Entitlement Grants	FY 2015 Estimated Allocation
Community Development Block Grant (CDBG)	\$1,486,847
Housing Opportunities for Persons with AIDS/HIV (HOPWA)	\$7,378,513
HOME Investment Partnerships (HOME)	\$506,413
State Housing Initiatives Program (SHIP)	\$824,655
<b>Total FY 2015 Entitlement Grants</b>	<b>\$10,196,428</b>

A quality grants management program furthers our efforts towards sound fiscal management. By obtaining grant funding for necessary purchases, City funds can be redirected to other high priority needs such as facilities, emergency preparedness, infrastructure improvements, transportation enhancements and other services that make the City of Fort Lauderdale the "City You Never Want to Leave." To this end, strategic enhancements of centralized grants management continue to be a priority, including:

- Pre-approval and tracking of all Fort Lauderdale grant activity. The FY 2015 Grant Summary is attached as Exhibit 1.
- Creation and distribution of a monthly grants status report and cross departmental discussions regarding grants at monthly FL<sup>2</sup> STAT meetings. The October 2015 Grants Status Report is attached as Exhibit 2.
- Creation of a robust grants monthly training program and trifold marketing brochure. The FY 2016 Grants Trifold Training Brochure is attached as Exhibit 3.
- The creation of an annual Grants Plan of Action to identify all grants that the City plans to pursue during the upcoming year and the department responsible. The FY 2016 Grants Plan of Action is attached as Exhibit 4.

I am pleased with the continued high performance of Community Builders administering the City's Grants Program and look forward to another year of robust activity and program enhancements.

C: Stanley D. Hawthorne, Assistant City Manager  
Phil Thornburg, Interim Assistant City Manager  
Cynthia A. Everett, City Attorney  
Jeffrey A. Modarelli, City Clerk  
John C. Herbst, City Auditor  
Department Directors  
CMO Managers  
Community Building Leadership Team  
Emilie Smith, Budget Manager  
Laura Reece, Assistant Budget Manager  
Rupa Pandit, Grants Administration and Compliance Officer

Attachments: Exhibit 1 – FY 2015 Grant Award Summary  
Exhibit 2 – October 2015 Grant Status Report  
Exhibit 3 – FY 2016 Grants Trifold Training Brochure  
Exhibit 4 – FY 2016 Grants Plan of Action



## City of Fort Lauderdale FY 2015 Grant Summary

Project Title	Grant Agency	Responsible Department	Grant Amount Requested***	Amount Awarded	Grant Match	Total
<b>GRANT APPLICATIONS AWARDED</b>						
Chronic Homeless Housing Collaborative Grant	U.S. Department Housing and Urban Development	City Manager's Office	\$ 519,831	519,831	42,902	562,733
Community Emergency Response Team Training, Equipment, Enhancements and Maintenance of Emergency Center	City of Miami via U. S. Department of Homeland Security and Federal Emergency Management Agency	Fire Rescue	174,869	174,869	-	174,869
Basic Emergency Training and Equipment State Citizen Corps	Florida Division of Emergency Management	Fire Rescue	5,466	5,466	-	5,466
Basic Emergency Response Training Program [CERT]	Florida Division of Emergency Management	Fire Rescue	5,476	5,476	-	5,476
Two Sets of Marine Motors	Florida Inland Navigation District	Parks & Recreation	30,000	30,000	59,800	89,800
After-School Snack Program	Florida Department of Health	Parks & Recreation	138,381	138,381	-	138,381
Swim Lesson Program	American Red Cross	Parks & Recreation	8,125	8,125	-	8,125
Great American Beach Party	Broward County Cultural Council	Parks & Recreation	16,200	16,200	16,200	32,400
Recreational Bike Trails at Snyder Park	Florida Department of Environmental Protection	Parks & Recreation	200,000	200,000	50,000	250,000
*Botanizing the Asphalt of North Beach Village	National Endowment for the Arts	Parks & Recreation	25,000	25,000	25,000	50,000
*Bahia Mar Yachting Center Dredging, Design and Permitting	Florida Inland Navigation District	Parks & Recreation	206,543	206,543	90,461	297,004
*Las Olas Marina and Access Dredging, Design and Permitting	Florida Inland Navigation District	Parks & Recreation	258,898	258,898	207,791	466,689
*We-Doo Waterway Trash Skimming Cleaning Vessel	Florida Inland Navigation District	Parks & Recreation	20,000	20,000	20,000	40,000
Summer Food Service Program	United States Department of Agriculture	Parks & Recreation	132,946	132,946	-	132,946
Painted Intersections	Community Foundation of Broward	Parks & Recreation	50,000	42,000	42,000	84,000
*Snyder Park Boardwalk Construction	Florida Department of Environmental Protection	Parks & Recreation	50,000	50,000	50,000	100,000
George English Wheelchair Tennis Program	United States Tennis Association	Parks & Recreation	5,000	4,500	-	4,500
Make a Splash	USA Swimming Foundation	Parks & Recreation	10,000	7,000	-	7,000
*Coontie Hatchie Design Permit and Install Floating Day Dock System	Florida Inland Navigation District	Parks & Recreation	127,000	127,000	127,000	254,000

## City of Fort Lauderdale FY 2015 Grant Summary

Project Title	Grant Agency	Responsible Department	Grant Amount Requested***	Amount Awarded	Grant Match	Total
<b>GRANT APPLICATIONS AWARDED</b>						
Electronic Crash Reporting	Florida Department of Highway Safety and Motor Veh	Police	35,000	35,000	-	35,000
Substance Abuse Prevention Program	U. S. Department of Justice	Police	95,000	72,557	-	72,557
Operation Trend Buster Program	Florida Department of Law Enforcement	Police	46,156	43,114	-	43,114
Enforcement and Investigative Services	U. S. Department of Justice	Police	104,905	104,905	-	104,905
Enhanced Marine Law Enforcement	Broward County Marine Advisory Committee	Police	126,740	167,032	-	167,032
Fort Lauderdale Juvenile Outreach Program	Florida Department of Juvenile Justice	Police	25,000	27,227	-	27,227
*Public Safety Marine Vessels - Fire Boat and Police Boat	U. S. Department of Homeland Security and Federal Emergency Management	Police	874,313	874,312	291,438	1,165,750
Investigations and Operations Equipment	U. S. Department of Justice	Police	104,462	104,805	-	104,805
*Pedestrian and Bicyclist safety	Florida Department of Transportation	Police	13,719	13,719	-	13,719
*Fort Lauderdale Marine Motors Engine Replacement Boat # 12	Florida Inland Navigation District	Police	21,000	21,000	21,000	42,000
*Fort Lauderdale Evidence Processing Efficiency Project	United States Department of Justice	Police	111,185	54,435	-	54,435
Replace aging Public Infrastructure-roadway redesign, sidewalk replacement, on-street parking, bike racks, new tree canopy and ADA-accessible improvements	Florida Department of Transportation through Broward County	Transportation and Mobility	1,500,000	1,500,000	310,000	1,810,000
Median Maintenance North Atlantic Boulevard to Oakland Parks Boulevard	Florida Department of Transportation	Transportation and Mobility	100,000	100,000	139,096	239,096
Streetscape Improvement in Downtown Mobility Hub	Broward Metropolitan Planning Organization	Transportation and Mobility	3,500,000	3,500,000	-	3,500,000
Sun Trolley Beach Link Route	Florida Department of Transportation	Transportation and Mobility	165,560	165,560	-	165,560
Sun Trolley Services Uptown Link	Florida Department of Transportation	Transportation and Mobility	181,773	181,773	-	181,773
Sun Trolley Services Downtown Link	Florida Department of Transportation	Transportation and Mobility	182,680	182,680	-	182,680
Runways 8/26 and 13/31 Pavement Rehabilitation at Fort Lauderdale Executive Airport	Florida Department of Transportation	Transportation and Mobility	432,000	432,000	108,000	540,000
*Transportation Alternative Program- Bayview Drive Complete Streets	Florida Department of Transportation	Transportation and Mobility	993,122	464,000	170,000	634,000



## City of Fort Lauderdale FY 2015 Grant Summary

Project Title	Grant Agency	Responsible Department	Grant Amount Requested***	Amount Awarded	Grant Match	Total
*Airfield Lighting Rehabilitation at Fort Lauderdale Executive Airport	Florida Department of Transportation	Transportation and Mobility	471,900	471,900	117,975	589,875
*Transit Oriented Development Planning Pilot Program	Federal Transit Administration	Transportation and Mobility	1,575,000	1,250,000	400,000	1,650,000
*Taxiway Intersection Improvements at Airport	Florida Department of Transportation	Transportation and Mobility	970,000	970,000	242,500	1,212,500
*Design Western Perimeter Road at Airport	Florida Department of Transportation	Transportation and Mobility	200,000	200,000	50,000	250,000
<b>Total Grants Awarded</b>			<b>\$ 4,436,950</b>	<b>\$ 4,908,750</b>	<b>\$ 2,581,183</b>	<b>\$ 15,489,417</b>

## City of Fort Lauderdale FY 2015 Grant Summary

Project Title	Grant Agency	Responsible Department	Grant Amount Requested***	Amount Awarded	Grant Match	Total
<b>GRANT APPLICATIONS PENDING NOTIFICATION</b>						
CERT Basic Training and Equipment	Florida Division of Emergency Management	Fire Rescue	13,000	TBD	-	TBD
Cultural Tourism Program- Memorial Day Weekend 2016	Broward County	Parks and Recreation	20,000	TBD	20,000	TBD
War Memorial Auditorium Renovation	Broward County Cultural Division	Parks and Recreation	500,000	TBD	1,000,000	TBD
Sweeting Park Dock Replace two Wooden Piers	Florida Inland Navigation District	Parks and Recreation	25,000	TBD	25,000	TBD
Levitt Pavilion Design	National Endowment for the Arts	Parks and Recreation	100,000	TBD	100,000	TBD
Safe Neighborhood - Violent Gang and Gun Crime Reduction Program	United States Department of Justice	Police	150,000	TBD	-	TBD
Fort Lauderdale Police Technology & Response Enhancement Initiative	United States Department of Justice	Police	700,000	TBD	-	TBD
Fort Lauderdale Speed & Aggressive Driving Enforcement Project	Florida Department of Transportation	Police	63,972	TBD	-	TBD
Downtown Fort Lauderdale Public Safety Enhancement Project	United States Department of Justice	Police	740,212	TBD	-	TBD
100 New Citizen Corps Members Training and Equipment - States Citizen's Corp	Florida Division of Emergency Management	Police	13,000	TBD	-	TBD
Stormwater Modeling and Improvements	South Florida Water Management District	Public Works	1,975,000	TBD	1,975,000	TBD
River Oaks Preserve Project	United States Environmental Protection - Section 319 Nonpoint Source Management Program	Public Works	1,126,620	TBD	770,000	TBD
Community Planning Technical Assistance Grant	Florida Department of Economic Opportunity	Sustainable Development	75,000	TBD	-	TBD
Placemaking Strategies for Culture, Learning and Livability in Downtown Fort Lauderdale	National Endowment for the Arts	Sustainable Development	46,000	TBD	46,000	TBD
Transportation Alternative Program- Cordova Road Complete Streets	Florida Department of Transportation	Transportation and Mobility	983,031	TBD	169,223	TBD
<b>TOTAL GRANT APPLICATIONS PENDING</b>			<b>\$ 6,530,835</b>		<b>\$ 4,105,223</b>	



## City of Fort Lauderdale FY 2015 Grant Summary

Project Title	Grant Agency	Responsible Department	Grant Amount Requested***	Amount Awarded	Grant Match	Total
<b>GRANT APPLICATIONS NOT AWARDED</b>						
Adopt a Neighbor Program	Florida League of Mayors, Inc.	City Manager's Office	1,500	-	6,500	
Riverwalk Cultural Performance Stage	Community Foundation of Broward	Parks and Recreation	100,000	-	100,000	
Fort Lauderdale Department-Wide Automated External Defibrillator Project	Florida Department of Health	Police	36,562	-	12,187	
Operation Flakkaville	Florida Department of Law Enforcement	Police	253,500	-	-	
FY 2015 Fort Lauderdale Police Bulletproof Vest Replacement Project	United States Department of Justice	Police	34,800	-	34,800	
Mobile Command Vehicles	U. S. Department of Homeland Security and Federal E	Police	800,000	-	80,000	
15 New Police Officers - 2015 COPS Hiring Program	United States Department of Justice	Police	1,875,000	-	2,006,100	
Fort Lauderdale Water Tower: Tower Lights	The Kresge Foundation	Transportation and Mobility	655,000	-	-	
State Farm Good Neighborhood - Bike and Pedestrian Safety Program	State Farm Companies Foundation	Transportation and Mobility	35,000	-	-	
<b>TOTAL GRANT APPLICATIONS NOT AWARDED</b>			<b>\$ 3,791,362</b>		<b>\$ 2,239,587</b>	
<i>*The City has received notification of an award but the grant has not been accepted or appropriated by the City Commission.</i>						
<i>**\$6,972,995 of the Grant amount awarded is for Grants applied for in FY 2014 and awarded in FY 2015.</i>						
<i>***Grant Amount Requested does not include match dollars the City contributes towards project.</i>						



CITY OF  
FORT LAUDERDALE

WALK-ON

Dec 1, 2015  
Conference Report

City Auditor's Office

## Memorandum

Memo No: 15/16-03

Date: October 26, 2015

To: Honorable Mayor and Commissioners

From: John Herbst, CPA, CGFO, CGMA  
City Auditor

Re: Review of Temporary Staffing within the Department of Sustainable Development

The City Auditor's Office (CAO) has performed a review of temporary staffing within the Department of Sustainable Development (DSD), as it was brought to our attention that spending by DSD had exceeded the contract amount authorized by the City Commission.

### CONCLUSION:

The CAO has determined that senior management at DSD engaged in misconduct. Misconduct generally refers to intentional violations of laws, regulations, internal policies, and expectations of ethical business conduct which an employer has a right to expect of its employee. It undermines the public trust and can damage the City's reputation for integrity.

The circumstances surrounding this situation represent a complete breakdown in "tone at the top". A primary component of entity-level controls is that the organization holds individuals accountable for their internal control responsibilities in the pursuit of objectives.

DSD management contrived to compensate temporary staff at rates that were far in excess of the rates provided for in the contract. The staffing services companies were also complicit by going along with the fraudulent billing. When the overpayments led to unpaid invoices, an attempt was made to cover up the overspending by delaying payment until the subsequent fiscal year.

We were unable to uncover any emails from the Assistant City Manager responsible for DSD indicating any knowledge/approval of the billing rates and position classifications prior to August 13, 2015, even though the payment problems for temporary staffing began to surface in May 2015. The focus of her August email was the *"negative effect on customer service at DSD until all paperwork is completed. The attached letter explains what occurred and how staff tried to fix, but that fix doesn't seem to quite work anymore. I want to give you Lee a heads up in case you start to get complaints"*. Failure to use written forms of communication by the Assistant City Manager inhibited transparency and accountability.

While we did not detect any evidence that either management or the vendors were engaged in bribery or kickbacks, nonetheless, the deliberate override of internal controls by management led to approximately \$188,000 in overbilling under the Albion contract alone.



**Items noted during our review:**

- Starting in July 2013, DSD began hiring pursuant to the temporary staffing contract with Transhire. DSD staff unilaterally established a rate of \$19.68 for a clerk, 83% higher than the \$10.79 allowed in the contract. This was later increased as high as \$23.94.
- When Albion succeeded Transhire as the temporary staffing provider, the practice of paying temporary staff above the contract rates continued with Albion. The rate paid for all staff was \$22.50; 95% higher than the \$11.56 allowed for an Office Assistant, 80% higher than the \$12.50 allowed for a Permit Services Representative and 67% higher than the \$13.44 allowed for a Sr. Office Assistant.
- In an attempt to justify the rate of pay provided to temps working side-by-side with full-time city employees, a new job title was created by DSD, "Project Specialist".
- Management within DSD continued to override the controls in place and take advantage of weaknesses in the internal control system.
- Albion invoices were either not paid or were not paid promptly as per Florida Statute 218.73 by DSD once they exceeded their purchase order.
- Temporary staff were funded primarily through the Building Permit Fund, although not all were engaged in permitting activities.
- The agenda item prepared for the August 18, 2015 Commission meeting, CAM #15-1040, seems to have been a deliberate effort to deceive the City Commission. The request for ratification of the overspending and for additional funds failed to provide an accurate disclosure as to the root cause for the overspending.

