



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#19-1014

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

FROM: Chris Lagerbloom, ICMA-CM, City Manager

DATE: November 5, 2019

TITLE: Resolution Approving the Consolidated Budget Amendment to Fiscal Year
2020 – Appropriation - **(Commission Districts 1, 2, 3 and 4)**

Recommendation

It is recommended that the City Commission adopt a resolution amending the Fiscal Year (FY) 2020 Budget, Personnel Complement, and FY 2020 – FY 2024 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 2020 Final Budget and FY 2020 – FY 2024 Community Investment Plan by approving the following transfers and appropriations:

Fire-Rescue

A. Transfer of Un-Used Grant Match Funds – Grant Fund, General Fund – FY 2017 Assistance to Firefighters Grant (AFG) - Wellness/Fitness Grant Match - \$755.57

In August 2018, the City of Fort Lauderdale accepted a \$639,756 grant from the Federal Emergency Management Agency (FEMA) to purchase power-load stretcher systems (power loaders) for the Fire-Rescue Department. The City provided the required cash match of \$63,975 from the General Fund. The Fire-Rescue Department utilized \$695,419.43 to purchase and install 24 power load systems. Due to the project coming in slightly under budget, there is \$755.57 remaining in un-used General Fund grant match that should be transferred back to General Fund to close the grant account.

Staff recommends that the City Commission amend the FY 2020 Operating Budget in the amount of \$755.57 to de-appropriate the un-used FY 2017 Assistance to Firefighters Grant (AFG) – Wellness/Fitness grant match.

Source:

Funds available as of October 15, 2019

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
129-GPWRLIFT19A-Q001	2017 AFG Power Load System - Match	Other Sources / General Fund	\$63,975	\$63,975	(\$755.57)
APPROPRIATION TOTAL →					(\$755.57)

Source:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
129-GPWRLIFT19A-6416	2017 AFG Power Load System - Match	Capital Outlay/ Vehicles	\$63,975	\$755.57	\$755.57
APPROPRIATION TOTAL →					\$755.57

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	SUB-OBJECT BUDGET (Character)	SUB-OBJECT BALANCE (Character)	AMOUNT
001-FD001-9129	General Fund	Other Uses/ Transfer to Miscellaneous Grants	\$750,000	\$750,000	\$755.57
APPROPRIATION TOTAL →					\$755.57

Parks and Recreation

B. Transfer to Fund Balance and Elimination of 3 Full-time Positions in the City's Personnel Complement – Sanitation Fund – Parking Lot Cleaning Services - \$9,765

The Parks and Recreation Department is requesting to reduce its personnel complement by three Facilities Worker I positions in the Sanitation Fund. On July 9, 2019, the City Commission approved a Transportation and Mobility contract for parking lot cleaning services with Ceiling to Floor Cleaning, Inc. for a two-year estimated amount of \$309,693. This service was historically provided using Parks and Recreation staff.

The annual cost savings from the reduction in staff is \$189,765. This cost savings comes with a decrease in revenue for Parking Lot Cleaning Fees from the Parking Fund in the amount of \$180,000 for a net savings of \$9,765 for the Sanitation Fund annually.

Staff recommends that the City Commission amend the FY 2020 Operating Budget and Personnel Complement in the amount of \$9,765 and remove 3 positions from the Personnel Complement for contracting out parking lot cleaning services.

Source:

Funds available as of October 1, 2019

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
409-PKR080501-1101	Public Places Cleaning	Salaries & Wages/ Permanent Salaries	\$2,276,537	\$2,276,537	\$96,161
409-PKR080501-2299	Public Places Cleaning	Fringe Benefits/ Pension - Def Cont	\$843,623	\$843,623	\$8,654
409-PKR080501-2301	Public Places Cleaning	Fringe Benefits/Social Sec/Medicare	\$843,623	\$843,623	\$7,356
409-PKR080501-2404	Public Places Cleaning	Fringe Benefits/Health Insurance	\$843,623	\$843,623	\$21,936
409-PKR080301-1101	Public Places Clearing	Salaries & Wages/ Permanent Salaries	\$484,369	\$484,369	\$38,311
409-PKR080301-2299	Public Places Clearing	Fringe Benefits/ Pension - Def Cont	\$197,563	\$197,563	\$3,448
409-PKR080301-2301	Public Places Clearing	Fringe Benefits/Social Sec/Medicare	\$197,563	\$197,563	\$2,931
409-PKR080301-2404	Public Places Clearing	Fringe Benefits/Health Insurance	\$197,563	\$197,563	\$10,968
409-PKR080501-J181	Public Places Cleaning	Charges for Service/ Parking Lot Cleaning	\$180,000	\$180,000	(\$180,000)
TOTAL AMOUNT →					\$9,765

