



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

#17-0745

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

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

DATE: June 20, 2017

TITLE: Resolution Approving the Consolidated Budget Amendment to Fiscal Year
2017 – Appropriation

Recommendation

It is recommended that the City Commission adopt a resolution amending the Fiscal Year 2017 Budget, Community Investment Plan (CIP), and Personnel Complement.

Background

Examples of recommended actions within the 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 2017 Operating Budget, Community Investment Plan, and Personnel Complement by approving the following transfers and appropriations:

In an effort to promptly respond to the City's infrastructure needs, staff recommends that the Commission approves the Mid-Year Budget Amendment.

Public Works Department

A. Appropriation of Fund Balance - General Fund – Canal Surveying Equipment – \$24,000

The Engineering Division's Survey Section requires sounding equipment to accomplish necessary canal surveys and as-built reports to support the City Canal Dredging Program. Canal surveys must be completed prior to dredging and after canals have been dredged to help direct dredging contractors where to work and to verify material quantities after dredging operations are complete.

Staff recommends that the City Commission amend the FY 2017 Budget in the amount of \$24,000 to purchase canal surveying equipment.

B. Appropriation of Fund Balance – Stormwater Fund – Vehicle and Equipment Purchase – \$284,000

The Stormwater Operations Section requires an additional vacuum truck to pump flooded or surcharged locations in support of crews working in excavated holes and stormwater infrastructure that require de-watering. The vacuum truck will be used to remove water out of an excavation or structure in situations where dewatering is needed. In addition, stormwater equipment such as a Trash-Flow Centrifugal Pump and a Tidal Gauge will improve the efficiency of the current stormwater operation.

Staff recommends that the City Commission amend the FY 2017 Budget in the amount of \$284,000 for purchases to improve stormwater operations.

C. Appropriation of Fund Balance – Fleet Fund – Fuel Station Fire Suppression System – \$40,000

The fuel station located at 949 NW 38th Street supplies 24-hours a day fueling capability for City of Fort Lauderdale Public Works, Police, Fire-Rescue, and Parks & Recreation Department vehicles. Eight pyro-chemical tanks and infrastructure for the fire suppression system were installed on the fuel station roof in 2004 and are exposed to the elements. The thirteen-year-old fire suppression system requires updating to current standards in order to provide adequate and reliable coverage.

Staff recommends that the City Commission amend the FY 2017 Budget in the amount of \$40,000 to update the fuel suppression system.

D. Appropriation of Fund Balance – Water and Sewer Fund – Various Operational and Capital Expenses and Addition of 12 Full Time positions. Personal services cost estimates reflect the remaining three months of the current fiscal year – \$4,792,574

I. Pipes, Parts, and Inventory (\$1,840,000) and Forklift (\$153,000)

The increased number of sewer main breaks in the pressurized force main system have highlighted the need to quickly respond to and repair broken water and wastewater pipes and restore customer service while minimizing impacts on neighbors and the environment. The department does not have an adequate inventory of sufficient pipe, fittings, and repair materials in all sizes needed for emergency repairs, especially for larger diameter pipe sizes (24-inch diameter and larger), which are not stocked at local and regional suppliers. These items are often special orders with long lead times (6 weeks), as the pipe has to be cast and shipped. In addition, a diesel pneumatic forklift truck is necessary to load and unload pipe materials. The estimated cost to increase the inventory of pipe and associated hardware is \$1,840,000 and the purchase of a diesel pneumatic forklift is estimated at \$153,000.

II. Repair and Replacement of Distribution and Collection (D&C) System (\$900,000)

There have been increased expenses during FY 2017 associated with necessary equipment repairs and replacements and for the restoration of the distribution and collection (D&C) systems because of critical pipe and pump station failures. There has been an increase in the failure rates and required repairs to the City's aging utilities infrastructure. In addition, costs will increase this year as pump stations continue to be rehabilitated or upgraded to serve new development and to provide sufficient system capacity. The estimated increase to the FY 2017 budget necessary to cover repair and restoration of the D&C systems for the remainder of the fiscal year is estimated at \$900,000.