**The 3 elements of the fraud triangle were present:**

1. Incentive/pressure – an increased workload was leading to delays in processing building permits, resulting in complaints from neighbors and contractors.
2. Opportunity – multiple staff cooperated in developing/approving the pay rates and job titles.
3. Rationalization – Management appears to have been motivated by a misguided attempt to create "internal equity" between permanent city employees and the temporary staff.

### **BACKGROUND:**

The City had an existing contract for staffing services with Transhire, dating back to 2007. In July of 2013, DSD hired 4 temporary employees to meet growing demand in building permit and code enforcement activity. The number grew to 6 by the end of 2013. In December 2013, the City participated in a new cooperative purchasing agreement for temporary staffing, with the City of Coral Springs acting as the lead agency. Albion was one of the firms in the award. The 6 temporary employees already in place with DSD were transitioned to Albion. Over the next year additional requests were made for temporary employees, bringing the total head count to 12. During this 2-year time frame, approximately 33 people rotated through those 12 positions within DSD.

When the initial temporary employees were brought on by DSD, rather than utilizing the rates of pay in the Transhire contract, DSD staff made a decision to establish their own rate of pay. They compared the proposed temporary staff to what a permanent city employee performing a similar function was earning and set a billing rate of \$19.68 for a clerk, 83% higher than the \$10.79 in the temporary staffing contract with Transhire. This later increased as high as \$23.94. As additional temporary personnel were hired, they were also billed at the higher rates.

During the transition from Transhire to Albion in December of 2013, DSD dictated a rate of pay for the 6 "grandfathered" staff that correlated to the highest billable rate for white collar staff within the Albion contract, which was for an Accountant, at \$22.50 per hour. That amount was 95% higher than the \$11.56 allowed for an Office Assistant, 80% higher than the \$12.50 allowed for a Permit Services Representative and 67% higher than the \$13.44 allowed for a Sr. Office Assistant. Unfortunately, rather than pointing out that the billing rates were not appropriate for the category of employee that was being supplied, Albion chose to go along with the overbilling.

Additional employees hired from February 2014 through April 2014, were initially paid in accordance with the appropriate Albion contract rates of pay, per position. In fact, the Director made it clear to the Code Enforcement Services Supervisor at the time, when she requested an increase in the temporary employees pay, that "we can't start making individual decisions when the rate was already established." However, on May 30, 2014, a new position title was created by the DSD Chief of Staff. The new title, "Project Specialist", and the higher rate of pay were approved by the Director. All of the temporary staff were reclassified to Project Specialists and billed by Albion at \$22.50.

Senior management at DSD, rather than adhering to the contract, or bringing the contract back to the Commission for an amendment, took it upon themselves to alter the terms of the contract. Combined with the complicity of Albion, the overbilling went undetected until spending exceeded the purchase order.

To address the growing backlog of unpaid invoices, DSD prepared agenda item, CAM 15-1040, for the August 18, 2015 Commission meeting as a request for ratification of overspending in excess of the approved contract amount and for additional funds. The reason behind the overspending was listed as "*an increased workload, including additional strategic plan projects and more complex initiatives*". Nowhere to be found in the item was any reference to the fact that DSD was paying rates significantly in excess of what the contract provided for. This disturbing lack of disclosure appears to have been a deliberate attempt to mislead the City Commission. To be clear, this item was pulled from the agenda before it was reviewed or approved by the City Manager, based on questions from the CAO.

After it became clear that DSD could no longer retain the temporary staff under the Albion purchase order, and would have to let them go, a workaround effort was made to hire them as full-time temporary City employees, utilizing salary savings and funds from other budget line items.

On a final note, it was determined that DSD was paying for the temporary staff primarily using Building Permit funds, rather than from sources that correlated to the actual work being performed.

- June 14, 2015 – the new DSD Financial Administrator begins to ask questions to determine who had confirmed Albion's billing rate to the approved contract.
- June 26, 2015 – the DSD Financial Administrator elevated the conversation to the DSD Deputy Director regarding pay rates, titles, and outstanding invoices.
- June 29, 2015 – the Procurement Specialist I informs the DSD Financial Administrator that Project Specialist is not listed in the cooperative contract.
- July 1, 2015 - the DSD Financial Administrator advises the DSD Deputy Director that they can no longer pay for a classification not in the contract.
- August 1, 2015 - the Procurement & Contract Manager informed the City Manager, the Assistant City Manager (not over the department), the Director of Finance, and the Deputy Director of Finance that the shortfall was the result of incorrect billing rates.
- August 3, 2015 – DSD staff began working on an agenda item for ratification of the overspending, but it never made it to the City Manager for approval prior to its removal for clarification by the City Auditor on August 14, 2015.

### **OBJECTIVE**

To determine whether there was any impropriety in billing and payment for temporary staff by DSD, as it was brought to our attention that spending by DSD had exceeded the contract amount authorized by the City Commission.

### **SCOPE & METHODOLOGY**

The CAO has performed a review of temporary staffing utilized by DSD, from 2013 to present. We conducted interviews with DSD management, current and former city employees, temporary staff, and Albion management. We reviewed over 2,500 emails, sampled time cards and reviewed hours worked and overtime that had been performed. We examined the temporary staff contracts that were awarded from 2013 through 2015 and discussed the terms and conditions of the contracts with the City Attorney's Office. We had group meetings with the City Manager's Office, the City Attorney's Office, the Finance Department, and Human Resources. In addition, we verified budget line items for temporary services, as well as the source of funds used when contracted temporary staff were hired as full-time temporary City employees in August 2015.

We conducted our audit in accordance with government auditing standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about the effectiveness of the City's internal control structure. An audit includes examining, on a test basis, evidence about the City's internal controls and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion.

Our evaluation and recommendations also rely on the 2013 version of the internal control



framework established by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). COSO framework elements represent commonly accepted mechanisms to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes.

**FINDINGS / OBSERVATIONS:**

(Findings occur when there is a violation of an established law, rule, regulation, contract term, policy or fundamental internal control mechanism. Observations represent opportunities for improvement in internal controls based on recognized elements from the COSO framework.)

**Observation 1:**

*Condition:*

No written policies or procedures exist for the procurement of temporary services.

*Criteria:*

Under the COSO framework, Control Activities, Principle 12: The organization deploys control activities through policies that establish what is expected and procedures that put policies into action. Points of focus:

- 58. Establishes policies and procedures to support deployment of management's directives.
- 59. Establishes responsibilities and accountability for executing policies and procedures.
- 60. Performs in a timely manner.
- 61. Takes corrective action.

*Cause:*

Written policies or procedures have not been developed for managing temporary services.

*Impact:*

Lacking effective oversight, DSD took it upon themselves to create their own method of operating, leading to inappropriate position classification and excessive rates of pay.

**Recommendation:**

The CAO recommends that the City Manager assign responsibility for the development of policies and procedures applicable to the procurement of temporary services, and training to develop additional awareness for adhering to contract terms.

**Finding 1:**

*Condition:*

The official position classification system is being undermined by DSD through the use of "working titles".

*Criteria:*

The Organizational Chart and position classification system for the department serves to define and assign position and title, and limit authority and responsibility in a hierarchical structure.

Under the COSO framework, Control Environment, Principle 3: Management establishes, with board oversight, structures, reporting lines, and appropriate authorities and responsibilities in

pursuit of objectives.

Points of focus:

10. Establishes reporting lines.
11. Defines, assigns, and limits authorities and responsibilities.

*Cause:*

The DSD Director made a decision to not follow the position classification system when she approved the Chief of Staff and Project Specialist positions.

*Impact:*

The subjective assignment of higher level titles provides the employee, staff, contractors, and general public with a false understanding of the employees' underlying authority and responsibilities.

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to utilize approved titles only. If the creation of a new position is deemed necessary after a desk audit by Human Resources, an ordinance change establishing the position must be enacted.

**Observation 2:**

*Condition:*

The Procurement Division did not solicit input from all departments prior to the development of the Coral Springs cooperative purchasing Request for Proposal (RFP).

*Criteria:*

Under the COSO framework, Control Activities, Principle 10: The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.

Points of focus:

49. Entity specific factors.
50. Determines relevant business processes.

In addition, under the COSO framework, Information and Communications, Principle 13: The organization obtains or generates and uses relevant, quality information to support the functioning of internal controls.

Points of focus:

64. Identifies information requirements.
66. Processes relevant data into information.

*Cause:*

A number of contributing factors included:

- Not communicating with all departments to understand current and future needs for temps.
- A lack of resources within the Procurement Division.

*Impact:*

A contract was awarded that did not fully meet the City's needs.

**Recommendation:**

The CAO recommends that the City Manager require the Finance Department Director to

communicate with all departments to fully evaluate the City's needs when developing the specifications for the next temporary staffing RFP.

**Observation 3:**

*Condition:*

Some of the positions, as listed in the temporary service contract, did not correlate with defined City employee positions.

*Criteria:*

Under the COSO framework, Control Activities, Principle 10: The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.

*Points of focus:*

- 49. Entity specific factors.
- 50. Determines relevant business processes.
- 52. Considers at what level activities are applied.

*Cause:*

Clear responsibility was not established to ensure that the cooperative contract matched the City's existing personnel needs.

*Impact:*

Because of the perception that the contract did meet their operational needs, DSD manipulated the terms of the contract to make it fit their requirements.

**Recommendation:**

The CAO recommends that the City Manager require all departments to work within the terms of the existing contract, amend the existing contract, or create an RFP that meets the needs of the department.

**Finding 2:**

*Condition:*

DSD did not adhere to billing rates and job descriptions in the temporary service contracts.

*Criteria:*

The Transhire and Albion contracts have defined billing rates and job descriptions.  
(See Exhibit A)

*Cause:*

DSD circumvented the terms of the contract such that:

- Position titles were created that were not part of the existing contract.
- Billing rates were paid that were not part of the existing contract.
- The process of an amendment to the contract never occurred.

*Impact:*

Overpayment for services lead to a negative financial impact of approximately \$188,000.  
(See Exhibit B)



**Auditor Note:**

Positions were selected and named arbitrarily in what seemed to be an attempt to justify a higher rate of pay for each temp. (i.e. Project Specialist, Accountant, Accountant – Jr, etc.)

**Recommendation:**

The CAO recommends that the City Manager conduct training and provide communication to DSD, as well as all City departments, to adhere to terms of all city contracts.

**Observation 4:***Condition:*

The Finance Department did not utilize software capabilities to enhance internal controls to prevent going outside terms of the contract.

*Criteria:*

Under the COSO framework, Control Activities, Principle 10: The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.

*Points of focus:*

- 48. Integrates with risk assessment.
- 49. Entity specific factors.
- 50. Determines relevant business practices.
- 51. Evaluates a mix of control activity types.
- 52. Considers at what level activities are applied.
- 53. Addresses segregation of duties.

In addition, under the COSO framework, Control Activities, Principle 12: The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.

*Points of focus:*

- 58. Establishes policies and procedures to support deployment of management's directives.
- 59. Establishes responsibilities and accountability for executing policies and procedures.
- 60. Performs in a timely manner.
- 61. Takes corrective action.

In addition, under the COSO framework, Information and Communications, Principle 13: The organization obtains or generates and uses relevant, quality information to support the functioning of internal controls.

*Points of focus:*

- 64. Identifies information requirements.
- 65. Captures internal and external sources of data.
- 67. Maintains quality throughout.

*Cause:*

The Procurement Division failed to utilize the full capacity of the software because it was thought to be too time consuming.

*Impact:*

There was a negative financial impact to the City of approximately \$188,000, based upon overpaying for services provided.  
(See Exhibit B)

**Recommendation:**

The CAO recommends that the City Manager require the Procurement Division to use the line item purchase order method, which requires the user-departments to requisition the individual items with corresponding unit pricing, or an enhanced method to allow for a secondary departmental verification.

**Observation 5:**

*Condition:*

There is no secondary review and verification of billing rates with corresponding position titles before a payment is approved.

*Criteria:*

Under the COSO framework, Control Activities, Principle 10: The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.

Point of focus:

53. Addresses segregation of duties.

*Cause:*

Some of the contributing causes included:

- The responsibility for the process of secondary verification for contract compliance has not been established and communicated between Procurement and Accounts Payable staff.
- Both the purchase order and invoice have a lack of detail to allow for secondary contract verification.

*Impact:*

There was a negative financial impact to the City of approximately \$188,000, based upon overpaying for services provided.  
See Exhibit B.

**Recommendation:**

The CAO recommends that the City Manager require the Finance Department Director to implement an internal control process that requires a secondary review prior to payment.

**Auditor Note:**

This is more of a process problem. The Finance Department Director is looking into the use of a line item purchase order. With this method, the using departments will be forced to enter individual items with unit quantity pricing. Either the Procurement Division or the Human Resources Department will review this to ensure compliance with the contract when the purchase order is requested. Accounts Payable staff will then verify the invoice as in agreement with the purchase order.

**Observation 6:***Condition:*

DSD lacked a clearly defined plan, other than the use of temporary staff, to meet increased department workloads. Temporary staffing was used for over 2 years, making them in effect an undisclosed permanent component of DSD's employee headcount.

*Criteria:*

Under the COSO framework, Control Environment, Principle 7: The organization identifies risks to the achievement of its objectives across the entity and analyzes risks as a basis for determining how the risks should be managed.

*Points of focus:*

- 37. Analyzes internal and external factors.
- 38. Involves appropriate levels of management.
- 40. Determines how to respond to risks.

*Cause:*

Justification of the long-term nature for the need for temporary staffing was not provided. The justification at a minimum should have included the defining of the need as follows:

- Job requirement "description"
- Determining whether the need resulted from increased workload, filling in for an absent employee, vacancies, seasonal assignments, etc.
- Beginning and end date for the temporary services.
- Should this result in a permanent full-time position?

*Impact:*

Failure to plan appropriately for staffing needs and workload management can lead to excessive spending on temporary staffing, conflicts between permanent and temporary staff, and ineffective delivery of services to our neighbors.

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to develop a clearly defined level of staffing needed to meet current and projected demands for service.

**Observation 7:***Condition:*

The temporary staff incurred overtime pay without prior justification and approval.

*Criteria:*

Under the COSO framework, Principle 5: The organization holds individuals accountable for their internal control responsibilities in the pursuit of objectives.

*Point of focus:*

- 16. Enforces accountability through structures, authorities and responsibilities.

In addition, under the COSO framework, Control Activities, Principle 12: The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.

*Points of focus:*

- 58. Establishes policies and procedures to support deployment of management's directives.



59. Establishes responsibilities and accountability for executing policies and procedures.

*Cause:*

There are no policies and procedures regarding overtime for temp services.

*Impact:*

Some of the potential impacts include:

- Potential abuse of hours worked.
- Potential for favoritism in assignment of overtime.
- Overspending the temp service contract.
- Poor City employee morale.

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to work with Human Resources and the Procurement Division in developing temporary staffing procurement policies and procedures that include the justification and authorization of overtime hours.

**Observation 8:**

*Condition:*

DSD did not have an internal control spending mechanism in place to prevent or detect overspending in the temporary staffing contract and take timely corrective action.

*Criteria:*

Under the COSO framework, Control Activities, Principle 12: The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.

Points of focus:

- 58. Establishes policies and procedures to support deployment of management's directives.
- 59. Establishes responsibilities and accountability for executing policies and procedures.

*Cause:*

DSD did not develop a method for tracking their use of temporary staffing and dollars spent.

- DSD did not send temp staff home pending the purchase order approval, or obtain City Manager temporary waiver of approval.
- DSD did not send temp staff home pending the approval of a change order to the contract.
- Lack of a robust illegal purchase procedure as it applies to after the fact purchase approvals for exceeded contracts.
- No system in place to provide the user-departments timely notification when a purchase order is approaching a low balance.

*Impact:*

The incurring of costs without regard to the amount of available purchase order and contract amount creates a lack of budgetary control.

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to plan appropriately to allow for the anticipation of future budgetary needs and contract change orders.

