CITY OF FORT LAUDERDALE
City Commission Agenda Memo **#19-0004**
REGULAR MEETING

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

FROM: Chris Lagerbloom, ICMA-CM, City Manager

DATE: January 8, 2019

TITLE: Resolution Approving the Consolidated Budget Amendment to Fiscal Year 2019 – Appropriation

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Recommendation

It is recommended that the City Commission adopt a resolution amending the Fiscal Year (FY) 2019 Budget, Personnel Complement, and FY 2019 – FY 2023 Community Investment Plan (CIP).

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 recommends that the City Commission amend the FY 2019 Operating Budget, Personnel Complement, and FY 2019 – FY 2023 Community Investment Plan by approving the following transfers and appropriations:

Police

A. Appropriation of Fund Balance – Department of Justice Trust Fund – Confiscated Funds Police Purchases - $200,000

In order to utilize funds that have been deposited into the Department of Justice Trust Fund from the seizure of assets acquired through illegal activity, the Police Department requests that the City Commission approve the appropriation of funds for the following eligible expenditures:

- Office Furniture for Police Training Building and Crime Scene Investigation Unit ($115,000)
- SaferWatch remote tip reporting communication service ($30,000)
- Carpeting and floor covering for the Police Training Building ($35,000)
- Sound proofing for the training simulator ($20,000)

Staff recommends that the City Commission amend the FY 2019 Operating Budget in the amount of $200,000 for Police Department purchases using Department of Justice Trust Funds.

Source:

Funds available as of December 06, 2018					
ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
107-FD107.03-9901	Justice Other	Other Uses/ Anticipated Year End Balance	N/A	N/A	$200,000
			TOTAL AMOUNT →		**$200,000**

Use:

ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
107-POL080301-3926	Justice Department Other	Services & Materials / Furniture < $5000	$0	$0	$115,000
107-POL080301-3999	Justice Department Other	Services & Materials / Other Supplies	$0	$0	$85,000
			TOTAL AMOUNT →		**$200,000**

Transportation and Mobility

B. Appropriation of Fund Balance – Fort Lauderdale Executive Airport (FXE) Fund – Fort Lauderdale Air Show Cost Sharing Agreement - $200,000

The Fort Lauderdale Air Show is a community-based event which promotes aviation and demonstrates support for our military through aircraft exhibits, attractions, community engagement, and aerial demonstrations.

Fort Lauderdale Air Show, LLC has been promoting the air show since 2012. The Fort Lauderdale Executive Airport (FXE) will be branded as the "Official Airport" of the Fort Lauderdale Air Show. In addition to the logo and branding placement, FXE will receive promotional rights and opportunities, on-site exhibit space, and event hospitality assets. Funds are available in the Fort Lauderdale Executive Airport (FXE) Fund Balance for this purpose.

Staff recommends that the City Commission amend the FY 2019 Operating Budget in the amount of $200,000 for the Fort Lauderdale Air Show Cost Sharing Agreement.

Source:

Funds available as of December 6, 2018					
ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
468-FD468.01-9901	Airport Operations	Other Uses/Anticipated Year End Balance	N/A	N/A	$200,000
			TOTAL AMOUNT →		**$200,000**

Use:

ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
468-TAM070101-4207	Executive Airport	Other Operating Expenses/ Promotional Contributions	$2,943,664	$2,589,691	$200,000
			TOTAL AMOUNT →		**$200,000**

C. Transfer between Capital Projects – General Capital Projects Fund – Pedestrian Priority Intersection Las Olas/4th Avenue, Northeast 1st Pedestrian Refuge on Andrews Avenue, and Northeast 1st Pedestrian Refuge at Northeast 3rd Avenue Improvements – $45,900

Staff recommends adding funding for existing community investment plan projects that require additional funding to enhance their scopes including:

- $22,500 for the Pedestrian Priority Intersection Las Olas/4th Avenue project to fund additional engineering services and public outreach
- $11,700 to the Northeast 1st Pedestrian Refuge on Andrews Avenue project to complete the landscape and irrigation installation
- $11,700 to the Northeast 1st Pedestrian Refuge at NE 3rd Avenue project to complete the landscape and irrigation installation.

Funding is available in the Walkability Northeast 4th and 3rd Avenue to US 1 project that will have a reduced budget to fund these priorities.

Staff recommends that the City Commission amend the FY 2019 – FY 2023 Community

Investment Plan (CIP) in the amount of $45,900 for the Pedestrian Priority Intersection Las Olas/4th Avenue, Northeast 1st Pedestrian Refuge on Andrews Avenue, and Northeast 1st Pedestrian Refuge at Northeast 3rd Avenue improvement projects.

