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MEMORANDUM

DATE: October 15, 2024

TO: Greg Harrison, City Manager

FROM: Kerone Grant, Budget Analyst

VIA: Erjeta Diamanti, Budget Director

SUBJECT: Fiscal Year (FY) 2024 to FY 2025 Rollover Requests

Due to supply chain issues, inflation, and/or other unanticipated factors throughout the year, various departments could not spend or encumber approved funds to replace and procure capital expenditures and/or operations by the end of the fiscal year (September 30th).

Attached is a detailed spreadsheet outlining each fund's rollover request and costs from FY 2024 to FY 2025. Staff requests approval from the City Commission at its October 22, 2024, Regular Meeting.

Attachment

CC. Suzette Sibble

Budget Rollovers From Fiscal Year 2024 to Fiscal Year 2025 - Attachment

Fund/Department/Division	Account	Account Description	Amount	Explanation
General Fund				
Cultural Affairs	001-1039-510-64-40	Land and Building	\$65,045	To cover security cameras at Cultural Center and replacement of cameras at Ali Cultural Arts. Encountered significant price increase from the original quote.
Cultural Affairs	001-1039-510-55-80	Cultural Arts Program	\$34,499	Community Foundation grant that concludes November 2024 and deposits for future performances
Cultural Affairs	001-1039-510-82-88	Old Town Untapped	\$4,784	To cover programming monthly expenses
Tourism	001-1037-510-52-25	Software Purchases	\$16,350	To cover additional software purchases
City Clerk	001-1050-510-31-60	Other Professional	\$27,000	To cover expenses for escrow account setup, electronic campaign software update, and microfilm disposal/document shredding
City Clerk	001-1050-510-40-10	Travel/Education	\$2,400	To cover education expenditures for items that were not completed on time in 2024
City Clerk	001-1050-510-46-50	Special Services	\$20,182	To cover two software upgrades for public record applications and agenda items processing
City Clerk	001-1050-510-48-10	Advertising	\$6,400	To cover the anticipated increase in FY 2025 for notice advertisements related to the Charter Referendum questions
City Clerk	001-1050-510-64-30	Furniture	\$20,000	To furnish various workstations and the break area that was delayed and will now commence in FY 25
Elections	001-1060-510-31-60	Other Professional	\$3,400	To cover a one-time expense to create an educational video on the election process
Internal Audit	001-1080-510-52-25	Operating Supplies/Software Purchases	\$44,880	To clear up lingering contract language issues that was not finalized in FY24
Development Services/Planning & Zoning	001-1510-515-31-60	Other Professional	\$230,290	To continue making progress in the implementation of the sustainability strategy
Development Services/Planning & Zoning	001-1510-515-40-10	Travel Education	\$16,550	To cover additional training for Urban Forestry that was not completed in FY24
Fire Administration	001-2205-522-43-10	Utility Services/Communication SVC/Phone	\$13,155	To cover Emergency Management EOC ID/Credentialing system that experienced delays
Fire Ocean Lifeguards	001-2250-522-46-30	Repair & Maintenance/ Machinery & Equipment	\$30,000	To complete the modification of the buoy system and the lifeguard stations
Fire Prevention	001-2260-522-52-51	Operating Supplies/FD Bunker Gear	\$3,000	To cover bunker gear that was delayed until FY 2025
Fire Training	001-2270-522-46-10	Repair & Maintenance/Land. Bldgs, Improvements	\$14,384	Conex box burn props not completed. Project estimated to be completed in Dec. 2025
Fire Training	001-2270-522-52-51	Operating Supplies/FD Bunker Gear	\$5,000	To cover bunker gear that was delayed until FY 2025
Parks and Recreation/Golf	001-3960-576-44-10	Rentals & Leases/Rentals & Leases	\$96,142	To cover remainder of the lease for the Golf Cart Fleet
Non-Departmental	001-9910-599-62-00	Non Dept/Buildings	\$86,000	To cover building improvements