**Finding 3:***Condition:*

DSD failed to follow the requirements of Florida Statutes relating to timely payment of vendor invoices by holding onto invoices when they realized that they had exceeded the PO, telling Albion that they would make payment after the new fiscal year began in October.

*Criteria:*

Florida Statute, Chapter 218, Part VII, "Florida Prompt Payment Act" ss. 218.73 Timely payment for nonconstruction services.—The time at which payment is due for a purchase other than construction services by a local governmental entity must be calculated from:

- (1) The date on which a proper invoice is received by the chief disbursement officer of the local governmental entity after approval by the governing body, if required; or
- (2) If a proper invoice is not received by the local governmental entity, the date:
  - (a) On which delivery of personal property is accepted by the local governmental entity;
  - (b) On which services are completed;
  - (c) On which the rental period begins; or
  - (d) On which the local governmental entity and vendor agree in a contract that provides dates relative to payment periods;whichever date is latest.

*Cause:*

Some of the potential causes include:

- DSD disregarded the procedure for processing invoices.
- The Finance Department's Accounts Payable Division failed to adhere to their established procedure, which requires that the using department is notified every additional 30 days of outstanding invoices.
- The Finance Department currently does not have a payment request dispute procedure.

*Impact:*

Failure to follow the Prompt Payment Act could result in:

- Inaccurate record of available budget and remaining purchasing capacity.
- Unresolved billing disputes.
- Interest penalties.
- Poor vendor relationships.

**Recommendation:**

The CAO recommends that the City Manager require the Finance Director to establish more robust procedures to ensure timely payment of invoices and resolution of disputes over improper invoices.

**Finding 4:***Condition:*

DSD used Building Permit funds for purposes other than included as allowable charges to enforce the Florida Building Code in accordance with the Florida Statute 553.80 (7)(a).

*Criteria:*

Florida Statute 553.80 (7)(a) Building Construction Standards - Enforcement:

(7) The governing bodies of local governments may provide a schedule of reasonable fees, as authorized by s. 125.56(2) or s. 166.222 and this section, for enforcing this part. These fees, and any fines or investment earnings related to the fees, shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code. When providing a schedule of reasonable fees, the total estimated annual revenue derived from fees, and the fines and investment earnings related to the fees, may not exceed the total estimated annual costs of allowable activities. Any unexpended balances shall be carried forward to future years for allowable activities or shall be refunded at the discretion of the local government. The basis for a fee structure for allowable activities shall relate to the level of service provided by the local government and shall include consideration for refunding fees due to reduced services based on services provided as prescribed by s. 553.791, but not provided by the local government. Fees charged shall be consistently applied.

(a) As used in this subsection, the phrase "enforcing the Florida Building Code" includes the direct costs and reasonable indirect costs associated with review of building plans, building inspections, re-inspections, and building permit processing; building code enforcement; and fire inspections associated with new construction. The phrase may also include training costs associated with the enforcement of the Florida Building Code and enforcement action pertaining to unlicensed contractor activity to the extent not funded by other user fees.

*Cause:*

DSD failed to exercise appropriate financial controls in assigning costs to various funding sources to prevent disallowed usage in accordance with the Florida Statute 553.80 (7)(a).

*Impact:*

Legally restricted Building Permit funds were improperly spent.

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to:

- Train appropriate DSD personnel on the allowable uses of Building Permit funds in accordance with Florida Statute 553.80 (7)(a) and to establish processes that will prevent misuse.
- Reimburse the Building Permit Fund for any improper charges.

**Finding 5:***Condition:*

DSD's agenda item, CAM 15-1040 dated August 18, 2015 (See Exhibit C), seeking ratification of the overspending and increased budget for additional temporary staffing provided misleading



information regarding the reasons for the overspending.

*Criteria:*

There is an obligation on the part of staff to accurately disclose all relevant information to the City Commission, City Manager, and general public on agenda items.

*Cause:*

The agenda item was drafted so as to create the impression that the overspending was a result of managing an increased workload, including additional strategic plan projects and more complex initiatives in DSD, rather than disclose the fact that the department was paying up to double the contractual rate for clerical services.

*Impact:*

There was the potential for the City Commission to inadvertently ratify improper behavior by DSD, based on a lack of complete and accurate information regarding the item before them.

**Recommendation:**

The CAO recommends that the City Manager require senior management to:

- Insure that accurate and complete information is provided to the City Commission.
- Hold staff accountable for misrepresentation and perpetuation of problems.
- Conduct ethics training to focus on adherence to the City's core values.
- Work to change the culture to promote "results with integrity".

cc: Lee R. Feldman, City Manager  
Cynthia A. Everett, City Attorney  
Jeff Modarelli, City Clerk  
Stanley Hawthorne, Assistant City Manager  
Phil Thornburg, Acting Assistant City Manager

**Exhibits Attached:**

Exhibit A – Excerpts from the Transhire and Albion contracts-job descriptions and rates of pay  
Exhibit B – Analysis by the Finance Department of overbilling by Albion  
Exhibit C – Agenda item CAM #15-1040-Motion to Ratify Expenditures  
Exhibit D – Timeline Developed from Emails  
Exhibit E – Management Response

per Contract, page 2 of 3

## 6. Bidder will provide services for the following price(s):

Item No.	Estimated Annual Usage (Hours)	Description	Unit Price (Per Hour)	Total Price
<b>A. Blue Collar</b>				
1	3,800	Custodian/Janitor	\$	\$
2	13,250	Maintenance Worker	\$	\$
3	1,000	Park Aide	\$	\$
4	1,000	Storekeeper	\$	\$
Subtotal (Blue Collar):				\$ No Bid
<b>B. White Collar</b>				
1	10,780	Clerk Receptionist	\$10.79	\$ 116316.20
2	1,382	Secretary	\$11.89	\$ 16431.98
3	10,320	Administrative Assistant	\$13.50	\$ 139320.00
4	1,280	Legal Secretary	\$14.52	\$ 18585.60
5	800	Accounting Clerk	\$13.20	\$ 10560.00
6	1,000	Accountant	\$18.20	\$ 18200.00
7	1,285	Cashier/Customer Service Rep.	\$11.95	\$ 15355.75
Subtotal (White Collar):				\$334,769.53
Total (Blue & White Collar):				\$334,769.53

## 7. Acknowledgement is hereby made of the following Addenda (identified by number) received since issuance of the Invitation to Bid:

Addendum No. <u>N/A</u>	Date _____
Addendum No. <u>N/A</u>	Date _____
Addendum No. <u>N/A</u>	Date _____

## 8. PLEASE HAVE YOUR INSURANCE REPRESENTATIVE CAREFULLY REVIEW THE INSURANCE COVERAGE REQUIREMENTS CONTAINED IN THE INSTRUCTIONS TO BIDDERS PRIOR TO SUBMITTING YOUR BID TO ENSURE COMPLIANCE WITH ALL INSURANCE REQUIREMENTS.

## 9. The CITY reserves the right to award this contract on the basis of any combination of the above items, or all items, in which the CITY deems in its best interests.

## Albion Job Descriptions and Billable Pay Rates

per Contract, page 27 of 37

## 6. Bidder will provide services for the following price(s):

Item No.	Estimated Annual Usage (Hours)	Description	Unit Price (Per Hour)	Total Price
<b>A. Blue Collar</b>				
1	6,000	Custodian	\$ 10.29	\$ 61,740
2	30,800	Maintenance Worker	\$ 10.40	\$ 320,320
3	2,200	Lead Worker	\$ 11.95	\$ 26,290
4	120	Water Plant Operator	\$ 26.40	\$ 3,168
5	2,600	Facilities Technician	\$ 12.54	\$ 32,604
6	7,100	Equipment Operator II	\$ 13.20	\$ 93,720
7	100	Inspector I	\$ 23.76	\$ 2,376
Subtotal (Blue Collar):				\$ 543,664
<b>B. White Collar</b>				
1	1,700	Receptionist	\$ 11.25	\$ 19,125
2	7,750	Office Assistant	\$ 11.56	\$ 89,609
3	4,320	Principal Office Assistant	\$ 11.88	\$ 51,300
4	5,440	Sr. Office Assistant	\$ 13.44	\$ 73,100
5	300	Permit Services Representative	\$ 12.50	\$ 3,750
6	100	Legal Secretary	\$ 15.00	\$ 1,500
7	840	Accounting Clerk I	\$ 15.00	\$ 12,600
8	200	Accounting Assistant	\$ 17.50	\$ 3,500
9	1,200	Accountant	\$ 22.50	\$ 27,000
10	880	Information Services Technician	\$ 13.75	\$ 12,100
11	1,040	Information Services Specialist	\$ 13.75	\$ 14,300
12	3,040	Public Works Inspector	\$ 15.00	\$ 45,600
13	800	Park Ranger	\$ 15.00	\$ 12,000
14	40	Purchasing Assistant	\$ 12.50	\$ 500
Subtotal (White Collar):				\$ 365,984
Total (Blue & White Collar):				\$ 909,648

Subject to increase effective 11/15 to cover the additional costs resulting from implementation of OramaCare, if applicable

Source: Finance Department

**Southeast Florida Government Purchasing Cooperative (Co-Op) contract**

2 year contract \$ 786,600.00

	<b>Original</b>	<b>Revised</b>	
Total Invoices (billed)	\$ 827,368.99	\$ 494,342.45	A
Total Paid in FY2014 & 2015	682,689.90	682,689.90	B
	<u>\$ 144,679.09</u>	<u>\$ (188,347.45)</u>	C

<b>Albion</b>	<b>Original Invoice Amount</b>	<b>Revised Invoice Amount</b>	<b>variance</b>
Paid in FY2014	\$ 301,481.63	\$ 190,287.94	\$ (111,193.69)
Paid in FY2015	381,208.27	223,371.52	(157,836.75)
<b>Total Paid revised/original</b>	<b>B 682,689.90</b>	<b>413,659.46</b>	<b>(269,030.44)</b>
Unpaid Invoices	144,679.09	80,682.99	(63,996.10)
<b>Total Paid &amp; Unpaid</b>	<b>\$ 827,368.99</b>	<b>A \$ 494,342.45</b>	<b>\$ (333,026.54)</b>

**Paid per Famis**

	<b>Albion</b>	<b>A &amp; Associates</b>	<b>Alpha1 Staffing</b>
Paid 2014	\$ 301,481.63	2014 \$ 2,058.00	2014 \$ -
Paid 2015	381,208.27	2015 23,315.43	2015 1,904.38
<b>Total Paid</b>	<b>\$ 682,689.90</b>	<b>\$ 25,373.43</b>	<b>\$ 1,904.38</b>

Contract value	\$ 786,600.00
Total paid all vendors	709,967.71
	<u>\$ 76,632.29</u>

## Tickmarks:

A = Total invoices at the revised billable rate.

B = Total paid from original invoices.

C = Calculation determined by Finance, in which the outcome is Albion owes the City of Fort Lauderdale approximately \$188,000.





**CITY OF FORT LAUDERDALE**  
**City Commission Agenda Memo**  
**REGULAR MEETING**

**#15-1040**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** August 18, 2015

**TITLE:** Motion to Ratify Expenditures of \$85,912 and Approve Additional  
Spending Capacity of \$61,389 for Temporary Employment Services

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**Recommendation**

It is recommended that the City Commission ratify expenditure of \$85,912 for temporary employment services and approve additional spending capacity in the amount of \$147,301 through the Co-Op Contract - Coral Springs 13-D-140F, from A & Associates, Inc., Albion Staffing Solutions, Inc., and Alpha 1 Staffing Search Firm LLC, collectively.

**Background**

On December 17, 2013 (CAM 13-1515), The City Commission approved two-year contracts for temporary personnel services with an estimated annual amount of \$393,000 (two year estimated amount of \$786,600) with A & Associates, Inc., Albion Staffing Solutions, Inc., and Alpha 1 Staffing Search Firm LLC. Multiple awards were made to the three lowest bidders to ensure availability of personnel when needed.

The agreements are coterminous with the City of Coral Springs agreements and would be renewed automatically in the event the City of Coral Springs agreements are renewed. The City of Coral Springs agreements provide for two two-year renewal periods.

The Department of Sustainable Development (DSD) has exceeded the spending capacity and requires an additional \$147,301 for services through the end of the contract term (October 14, 2015). This amount includes costs for services through August 16, 2015 for \$85,912, and anticipated services from August 17, 2015 through the end of the fiscal year for \$61,389.

As DSD continues to manage an increased workload, including additional strategic plan projects and more complex initiatives, additional staffing was required for the following reasons:

1. A 16% increase in the average monthly permit applications submitted and a nearly 100% increase in average project value.

2. A 40% increase in daily call center volume for code and building related activities.
3. A staff member taking extended leave and the loss of another staff member in the Economic and Community Reinvestment Division.
4. To respond to a 150% increase in the number of engineering permit applications from FY 2014 to FY 2015.
5. An increase in special magistrate hearings for lien reductions, an increase in lot clearing and board-up activities, and action take to reduce the time to comply with code citations.

### **Resource Impact**

There will be a current fiscal year impact to the City in the amount of \$147,301.

Funds available as of August 10, 2015					
ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	PURCHASE AMOUNT
140-DSD034002-3199	Building Permits	Services & Materials/ Other Professional Services	\$4,132,692	\$1,285,615	\$147,301
PURCHASE TOTAL ►					\$147,301

### **Strategic Connections**

This item is a FY 2015 *Commission Annual Action Plan* priority, included within the Management Agenda, advancing the Code Compliance Process Improvement effort.

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within both the Neighborhood Enhancement and Business Development Cylinders of Excellence, specifically advancing:

- Goal 5: Be a community of strong, beautiful, and healthy neighborhoods.
  - Objective 2: Enhance the beauty, aesthetics, and environmental quality of neighborhoods.
    - Initiative 4: Implement the finding from the Code Compliance Process Improvement.
- Goal 7: Be a well-positioned City within the global economic and tourism markets of the South Florida region, leveraging our airports, port, and rail connections.
  - Objective 2: Facilitate a responsive and proactive business climate.
    - Initiative 5: Annually review and streamline the development and permitting process to reflect business and customer feedback and trends.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community and We are Prosperous*.

**Attachment(s)**

Exhibit 1 – Southeast Florida Governmental Purchasing Cooperative Group

Exhibit 2 – Agreement A & Associates, Inc.

Exhibit 3 – Agreement Albion Staffing Solutions, Inc.

Exhibit 4 – Agreement Alpha 1 Staffing/Search Firm LLC

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Prepared by:       Ginah Joseph, Finance  
                          Linda Blanco, Finance

Department Director: Jenni Morejon, Sustainable Development  
                              Kirk Buffington, Finance

TIMELINE DEVELOPED FROM E-MAILS  
AUGUST 2013 - AUGUST 2015  
TEMPORARY STAFFING WITHIN DSD

Exhibit D

- 1      8/22/2013      Cheryl Ellison, Sr. Accounting Clerk, provided Valerie Florestal, DSD Financial Administrator, information about Transhire temporary staff
- |                          | Start Date | Pay Rate | Title         | Total Paid to Date |
|--------------------------|------------|----------|---------------|--------------------|
| Hogans-Landers, Patricia | 7/1/2013   | 14.00    | Clerk I       | \$ 4,797.00        |
| Gadson, Robert           | 7/15/2013  | 16.00    | Service Clerk | \$ 4,506.00        |
| Akrios-Capdeville, Susan | 7/29/2013  | 17.00    | Clerk III     | \$ 2,881.78        |
| Dry, Melissa             | 7/29/2013  | 17.00    | Clerk III     | \$ 3,638.88        |
| Johnson, Crystal         | 8/26/2013  | 16.00    | Service Clerk | \$ -               |
- 2      9/27/2013      Valerie instructed Cheryl to communicate to Transhire the hiring of Robert Gadson as a FTE Service Clerk for the City at a pay rate of \$16.36
- 3      10/2/2013      Valerie in communication with Jenni Morejon, DSD Director Designee and Greg Brewton, former DSD Director, provided a graphic showing annual cost of a temporary employee vs. a full time City employee.
- 4      10/14/2013      Valerie requested to Jenni to be involved in the hiring process
- 5      11/7/2013      Valerie communicated to Jenni another temp was hired with Greg's approval only
- 6      12/11/2013      Valerie let Management and staff know that the City is changing vendor for the temp services and that she is making all the arrangements for the transition of the Transhire people to the new agency. She also pointed out the rates are not changing
- 7      12/19/2013      Valerie in communications with Maureen Santangelo, Team Leader and President of Albion, to bring 7 people over to Albion from Transhire to provide temp services to the City of Fort Lauderdale.
- |                          | Hourly Rate City Pays Transhire | Pay Rate | Hourly Rate City Pays Albion | Pay Rate |
|--------------------------|---------------------------------|----------|------------------------------|----------|
| Akrios-Capdeville, Susan | 23.94                           | 17.00    | 22.50                        | 17.00    |
| Dry, Melissa             | 23.94                           | 17.00    | 22.50                        | 17.00    |
| McCarthy, Dominica       | 23.94                           | 17.00    | 22.50                        | 17.00    |
| Powell, Linda            | 22.53                           | 16.00    | 22.50                        | 16.00    |
| Johnson, Crystal         | 22.53                           | 16.00    | 22.50                        | 16.00    |
| Strong, Dyann            | 22.53                           | 16.00    | 22.50                        | 16.00    |
| Hogans-Landers, Patricia | 22.53                           | 16.00    | 22.50                        | 16.00    |
- 8      1/23/2014      Cheryl received invoices from Miriam Umana, Payroll Administrator at Albion, and questioned bill rates vs. pay rates for the temps
- 9      2/13/2014      Valerie pointed out to Jenni, that new temps don't have to be hired at the higher rate as the Transhire temps. Jenni responded that all hires should be requested thru Valerie and approved by her.