Source:

Funds available as of December 18, 2018					
ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
331-P12453.331-6599	Walkability NE 4th, 3rd Avenue to US 1	Capital Outlay/ Construction	$500,000	$500,000	$45,900
			TOTAL AMOUNT →		**$45,900**

Use:

ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
331-P12282.331-6599	Pedestrian Priority Intersection Las Olas/ 4th	Capital Outlay/ Construction	$156,000	$793	$22,500
331-P12280.331-6599	NE 1st Pedestrian Refuge on Andrews Ave	Capital Outlay/ Construction	$143,000	$0	$11,700
331-P12281.331-6599	NE 1st Pedestrian Refuge at NE 3rd Ave	Capital Outlay/ Construction	$143,000	$0	$11,700
			TOTAL AMOUNT →		**$45,900**

Public Works

D. Transfer between Capital Projects and Transfer to Fund Balance – Water and Sewer General Capital Projects Fund – Water and Sewer Bypass Equipment – $2,048,089

The purpose of the Water and Sewer Bypass Equipment project is to purchase and install mobile water and sewer bypass equipment that will be used to provide uninterrupted service in the event of a water or sewer pressure main failure. Owning the mobile bypass system provides the City with a temporary solution that can be engaged quickly, efficiently, with minimal impact to the City's neighborhoods, residences, and businesses. The project includes the purchasing of piping, fittings, training, and accessories needed to install the equipment.

This project is currently unbudgeted and the estimated cost is $1,324,760. Funding is available in the Emergency Repair 30" Force Main to George T. Lohmeyer Wastewater (GTL) Treatment Plant project that was completed below budget.

Staff recommends that the City Commission amend the FY 2019 – FY 2023 Community Investment Plan (CIP) in the amount of $1,324,760 for the Water and Sewer Bypass Equipment project and transfer the remaining project balance in the amount of $723,329 to the Water and Sewer General Capital Projects Fund.

Source:

Funds available as of December 28, 2018					
ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
454-P12319.454-6599	Emergency Repair 30 inch Force Main - Repump to GTL Wastewater Treatment Plant	Capital Outlay/ Construction	$15,375,034	$2,048,089	$2,048,089
			TOTAL AMOUNT →		**$2,048,089**

Use:

ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
454-P12488.454-6564	Water and Sewer Bypass Equipment	Capital Outlay / Equipment Purchases	$0	$0	$1,324,760
454-FD454.01-N/A	Water and Sewer General Capital Projects	N/A	N/A	N/A	$723,329
			TOTAL AMOUNT →		**$2,048,089**

E. Appropriation of Fund Balance and Transfer between Capital Projects – Facilities Assessment – Roofing Priorities, Building Permits Fund – Department of Sustainable Development (DSD) Cooling System Replacement – $293,525

As part of the FY 2019 – FY 2023 Community Investment Plan, funds were appropriated to the Department of Sustainable Development (DSD) Cooling System Replacement project for the repair and replacement of the DSD building's heating, ventilation, and air conditioning (HVAC) system. Additional funding in the amount of $293,525 is needed to complete the replacement of existing rooftop air handling units and maintenance of the ductwork.

Funding is available within the Facilities Assessment Roofing Priorities Project that was funded for various priority facility assessment repairs and replacements in the amount of $46,342; the remaining amount of $247,183 is recommended to be appropriated from the Building Fund balance based upon the staffing complement occupying the DSD Building.

Staff recommends that the City Commission amend the FY 2019 – FY 2023 Community Investment Plan (CIP) in the amount of $293,525 for the DSD Cooling System Replacement project.

Source:

Funds available as of December 6, 2018					
ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
331-P12161.331-6599	Facilities Assessment – Roofing Priorities	Capital Outlay / Construction	$590,709	$478,540	$46,342
140-FD140.01-9901	Building Permits Fund	Other Uses/ Anticipated Year End Balance	N/A	N/A	$247,183
			TOTAL AMOUNT →		**$293,525**

Use:

ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
331-P12267.331-6599	DSD Building - Cooling System Replacement	Capital Outlay / Construction	$252,155	$46,363	$46,342
140-P12267.140-6599	DSD Building - Cooling System Replacement	Capital Outlay / Construction	$535,830	$0	$247,183
			TOTAL AMOUNT →		**$293,525**

F. Appropriation of Fund Balance and Transfer between Capital Projects – Water and Sewer General Capital Projects Fund, Water and Sewer Master Plan 2017 Projects Fund – Victoria Park South Small Watermains Improvements – $4,685,900

This project is for the installation of 55,500 linear feet of new 6-inch and 8-inch watermains as well as to improve fire hydrant coverage in the Victoria Park neighborhood. This project is a priority because of the need to replace and upgrade undersized and deteriorated existing small watermains in the Victoria Park neighborhood. Additionally, the size and complexity of this project requires Construction Engineering and Inspection (CEI) services, community outreach initiatives, permit expediting, and project management assistance.

