

City of Tamarac
Interoffice Memorandum
Financial Services Department

To: Michael C. Cernech
City Manager

From: Christine A. Josephs Cajuste
Director of Financial Services

Date: October 19, 2020

Re: TO #2444 Amending Ordinance 2019-17 Adoption of FY 2020 Operating & Capital Budget

Recommendation:

I recommend placing TO #2444 amending Ordinance 2019-17 which adopted the FY 2020 Annual Budget in the amount of \$661,145 from \$196,980,033 to \$197,641,178.

Issue:

On September 25, 2019, the City Commission adopted Ordinance 2019-17 which established the annual Operating Budget, Revenues and Expenditures, Capital Budget and Financial Policies for Fiscal Year 2020. Pursuant to Section 166.241(3), a municipality may amend its budget at any time during the year or within 60 days following the end of the fiscal year. In addition, if any fund is increased or decreased then the budget amendment must be adopted in the same manner as the original budget unless otherwise specified in the charter of the respective municipality. The original budget was adopted via ordinance and the City of Tamarac's charter is silent on the matter.

Background:

Following is a summary of the recommended adjustments to the Fiscal Year 2020 Budget.

FUND TYPE	Adpoted Budget Ord. 2019-17	Change	Amendment TO #2444
General Fund	\$ 77,048,006	\$ 12,188	\$ 77,060,194
Special Revenue Funds	31,882,888	1,075,000	32,957,888
Debt Service Funds	4,767,499	-	4,767,499
Capital Project Funds	12,743,570	5,415	12,748,985
Enterprise Funds	60,698,021	(431,458)	60,266,563
Internal Service Funds	9,840,049	-	9,840,049
Total	\$ 196,980,033	\$ 661,145	\$ 197,641,178

Amendments to the Budget generally reflect:

- Actions approved by the City Commission since the budget was adopted but not included in the original budget due to their unknown nature at the time
- Allocation of encumbrances (i.e. purchases approved in one fiscal year and being paid in the following fiscal year)
- Transfer of funds from a Non-Departmental account to other departments in the General Fund
- Items that have been evaluated for recommended inclusion in the current year budget due to updated information
- Additional capital improvements that have been identified and recommended to be started in the current year due to timing, pricing, etc.

Items previously approved by the City Commission are as follows:

- R-2019-103 approved 10/7/2019 accepting a grant award from the Florida Department of Environmental Protection for Stormwater Culvert and Headwall improvements within the City of Tamarac in the amount of \$350,000. This Budget Amendment increases intergovernmental revenues \$350,000 and decreases inter-fund transfers in \$350,000 in the Stormwater Capital Fund (Project #SW19A); and decreases inter-fund transfers out and appropriation from net assets \$350,000 in the Stormwater Management Fund.
- R-2019-123 approved 11/13/2019 accepting a grant award in the amount up to \$12,188 from the Broward County Tree Preservation Trust Fund. This Budget Amendment increases intergovernmental revenues and operating expenditures for the Ground Maintenance Division of Public Services \$12,188 in the General Fund.
- R-2020-015 approved 2/12/2020 accepting a Hazard Mitigation Grant in the amount of \$431,668.50 from the Florida Division of Emergency Management through the Federal Emergency Management Agency for the Lift Station Generator Project. This Budget Amendment increases intergovernmental revenues \$431,669 and decreases inter-fund transfers in \$431,669 in the Utilities Renewal & Replacement Fund (Project #UT19M); and decreases inter-fund transfers out and appropriation from net assets \$431,669 in the Utilities Operating Fund.
- R-2020-024 approved 4/22/2020 awarding Bid No. 20-10B to and approving an agreement with Master Mechanical Services, Inc. for a contract amount of \$98,995.00 and a contingency in an amount of \$9,899.50, added to the project for a total project budget of \$108,854.50; authorizing an additional appropriation in an amount not to exceed \$58,357.50. This Budget Amendment increases inter-fund transfers in and capital outlay for machinery and equipment \$5,415 in the Capital Maintenance Fund (Project #HV20A); and increases inter-fund transfers out and decreases contingency \$5,415 in the General Fund.