General Fund Total			\$739,461	
Utility Fund				
Water Admin	412-3305-533-31-60	Professional Services/Other Professional	\$10,149	To fund the increase in consultant rate studies
Utility Billing	412-3310-533-46-40	Repair & Maintenance/ Maintenance Contracts	\$36,546	To cover cost for Dropcountr. Contract will not be signed prior to Oct. 1st
Water Treatment	412-3320-533-46-40	Maintenance Contracts	\$25,000	To cover pending maintenance, Generator & Switchgear contracts
Water Treatment	412-3320-533-64-05	Motor Vehicles	\$21,603	To cover cost increases on vehicle purchases next fiscal year
Water Treatment	412-3320-533-64-20	Computers	\$3,000	Funds to be used for unbudgeted emergency tablet replacement
Water Treatment	412-3320-533-64-40	Light/Machinery & Equipment	\$7,794	To cover cost increases next fiscal year
Water Distribution	412-3330-533-64-05	Machinery & Equipment/Motor Vehicles	\$231,899	For procurement of city vehicles and forklifts delayed due to supply chain issues
Water Distribution	412-3330-533-64-20	Machinery & Equipment/Computer	\$27,050	To cover computer and software purchase for the new valve truck crew
Water Distribution	412-3330-533-64-40	Machinery & Equipment/Light	\$233,965	For procurement of System Chlorine Analyzers, Pressure Transmitters, Bucket Forks, and a Pipe Saw. Items delayed due to supply chain issues
Reuse Treatment	412-3340-533-46-10	Land Buildings & Improvements	\$15,059	To cover the low-pressure pump suction valve replacement. Experienced delay with quotation.
Reuse Treatment	412-3340-533-64-40	Light/Machinery & Equipment	\$186,825	Unable to process replacement in this fiscal year due to pending quotations and consulting with Engineer on correct pump application
Reuse Distribution	412-3355-533-46-80	Repair & Maintenance/ Reuse Water Meters	\$23,503	Reuse Meter Procurement was delayed due to supply chain issues
Reuse Distribution	412-3355-533-64-65	Machinery & Equipment/Computer/Service Installation	\$101,126	To cover Reuse meters and material procurement. Delayed due to project and chain supply issues.
Wastewater Pumping	412-3510-535-46-10	Repair & Maintenance/Land Bldgs, Improvements	\$6,811	To cover the cost increased for the Equova Dataflow system in FY 25
Wastewater Transmission	412-3520-535-64-05	Machinery & Equipment/Motor Vehicles	\$161,917	To cover the additional cost for the new CCTV truck that will be purchased in FY25
Utilities Fund Total			\$1,092,247	
Stormwater Fund				
Stormwater Operations	425-3805-538-46-40	Repair & Maintenance/Maintenance Contracts	\$169,890	To cover cleaning and CCTV Jet Vac services in FY 2025
Stormwater Fund Total			\$169,890	
Airpark Fund				
Airpark Operations	462-4610-542-40-10	Travel Education Member	\$1,976	To cover upcoming training for Airpark staff
Airpark Operations	462-4610-542-46-10	Land Building Improvement	\$26,000	To cover sign panel replacement order
Airpark Operations	462-4610-542-46-30	Machinery & Equipment	\$2,100	To replace large air compressor tank
Airpark Operations	462-4610-542-46-50	Special Services	\$2,832	To cover tree trimming around airfield to comply with FAA regulations
Airpark Operations	462-4610-542-46-70	Facility Maintenance	\$3,400	To cover costs of perimeter gate repairs
Airpark Operations	462-4610-542-52-15	Small Tools Minor Equipment	\$1,514	To replace weed eaters, edger, and mower blade
Airpark Fund Total			\$37,822	
Building Inspections Fund				
Building Inspections	110-1550-515-64-65	Machinery & Equipment / Service Installations	\$858,000	To cover cost for EV charging and renewable energy storage infrastructure project due to project delay
Building Inspections Fund Total			\$858,000	
Central Services Fund				
Purchasing and Contracts	503-5310-595-44-10	Rentals and Leases	\$35,751	Rental for the new trailers
General Services Fund Total			\$35,751	
Total Appropriation All Funds			\$2,933,171	