On November 6, 2018, City Commission approved amending the Victoria Park A North and Victoria Park South Small Watermain Improvement projects to provide for additional funding. Bids for both projects were opened by the City on November 20, 2018 for the construction contract award, to be advertised and awarded together. Upon further evaluation, Public Works staff is requesting the funding be transferred between the two Victoria Park projects in order to increase funding to Victoria Park South Small Watermain Improvement project, which will require an additional $4,685,900 based on the scopes of the project bids.

Funding is available within the Victoria Park South Small Watermains Improvements project in the amount of $1,825,300 which is anticipated to be completed under budget. The remaining amount of $2,860,600 will come from Water and Sewer General Capital Projects Fund balance.

Staff recommends that the City Commission amend the FY 2019 – FY 2023 Community Investment Plan (CIP) in the amount of $4,685,900 for the Victoria Park South Small Watermains Improvements project.

Source:

Funds available as of December 18, 2018					
ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
495-P10850.495-6599	Victoria Park A North - Small Watermains	Capital Outlay / Construction	$6,461,073	$6,093,014	$1,825,300
454-FD454.01-N/A	Water and Sewer General Capital Projects	N/A	N/A	N/A	$2,860,600
			TOTAL AMOUNT →		**$4,685,900**

Use:

ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
495-P11901.495-6599	Victoria Park South Small Watermains Improvements	Capital Outlay / Construction	$3,324,358	$2,700,587	$1,825,300
454-P11901.454-6599	Victoria Park South Small Watermains Improvements	Capital Outlay / Construction	$304,743	$82,380	$2,860,600
			TOTAL AMOUNT →		**$4,685,900**

Department of Sustainable Development

G. Appropriation of Fund Balance and Addition of 3 Full Time Positions to the Personnel Complement – Building Permits Fund – Department of Sustainable Development's Building Services Division Staffing – $238,862

The Department of Sustainable Development's Building Services Division has experienced a slight increase in the number of building permits issued since FY 2017. They have seen a consistent cycle of 25,000 - 26,000 permits annually for the last few years and anticipate the same rate of activity for the years to follow. The steady rate of permit volume and complexity has prompted the evaluation of staffing needs. In addition to the increase in permit processing, the pending move to a new land management platform and implementation of an electronic plans review system will require additional staff to address critical technical and non-technical tasks.

To effectively operate and manage the City's Building Services Division, the City's Department of Sustainable Development's staff recommends the City Commission approve the addition of (1) Assistant Building Official, (1) Mechanical Plans Examiner, and (1) Mechanical Inspector full time positions. The current FY 2019 impact will be $158,447, assuming start dates of March 2019 for all new positions. The annual cost to fund the positions will be $316,892. New staff will be solely dedicated to the activities supporting the enforcement of the Florida Building code and will be fully funded by the Building Fund.

Associated with this increase in staffing are one-time purchases of equipment and supplies for daily operations in the amount of $69,422, and ongoing operating expenses of $10,993.

Staff recommends that the City Commission amend the FY 2019 Operating Budget and Personnel Complement in the amount of $238,862 and an addition of 3 positions to the Personnel Complement for the Department of Sustainable Development's Building Services Division.

Source:

Funds available as of December 28, 2018					
ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
140-FD140.01-9901	Building Permits	Other Uses/ Anticipated Year End Balance	N/A	N/A	$238,862
			TOTAL AMOUNT →		**$238,862**

Use:

ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
140-DSD034002-1101	Building Permits	Salaries & Wages/ Permanent Salaries	$9,778,459	$7,746,899	$122,551
140-DSD034002-1413	Building Permits	Salaries & Wages/ Cellphone Allowance	$9,778,459	$7,746,899	$240
140-DSD034002-2299	Building Permits	Fringe Benefits/ Pension-Deferred Contribution	$2,957,402	$2,186,858	$11,030
140-DSD034002-2301	Building Permits	Fringe Benefits/ Soc Sec/Medicare	$2,957,402	$2,186,858	$9,375
140-DSD034002-2404	Building Permits	Fringe Benefits/Health Insurance	$2,957,402	$2,186,858	$15,251
140-DSD034002-3628	Building Permits	Services/Material/ Telephone-Cable TV	$2,865,109	$1,595,174	$1,213
140-DSD034002-3801	Building Permits	Services/Material/ Gasoline	$2,865,109	$1,595,174	$600
140-DSD034002-3907	Building Permits	Services/Material/ Data Proc Supplies	$2,865,109	$1,595,174	$1,080
140-DSD034002-3925	Building Permits	Services/Material/ Office Equip	$2,865,109	$1,595,174	$9,300
140-DSD034002-3926	Building Permits	Services/Material/ Furniture	$2,865,109	$1,595,174	$7,500
140-DSD034002-3949	Building Permits	Services/Material/ Uniforms	$2,865,109	$1,595,174	$3,600
140-DSD034002-4101	Building Permits	Other Operating Expenses/ Certification Train	$4,204,303	$3,209,282	$4,500
140-DSD034002-6416	Building Permits	Capital Outlay/ Vehicles	$600,000	$590,800	$52,622
			TOTAL AMOUNT →		**$238,862**