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
409-FD409.01-9901	Sanitation - Operations	Other Uses/ Anticipated Year End Balance	N/A	N/A	\$9,765
TOTAL AMOUNT →					\$9,765

C. Transfer of Grant Match to Capital Project – General Fund, General Capital Fund – George English Park Boat Ramp Project - \$134,472

Parks and Recreation is requesting additional funding in the amount of \$134,472 for the George English Park Boat Ramp Project. Currently, the total project funding is \$947,473, which includes \$618,553 in grant assistance. The lowest bid for the George English boat ramp renovation came in at \$991,945. There was also an increase in consulting fees, environmental assessment fees, and associated project management fees.

Funding is available from the City's Grant Match account to provide additional resources to complete this project.

Staff recommends that the City Commission amend the FY 2020 Operating Budget and the FY 2020 – FY 2024 Community Investment Plan in the amount of \$134,472 for the George English Park Boat Ramp Project.

Source:

Funds available as of October 31, 2019

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET	AVAILABLE BALANCE	AMOUNT
001-FD001-9129	General Fund	Other Uses/ Transfer to Miscellaneous Grants	\$750,000	\$750,000	\$134,472
TOTAL AMOUNT →					\$134,472

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Sub-object)	AVAILABLE BALANCE (Sub-object)	AMOUNT
331-P12186.331-6501	George English Park Boat Ramp 2017 Match	Capital Outlay/ Force Account Charges	\$0	(\$37,013)	\$60,000
331-P12186.331-6599	George English Park Boat Ramp 2017 Match	Capital Outlay/ Construction	\$400,000	\$400,000	\$74,472
TOTAL AMOUNT →					\$134,472

Information Technology Services

D. Appropriation of Fund Balance – Central Services Fund – Financial Systems Ongoing Maintenance - \$450,000

The Information Technology Services Department is requesting funding in the amount of \$450,000 for ongoing maintenance expenses associated with the City's current systems. The City is currently transitioning from the Financial Accounting Management Information System (FAMIS) and Cyborg (Payroll System) to the new Infor Enterprise Resource Planning (ERP) system. In order to avoid service interruptions for the City's financial operations, staff recommends funding the current systems until the new ERP system has been fully implemented.

Funding is available for this purpose within the City's Central Services Fund Balance.

Staff recommends that the City Commission amend the FY 2020 Operating Budget in the amount of \$450,000 to support the delayed transition from the City's FAMIS and Cyborg System to the new Enterprise Resource Planning System.

Source:

<i>Funds available as of October 11, 2019</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	ACTUAL RECEIVED (Character)	AMOUNT
581-FD581.01-9901	Central Services - Operations	Other Uses/ Anticipated Year End Balance	N/A	N/A	\$450,000
TOTAL AMOUNT →					\$450,000

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
581-ITS040101-3401	Application Services	Service & Materials /Computer Maintenance	\$1,049,225	\$1,049,225	\$450,000
TOTAL AMOUNT →					\$450,000

Police

E. Appropriation of Grant Funds – Grant Fund – Enhanced Marine Law Enforcement Grant - \$184,104

In January 2019, the City applied to Broward County for \$137,424 in funding through the Enhanced Marine Law Enforcement Grant (EMLEG) Program. The purpose of the EMLEG Grant Program is to improve boating safety in Broward County by enhancing or supplementing marine law enforcement activities and improving boating safety education. In September, the City was awarded a total of \$184,104 in EMLEG funding for FY 2020. The City will use the awarded grant funds to continue "Operation Venice of America" by providing up to 3,696 hours of peak time waterway law enforcement patrols and marine law enforcement training. The period of performance is October 1, 2019 – September 30, 2020.

Although the EMLEG grant program has a reimbursement rate of \$49 per hour, the grant does not cover 100% of the cost of the department's overtime patrols. There is enough overtime funding within the Police Department's Adopted FY 2020 budget to cover the difference, which is estimated to be approximately \$84,777.

Staff recommends that the City Commission amend the FY 2020 Operating Budget in the amount of \$184,104 for the Enhanced Marine Law Enforcement Grant. This item is contingent upon the approval of the grant acceptance CAM #19-1022.