III. Wellfield Repair and Replacement (\$455,000)

The Utilities Division requires an increase in inventory of parts and materials associated with the repair or replacement of wellfield pump assemblies, large valves, pumps, motors, electrical switchgear, motor controls, piping, support equipment, etc., for the Prospect and Dixie water supply wellfields. Aging infrastructure has resulted in increases in the failure rates and an increase in required repairs. Costs will increase this year as pump stations continue to be inspected, rehabilitated or upgraded to keep pace with development and capacity requirements. The estimated increase to the FY 2017 budget necessary for this purpose is \$455,000.

IV. Electric Maintenance Section Vehicles (\$70,000)

The Public Works Utilities Division requires three additional vehicles (Cargo Vans) for the Electric Maintenance Section. This section is responsible for the installation, repair, and maintenance of electrical and electronic equipment for 186 wastewater-pumping

stations, 4 stormwater pumping stations, and 38 raw water wells. Maintenance personnel work alone and have individual assignments to maximize work productivity. The total estimate for three vehicles is \$70,000.

V. Additional Personnel for CCTV Operations (\$23,515 and increase of 2 Full Time positions to the Personnel Complement)

Two additional positions (one Service Worker IV and one Service Worker III) are needed to operate a closed circuit television camera (CCTV) truck that was purchased in FY 2017. This crew and vehicle are necessary for the maintenance and inspection of 476 miles of collection system piping. Inspections provide detailed analysis of the current conditions of the sanitary sewer system, identifying defects needing repairs, locate inflow and infiltration for lining, and provide survey reports. Current staffing cannot support full time operations of the additional vehicle and meet needs of the Operations and Engineering Divisions. The additional staff will provide critical asset redundancy in order to maintain an effective operation. The estimated recurring cost is \$129,226.

VI. Towing Vehicle for Emergency Response and Incident Command Trailer (\$40,000)

The Department is responsible for the installation, repair, and maintenance of 186 wastewater pumping stations, 4 stormwater pumping stations, 38 raw water wells, 479 miles of gravity sewer, and 119 miles of force mains throughout the City. This section requires a vehicle to tow the emergency response trailer and for the management of utilities operations. This vehicle must be capable of towing the Department's emergency response trailer and be equipped to allow establishment of a command center during large-scale emergency operations. The estimate for this type of vehicle is \$40,000.

VII. Fire Hydrant Maintenance Program (\$433,708 and addition of 3 Full Time positions to the Personnel Complement)

Three additional Service Worker III employees and three additional specialty equipped valve/hydrant maintenance vehicles are needed to establish Public Works Fire Hydrant Preventative Maintenance Program. The Fire Hydrant Maintenance Program provides for the annual inspection and maintenance of 6,071 fire hydrants in the water distribution system in the City of Fort Lauderdale. The hydrant inspection and maintenance program will ensure hydrants function properly in the event of a fire and help the City comply with the Insurance Services Office, American Water Works Association (AWWA), and the National Fire Protection Association requirements. Three two-person crews will utilize specially equipped hydrant/valve maintenance vehicles to perform the required maintenance without the continuous need to outsource work to others. These crews shall maintain the hydrants and isolation valves in their assigned area, ensuring 100% of the hydrants are maintained and tested annually. The estimated additional cost is \$34,708 for personnel (reflects the remaining three months of the current fiscal year) and \$399,000 for vehicles, totaling \$433,708. The estimated recurring cost is \$189,729.

VIII. Valve Exercise Program (\$289,138 and addition of 2 Full Time positions to the Personnel Complement)

Two additional Service Worker II employees and 2 additional specialty equipped valve/hydrant maintenance vehicles are needed to establish a Public Works Valve Exercise Program. This section is responsible for the exercising, Global Positioning System locating, and documenting of the condition and size of over 18,000 water and wastewater valves in our distribution and collection systems. Valves range in size from 2" to 54" and must be exercised annually per American Water Works Association (AWWA) standards to ensure all valves operate as necessary to isolate pipes during breaks, leaks, and etc. The additional personnel and vehicles provide the ability to exercise valves annually. The estimated cost is \$289,138 for personnel and vehicles. The estimated recurring cost is \$126,965.