TIMELINE DEVELOPED FROM E-MAILS  
AUGUST 2013 - AUGUST 2015  
TEMPORARY STAFFING WITHIN DSD

Exhibit D

- 10      2/18/2014      Valerie requested two new temps at a billable rate of \$15.00 meeting the "Accounting Clerk I" position requirements.
- 11      5/8/2014      Valerie responded to Jeri Pryor, Code Enforcement Service Supervisor, request to increase one of the temps pay rate, that all new temp hires after transition are coming at a more appropriate rate. Jenni agreed with Valerie
- 12      5/12/2014      Jenni, provided Liza Torres, Chief of Staff/Administrative Assistant II, Albion Staffing Job Descriptions from bid
- 13      5/30/2014      Liza requested Maureen Santangelo, immediate job title change and pay increases (memo with Department Director approval)
- |                    | Billable Rate | Pay Rate |                       |
|--------------------|---------------|----------|-----------------------|
| Akrivos-Capdeville | 22.50         | 16.00    | Building Services     |
| Creel, Carita      | 22.50         | 16.00    | Building Services     |
| Ketor, Naomi       | 22.50         | 16.00    | Permitting            |
| Lopez, AnnMarie    | 22.50         | 16.00    | Building Services     |
| Mendieta, Nelson   | No Change     |          | Custodian             |
| Vargas, Olivia     | 22.50         | 16.00    | Building Services     |
| Rawls, Regina      | 22.50         | 16.00    | Building Services     |
| Strong, Dyann      | 22.50         | 16.00    | Building Services     |
| Payne, Donna       | 22.50         | 16.00    | Urban Plan and Design |
| Richards, Heidi    | 22.50         | 16.00    | Urban Plan and Design |
- Replacement:
- |                              |       |
|------------------------------|-------|
| A., Dory (for Kathleen Ruby) | 22.50 |
|------------------------------|-------|
- 14      6/2/2014      Liza confirmed to Maureen Santangelo new rates of pay and title changes.
- |                 | From  | To    |
|-----------------|-------|-------|
| Crystal Johnson | 16.00 | 11.00 |
| Naomi Ketor     | 11.00 | 16.00 |
| Regina Rawls    | 11.00 | 16.00 |
| Donna Payne     | 11.00 | 16.00 |
| Heidi Richards  | 11.00 | 16.00 |
- Replace:
- |               |       |
|---------------|-------|
| Kathleen Ruby | 16.00 |
|---------------|-------|
- Add:
- Project Specialist
- 15      6/2/2014      Liza communicated to Jeri and Cheryl Ellison, per conversation with Jenni all temps will be interviewed. Also stated that she will be drafting a policy for new temp hires.
- 16      6/13/2014      Liza provided memo to Cheryl Ellison in response to her asking for clarification on pay rates to process invoices from Albion



TIMELINE DEVELOPED FROM E-MAILS  
AUGUST 2013 - AUGUST 2015  
TEMPORARY STAFFING WITHIN DSD

Exhibit D

- |    |                            |  |
|----|----------------------------|--|
| 17 | 6/23/2014                  | Maureen asked Liza about a position recently filled as a "Clerk III" at a bill rate of \$22.50 pay rate of \$16.00.  |
| 18 | 8/19/2014                  | Liza informed Jenni of a hiring done by Jeri without following the process. Jenni asked to review collective bargain agreement to ensure appropriate steps for discipline  |
| 19 | 8/20/2014                  | Liza communicated to staff (Porshia Goldwire - Admin Aide, Jeri Pryor) that as of June 2014 all temporary staffing process must be approved by her.  |
| 20 | 8/22/2014                  | Memorandum from Jenni to DSD Staff as an addendum to memo sent May 30 outlining the process for the temp staff hiring  |
| 21 | 9/15/2014 &<br>9/18/2014   | Sharon Ragoonan, Community Inspections Manager, and Jeri provided Liza with duties of full time and temporary employees. Liza requested temporary staffing list, duties and title according to the Albion contract                               |
| 22 | 10/7/2014                  | Liza communicated to Debbie Dobbins, Admin Aide at DSD, Cheryl Ellison & Luz Rodriguez, Recruiter at Albion, the new schedule for Nelson Mendieta, Custodian, 7 am to 6 pm stating that the overtime will be used on specific assignments by her |
| 23 | 10/13/2014 &<br>10/17/2014 | Cheryl let Liza know the spending on the temps and contractors, stating that at the present rate the dept. will be out of money by April. Liza responded that per conversation with Jenni they are planning on hiring the temps                  |
| 24 | 11/17/2014                 | Liza in communications with Sharon and Porshia explained how hours should be entered on the timesheets by temps, holidays are not paid to temps but they are allowed to make up the time   |
| 25 | 11/24/2014                 | Maureen Santangelo provided Liza with the original bid sheet for the temps stating that the "Project Specialist" position is not included on it since it was an addition agreed with the City  |
| 26 | 11/24/2014                 | Liza requested from Maureen and Sylvia Soto at Albion a new position creation: "Engineering Secretary" at \$11/\$15 an hour  |
| 27 | 12/9/2014 &<br>12/15/2014  | Alex Hernandez, Assistant Building Official, approved overtime for temp C. Omengabar   |
| 28 | 12/29/2014                 | Lizeth De Torres, temp, provided timesheet to Albion, signed by Liza, showing she worked on a holiday and an email explaining she was allowed by Liza to work extra during the week on Saturday to make up for the time                          |
| 29 | 2/12/2015                  | Liza requested more temps as "Project Specialists" from Maureen confirming \$22.50 bill rate   |

TIMELINE DEVELOPED FROM E-MAILS  
AUGUST 2013 - AUGUST 2015  
TEMPORARY STAFFING WITHIN DSD

Exhibit D

- |    |                          |  |
|----|--------------------------|--|
| 30 | 3/16/2015                | Rosalind Morgan, DSD Financial Administrator, provided Cheryl analytics on the Building Services contracted personnel, telling her that is working on estimate needs for following year  |
| 31 | 3/30/2015                | Rosalind obtained from Cheryl temp personnel division assignment (Building or Code) pointing out that all temps are charged to Building  |
| 32 | 5/23/2015                | Cheryl communicated to Rosalind the need to increase Albion's PO to pay invoices past due, Rosalind requested support for invoices   |
| 33 | 6/15/2015                | Rosalind requested clarification from DSD staff on temp employee pay rate  |
| 34 | 6/23/2015                | Liza provided list with staff hired thru Albion, including ones that were already hired and hiring process by the City to Averill Dorsett, Director of Human Resources   |
| 35 | 6/26/2015                | Rosalind communicated to Al Battle, DSD Deputy Director, on issues such as Project Specialist, Clerk III, and Permit Service Rep bill rate (\$22.50), \$64,000 in outstanding invoices   |
| 36 | 6/29/2015                | Ginah Joseph, Procurement Specialist, in communications with Rosalind asked for written approval from Procurement for the change in positions. Liza told Rosalind she got a verbal approval for the change from Barry Sageman in Procurement   |
| 37 | 7/1/2015                 | Liza, when questioned by Al on the Project Specialist position, said she will explain why and how it was created during the dept. executive meeting. And requested two more temps to be brought as Project Specialists   |
| 38 | 7/2/2015                 | Al received update from Rosalind stating that per Ginah from Procurement no more temps should be hired with a classification that is not in the contract, and the current temps should be reclassified to positions listed in the contract. She recommended not hiring more temps until all is clarified                           |
| 39 | 7/6/2015                 | Arlene Saavedra, Accounting Clerk in Finance Accounts Payable, reached out to Cheryl on a change order to be approved to pay outstanding invoices  |
| 40 | 7/8/2015                 | Liza reiterated to Albion that she is the only person they should communicate with in DSD regarding positions, rates, etc.   |
| 41 | 7/29/2015 -<br>7/31/2015 | Peter Santangelo, Team Leader and President of Albion, contacted Al and Rosalind regarding payment. Also contacted Lee Feldman, City Manager on 7/31/2015. Lee gave directions to Al to pay on pcard what the City owes up to appropriation limits, copied Laura Garcia, Controller, and Stanley Hawthorne, Assistant City Manager |
| 42 | 8/1/2015 -<br>8/3/2015   | Al communicated to Jennifer Alvarez, Procurement & Contract Manager, who in communications with Lee, Stanley, Kirk, Linda were informed the following:<br><br>1. DSD was paying a position not listed in the contract the higher rate, causing the quick expenditures  |

TIMELINE DEVELOPED FROM E-MAILS  
AUGUST 2013 - AUGUST 2015  
TEMPORARY STAFFING WITHIN DSD

Exhibit D

2. DSD is working on a CAM requesting increase on the expending allocation from the Commission
3. Procurement has implemented the use of the blanket POs to prevent overspending

- |    |           |  |
|----|-----------|--|
| 43 | 8/3/2015  | Maureen Santangelo reached out to Liza for payment. Liza forwarded the request to Rosalind   |
| 44 | 8/3/2015  | Miriam Umana, Team Coordinator - Payroll & Administration of Albion, confirmed to Arlene, Finance, credit card payment (\$37,164.51 + \$12,724.80)   |
| 45 | 8/12/2015 | Ginah Joseph provided Linda Logan-Short, Finance Deputy Director, Kirk Buffington, Finance Director, and Jennifer Alvarez CAM 15-1040 requesting approval for additional spending capacity for temp services from the Commission   |
| 46 | 8/13/2015 | <p>Al provided Jenni, Jeremy Earle (DSD Deputy Director), John Travers (DSD Building Official), Sharon, Liza, Rosalind, and Vanessa Martin (DSD/CRA Financial Mgmt. Analyst) a hand out from a meeting with the following:</p> <ol style="list-style-type: none"><li>1. DSD exceeded contract allowance for temp services.</li><li>2. DSD will request more spending capacity from the City Commission</li><li>3. DSD has 12 temps</li><li>4. 11 are Project Specialist at \$22.50 bill rate, position is not part of the contract</li><li>5. DSD will place Albion staff into position in the contract with a pay decrease of \$5-\$10 per hour, no later than August 24, 2015</li><li>6. Division Managers shall not permit overtime</li><li>7. Remedy: hire all temps as temporary full time employees (TFTE) of the City</li></ol> <p>Jenni in communications with Susanne Torriente, ACM, Al Battle, Jeremy Earle, John Travers informed the above.</p> <p>Jenni received information from Kristin Tigner, HR Deputy Director, and Averill Dorsett, HR Director, on hiring the temps as City TFTE</p> |
| 47 | 8/14/2015 | Liza advised DSD Manager she will be leading the hiring process of the temps. Sharon Ragoonan, Community Inspections Manager, provided job classifications for conversion from temps to City employees   |
| 48 | 8/14/2015 | Emilie Smith, Budget Manager, in communication with Linda Logan-Short, expressed her concern about paying all Temps in DSD from Building Fund while some of them should be charged to Code.  |



## Memorandum

**Memorandum No: 15-25**

**Date:** November 25, 2015

**To:** John Herbst, City Auditor

**From:** Lee R. Feldman, ICMA-CM, City Manager

**Re:** Response to City Auditor's Office (CAO) Audit of Temporary Staffing within the Department of Sustainable Development (DSD)

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This memo is in response to Memo No: 15/16-03 dated October 26, 2015 regarding the Review of Temporary Staffing within the Department of Sustainable Development. This correspondence is intended to provide you with the management responses including the corrective action status for each identified finding/observation.

**Observation 1:**

No written policies or procedures exist for the procurement of temporary services.

**Recommendation:**

The CAO recommends that the City Manager assign responsibility for the development of policies and procedures applicable to the procurement of temporary services, and training to develop additional awareness of adhering to contract terms.

**Management Response:**

Management agrees with this recommendation. Management believes that outside agency temporary services should be used in very narrow and prescribed circumstances. Management would prefer that the majority of temporary assignments be filled by the use of a City administered temporary assignment. The Finance and Human Resources Departments will collaborate in developing organizational policies to be followed when it is deemed necessary and appropriate to engage an external temporary services provider. The estimated time frame to complete this objective is 90 days.

**Finding 1:**

The official position classification system is being undermined by DSD through the use of "working titles".

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to utilize approved titles only. If the creation of a new position is deemed necessary after a desk audit by Human Resources, an ordinance change establishing the position must be enacted.

**Management Response:**

Management agrees with this recommendation. The use of working titles is being minimized to the extent possible across the City organization, and is no longer used by DSD. Additionally, a selection has recently been made for the vacant Classification and Compensation Manager in the Human Resources Department. One of the first priorities for this new manager is to facilitate the process for the hiring of a professional firm to conduct a comprehensive classification study of job titles, job responsibilities and classifications throughout the organization. This study will assist in identifying and aligning job titles to work being performed.

**Observation 2:**

The Procurement Division did not solicit input from all departments prior to the development of the Coral Springs cooperative purchasing Request for Proposal (RFP).

**Recommendation:**

The CAO recommends that the City Manager require the Finance Department Director to communicate with all departments to fully evaluate the City's needs when developing the specifications for the next temporary staffing RFP.

**Management Response:**

Management agrees with this recommendation. The Procurement Division will solicit input from all City Departments when developing needs for any organization-wide contract, not just temporary staffing.

**Observation 3:**

Some of the positions, as listed in the temporary services contract, did not correlate with defined City employee positions.

**Recommendation:**

The CAO recommends that the City Manager require all departments to work within the terms of the contract, amend the existing contract, or create an RFP that meets the needs of the department.

**Management Response:**

Management agrees with this recommendation. Departments will receive training regarding the proper way to amend on-going services contracts. The estimated time frame to complete this objective is 60 days with ongoing training provided.

**Finding 2:**

DSD did not adhere to billing rates and job descriptions in the temporary services contracts.



**Recommendation:**

The CAO recommends that the City Manager conduct training and provide communication to DSD, as well as all City Departments, to adhere to terms of all city contracts.

**Management Response:**

Management agrees with this recommendation. The Procurement Division will develop and deliver training to all City Departments for adherence to contract terms and change orders. A first step in this training delivery has been the development of the Procurement Liaisons Group consisting of representatives from every department. This group of employees will be focused on process improvement, efficiencies, and training related to the procurement of goods and services. Their first meeting is scheduled for December 4, 2015 and quarterly thereafter or as necessary.

**Observation 4:**

The Finance Department did not utilize software capabilities to enhance internal controls to prevent going outside terms of the contract.

**Recommendation:**

The CAO recommends that the City Manager require the Procurement Division to use the line item purchase order method, which requires the user-departments to requisition the individual items with corresponding unit pricing, or an enhanced method to allow for secondary departmental verification.