Source:

Funds available as of October 15, 2019					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AMOUNT RECEIVED (Character)	AMOUNT
129-GEMLEG20-F204	Enhanced Marine Law Enforcement FY 19/20	Broward County - PUB	\$0	\$0	\$184,104
TOTAL AMOUNT →					\$184,104

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
129-GEMLEG20-4116	Enhanced Marine Law Enforcement FY19/20	Other Operating Expense/ Schools	\$0	\$0	\$3,000
129-GEMLEG20-4352	Enhanced Marine Law Enforcement FY19/20	Other Operating Expense/ Service Charge - Police	\$0	\$0	\$181,104
TOTAL AMOUNT →					\$184,104

Source:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AMOUNT RECEIVED (Character)	AMOUNT
001-POL030409-N977	Marine	Miscellaneous Revenues/ Misc Grant Overtime	\$130,000	\$0	\$181,104
TOTAL AMOUNT →					\$181,104

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-POL030409-1509	Marine	Salaries & Wages/ Overtime 1.5x Pay	\$662,999	\$662,999	\$181,104
TOTAL AMOUNT →					\$181,104

City Manager's Office

F. Transfer of Un-Used Grant Match Funds – Grant Fund, General Fund – Chronic Homeless Housing Collaborative Grant Match - \$16,905.79

In January 2018, the City of Fort Lauderdale accepted a \$516,706 grant from Broward County to provide permanent supportive housing and supportive services to the most vulnerable chronically homeless in Fort Lauderdale. The City provided the required cash match of \$70,000 from the General Fund. The Division of Neighbor Support utilized \$303,686.97 of the grant funding to provide rental assistance and wrap around case management services for the program participants. There is \$16,905.79 remaining in un-used General Fund grant match due to the posting of administrative expenses to the Neighbor Support's General Fund index instead of the grant account. Staff recommends the transfer of the un-used grant match funds to the General Fund Grant Match Account in order to close the grant account.

Staff recommends that the City Commission amend the FY 2020 Operating Budget in the amount of \$16,905.79 to de-appropriate the un-used Chronic Homeless Housing Collaborative Grant match.

Source (Cash Match):

Funds available as of October 9, 2019

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AMOUNT RECEIVED (Character)	AMOUNT
129-GHOMEL18-Q001	Chronic Homelessness Housing Grant Match	Other Sources / General Fund	\$70,000	\$70,000	\$16,905.79
TOTAL AMOUNT →					\$16,905.79

Source:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
129-GHOMEL18-4327	Chronic Homelessness Housing Grant Match	Other Operating Expense/ Service Charge - City Manager	\$50,000	\$50,000	\$16,905.79
TOTAL AMOUNT →					\$16,905.79

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-FD001-9129	General Fund	Other Uses/ Transfer to Miscellaneous Grants	\$750,000	\$750,000	\$16,905.79
TOTAL AMOUNT →					\$16,905.79

**Other General Governmental –
Community Redevelopment Agency**

G. Appropriation of Unanticipated Revenue and Addition of one (1) Full-Time Position to the City’s Personnel Complement and Removal of one (1) Part-Time Position– General Fund – Conversion of a Part-Time Assistant City Attorney III to Full-Time Position - \$60,061

The City Attorney, who is the Community Redevelopment Agency’s (“CRA”) General Counsel, is requesting the conversion of a part-time Assistant City Attorney III presently assigned to the CRA office to a full-time Assistant City Attorney III position. Funding in the amount of \$60,061 is requested to be appropriated from un-anticipated revenue in order to pay for the increase in personnel expenses to support this request.

Staff recommends that the City Commission amend the FY 2020 Operating Budget in the amount of \$60,061 to fund the conversion of a part-time assistant city attorney III to a full-

time position.

Source:

Funds available as of October 1, 2019					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AMOUNT RECEIVED/ AVAILABLE BALANCE (Character)	AMOUNT
001-FIN040301-N537	Other General Fund Revenues	Miscellaneous Revenues/ CRA - Interfund Service Charge	\$34,474,637	\$0	\$60,061
TOTAL AMOUNT →					\$60,061

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-GEN060101-1101	Community Redevelopment Agency Administration	Salaries & Wages/ Permanent Salaries	\$1,617,357	\$1,617,357	\$152,666
001-GEN060101-1401	Community Redevelopment Agency Administration	Salaries & Wages/ Car Allowances	\$1,617,357	\$1,617,357	\$4,680
001-GEN060101-1413	Community Redevelopment Agency Administration	Salaries & Wages/ Cellphone Allowance	\$1,617,357	\$1,617,357	\$1,320
001-GEN060101-2299	Community Redevelopment Agency Administration	Fringe Benefits/ Pension - Def Cont	\$415,721	\$415,721	\$13,740
001-GEN060101-2301	Community Redevelopment Agency Administration	Fringe Benefits/Social Sec/Medicare	\$415,721	\$415,721	\$2,498
001-GEN060101-2404	Community Redevelopment Agency Administration	Fringe Benefits/ Health Insurance	\$415,721	\$415,721	\$11,165
001-GEN060101-1107	Community Redevelopment Agency Administration	Salaries & Wages/ Part Time Salaries	\$1,617,357	\$1,617,357	(\$126,008)
TOTAL AMOUNT →					\$60,061

Department of Sustainable Development

H. Appropriation of Fund Balance – Building Fund – Purchase of Three Vehicles and Scanners for Building Permitting Staff - \$155,400

The Department of Sustainable Development, Building Services Division, is requesting funding in the amount of \$90,000 for three Toyota Rav 4 hybrid vehicles and \$5,400 for fuel

costs. These vehicles will be used by three recently reclassified Mechanical Inspector positions to conduct daily permit related inspections. Purchasing hybrid sport utility vehicles also supports the City's goal to reduce its carbon footprint while giving staff the proper clearance to navigate construction sites.