IX. Water and Wastewater Program Project Managers (\$96,384 and addition of 4 Full Time positions to the Personnel Complement)

The Engineering Division requests four additional Project Manager II positions within the Utilities Design team to reduce the backlog of fully funded projects within the Water and Wastewater program. The Central Region Wastewater Fund (451) and Water and Sewer Master Plan fund (454) have approximately \$80 million in unspent balance, equating to more than 4 years of annual capital appropriations. These positions will supervise multiple design, construction, and construction engineering and inspection (CEI) service consultants and coordinate required construction and inspections. The recurring estimated cost is \$441,500.

X. Utilities Repair & Replacement (R&R) (\$300,000)

The Annual Utilities Restoration Contracts provide for the repair and/or replacement of gravity sewer mains, sanitary sewer components, water and sewer pressure pipes, limited storm sewer repairs, as well as related work within the City's utility service area that is beyond the capacity of City crews. Based upon current demand, the estimated amount necessary to cover additional utilities repair and restoration projects for the remainder of the fiscal year is \$300,000.

XI. Procurement Support (\$21,829 and addition of 1 Full Time position to the personnel complement)

A Procurement Specialist II is needed in order to facilitate bidding, award, and delivery of water and sewer consultant and construction contracts. The estimated recurring cost is \$96,750 to add this position.

XII. Public Works Administration Building Mold Remediation (\$100,000)

The 2nd floor of the Public Works Administration building, located at 949 NW 38th Street needs industrial cleaning (mold remediation) to provide a healthy working environment for employees. Water leaks from the 3rd floor Environmental Laboratory have been repaired; however, the damaged walls and ceiling must be repaired and

repainted and new carpet needs to be installed. The estimated one-time cost is \$100,000.

XIII. Fiveash Water Treatment Plant Security Gate (\$70,000)

The Public Works Department stores vehicles, equipment, pipe, and parts at its secure compound at 949 NW 38th Street, which includes the Fiveash Water Treatment Plant. The security gate is closed after 6:00 pm every night. The current gate has been in operation for over ten years and is in need of replacement at an estimated capital cost of \$70,000.

Staff recommends that the City Commission amend the FY 2017 Budget, Community Investment Plan and Personnel Complement in the amount of \$4,792,574 and 12 positions for Water and Sewer Fund operational and capital needs.

Resource Impact

The fiscal impacts to the various funds are outlined in the tables below. The letters on the following page correspond to the descriptions in the background section of the document.

Public Works

A. Appropriation of Fund Balance - General Fund – Canal Surveying Equipment – \$24,000

Source:

Funds available as of June 1, 2017

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-FD001-9901	General Fund	Other Uses/ Anticipated Year End Balance	N/A	N/A	\$24,000
TOTAL AMOUNT →					\$24,000

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-PBS041001-6404	Project Management	Capital Outlay/ Computer Equipment	\$0	\$0	\$24,000
TOTAL AMOUNT →					\$24,000

B. Appropriation of Fund Balance – Stormwater Fund – Vehicle and Equipment Purchase – \$284,000

Source:

Funds available as of June 1, 2017

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
470-FD470.01-9901	Stormwater Fund	Other Uses/ Anticipated Year End Balance	N/A	N/A	\$284,000
TOTAL AMOUNT →					\$284,000

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
470-PBS660502-6416	Stormwater	Capital Outlay/ Vehicles	\$205,765	\$49,631	\$200,000
470-PBS660502-6499	Stormwater	Capital Outlay/ Other Equipment	\$205,765	\$49,631	\$84,000
TOTAL AMOUNT →					\$284,000

C. Appropriation of Fund Balance – Fleet Fund – Fuel Station Fire Suppression System – \$40,000

Source:

Funds available as of June 1, 2017

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
583-FD583.01-9901	Fleet Services	Other Uses/ Appropriated Year End Balance	N/A	N/A	\$40,000
TOTAL AMOUNT →					\$40,000

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
583-PBS580101-3437	Fleet Services	Services/Materials/ Imp Rep & Maint	\$10,933,818	\$388,621	\$40,000
TOTAL AMOUNT →					\$40,000

D. Appropriation of Fund Balance – Water and Sewer Fund – Various Operational and Capital Expenses and Addition of 12 positions – \$4,792,574

Source:

Funds available as of June 1, 2017					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
450-FD450-9901	Water & Sewer General Capital Projects	Other Uses/ Anticipated Year End Balance	N/A	N/A	\$4,792,574
TOTAL AMOUNT →					\$4,792,574

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
450-PBS050701-6416	Inventory	Capital Outlay/ Vehicles	\$130,679	\$130,679	\$153,000
450-PBS010101-3199	Public Services Directors	Services/Materials/ Other Prof Serv	\$574,740	\$73,958	\$100,000
450-PBS060101-3437	Utilities Engineering	Services/Materials/ Imp Rep & Maint	\$3,710,273	\$1,713,629	\$300,000
450-PBS060201-1101	Project Management	Salaries & Wages/ Permanent Salaries	\$2,350,948	\$938,007	\$68,716
450-PBS060201-1407	Project Management	Salaries & Wages/ Expense Allowances	\$2,350,948	\$938,007	\$1,200
450-PBS060201-1413	Project Management	Salaries & Wages/ Cellphone Allowance	\$2,350,948	\$938,007	\$400
450-PBS060201-2299	Project Management	Fringe Benefits/ Pension - Def Cont	\$851,030	\$181,164	\$6,185
450-PBS060201-2301	Project Management	Fringe Benefits/ Soc Sec/Medicare	\$851,030	\$181,164	\$5,257
450-PBS060201-2404	Project Management	Fringe Benefits/ Health Insurance	\$851,030	\$181,164	\$12,370
450-PBS060201-3907	Project Management	Services/Materials/ Data Proc Supplies	\$31,346	(\$2,197)	\$23,660
450-PBS060201-4101	Project Management	Other Oper Exp/ Certification Train	\$65,936	\$43,397	\$425
450-PBS660101-3199	Distribution & Collection Operations	Services/Materials/ Other Prof Serv	\$1,048,611	\$18,998	\$150,000
450-PBS660101-3299	Distribution & Collection Operations	Services/Materials/ Other Services	\$1,048,611	\$18,998	\$350,000
450-PBS660411-1101	Fire Hydrants & Valves	Salaries & Wages/ Permanent Salaries	\$295,552	\$49,593	\$22,602
450-PBS660411-1413	Fire Hydrants & Valves	Salaries & Wages/ Cellphone Allowance	\$295,552	\$49,593	\$240
450-PBS660411-2299	Fire Hydrants & Valves	Fringe Benefits/ Pension - Def Cont	\$134,930	\$25,184	\$2,034
450-PBS660411-2301	Fire Hydrants & Valves	Fringe Benefits/ Soc Sec/Medicare	\$134,930	\$25,184	\$1,731
450-PBS660411-2404	Fire Hydrants & Valves	Fringe Benefits/ Health Insurance	\$134,930	\$25,184	\$4,050
450-PBS660411-3907	Fire Hydrants & Valves	Services/Materials/ Data Proc Supplies	\$157,502	(\$21,111)	\$3,513
450-PBS660411-3940	Fire Hydrants & Valves	Services/Materials/ Safety Shoes	\$157,502	(\$21,111)	\$126
450-PBS660411-3949	Fire Hydrants & Valves	Services/Materials/ Uniforms	\$157,502	(\$21,111)	\$150
450-PBS660411-4101	Fire Hydrants & Valves	Other Oper Exp/ Certification Train	\$67,551	\$30,722	\$262
450-PBS660411-6416	Fire Hydrants & Valves	Capital Outlay/ Vehicles	\$0	\$0	\$399,000