**Management Response:**

Management agrees with this recommendation. The Procurement Division has begun implementation of line item requisitioning through the use of Master Blanket Purchase Orders (MBPOs). The Procurement Division has reviewed and converted approximately 75 percent of lump sum purchase contracts to line item MBPOs. Additionally, Finance staff is reviewing other means of controlling term contracts, such as developing a market place web portal wherein a department would simply click individual contract line items (pre-loaded by the Finance Department) for adding to a shopping cart and checkout. This tool would not only control what a department buys but will also make the process more efficient. The estimated time frame for implementing marketplace purchasing is 120 days.

**Observation 5:**

There is no secondary review and verification of billing rates with corresponding position titles before a payment is approved.

**Recommendation:**

The CAO recommends that the City Manager require the Finance Department Director to implement an internal control process that requires a secondary review prior to payment.

**Management Response:**

Management agrees with this recommendation. Review of billing rates and position titles prior to approval of payment is the primary responsibility of the using department. However, with the use of the marketplace purchasing portal, a department would only be able to select pre-loaded and approved position titles and billing rates. The estimated time frame for implementing marketplace purchasing is 120 days.

**Observation 6:**

DSD lacked a clearly defined plan, other than the use of temporary staff, to meet increased departmental workloads. Temporary staffing was used for over 2 years, making them in effect an undisclosed permanent component of DSD's employee headcount.

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to develop a clearly defined level of staffing needed to meet current and projected demands for service.

**Management Response:**

Management agrees with this recommendation. Development trends are typically fluid with private investment responding to changing market conditions. These fluctuations can occur throughout the year and vary dramatically from one fiscal year to the next. DSD has responded to the cyclical spikes in permitting activity by requesting and receiving 35 new full-time regular positions in the FY 2015 and FY 2016 adopted budgets. Of these positions, 11 specific to the Building Division were requested and approved as a mid-year budget amendment in 2015 (Exhibit 2) demonstrating a proactive approach for meeting the increased demands for service.

**Observation 7:**

The temporary staff incurred overtime pay without prior justification and approval.

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to work with Human Resources and the Procurement Division in developing temporary staffing procurement policies and procedures that include justification and authorization of overtime hours.

**Management Response:**

Management agrees with this recommendation. Management believes that outside agency temporary services should be used in very narrow and prescribed circumstances. Management would prefer that the majority of temporary assignments be filled by the use of a City administered temporary assignment. The Finance and Human Resources Departments will collaborate in developing organization-wide policies

to be followed when it is deemed necessary and appropriate to engage an external temporary services provider, including the use and assignment of overtime hours. The estimated time frame to complete this objective is 90 days.

**Observation 8:**

DSD did not have an internal control spending mechanism in place to prevent or detect overspending in the temporary staffing contract and take timely corrective action.

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to plan appropriately to allow for the anticipation of future budgetary needs and contract change orders.

**Management Response:**

Management agrees with this recommendation. Recently DSD management implemented a structural reorganization to focus on internal and external operations and in this regard, created two Deputy Director positions to focus on these aspects. The Deputy Director focused on internal operations is tasked to work with the department's Financial Administrator to implement internal controls, develop administrative policies and procedures, and identify and apply timely corrective actions throughout the department. The Procurement Division will develop and deliver training to all City departments for adherence to contract terms and change orders.

DSD is planning to enhance its internal control efforts by proposing the reclassification of several currently funded but vacant positions to provide appropriate resources to the internal administration team. This reorganization will create an internal control division within DSD to support the department and work more collaboratively with other departments focused on internal operations such as Budget, Human Resources, and Finance to more effectively manage the department and provide services to neighbors.

**Finding 3:**

DSD failed to follow the requirements of Florida Statutes relating to timely payment of vendor invoices by holding onto invoices when they realized that they had exceeded the PO, telling Albion that they would make payment after the new fiscal year began in October.

**Recommendation:**

The CAO recommends that the City Manager require the Finance Director to establish more robust procedures to ensure timely payment of invoices and resolution of disputes over improper invoices.

**Management Response:**

Management agrees with this recommendation. A new written policy (Exhibit 1) regarding the requirements of the Florida Statutes in payment of invoices has been written and promulgated to departments along with appropriate training. This training will be implemented using the aforementioned Procurement Liaisons Group. Additionally, the Finance Department has implemented the use of an accounts payable credit card (P-Card), which provides a much quicker way to pay vendors where appropriate and when the necessary payment approvals have occurred.

**Finding 4**

DSD used Building Permit funds for purposes other than included as allowable charges to enforce the Florida Building Code in accordance with the Florida Statute 553.80 (7)(a).

**Recommendation:**

The CAO recommends that the City Manager require the DSD Director to:

- Train appropriate DSD personnel on the allowable uses of Building Permit funds in accordance with Florida Statute 553.80 (7)(a) and to establish processes that will prevent misuse.
- Reimburse the Building Permit Fund for any improper charges.

**Management Response:**

Management agrees with this recommendation. During the creation of the FY 2016 Budget, DSD management recognized that most of the charges for temporary staffing services for FY 2015 were incorrectly charged to the Building Fund. After finding the error, staff worked with the Budget Office to estimate the anticipated charges and prepared an internal fund transfer to cover the charges that were eligible to be covered by the Building Fund. The expenditure transfer was completed on October 15, 2015 (Exhibit 3). Moving forward, DSD management will be charging the appropriate fund for the related staffing services. Also, as previously mentioned regarding the improvement of internal controls, the Deputy Director assigned to focus on internal operations is tasked to work with the Financial Administrator to implement internal controls, develop administrative policies and procedures, and identify and apply timely corrective actions throughout the department.

**Finding 5:**

DSD's agenda item, CAM 15-1040 dated August 18, 2015 (See Exhibit C), seeking ratification of the overspending and increased budget for additional temporary staffing provided misleading information regarding the reasons for the overspending.

**Recommendation:**

The CAO recommends that the City Manager require senior management to:

- Insure that accurate and complete information is provided to the City Commission.
- Hold staff accountable for misrepresentation and perpetuation of problems.
- Conduct ethics training to focus on adherence to the City's core values
- Work to change the culture to promote "results with integrity".

**Management Response:**

Management agrees with this recommendation. Human Resources has been tasked with developing ethics training for all City employees commencing this fiscal year with a one-time mandatory training session and continuing in the future as part of annual compliance training sessions; the training will include a discussion of transparency in information dissemination. However, it should be noted that the CAM approval process is a collaborative process, which includes many different levels of review. This particular CAM had not been fully reviewed by all necessary parties. Upon review it was determined that additional critical information was missing. The CAM was pulled from the review process prior to being submitted to the Commission. Additionally, it was DSD and Procurement staff which initially identified the potential overspending issue, and brought it to management's attention. The projected time frame from commencement to completion of the one-time mandatory training of employees is the first 120 to 180 days of 2016.

Attachments: Exhibit 1: Invoice Dispute Resolution Policy  
Exhibit 2: Budget Amendment  
Exhibit 3: Expenditure Transfer





# PROMPT PAYMENT DISPUTE RESOLUTION

Rev: 1 | Date: 11/2/15 | I.D. Number:

## Prompt Payment Dispute Resolution

In the event a dispute occurs between a vendor and the City concerning the prompt payment of a proper invoice, the following procedures shall apply:

**A. Disputes initiated by a vendor**

1. The vendor shall immediately submit a written statement addressing the nature of the dispute and supporting evidence via certified mail to the department for which the purchase was made and to the Accounts Payable Supervisor.
2. Within fourteen (14) days of receipt of the written statement from the vendor, the appropriate department director shall investigate the dispute and render a recommendation in writing to the Accounts Payable Supervisor.
3. Within fourteen (14) days of receipt of the written recommendation from the department director, the Controller shall review the dispute and the department director's recommendation and shall make a final decision on the matter. The written final decision shall be sent to the vendor via certified mail within 5 business days from the date the final decision is made. Also, a copy of the final decision shall be forwarded to the department director and to the Accounts Payable Supervisor.

**B. Disputes initiated by the City**

1. The appropriate department director shall immediately submit a written statement via certified mail to the vendor from which the purchase was made and to the Accounts Payable Supervisor, specifying the nature of the dispute. For construction services invoices, this dispute must be communicated within 10 days after the date on which the invoice is stamped as being received. The written statement must specify the deficiency and the action necessary to correct.
2. The vendor shall immediately submit a written response via certified mail to the Accounts Payable Supervisor indicating their agreement or disagreement with the department director's dispute, as well as the reasons thereof.
3. Within fourteen (14) days of receipt of the written response from the vendor, the Controller shall review the dispute and shall make a final decision on the matter. The written final decision made and any check for payment shall be sent to the vendor via certified mail within five (5) days from the date the final decision is made. For construction services, the review and payment if approved must be made within 20 business days. Also, a copy of the written final decision shall be forwarded to the department director and the Accounts Payable division.



# PROMPT PAYMENT DISPUTE RESOLUTION

Rev: 1 | Date: 11/2/15 | I.D. Number:

## C. Improper Invoices

1. All improper invoices shall be returned to the vendor within five (5) calendar days.
2. The City must provide to the vendor all deficiencies, action(s) necessary and time frame to make the invoice proper.
3. The responsible department shall submit all information concerning the improper invoice to the Accounts Payable Supervisor.
4. The vendor shall be paid within ten (10) business days after the date the corrected invoice is stamped and received by the City.



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#15-0119**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** March 3, 2015

**TITLE:** Consolidated Budget Amendment

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**Recommendation**

It is recommended that the City Commission adopt a resolution amending the Fiscal Year 2015 Budget.

**Background**

Budget amendments are consolidated into one agenda item for consideration at the first meeting of each month.

Examples of recommended actions within the consolidated budget amendment are:

- transfer between funds;
- transfer between capital and operating budgets;
- transfer between capital projects;
- acceptance and appropriation of grant funding;
- amendment to staffing level;
- appropriation from fund balance; and
- appropriation for modified revenue and related expenditures.

Staff is recommending that the City Commission amend the FY 2015 Operating Budget and Community Investment Plan by approving the following transfers and appropriations:

### **Information Technology Services**

#### **A. Appropriation from fund balance and amendment to City staffing levels – Central Services Fund – Technology Security Analyst Position - \$58,657**

In an effort to maintain security and integrity of the City's network and data, staff recommends the addition of a Technology Security Analyst position to the Information Technology Services (ITS) Department. The estimated cost of the position for the remainder of the current year is \$58,657.

Staff recommends that the City Commission amend the FY 2015 Budget by amending the appropriate accounts in the Central Services Fund in the amount of \$58,657 and amend the City's personnel complement by adding one (1) Technology Security Analyst position in the ITS Department.

### **Parks and Recreation**

#### **B. Transfer between Capital Projects and Appropriation from fund balance – Park Impact Fee Fund – Parks and Recreation System Master Plan - \$197,576**

Funding for the Parks and Recreation System Master Plan was approved by City Commission December 2, 2014 (CAM 14-1219) in the amount of \$300,000. Since that time, the final bid for the project was accepted at \$497,576, resulting in a funding shortfall of \$197,576. Staff recommends a transfer from a completed capital project and the Park Impact Fee Fund as the funding sources.

Staff recommends that the City Commission amend the FY 2015 Community Investment Plan (CIP) and Budget by amending the appropriate accounts in the Park Impact Fee Fund in the amount of \$197,576 for the comprehensive 10-year Parks and Recreation System Master Plan.

#### **C. Transfer between capital projects – General Capital Projects Fund – Facilities Maintenance Priorities - \$953,411**

A budget of \$1,000,000 was established for facilities maintenance projects with the adoption of the 5 Year CIP in September. The Facilities Condition Assessment Study has since been completed and projects have been identified to be funded. Staff recommends a budget adjustment to transfer funds from the centralized account into the following specific projects: Replace Roofing on Fertilizer Plant and Floyd Hull Electrical Buildings Project (\$75,342), Holiday Park War Memorial Auditorium Renovations Project (\$596,777), and the Police Station Renovations Project (\$284,292).

Staff recommends that the City Commission amend the FY 2015 CIP and Budget by amending the appropriate accounts in the General Capital Projects Fund in the amount of \$953,411 for the projects related to the Facilities Maintenance Priorities.

**D. Transfer between operating and capital projects – General Fund and General Capital Projects Funds – Osswald Park Concession Building - \$7,000**

A concession building is planned for Osswald Park; however, the final bid resulted in a funding shortfall of \$7,000. Staff recommends that funds are transferred from the Parks and Recreation operating budget in order to fully fund this project. The contract award will be presented to the City Commission on March 17, 2015 (CAM 15-0257).

Staff recommends that the City Commission amend the FY 2015 Community Investment Plan (CIP) and Budget by amending the appropriate accounts in the General Fund and General Capital Projects Fund in the amount of \$7,000 for the Osswald Park concession building.

**E. De-appropriation of grant budget and match funding – Grants Fund and Central Beach Redevelopment CRA CIP Fund – Dredging Projects for the Bahia and Las Olas Marina - \$727,868.76**

Due to the timing of the projects, the City has decided to postpone pursuing grant funds from the Florida Inland Navigation District for the Bahia Mar Marina Dredging Project and the Las Olas Marina Dredging Project. The combined total of these grants and associated cash matches is \$727,868.76. Since these funds were previously appropriated as part of these grants, staff recommends a de-appropriation of funds. Once these projects are further along, staff will determine the appropriate grant cycle to re-apply for these funds to ensure that the project is in sync with the grant timelines.

Staff recommends that the City Commission amend the FY 2015 Community Investment Plan (CIP) and Budget by amending the appropriate accounts in the Grants Fund in the amount of \$727,868.76 for the de-appropriation of the grant and match funds.

**Police**

**F. Transfer from trust account to operating budget – Police Training Program funds to General Fund – Police Education and Training - \$45,000**

Funds are allocated to police agencies from fines that are collected from Traffic Fines and Court Fines imposed on individuals. The fines come back to the City for education and training programs. These funds are held in a trust account for future use. Staff recommends that funds from the trust account be transferred to the Police Department operating budget in support of education and training programs for Fort Lauderdale Police Officers.

Staff recommends that the City Commission amend the FY 2015 Operating Budget by amending the appropriate accounts in the Police Training Program Trust Account and General Fund in the amount of \$45,000 to fund additional educational and training programs.



**Public Works****G. Appropriation from fund balance– General Capital Projects Fund – Sailboat Bend Traffic Calming Improvements - \$200,000**

In 2008, the City received funds from Lennar Homes towards Traffic Calming Improvements for the Sailboat Bend neighborhood. These funds were deposited into the City's account and never budgeted for the improvements. A task order was recently issued for the design of these improvements, so staff recommends appropriation of the \$200,000 in the Community Investment Plan Sailboat Bend Project.

Staff recommends that the City Commission amend the FY 2015 Community Investment Plan (CIP) and Budget by amending the appropriate accounts in the General Capital Projects Fund in the amount of \$200,000 for the Sailboat Bend Traffic Calming Plan Project.

**H. Appropriation for modified revenue and related expenditures – Water and Sewer Fund – Florida Department of Transportation I-95 Project – \$69,720**

The City will enter into an agreement with the Florida Department of Transportation (FDOT) to design and construct corridor lanes along I-95 from Stirling Road to north of Atlantic Boulevard. This project includes road widening, bridge widening, and drainage, which will impact underground infrastructure owned and maintained by the City. The agreement will allow the City to assist in all phases of the project, serving as a consultant. Estimated costs and indirect fees associated with this service to the FDOT is \$69,720, which will be refunded to the City. The work agreement is a companion item on this agenda (CAM 15-0234).

Staff recommends that the City Commission amend the FY 2015 Operating Budget by amending the appropriate accounts in the Water and Sewer Fund in the amount of \$69,720 for the expenditures and reimbursement revenue associated with the City's assistance in the I-95 lane expansion project.

**I. Transfer between capital projects – General Capital Projects Fund – Palm Aire Neighborhood Improvement Project - \$75,000**

Additional funding for an entranceway for the Palm Aire Neighborhood Improvement project in the amount of \$75,000 is required at this time. Funds are available from another capital project that has come in under budget.

Staff recommends that the City Commission amend the FY 2015 CIP and Budget by amending the appropriate accounts in the General Capital Projects Fund in the amount of \$75,000 for the Palm Aire Neighborhood Improvement Project.