- R-2020-057 approved 7/8/2020 approving the Residential Assistance Program for residents financially impacted by COVID-19 and authorizing the appropriation of \$250,000 from General Fund for implementation. This Budget Amendment increases Non-Departmental grants and aid for residential assistance and decreases contingency \$250,000 in the General Fund.
- R-2020-068 Approved 8/26/2020 retroactively approving a subrecipient agreement with Florida Housing Finance Corporation (FHFC), which includes an appropriation of \$255,000 Coronavirus Relief Funds (CRF) to provide housing assistance to residents financially impacted by COVID-19. This Budget Amendment increases intergovernmental revenues and grants for residential assistance \$255,000 in the CDBG Disaster Recover Fund (Project #GTCRF).
- R-2020-077 Approved 9/9/2020 awarding Bid Number 20-14B and approving an Agreement with Southern Underground Industries, Inc. for the construction of the Water Treatment Plant Finished Water Meter Upgrade Project in the amount of \$432,010.00, a contingency of \$43,201.00 (10%) will be added to the account for a project total of \$475,211.00; authorizing an additional appropriation in the amount not to exceed \$350,211.00 to be included in a future Budget Amendment. This Budget Amendment increases inter-fund transfers in and capital outlay for construction – water plant \$350,211 in the Utilities Renewal & Replacement Fund (Project #UT20F); and increases inter-fund transfers out and decreases contingency for special projects \$350,211 in the Utilities Operating Fund.
- R-2020-096 Approved 9/23/2020 approving the form of sub-award agreement with Broward County for Cares Act funding, authorizing the appropriate City Officials to execute the final sub-award agreement; authorizing the City Manager or his designee to take all steps necessary and to execute all documents necessary to provide for the City's receipt of Cares Act funding from Broward County; authorizing the City Manager or his designee to execute amendments to the sub-award agreement. This Budget Amendment increases intergovernmental revenues and decreases appropriation from fund balance \$523,720 in the General Fund; and increases intergovernmental revenues \$538,850, increases appropriation from fund balance \$63,150, increases personal costs \$542,000 and increases operating costs for PPE supplies \$58,000 in the Fire Rescue Fund.

Additional adjustments are recommended:

General Fund adjustments to the budget include the following:

- Transferring the budget for encumbrances from non-departmental to the departmental budgets in the amount of \$196,557 is as follows:
 - City Manager \$6,727
 - Community Development \$863
 - Public Services \$17,295
 - Parks and Recreation \$104,285 (majority of the encumbrance is attributable to pool management services by Jeff Ellis Management, LLC.)
 - Information Technology \$43,387
 - Non-Departmental \$24,000
- Appropriate funding for Financial Services personal costs adjustment necessitated by VSIP and credit card merchant fees adjustment needed due to more activity than estimated for FY 2020 for an increase to personal costs of \$54,060; an increase to operating expenditures for credit merchant fees of \$90,000 and a decrease to General Fund contingency of \$144,060.

Public Art Fund adjustment to the budget includes the following:

- Increase appropriation from fund balance and increase capital outlay - public artwork in the amount of \$220,000 to appropriate funding for the Ray King Public Art at Woodspring Suites (Project #PA20D).

Personnel adjustments to the budget include the following:

- Fire Rescue Department – A promotion in the Fire Rescue Operations Division resulted in an additional authorized Captain position and a reduction of one Lieutenant position. There is no budgetary impact.

The attachments to the budget amendment provide detailed information for all adjustments included in the amendment. Specifically, Attachment A provides the information regarding increases and decreases as well as the amended budget amount with a reference to Attachment B that provides the detail associated with each adjustment. A presentation will be made supporting the recommended adjustments.