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ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
450-PBS660412-1101	Utility Field Locations	Salaries & Wages/ Permanent Salaries	\$961,408	\$256,966	\$15,068
450-PBS660412-1413	Utility Field Locations	Salaries & Wages/ Cellphone Allowance	\$961,408	\$256,966	\$160
450-PBS660412-2299	Utility Field Locations	Fringe Benefits/ Pension - Def Cont	\$395,438	\$69,321	\$1,356
450-PBS660412-2301	Utility Field Locations	Fringe Benefits/ Soc Sec/Medicare	\$395,438	\$69,321	\$1,154
450-PBS660412-2404	Utility Field Locations	Fringe Benefits/ Health Insurance	\$395,438	\$69,321	\$2,700
450-PBS660412-3907	Utility Field Locations	Services/Materials/ Data Proc Supplies	\$138,054	(\$1,243)	\$2,342
450-PBS660412-3940	Utility Field Locations	Services/Materials/ Safety Shoes	\$138,054	(\$1,243)	\$84
450-PBS660412-3949	Utility Field Locations	Services/Materials/ Uniforms	\$138,054	(\$1,243)	\$100
450-PBS660412-4101	Utility Field Locations	Other Oper Exp/ Certification Train	\$126,012	\$45,854	\$174
450-PBS660412-6416	Utility Field Locations	Capital Outlay/Vehicles	\$128,637	(\$10,026)	\$266,000
450-PBS660510-1101	Collections System Maintenance	Salaries & Wages/Permanent Salaries	\$719,360	\$166,075	\$15,628
450-PBS660510-1413	Collections System Maintenance	Salaries & Wages/ Cellphone Allowance	\$719,360	\$166,075	\$160
450-PBS660510-2299	Collections System Maintenance	Fringe Benefits/ Pension - Def Cont	\$304,027	\$39,917	\$1,407
450-PBS660510-2301	Collections System Maintenance	Fringe Benefits/ Soc Sec/Medicare	\$304,027	\$39,917	\$907
450-PBS660510-2404	Collections System Maintenance	Fringe Benefits/ Health Insurance	\$304,027	\$39,917	\$2,700
450-PBS660510-3907	Collections System Maintenance	Services/Materials/ Data Proc Supplies	\$177,016	\$80,463	\$2,342
450-PBS660510-3940	Collections System Maintenance	Services/Materials/ Safety Shoes	\$177,016	\$80,463	\$84
450-PBS660510-3949	Collections System Maintenance	Services/Materials/ Uniforms	\$177,016	\$80,463	\$100
450-PBS660510-4101	Collections System Maintenance	Other Oper Exp/ Certification Train	\$172,625	\$73,434	\$187
450-PBS660601-6416	Installation/Repairs Operations	Capital Outlay/ Vehicles	\$0	\$0	\$40,000
450-PBS660602-3407	Pump Station Maintenance	Services/Materials/ Equip Rep & Maint	\$1,906,305	\$452,852	\$200,000
450-PBS660602-6499	Pump Station Maintenance	Capital Outlay/ Other Equipment	\$941,840	\$224,538	\$200,000
450-PBS660604-3299	Wellfield and Tanks	Services/Materials/ Other Services	\$111,898	\$14,341	\$55,000
450-PBS660604-6499	Wellfield and Tanks	Capital Outlay/ Other Equipment	\$0	\$0	\$400,000
450-PBS660605-6416	Utility Electric	Capital Outlay/ Vehicles	\$22,261	\$0	\$70,000
450-PBS704135-5401	Pipeyard Inventory	Non-Oper Exp/ Purchases	\$44,625	(\$1,452,536)	\$1,840,000
454-P12306.454-6599	Public Services Directors	Capital Outlay/ Construction	\$0	\$0	\$70,000
TOTAL AMOUNT →					\$4,792,574

Attachment

Exhibit 1 – Resolution

Prepared by: Laura Reece, Budget Manager

Department Director: Lee R. Feldman, ICMA-CM, City Manager's Office

6/20/2017
CAM #17-0745

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