**J. Transfer between capital projects – Water And Sewer General Capital Projects Fund – Central Beach Alliance Pump Station Replacement – \$1,553,756.40**

Due to insufficient capacity to handle infiltration flow, the Central Beach Alliance Pump Station pump is in need of replacement. The pump was constructed in 1958 so it will be redesigned to meet anticipated future flows. Failure to replace the pump station will result in back flows and delays in redevelopment projects. Estimated cost of the pump station replacement is \$1,553,756.40, which will be funded from under budget projects.

Staff recommends that the City Commission amend the FY 2015 Community Investment Plan (CIP) and Budget by amending the appropriate accounts in the Water and Sewer General Capital Projects Fund in the amount of \$1,553,756.40 for the Central Beach Alliance Pump Station Replacement (D-41).

**Sustainable Development**

**K. Appropriation from fund balance and amendment to City's staffing levels – Building Permit Fund – Addition of Eleven (11) Positions and Funding for Building Permitting Activities - \$763,372.13**

The City's building permit activities and call center volume has continued to increase over the last couple of years. Current workloads have already outpaced the current staffing levels, leaving gaps in the provision of customer service. In order to adequately meet the demands and achieve an enhanced service level, additional positions are necessary. Staff recommends adding the following positions to the Building Services Division personnel complement: Flood Plain Development Review Specialist, Building Inspector III, Chief Building Compliance Inspector, Urban Engineer, Building Inspector, Business Outreach Coordinator, Administrative Assistant I, Administrative Aide, and three (3) Clerks. The current year fiscal impact is \$763,372.13, which includes personnel costs, professional services, and equipment.

Staff recommends that the City Commission amend the FY 2015 Personnel Complement and operating Budget by amending the appropriate accounts in the Building Permit Fund in the amount of \$763,372.13 for eleven (11) positions to manage permitting activities.

**Transportation and Mobility**

**L. Acceptance and Appropriation of grant funding – Airport Fund - Runway and Pavement Rehabilitation Project – \$432,000**

The City of Fort Lauderdale was awarded a grant up to \$432,000 from the Florida Department of Transportation (FDOT) for pavement rehabilitation for Runways 9/27 and 13/31. Funding for this project is for design and construction services, inspection of the pavement surfaces, phasing of work to be completed and application of the rejuvenator sealer. This grant does require a match of \$108,000, which is currently funded in the Community Investment Plan (CIP), for a total project cost of \$540,000.

Staff recommends that the City Commission amend the FY 2015 Community Investment Plan (CIP) and Budget by amending the appropriate accounts in the Airport Fund in the amount of \$432,000 for the Runway 9/27 and 13/31 Pavement Rehabilitation project.

### **Resource Impact**

The fiscal impact to the various funds is outlined in the tables below. The letters below correspond to the descriptions in the background section of the document.

Where applicable, the approval of companion agenda items listed below are contingent upon the approval of the respective companion items as part of this consolidated budget amendment.

Related CAM(s): 15-0234, 15-0163

## **Information Technology Services**

### **A. Appropriation from fund balance and amendment to City staffing levels – Central Services Fund – Technology Security Analyst Position - \$58,657**

#### **Appropriate From:**

*Funds available as of February 24, 2015*

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	BUDGET (Object Code)	BALANCE (Object Code)	Amount
581-FD581.01-9901	Central Services - Operations	Other Uses/Anticipated Year End	\$346,904.00	\$346,904.00	\$58,657.00
<b>TOTAL</b>					<b>\$58,657.00</b>

#### **Appropriate To:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	BUDGET (Object Code)	BALANCE (Object Code)	Amount
581-ITS100101-1101	Information Technology Security	Salaries & Wages/Permanent Salaries	\$162,263.00	\$162,263.00	\$41,280.00
581-ITS100101-1407	Information Technology Security	Salaries & Wages/Expense Allowance	\$162,263.00	\$162,263.00	\$840.00
581-ITS100101-2299	Information Technology Security	Fringe Benefits/Pension-Def Contribution	\$38,653.00	\$38,653.00	\$3,715.00
581-ITS100101-2301	Information Technology Security	Fringe Benefits/Soc Sec & Medicare	\$38,653.00	\$38,653.00	\$3,222.00
581-ITS100101-2404	Information Technology Security	Fringe Benefits/Health Insurance	\$38,653.00	\$38,653.00	\$5,966.00
581-ITS100101-3925	Information Technology Security	Materials/Office Equip <\$5k	\$406,985.00	\$362,011.00	\$3,634.00
<b>TOTAL</b>					<b>\$58,657.00</b>

## Parks and Recreation

**B. Transfer from capital project and appropriation from fund balance – Park Impact Fee Fund – Parks and Recreation System Master Plan - \$197,576****Appropriation From:**

<i>Funds available as of February 21, 2015</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
350-P10904.350-6599	Sailboat Bend Preserve Project	Capital Outlay/Construction	\$59,687.00	\$59,687.00	\$59,687.00
350-FD350.01	Park Impact Fee Projects	Park Impact Fee	N/A	N/A	\$137,889.00
<b>APPROPRIATION TOTAL →</b>					<b>\$197,576.00</b>

**Appropriation To:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
350-P12121.350-6550	PKR Master Plan	Capital Outlay/Construction Administration	\$300,000.00	\$300,000.00	\$197,576.00
<b>APPROPRIATION TOTAL →</b>					<b>\$197,576.00</b>

**C. Transfer between capital projects – General Capital Projects Fund – Facilities Maintenance Priorities - \$953,411****Transfer From:**

<i>Funds available as of February 21, 2015</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
331-P12085.331-6599	Facilities Maintenance Priorities	Capital Outlay/Construction	\$1,000,000.00	\$1,000,000.00	\$953,411.00
<b>TRANSFER TOTAL →</b>					<b>\$953,411.00</b>

**Transfer To:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
331-P12127.331-6599	Replace Roofing on Fertilizer Plant and Floyd Hull Electrical Buildings	Capital Outlay/Construction	\$0.00	\$0.00	\$72,342.00
331-P12128.331-6599	Holiday Park War Memorial Auditorium Renovations	Capital Outlay/Construction	\$0.00	\$0.00	\$596,777.00
331-P12129.331-6599	Police Station Renovation	Capital Outlay/Construction	\$0.00	\$0.00	\$284,292.00
<b>TRANSFER TOTAL →</b>					<b>\$953,411.00</b>

**D. Transfer between operating and capital projects – General Fund and General Capital Projects Funds – Osswald Park concession building - \$7,000**

**Transfer From:**

*Funds available as of February 23, 2015*

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
001-PKR070501-3437	Facility Maintenance Support	Services- Materials/Improvements, Repair & Maintenance	\$812,304.00	\$290,439.00	\$7,000.00
TRANSFER TOTAL →					\$7,000.00

**Transfer To:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
331-P11826.331-6599	Baseball Fields for Osswald Park	Capital Outlay/Construction	\$280,064.00	\$12,774.00	\$7,000.00
TRANSFER TOTAL →					\$7,000.00

**E. De-appropriation of grant budget and match funding – Grants Fund and Central Beach Redevelopment CRA CIP Fund – Dredging Projects for the Bahia Mar and Las Olas Marinas - \$727,868.76**

**De-appropriate:**

*Funds available as of February 23, 2015*

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
129-P11670.129B-F414	Bahia Mar Marina Dredging PH1	Intergov't Revenue/FIND Transportation	\$206,543.00	\$0.00	(\$206,543.00)
DE-APPROPRIATE TOTAL →					(\$206,543.00)

**De-appropriate:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
129-P11670.129B-6599	Bahia Mar Marina Dredging PH1	Capital Outlay/Construction	\$206,543.00	\$206,543.00	(\$206,543.00)
DE-APPROPRIATE TOTAL →					(\$206,543.00)

**And De-appropriate:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
129-P11671.129B-F414	Las Olas Marina & Aquatic Dredging PH1	Intergov't Revenue/FIND Transportation	\$258,898.00	\$0.00	(\$258,898.00)
DE-APPROPRIATE TOTAL →					(\$258,898.00)

**De-appropriate:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
129-P11671.129B-6599	Las Olas Marina & Aquatic Dredging PH1	Capital Outlay/Construction	\$258,898.00	\$258,898.00	(\$258,898.00)
DE-APPROPRIATE TOTAL →					(\$258,898.00)

**De-appropriate From (Cash Match):**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
346-P11670.346-6599	Bahia Mar Marina Dredging PH1	Capital Outlay/Construction	\$90,461.00	\$81,930.38	(\$81,930.38)
346-P11671.346-6599	Las Olas Marina & Aquatic Dredging PH1	Capital Outlay/Construction	\$207,790.00	\$180,497.38	(\$180,497.38)
DE-APPROPRIATE TOTAL →					(\$262,427.76)



## Police

**F. Transfer from trust account to operating budget – Police Training Program funds to General Fund – Police Education and Training - \$45,000**

## Appropriate From:

Funds available as of February 23, 2015

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
219-450031	Police Training Program	N/A	N/A	\$120,901.00	\$45,000.00
APPROPRIATION TOTAL →					\$45,000.00

## Appropriate To:

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
001-POL020212-4116	Second Doallar Training	Other Operating Expenses/Schools	\$52,000.00	\$43,491.00	\$45,000.00
APPROPRIATION TOTAL →					\$45,000.00

## Public Works

**G. Appropriation from fund balance– General Capital Projects Fund –Sailboat Bend Traffic Calming Improvements - \$200,000**

## Appropriation From:

Funds available as of February 23, 2015

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
331-FD331.01-9901	General Capital Projects Fund	Other Uses/Anticipated Year End	\$400,000.00	\$400,000.00	\$200,000.00
APPROPRIATION TOTAL →					\$200,000.00

## Appropriation To:

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
331-P11365.331-6599	Sailboat Bend Traffic Mitigation Plan	Capital Outlay/Construction	\$100,000.00	\$100,000.00	\$200,000.00
APPROPRIATION TOTAL →					\$200,000.00

**H. Appropriation for modified revenue and related expenditures – Water and Sewer Fund – Florida Department of Transportation I-95 Project – \$69,720**

**Appropriate:**

*Funds available as of February 22, 2015*

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
450-PBS660101-N965	Distribution and Collection Operations	Misc Revenue/ Reimburse Projects	\$0	\$0	\$69,720
APPROPRIATION TOTAL →					\$69,720

**Appropriate:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
450-PBS660101-3199	Distribution and Collections Operations	Services/Materials - Other Professional Services	\$901,020	\$788,499	\$69,720
APPROPRIATION TOTAL →					\$69,720

**I. Transfer between capital projects – General Capital Projects Fund – Additional Funds for the Palm Aire Neighborhood Improvement Project - \$75,000**

**Transfer From:**

*Funds available as of February 23, 2015*

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
331-P12079.331-6599	South Middle River NW 15th Street New Road	Capital Outlay/ Construction	\$400,000.00	\$400,000.00	\$75,000.00
TOTAL →					\$75,000.00

**Transfer To:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
331-P10585.331-6599	Palm Aire Wall Improvements	Capital Outlay/ Construction	\$360,244.00	\$357,926.00	\$75,000.00
TOTAL →					\$75,000.00

**J. Transfer between capital projects – Water And Sewer General Capital Projects  
Fund – Central Beach Alliance Pump Station Replacement – \$1,553,756.40**

**Transfer From:**

*Funds available as of February 23, 2015*

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
454-P10940.454-6599	Sewer Area 19 Annexed Riverland Water and Sewer Mains	Capital Outlay/ Construction	\$4,419,741.00	\$847,826.93	\$847,826.93
454-P11405.454-6599	NW 2nd Ave Tank & Pump Station Rehabilitation	Capital Outlay/ Construction	\$1,449,184.00	\$173,237.89	\$173,237.89
454-P11857.454-6599	Annual Utilities Restoration 2013- 2014	Capital Outlay/ Construction	\$677,000.00	\$104,905.66	\$104,905.66
454-P11866.454-6599	Dixie Wellfield	Capital Outlay/ Construction	\$100,000.00	\$99,950.64	\$99,950.64
454-P12047.454-6599	Annual Utilities Emergency Contract	Capital Outlay/ Construction	\$305,000.00	\$304,555.00	\$304,555.00
454-P11263.454-6599	Special Council/Project Legal Disputes	Capital Outlay/ Construction	\$254,128.00	\$23,280.28	\$23,280.28
<b>APPROPRIATION TOTAL →</b>					<b>\$1,553,756.40</b>

**Transfer To:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB- OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
454-P12124.454-6599	Central Beach Alliance Pump Station Replacement (D-41)	Capital Outlay/ Construction	\$0.00	\$0.00	\$1,553,756.40
<b>APPROPRIATION TOTAL →</b>					<b>\$1,553,756.40</b>

### Sustainable Development

#### K. Appropriation from fund balance and amendment to City's staffing levels – Building Permit Fund – Addition of Eleven (11) Positions and Funding for Building Permitting Activities - \$763,372.13

**Appropriate From:**
*Funds available as of February 21, 2015*

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	BUDGET (Object Code)	BALANCE (Object Code)	AMOUNT
140-FD140.01-9901	Building Permits	Other Uses/Anticipated Year End	\$20,788,662.00	\$20,788,662.00	\$763,372.13
<b>APPROPRIATION TOTAL</b>					<b>\$763,372.13</b>

**Appropriate To:**

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	BUDGET (Object Code)	BALANCE (Object Code)	AMOUNT
140-DSD034002-1101	Building Permits Fund	Salaries & Wages/Permanent Salaries	\$4,278,178.00	\$2,658,190.00	\$202,793.60
140-DSD034002-1407	Building Permits Fund	Salaries & Wages/Expense Allowance	\$4,278,178.00	\$2,658,190.00	\$1,760.00
140-DSD034002-1413	Building Permits Fund	Salaries & Wages/Cell Phone Allowance	\$4,278,178.00	\$2,658,190.00	\$1,760.00
140-DSD034002-2299	Building Permits Fund	Fringe Benefits/Pension - Deferred Comp	\$1,741,043.00	\$638,329.00	\$18,251.42
140-DSD034002-2301	Building Permits Fund	Fringe Benefits/Soc Sec & Medicare	\$1,741,043.00	\$638,329.00	\$15,513.71
140-DSD034002-2404	Building Permits Fund	Fringe Benefits/Health Insurance	\$1,741,043.00	\$638,329.00	\$29,712.00
140-DSD034002-3199	Building Permits Fund	Services/Materials/Oth er Professional Services	\$3,621,110.00	\$1,986,298.00	\$396,000.00
140-DSD034002-3801	Building Permits Fund	Services/Materials/Gas oline	\$3,621,110.00	\$1,986,298.00	\$770.40
140-DSD034002-3907	Building Permits Fund	Services/Materials/Equi pment	\$3,621,110.00	\$1,986,298.00	\$8,312.00
140-DSD034002-3925	Building Permits Fund	Services/Materials/Offi ce Equipment < \$5,000	\$3,621,110.00	\$1,986,298.00	\$16,748.00
140-DSD-034002-6416	Building Permits Fund	Capital/Vehicles	\$0.00	\$0.00	\$71,751.00
<b>APPROPRIATION TOTAL</b>					<b>\$763,372.13</b>

### Transportation and Mobility

#### L. Acceptance and appropriation of grant funding – Airport Fund - Runway and Pavement Rehabilitation Project – \$432,000

Appropriate:

*Funds available as of February 21, 2015*

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
468-P11998.468A-D479	R/W 8/26 & 13/31 PAVEMENT REHABILITATION	Intergovt Revenue/FDOT Transportation	\$0.00	\$0.00	\$432,000.00
APPROPRIATION TOTAL →					\$432,000.00

Appropriate:

ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	AMOUNT
468-P11998.468A-6599	R/W 8/26 & 13/31 PAVEMENT REHABILITATION	Capital Outlay/ Construction	\$0.00	\$0.00	\$347,000.00
468-P11998.468A-6501	R/W 8/26 & 13/31 PAVEMENT REHABILITATION	Capital Outlay/ Force Account Charge	\$0.00	\$0.00	\$10,000.00
468-P11998.468A-6534	R/W 8/26 & 13/31 PAVEMENT REHABILITATION	Capital Outlay/ Engineering Fees	\$0.00	\$0.00	\$75,000.00
APPROPRIATION TOTAL →					\$432,000.00

Prepared by: Bobbi Williams

Budget Manager: Emilie R. Smith

**CITY OF FORT LAUDERDALE, FLORIDA  
EXPENDITURE TRANSFER VOUCHER FORM**

*COPY*

Department Credited

SUSTAINABLE DEVELOPMENT (UD&amp;P)

ETV

Department Charged

SUSTAINABLE DEVELOPMENT (BUILDING, CODE, ECR)

Date

10/15/2015

Description of charges:

To allocate costs of temporary contract personnel services (Albion Staffing Solutions) to correct index codes.