H. Appropriation of Anticipated Revenue and Addition of 1 Full Time Position to the Personnel Complement – General Fund, Building Permits Fund – Department of Sustainable Development's Engineering Division Staffing – $71,545

The Department of Sustainable Development's Engineering Division has encountered a significant increase in large scale projects and plan review requests that outpace the division's ability to provide timely service. Staff recommends the City Commission approve the addition of (1) Urban Engineer II position that will be dedicated to supporting the division's plan review services.

This position will be allocated between the Building Fund and General Fund based upon workload. Funding is available within the Building Permits Fund and from additional revenue projected to be received in the General Fund from the newly established premium fee implemented with the new rate structure on December 1, 2018 as a result of the Permit Fee Study 2018.

The current FY 2019 impact if the Urban Engineer II position is filled by March 2019 will be $64,299. The annual cost to fund the Urban Engineer II position will be $95,700. In addition, there is an associated one-time purchase of equipment and supplies for daily operations in the amount of $5,255, and ongoing operating expenses of $1,991 associated with this new position.

Staff recommends that the City Commission amend the FY 2019 Operating Budget and Personnel Complement in the amount of $71,545 and addition of 1 position to the Personnel Complement for the Department of Sustainable Development's Engineering Division.

Source:

Funds available as of December 27, 2018					
ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**ACTUAL RECIEVED (Character)**	**AMOUNT**
001-DSD010101-J006	Urban Design and Development	Charges for Services/ Permits/ Misc. Engineering	$937,300	$215,142	$44,359
001-DSD010101-N604	Urban Design and Development	Misc. Revenues/ Building/Economic Development - Interfd Svc Chg	$339,901	$83,795	$27,186
			TOTAL AMOUNT →		**$71,545**

Use:

ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
001-DSD010201-1101	Engineering Division	Salaries & Wages/ Permanent Salaries	$556,966	$453,125	$50,478
001-DSD010201-1413	Engineering Division	Salaries & Wages/ Cellphone Allowance	$556,966	$453,125	$332
001-DSD010201-2299	Engineering Division	Fringe Benefits/ Pension-Deferred Contribution	$157,040	$107,177	$4,543
001-DSD010201-2301	Engineering Division	Fringe Benefits/ Soc Sec/Medicare	$157,040	$107,177	$3,862
001-DSD010201-2404	Engineering Division	Fringe Benefits/Health Insurance	$157,040	$107,177	$5,084
001-DSD010201-3907	Engineering Division	Services/Material / Data Proc Supplies	$149,150	$3,481	$991
001-DSD010201-3925	Engineering Division	Services/Material / Office Equip	$149,150	$3,481	$2,755
001-DSD010201-3926	Engineering Division	Services/Material / Furniture	$149,150	$3,481	$2,500
001-DSD034002-4101	Engineering Division	Other Operating Expenses / Certification Train	$18,800	$14,100	$1,000
			TOTAL AMOUNT →		**$71,545**

Source:

Funds available as of December 27, 2018					
ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**ACTUAL RECIEVED (Character)**	**AMOUNT**
140-FD140.01-9901	Building Permits Fund	Other Uses/ Anticipated Year End Balance	N/A	N/A	$27,186
			TOTAL AMOUNT →		**$27,186**

Use:

ACCOUNT NUMBER	**INDEX NAME (Program)**	**CHARACTER CODE/ SUB-OBJECT NAME**	**AMENDED BUDGET (Character)**	**AVAILABLE BALANCE (Character)**	**AMOUNT**
140-DSD034002-4321	Building Permits	Other Operating Expenses / Servchrg Building	$4,204,303	$3,214,732	$27,186
			TOTAL AMOUNT →		**$27,186**

Strategic Connections

This item is a Press Play Fort Lauderdale Strategic Plan 2018 initiative, included within the Internal Support Cylinder, specifically advancing:

- Goal 12: Be a leading government organization, managing our resources wisely and sustainably.
- Objective 1: Ensure sound fiscal management.

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

Attachment

Exhibit 1 – Resolution

Prepared by: Laura Reece, Budget Director

Department Director: Chris Lagerbloom, ICMA-CM, City Manager's Office