Funding in the amount of \$60,000 is also being requested for 20 scanners that will be used by front line permitting staff. These scanners will allow staff to scan documents for neighbors and attach them to permit applications. When combined with the City's new digital plan review software, E-permit Hub, permits can be submitted, processed, and issued digitally.

Funding is available within the City's Building Fund Balance for this expense.

Staff recommends that the City Commission amend the FY 2020 Operating Budget in the amount of \$155,400 to fund the purchase of three vehicles and twenty scanners.

Source:

Funds available as of October 9, 2019					
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	\$155,400
TOTAL AMOUNT →					\$155,400

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
140-DSD034002-6416	Building Permits	Capital Outlay/ Vehicles	\$0	\$0	\$90,000
140-DSD034002-3801	Building Permits	Service & Materials/ Gasoline	\$3,253,296	\$3,253,296	\$5,400
140-DSD034002-3946	Building Permits	Service & Materials/ Tools & Equipment <\$5000	\$3,253,296	\$3,253,296	\$60,000
TOTAL AMOUNT →					\$155,400

Finance

I. Appropriation of Fund Balance – General Fund – Operating Support for Enterprise Resource Planning (ERP) Project - \$115,760

In FY 2019, funding was transferred from the Enterprise Resource Planning (ERP) project to provide funding to the Finance Department for resources to assist with the implementation of the ERP. Staff was unable to utilize the funds before the end of the fiscal year. In order to complete the ERP implementation, staff requests that \$100,760 be re-appropriated in FY 2020.

Additionally, the Finance Department is requesting \$15,000 to pay the BidSync fee for FY 11/05/2019
CAM #19-1014

2020. The funding for this service was removed from the budget due to the anticipated October 1, 2019, go live date of the ERP. Since the go live date has changed, Finance is requesting \$15,000 to pay for the service for a year.

Staff recommends that the City Commission amend the FY 2020 Operating Budget in the amount of \$115,760 for operating expenses during the implementation of the City's Enterprise Resource Planning project.

Source:

Funds available as of October 9, 2019

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	\$115,760
TOTAL AMOUNT →					\$115,760

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-FIN020101-1104	Central Accounting	Salaries & Wages/ Temporary Salaries	\$1,387,906	\$1,387,906	\$93,600
001-FIN020101-2301	Central Accounting	Fringe Benefits/ Social Security/Medicare	\$187,701	\$187,701	\$7,160
001-FIN080808-3299	Procurement	Service & Materials/ Other Services	\$12,800	\$12,800	\$15,000
TOTAL AMOUNT →					\$115,760

Public Works

J. Transfer Between Capital Projects – General Capital Projects Fund – West Lake Drive Bridge Restoration Project - \$17,000

This project is for the rehabilitation of the West Lake Bridge located on West Lake Drive which was originally constructed in 1964. The City has negotiated a task order with BCC Engineering Inc. to develop the design, permit, and construction management services for the repairs of structural and aesthetic elements of the bridge. The design budget is currently in need of \$17,000 in order to proceed with the task order for the design work.

Funding is available in the Bridge Restoration Project for this purpose.

Staff recommends that the City Commission amend the FY 2020 – FY 2024 Community Investment Plan in the amount of \$17,000 for the design work of the West Lake Drive Bridge Restoration Project.

Source:**Funds available as of October 10, 2019**

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET	AVAILABLE BALANCE	AMOUNT
331-P12010.331-6599	Bridge Restoration	Capital Outlay/ Construction	\$1,402,550	\$182,384	\$17,000
TOTAL AMOUNT →					\$17,000

Use:

ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
331-P12299.331-6599	West Lake Drive Bridge Restoration	Capital Outlay/ Construction	\$350,000	\$321,291	\$17,000
TOTAL AMOUNT →					\$17,000

Strategic Connections

This item is a Press Play Fort Lauderdale Strategic Plan 2024 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.

Related CAM

#19-1022

Attachment

Exhibit 1 – Resolution

Prepared by: Laura Reece, Budget Director

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