**DEPARTMENT CREDITED**

Trans Code	Index code or project number	Subobject code	GL / Subsidiary No.	Amount
406 408	DSD034002	3199		128,008.76
406 408				
406 408				
406 408				
406 408				
406 408				
406 408				
406 408				
406 408				
406 408				
Total credits				\$ 128,008.76

**DEPARTMENT CHARGED**

Trans Code	Index code or project number	Subobject code	GL / Subsidiary No.	Amount
400 407	DSD010101	3199		1,867.68
400 407	DSD040101	3199		119,008.58
400 407	DSD060601	3199		3,566.25
400 407	DSD070601	3199		3,566.25
400 407				
400 407				
400 407				
400 407				
400 407				
400 407				
Total charges				\$ 128,008.76

Approval from Department Credited

Approval from Department Charged

*[Signature]* 10/15/15  
Authorized Signature Date

*[Signature]* 10/15/15  
Authorized Signature Date

Rosalind Ray Morgan 5242

Contact Person - Name &amp; Ext. Number

Rosalind Ray Morgan 5242

Contact Person - Name &amp; Ext. Number

To be completed by Finance:

Posted by: \_\_\_\_\_

Date Posted: \_\_\_\_\_

## INSTRUCTIONS:

The ETV number will not be assigned until the completed form is sent to Finance to be posted.

Fill in the name of the department under Department Credited and Department Charged.

Originating department must print this form and have it approved by both departments.

Print full name &amp; extension of the contact person for both departments. Send to Finance via interoffice mail for processing.

A copy of the ETV will be e-mailed to the contact person on both departments once the ETV has been posted to the system.



DSD DIVISION	ETV DATE	INVOICE DATE	INVOICE #	FROM - BLDG	FROM - UD&P	TO - BLDG	TO - CODE	TO - ECR	TO - UD&P	TOTAL
BUILDING	10/14/15	09/07/14	48989	\$ 5,097.86		\$ 3,359.73	\$ 1,738.13			\$ 5,097.86
BUILDING	10/14/15	09/07/14	48993	\$ 1,980.00		\$ 720.00	\$ 1,260.00			\$ 1,980.00
BUILDING	10/14/15	09/07/14	49063	\$ 900.00		\$ -	\$ 900.00			\$ 900.00
BUILDING	10/14/15	09/14/14	49109	\$ 6,420.60		\$ 3,720.60	\$ 2,700.00			\$ 6,420.60
BUILDING	10/14/15	09/14/14	49111	\$ 900.00		\$ -	\$ 900.00			\$ 900.00
BUILDING	10/14/15	09/14/14	49112	\$ 2,700.00		\$ 900.00	\$ 1,800.00			\$ 2,700.00
BUILDING	10/14/15	09/21/14	49229	\$ 6,741.23		\$ 4,041.23	\$ 2,700.00			\$ 6,741.23
BUILDING	10/14/15	09/21/14	49231	\$ 900.00		\$ -	\$ 900.00			\$ 900.00
BUILDING	10/14/15	09/21/14	49233	\$ 1,800.00		\$ 900.00	\$ 900.00			\$ 1,800.00
BUILDING	10/14/15	09/21/14	49299	\$ 900.00		\$ -	\$ 900.00			\$ 900.00
BUILDING	10/14/15	09/28/14	49346	\$ 6,575.55		\$ 3,875.55	\$ 2,700.00			\$ 6,575.55
BUILDING	10/14/15	09/28/14	49348	\$ 900.00		\$ -	\$ 900.00			\$ 900.00
BUILDING	10/14/15	09/28/14	49350	\$ 1,800.00		\$ 900.00	\$ 900.00			\$ 1,800.00
BUILDING	10/14/15	09/28/14	49420	\$ 900.00		\$ -	\$ 900.00			\$ 900.00
BUILDING	10/14/15	10/05/14	49457	\$ 6,391.92		\$ 3,748.17	\$ 2,643.75			\$ 6,391.92
BUILDING	10/14/15	10/05/14	49459	\$ 900.00		\$ -	\$ 900.00			\$ 900.00
BUILDING	10/14/15	10/05/14	49460	\$ 2,373.75		\$ 573.75	\$ 1,800.00			\$ 2,373.75
BUILDING	10/14/15	10/05/14	49530	\$ 900.00		\$ 900.00				\$ 900.00
BUILDING	10/14/15	10/12/14	49564	\$ 11,091.75		\$ 5,691.75	\$ 5,400.00			\$ 11,091.75
BUILDING	10/14/15	10/19/14	49670	\$ 10,473.24		\$ 5,298.24	\$ 5,175.00			\$ 10,473.24
BUILDING	10/14/15	10/19/14	49738	\$ 900.00		\$ 900.00				\$ 900.00
BUILDING	10/14/15	10/26/14	49790	\$ 12,290.85		\$ 6,890.85	\$ 5,400.00			\$ 12,290.85
BUILDING	10/14/15	11/02/14	49897	\$ 12,389.10		\$ 6,989.10	\$ 5,400.00			\$ 12,389.10
BUILDING	10/14/15	11/09/14	49997	\$ 10,756.62		\$ 6,762.87	\$ 3,993.75			\$ 10,756.62
BUILDING	10/14/15	11/16/14	50107	\$ 10,189.11		\$ 5,689.11	\$ 4,500.00			\$ 10,189.11
BUILDING	10/14/15	11/23/14	50208	\$ 10,604.31		\$ 6,104.31	\$ 4,500.00			\$ 10,604.31
BUILDING	10/14/15	11/30/14	50310	\$ 8,929.08		\$ 4,541.58	\$ 4,387.50			\$ 8,929.08
BUILDING	10/14/15	12/07/14	50406	\$ 9,173.82		\$ 5,663.82	\$ 3,510.00			\$ 9,173.82
BUILDING	10/14/15	12/07/14	50468	\$ 1,090.32		\$ 1,090.32	\$ -			\$ 1,090.32
BUILDING	10/14/15	12/14/14	50510	\$ 9,436.01		\$ 6,736.01	\$ 2,700.00			\$ 9,436.01
BUILDING	10/14/15	12/21/14	50608	\$ 9,557.01		\$ 6,857.01	\$ 2,700.00			\$ 9,557.01
BUILDING	10/14/15	12/28/14	50715	\$ 8,179.74		\$ 5,479.74	\$ 2,700.00			\$ 8,179.74
BUILDING	10/14/15	01/04/15	50804	\$ 7,887.03		\$ 5,277.03	\$ 2,610.00			\$ 7,887.03
BUILDING	10/14/15	01/11/15	50898	\$ 9,428.79		\$ 6,728.79	\$ 2,700.00			\$ 9,428.79
BUILDING	10/14/15	01/18/15	50987	\$ 9,375.30		\$ 6,675.30	\$ 2,700.00			\$ 9,375.30
BUILDING	10/14/15	01/25/15	51090	\$ 8,463.39		\$ 5,763.39	\$ 2,700.00			\$ 8,463.39
BUILDING	10/14/15	02/01/15	51187	\$ 9,161.51		\$ 6,529.01	\$ 2,632.50			\$ 9,161.51
BUILDING	10/14/15	02/01/15	51322	\$ 6,514.38		\$ 4,714.38	\$ 1,800.00			\$ 6,514.38
BUILDING	10/14/15	02/08/15	51347	\$ 900.00		\$ -	\$ 900.00			\$ 900.00
BUILDING	10/14/15	02/22/15	51488	\$ 7,324.65		\$ 5,524.65	\$ 1,800.00			\$ 7,324.65
BUILDING	10/14/15	03/01/15	51600	\$ 6,553.80		\$ 4,753.80	\$ 1,800.00			\$ 6,553.80
BUILDING	10/14/15	03/08/15	51707	\$ 8,281.26		\$ 5,423.31	\$ 2,857.95			\$ 8,281.26
BUILDING	10/14/15	03/15/15	51813	\$ 8,387.64		\$ 5,687.64	\$ 2,700.00			\$ 8,387.64
BUILDING	10/14/15	03/22/15	51918	\$ 8,359.74		\$ 5,659.74	\$ 2,700.00			\$ 8,359.74
BUILDING	10/14/15	03/29/15	52023	\$ 8,925.30		\$ 5,325.30	\$ 3,600.00			\$ 8,925.30
BUILDING	10/14/15	05/03/15	52587	\$ 11,104.56		\$ 5,704.56	\$ 3,600.00	\$ 1,800.00		\$ 11,104.56
BUILDING	10/14/15	05/10/15	52703	\$ 10,949.94		\$ 5,549.94	\$ 3,600.00	\$ 1,800.00		\$ 10,949.94
BUILDING	10/14/15	05/17/15	52812	\$ 10,609.83		\$ 5,209.83	\$ 3,600.00	\$ 1,800.00		\$ 10,609.83
BUILDING	10/14/15	05/24/15	52997	\$ 1,732.50		\$ -	\$ 900.00	\$ 832.50		\$ 1,732.50
BUILDING	10/14/15	05/24/15	53007	\$ 900.00		\$ -	\$ -	\$ 900.00		\$ 900.00
BUILDING	10/14/15	06/28/15	53483	\$ 916.92		\$ -	\$ -		\$ 916.92	\$ 916.92
BUILDING	10/14/15	07/12/15	53706	\$ 950.76		\$ -	\$ -		\$ 950.76	\$ 950.76
10/14/15 Total				\$ 310,869.17	\$ -	\$ 182,860.41	\$ 119,008.58	\$ 7,132.50	\$ 1,867.68	\$ 310,869.17

ETV AMOUNT	
code-dsd040101	\$ 119,008.58
nw crs-dsd060601	\$ 3,566.25
beach cra-dsd070601	\$ 3,566.25
ud&p-dsd010101	\$ 1,867.68
	\$ 128,008.76

## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:00 PM

Fiscal Mo/Yr:   NOV 2014 Funding Pd:  Currency Code:

Index:  BUILDING PERMITS

Subobj:  OTHER PROF SERV Usercd:

Proj:  Pjdt:

Grant:  Gr Dtt:

G/L:  T/C:

Class:  Fy/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
○	11/25/2014	265	CK1504837	01 CV1501458	01 00614418	5,097.85 ✓
	*48989*TEMP SVCS W/E 9/7/14					ALBION STAFFING SOLUTION
○	11/26/2014	265	CK1504838	01 CV1501459	01 00614418	1,980.00 ✓
	*48993*TEMP SVCS W/E 9/7/14					ALBION STAFFING SOLUTION
○	11/26/2014	265	CK1504839	01 CV1501460	01 00614418	6,420.60 ✓
	*49109*TEMP SVCS W/E 9/14/14					ALBION STAFFING SOLUTION
○	11/26/2014	265	CK1504840	01 CV1501462	01 00614418	900.00 ✓
	*49111*TEMP SVCS W/E 9/14/14					ALBION STAFFING SOLUTION

G012 - NEXT PAGE DISPLAYED

## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:00 PM

Fiscal Mo/Yr: 02 2015 NOV 2014 Funding Pd: Currency Code:  
 Index: DBD034002 BUILDING PERMITS  
 Subobj: 3189 OTHER PROF SERV Usercd:  
 Proj: Pjdt:  
 Grant: Gr Dt:  
 G/L: T/C:  
 Class: FV/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No.	Amount
----- DESCRIPTION -----						
0	11/26/2014	265	CK1504841	01 CV1501463	01 00614418	2,700.00 ✓
	*49112*TEMP SVCS		W/E 9/14/14		ALBION STAFFING SOLUTION	
0	11/26/2014	265	CK1504842	01 CV1501464	01 00614418	6,741.23 ✓
	*49229*TEMP SVCS		9/21/14		ALBION STAFFING SOLUTION	
0	11/26/2014	265	CK1504843	01 CV1501465	01 00614418	900.00 ✓
	*49231*TEMP SVCS		W/E 9/21/14		ALBION STAFFING SOLUTION	
0	11/26/2014	265	CK1504844	01 CV1501466	01 00614418	1,800.00 ✓
	*49233*TEMP SVCS		W/E 9/21/14		ALBION STAFFING SOLUTION	

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:00 PM

Fiscal Mo/Yr: 02 2016 NOV 2014 Funding Pd: Currency Code:  
 Index: DSC034002 BUILDING PERMITS  
 Subobj: 3198 OTHER PROF SERV Usercd:  
 Proj: Pjdtl:  
 Grant: Gr Dtl:  
 G/L: T/C:  
 Class: F/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
0	11/28/2014	265	CK1504845	01 CV1501467	01 00614418	900.00 ✓
	*49299*TEMP SVCS W/E 9/21/14					Vendor
						ALBION STAFFING SOLUTION
0	11/26/2014	265	CK1504846	01 CV1501468	01 00614418	6,575.55 ✓
	*49346*TEMP SVCS W/E 9/28/14					ALBION STAFFING SOLUTION
0	11/26/2014	265	CK1504847	01 CV1501469	01 00614418	900.00 ✓
	*49348*TEMP SVCS W/E 9/28/14					ALBION STAFFING SOLUTION
0	11/26/2014	265	CK1504848	01 CV1501470	01 00614418	1,800.00 ✓
	*49350*TEMP SVCS W/E 9/28/14					ALBION STAFFING SOLUTION

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:00 PM

Fiscal Mo/Yr:  02  2015 NOV 2014 Funding Pd:  Currency Code:   
 Index:  DSD034002 BUILDING PERMITS  
 Subobj:  3199 OTHER PROF SERV Usercd:   
 Proj:  Pjdtl:   
 Grant:  Gr Dtl:   
 G/L:  -  T/C:   
 Class:  FV/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
○	11/26/2014	265	CK1504849	01 CV1501471	01 00614418	900.00 ✓
			*49063*TEMP SVCS W/E 9/7/14		ALBION STAFFING SOLUTION	
○	11/26/2014	265	CK1504858	01 CV1501473	01 00614418	900.00 ✓
			*49420*TEMP SVCS W/E 9/28/14		ALBION STAFFING SOLUTION	
○	11/26/2014	661	PP1507660000	01		30,000.00
			NOVA ENGINEERING & ENVIRONMENTAL - EMERGENCY		NOVA ENGINEERING & ENVIR	
○	11/26/2014	657	RL1500484	01 RQ1509433	01	-30,000.00
			REQUISITION PRE-ENCUMBRANCE LIQUIDATION			

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:04 PM

Fiscal Mo/Yr: 03 2015 DEC 2014 Funding Pd: Currency Code:

Index: DSD034002 BUILDING PERMITS

Subobj: 3199 OTHER PROF SERV Usercd:

Proj: Pjdtl:

Grant: Gr Dt:

G/L: T/C:

Class: FVF/St:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
----- DESCRIPTION -----						
					Vendor	
O	12/24/2014	669P	CV1502973	01 PP1508090000	01	-8,929.08
			*50310*TEMP SVCS W/E 11/30/14		ALBION STAFFING SOLUTION	
O	12/24/2014	675P	CV1502987	01 PP1508320000	01	15,291.25
			*0002582*EMERGENC SVCS 10/1-31/14		C A P GOVERNMENT INC	
O	12/24/2014	669P	CV1502987	01 PP1508320000	01	15,291.25
			*0002582*EMERGENC SVCS 10/1-31/14		C A P GOVERNMENT INC	
O	12/29/2014	265	CK1507326	01 CV1502960	01 00615538	6,391.92 ✓
			*49457*TEMP SVCS W/E 10/3/14		ALBION STAFFING SOLUTION	

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:04 PM

Fiscal Mo/Yr: 03 2015 DEC 2014 Funding Pd: Currency Code:  
 Index: DSD034002 BUILDING PERMITS  
 Subobj: 3199 OTHER PROF SERV Usercd:  
 Proj: Pjdt:  
 Grant: Gr DB:  
 G/L: T/C:  
 Class: Ft/F/St:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
O	12/29/2014	265	CK1507327	01 CV1502951	01 00615538	900.00 ✓
			*49459*TEMP SVCS 10/5/14		ALBION STAFFING SOLUTION	
O	12/29/2014	265	CK1507328	01 CV1502962	01 00615538	2,373.75 ✓
			*49460*TEMP SVCS W/E 10/5/14		ALBION STAFFING SOLUTION	
O	12/29/2014	265	CK1507329	01 CV1502964	01 00615538	900.00 ✓
			*49530*TEMP SVCS W/E 10/5/14		ALBION STAFFING SOLUTION	
O	12/29/2014	265	CK1507330	01 CV1502965	01 00615538	11,091.75 ✓
			*49564*TEMP SVCS W/E 10/12/14		ALBION STAFFING SOLUTION	

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAMLS500 Account Detail Inquiry 10/12/2015 6:04 PM

Fiscal Mo/Yr: 03 2015 DEC 2014 Funding Pd: Currency Code:  
 Index: DSD034002 BUILDING PERMITS  
 Subobj: 3199 OTHER PROF SERV Usercd:  
 Proj: Pjdtl:  
 Grant: Gr Dtl:  
 G/L: T/C:  
 Class: FR/F/Sr:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
----- DESCRIPTION -----						
O	12/29/2014	265	CK1507331	01 CV1502966	01 00615538	10,473.24
	*49670*TEMP SVCS	W/E 10/19/14			ALBION STAFFING SOLUTION	
O	12/29/2014	265	CK1507332	01 CV1502967	01 00615538	900.00
	*49738*TEMP SVCS	W/E 10/19/14			ALBION STAFFING SOLUTION	
O	12/29/2014	265	CK1507333	01 CV1502968	01 00615538	12,290.85
	*49790*TEMP SVCS	W/E 10/26/14			ALBION STAFFING SOLUTION	
O	12/29/2014	265	CK1507334	01 CV1502969	01 00615538	12,389.10
	*49897*TEMP SVCS	W/E 11/2/14			ALBION STAFFING SOLUTION	

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CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:04 PM

Fiscal Mo/Yr:	09 2015	DEC 2014	Funding Pd :		Currency Code:	
Index :	DSD034002		BUILDING PERMITS			
Subobj :	3189	OTHER PROF SERV	Usercd :			
Proj :			Pjdtl :			
Grant :			Gr Dtl :			
G/L :			T/C :			
Class :			Fl/F/Sr :			

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
	Vendor					
O	12/29/2014	265	CK1507335	01 CV1502970	01 00615538	10,756.62 ✓
			*49997*TEMP SVCS W/E 11/9/14		ALBION STAFFING SOLUTION	
O	12/29/2014	265	CK1507336	01 CV1502971	01 00615538	10,189.11 ✓
			*50107*TEMP SVCS W/E 11/16/14		ALBION STAFFING SOLUTION	
O	12/29/2014	265	CK1507337	01 CV1502972	01 00615538	10,604.31 ✓
			*50208*TEMP SVCS W/E 11/23/14		ALBION STAFFING SOLUTION	
O	12/29/2014	265	CK1507338	01 CV1502973	01 00615538	8,929.08 ✓
			*50310*TEMP SVCS W/E 11/30/14		ALBION STAFFING SOLUTION	

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:05 PM

Fiscal Mo/Yr: 04 2015 JAN 2015 Funding Pd: Currency Code:

Index: 09034002 BUILDING PERMITS

Subobj: 3189 OTHER PROF SERV Usercd:

Proj: Pjdt:

Grant: Gr Dtl:

G/L: T/C:

Class: Ft/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
0	01/15/2015	265	CK1508788	01 CV1504159	01 00616116	9,173.82
	*50406*TEMP SVCS W/E 12/7/14					ALBION STAFFING SOLUTION
0	01/15/2015	265	CK1508789	01 CV1504160	01 00616116	1,090.32
	*50468*TEMP SVCS W/E 12/7/14					ALBION STAFFING SOLUTION
0	01/15/2015	265	CK1508792	01 CV1504163	01 00616202	15,210.00
	*0002637*PROF SVCS 11/1-30/14					C A P GOVERNMENT INC
0	01/15/2015	265	CK1508793	01 CV1504164	01 00616202	26,536.25
	*0002636*PROF SVCS 11/1-30/14					C A P GOVERNMENT INC

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAM16500 Account Detail Inquiry 10/12/2015 6:06 PM

Fiscal Mo/Yr: 04 2015 JAN 2015 Funding Pd: Currency Code:

Index: 080034002 BUILDING PERMITS

Subobj: 3199 OTHER PROF SERV Usercd:

Proj: Pjdt:

Grant: Gr Dtl:

G/L: T/C:

Class: FV/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
0	01/28/2015	669P	CV1504699	11 PP1407850000	08	-814.23
	#01004#PROF SVCS THRU 1/15/15					BURTON & ASSOCIATES INC.
0	01/29/2015	265	CK1509886	01 CV1504637	03 00616615	951.98
	#MA01021510# NETWORK VULNRBLTY ASESMNT DEC/14					MAGELLAN ADVISORS LLC
0	01/29/2015	265	CK1509927	01 CV1504680	01 00616634	9,436.01
	*50510*TEMP SVCS W/E 12/14/14					ALBION STAFFING SOLUTION
0	01/29/2015	265	CK1509928	01 CV1504681	01 00616634	9,557.01
	*50608*TEMP SVCS W/E 12/21/14					ALBION STAFFING SOLUTION

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:06 PM

Fiscal Mo/Yr: 04 2015 JAN 2015 Funding Pd: Currency Code:  
 Index: DSD034002 BUILDING PERMITS  
 Subobj: 3199 OTHER PROF SERV Usercd:  
 Proj: Pjdt:  
 Grant: Gr Dtl:  
 G/L: T/C:  
 Class: P/F/St:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
0	01/28/2015	265	CK1509929	01 CV1504682	01 00616634	8,179.74
	*50715*TEMP SVCS W/E 12/28/14					ALBION STAFFING SOLUTION
0	01/29/2015	265	CK1509957	01 CV1504699	11 00616722	814.23
	#01004#PROF SVCS THRU 1/15/15					BURTON & ASSOCIATES INC

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:06 PM

Fiscal Mo/Yr: 08 2015 FEB 2015 Funding Pd: Currency Code:  
 Index: DSD034002 BUILDING PERMITS  
 Subobj: 3199 OTHER PROF SERV Usercd:  
 Proj: Pjdtl:  
 Grant: Gr Dtl:  
 G/L: T/C:  
 Class: FL/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
○	02/25/2015	669P	CV1506461	01 PP1508090000	01	-8,463.39
			*S1090*TEMP SVCS W/E 1/25/15		ALBION STAFFING SOLUTION	
○	02/26/2015	265	CK1512435	01 CV1506455	01 00617664	7,887.03
			*S0804*TEMP SVCS W/E 1/4/15		ALBION STAFFING SOLUTION	
○	02/26/2015	265	CK1512436	01 CV1506457	01 00617664	9,428.79
			*S0898*TEMP SVCS W/E 1/11/15		ALBION STAFFING SOLUTION	
○	02/26/2015	265	CK1512437	01 CV1506459	01 00617664	9,375.30
			*S0987*TEMP SVCS W/E 1/18/15		ALBION STAFFING SOLUTION	

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:07 PM

Fiscal Mo/Yr:   FEB 2015 Funding Pd:  Currency Code:   
 Index:  BUILDING PERMITS  
 Subobj:  OTHER PROF SERV Usercd:   
 Proj:  Pjdt:   
 Grant:  Gr Dtl:   
 G/L:  T/C:   
 Class:  R/F/SI:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
○	02/28/2015	265	CK1512438	01 CV1506461	01 00617664	8,463.39
	*51090*TEMP SVCS W/E 1/25/15					
	ALBION STAFFING SOLUTION					
○	02/26/2015	665	CO1500204	01 PP1507180000	01	-.46
	ENCUMBRANCE CHANGE - DECREASE					
	FLORIDA ATLANTIC UNIVERS					
○	02/26/2015	651	RQ1511060	05		9,833.00
	FY 2015 FINANCIAL FORECAST					
○	02/27/2015	661	PP1510520000	13		9,833.00
	FY 2015 FINANCIAL FORECAST					
	BURTON & ASSOCIATES INC.					

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:08 PM

Fiscal Mo/Yr: 07 2015 APR 2015 Funding Pd: Currency Code:  
 Index: 050034002 BUILDING PERMITS  
 Subobj: 3199 OTHER PROF SERV Usercd:  
 Proj: Pjdtl:  
 Grant: Gr Dtl:  
 G/L: T/C:  
 Class: F/F/St:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
----- DESCRIPTION -----						
0	04/02/2015	265	CK1515340	01 CV1508353	01 00618847	9,161.51
			*51187*TEMP SVCS W/E 2/1/15		ALBION STAFFING SOLUTION	
0	04/02/2015	265	CK1515341	01 CV1508354	01 00618847	6,514.38
			*51322*TEMP SVCS W/E 2/8/15		ALBION STAFFING SOLUTION	
0	04/02/2015	265	CK1515342	01 CV1508355	01 00618847	900.00
			*51347*TEMP SVCS W/E 2/8/15		ALBION STAFFING SOLUTION	
0	04/02/2015	265	CK1515343	01 CV1508356	01 00618847	7,307.64
			*51390*TEMP SVCS W/E 2/15/15		ALBION STAFFING SOLUTION	

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:08 PM

Fiscal Mo/Yr: 07 2015 APR 2015 Funding Pd: Currency Code:  
Index: DSD034002 BUILDING PERMITS  
Subobj: 3188 OTHER PROF SERV Usercd:  
Proj: Pjcd:  
Grant: Gr Dtl:  
G/L: T/C:  
Class: Fu/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
0	04/02/2015	265	CK1515344	01 CV1508357	01 00618847	7,324.65
			*51488*TEMP SVCS W/E 2/22/15		Vendor	
					ALBION STAFFING SOLUTION	
0	04/02/2015	265	CK1515345	01 CV1508358	01 00618847	6,553.80
			*51600*TEMP SVCS W/E 3/1/15		ALBION STAFFING SOLUTION	
0	04/02/2015	265	CK1515348	01 CV1508361	01 00618854	13,440.00
			*0104865*PROF SVCS BUILDING INSPECTION 12/28/1		NOVA ENGINEERING & ENVIR	
0	04/02/2015	265	CK1515349	01 CV1508362	01 00618854	11,200.00
			*0106315*PROF SVCS BUILDING INSPECTION FEB/15		NOVA ENGINEERING & ENVIR	

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:08 PM

Fiscal Mo/Yr:   APR 2015 Funding Pd:  Currency Code:   
 Index:  BUILDING PERMITS  
 Subobj:  OTHER PROF.SERV Usercd:   
 Proj:  Pjdtl:   
 Grant:  Gr Dtl:   
 G/L:  T/C:   
 Class:  FUF/Sl:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
○	04/22/2015	669P	CV1509672	01 PP1508090000	01	-8,281.26
	*51707*TEMP SVCS W/E 3/8/15					ALBION STAFFING SOLUTION
○	04/22/2015	675P	CV1509673	01 PP1508090000	01	8,359.74
	*51918*TEMP SVCS W/E 3/22/15					ALBION STAFFING SOLUTION
○	04/22/2015	669P	CV1509673	01 PP1508090000	01	-8,359.74
	*51918*TEMP SVCS W/E 3/22/15					ALBION STAFFING SOLUTION
○	04/23/2015	26S	CK1517203	01 CV1509672	01 00619778	8,281.26
	*51707*TEMP SVCS W/E 3/8/15					ALBION STAFFING SOLUTION

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:09 PM

Fiscal Mo/Yr: 07 2015 APR. 2015 Funding Pd: Currency Code:  
 Index: BSD034002 BUILDING PERMITS  
 Subobj: 3199 OTHER PROF SERV Usercd:  
 Proj: Pjdt:  
 Grant: Gr Dtl:  
 G/L: T/C:  
 Class: FL/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
0	04/23/2015	265	CK1517204	01 CV1509673	01 00619778	8,359.74
	*51918*TEMP SVCS W/E 3/22/15					ALBION STAFFING SOLUTION
0	04/30/2015	663	CO1500410	01 PP1508320000	01	2,388.75
	ENCUMBRANCE CHANGE - INCREASE					C A P GOVERNMENT INC
0	04/30/2015	663	CO1500411	01 PP1508340000	01	1,215.00
	ENCUMBRANCE CHANGE - INCREASE					C A P GOVERNMENT INC
0	04/30/2015	675P	CV1509993	01 PP1508090000	01	8,925.30
	*52023*TEMP SVCS W/E 3/29/15					ALBION STAFFING SOLUTION

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## CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:09 PM

Fiscal Mo/Yr: 08 2015 MAY 2015 Funding Pd: Currency Code:  
 Index : OSD034002 BUILDING PERMITS  
 Subobj : 3199 OTHER PROF SERV Usercd :  
 Proj : Pjdu :  
 Grant : Gr Dtl :  
 G/L : T/C :  
 Class : F/F/Sf:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
○	08/05/2015	657	RL1501119	06 RQ1512425	01 Vendor	-9,833.00
	REQUISITION PRE-ENCUMBRANCE LIQUIDATION					
○	05/07/2015	265	CK1518193	01 CV1509993	01 00620245	8,925.30
	*52023*TEMP SVCS W/E 3/29/15 ALBION STAFFING SOLUTION					
○	05/07/2015	265	CK1518194	01 CV1509994	01 00620245	8,387.64
	*51813*TEMP SVCS W/E 3/15/15 ALBION STAFFING SOLUTION					
○	05/07/2015	265	CK1518238	01 CV1510067	02 00620245	438.75
	#50988*TEMP SVCS W/E 1/18/15 ALBION STAFFING SOLUTION					

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CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAML6500 Account Detail Inquiry 10/12/2015 6:13 PM

Fiscal Mo/Yr:   AUG 2015 Funding Pd:  Currency Code:   
 Index:  BUILDING PERMITS  
 Subobj:  OTHER PROF SERV Usercd:   
 Proj:  Pjcd:   
 Grant:  Gr Dtl:   
 G/L:  T/C:   
 Class:  P/F/SI:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
O	08/07/2015	285	WT1500468	11 CV1515050	01 00000002	11,104.56
	*52587* PAID BY CREDIT CARD 8.3.15					ALBION STAFFING SOLUTION
O	08/07/2015	285	WT1500468	12 CV1515051	01 00000002	10,949.94
	*52703* PAID BY CREDIT CARD 8.3.15					ALBION STAFFING SOLUTION
O	08/07/2015	285	WT1500468	13 CV1515053	01 00000002	10,609.83
	*52812* PAID BY CREDIT CARD 8.3.15					ALBION STAFFING SOLUTION
O	08/07/2015	285	WT1500468	14 CV1515055	01 00000002	1,732.50
	*52997* PAID BY CREDIT CARD 8.3.15					ALBION STAFFING SOLUTION

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CITY OF FORT LAUDERDALE FAMIS SYSTEM

FAM16500 Account Detail Inquiry 10/12/2015 6:14 PM

Fiscal Mo/Yr:  2015 AUG 2015 Funding Pd:  Currency Code:   
 Index:  BUILDING PERMITS  
 Subobj:  OTHER PROF SERV Usercd:   
 Proj:  Pjdtl:   
 Grant:  Gr DB:   
 G/L:  T/C:   
 Class:  FL/F/ST:

S	Post Date	T/C	Document	Document Ref	Check No	Amount
	----- DESCRIPTION -----					
○	08/07/2015	285	WT1500468	15 CV1515056	01 00000002	900.00 ✓
	*53007* PAID BY CREDIT CARD 8.3.15					ALBION STAFFING SOLUTION
○	08/07/2015	285	WT1500468	16 CV1515057	01 00000002	916.92 ✓
	*53483* PAID BY CREDIT CARD 8.3.15					ALBION STAFFING SOLUTION
○	08/07/2015	285	WT1500468	17 CV1515058	01 00000002	950.76 ✓
	*53706* PAID BY CREDIT CARD 8.3.15					ALBION STAFFING SOLUTION
○	08/14/2015	663	C01500662	01 PP1508090000	01	73,148.30
	ENCUMBRANCE CHANGE - INCREASE					ALBION STAFFING SOLUTION

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