



## AGENDA ITEM REQUEST

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**Originating Department:** Finance and Administrative Services

**Item Title:** Amendment

**Item Number:** 12A

**Meeting Date:** 1/14/2014

**City Reference Number (C#):** C13380

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**Item Description:**

An Amendment to the Fiscal Year 2013/2014 Budget.

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**Funding:**

See attachment

**Amount:**

See attachment

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**Attachments:**

COS Ordinance

Exhibits A-D

Legal Ad

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## **Background:**

### **General Fund (001)**

A. Rental costs for space at the City Hall Annex are charged amongst the various departments occupying the space. The proportionate share of rent for the Capital Projects Division was originally budgeted in the Utilities Fund as part of the reorganization. However the Capital Projects Division has moved to the Utilities Building and vacated their space in the Annex to provide room for additional positions which were added in the Community Development Department. Since Community Development is a General Fund department the costs for the rental space should be funded by the General Fund. The department estimates that 30% the \$41,651 expense is Building-related and therefore it is recommended that \$12,496 be funded from restricted Building reserves.

B. Due to a significant increase in development projects anticipated over the next few years a new position, Assistant Building Official, is being requested to handle the day to day interpretation and implementation of the Florida Building Code. This new position will provide appropriate coverage and maintain the high level of customer service expected by the development community. The Assistant Building Official will serve as the back-up to the Building Official and also provide overall managerial oversight for all Chiefs, Plans Examiners, and Building Inspectors. With assistance of the Building Official, the Assistant Building Official will also be responsible for the issuance of certificates of completion, certificates of occupancy, stocking approvals, early start approvals, and overall Florida Building Code interpretations. The Assistant Building Official will also provide associated plan review and inspection services as necessary in their associated field of expertise. The estimated cost for this position for an estimated 8 months of the fiscal year is \$84,134 and is recommended to be funded from restricted Building reserves.

C. The City is currently in the RFP process for a new Enterprise Resource Planning (ERP) software system to replace the existing software system. The Land Management database is the backbone for all of the functions within the ERP across the City. The City has determined that there are significant errors within the Land Management database that need correction prior to implementation of the new ERP software solution. In order to satisfy the overall project schedule and provide a usable and reliable ERP, additional temporary staffing will be needed in the Community Development Department to manually verify and update approximately 18,000 records. It is estimated that additional funds in the amount of \$90,000 will be necessary for the estimated 4,500 hours necessary to complete this work.

### **Utilities 1996A Bond Fund (406)**

A. The budget was developed from original projections of available revenue for water and wastewater capital projects which was less than originally expected at the closing of the year. Additionally, certain "in progress" capital projects require re-appropriation of bond funding from available reserves which were not previously allocated from those

available funds.

**UTILITIES 2010 Construction Fund (408)**

A. The Utilities Department developed the Fund 408 (2010 bond funds) budget utilizing early projections of available funds provided in April 2013. It was not determined until after the budget was adopted that budgeted funding exceeded available cash at that time so the adopted budget for 2014 requires re-allocations to re-align project priorities with available funding which is less than originally reported and utilized.

**Stormwater Operating Fund (444)**

A. Additional construction management services of \$10,000 are being requested for the Pump Station #3 project.

B. An estimated \$10,000 is being requested for estimated permitting costs for the Pump Station #5 project.

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**Department Head Recommendation:**

Approval

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**Person With Additional Information:**

Name: Minal Shah

Phone: 954-746-3215

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**Department Head Name and Title:**

Minal Shah, Director of Finance & Administrative Services

Laura Toebe, Finance Director

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**City Manager:**

Authorized for agenda placement

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**BUDGET AMENDMENT  
GENERAL FUND 001**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>ORIGINAL BUDGET</b>	<b>CURRENT BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>ADJUSTED BUDGET</b>
<b><u>REVENUES</u></b>						
0000-389.90-10	From Fund Balance	547,563	547,563	215,785		763,348
<b>TOTAL GENERAL FUND REVENUES</b>		<b>120,078,685</b>	<b>120,336,482</b>	<b>215,785</b>	<b>0</b>	<b>120,552,267</b>

**EXPENDITURES**

A	3301-515.44-02	Building Rental	189,012	189,012	41,651		230,663
B	3308-524.12-01	Salaries	2,180,937	2,180,937	70,000		2,250,937
B	3308-524.21-01	FICA	175,510	175,510	5,355		180,865
B	3308-524.23-01	Health Insurance	422,997	422,997	8,779		431,776
C	3301-515.34-20	Contractual Services	0	0	90,000		90,000
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>120,078,685</b>	<b>120,336,482</b>	<b>215,785</b>	<b>0</b>	<b>120,552,267</b>	

**BUDGET AMENDMENT  
UTILITIES 1996A BOND FUND 406**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>ORIGINAL BUDGET</b>	<b>CURRENT BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>ADJUSTED BUDGET</b>
<b><u>REVENUES</u></b>						
0000-389.91-97	Bond Proceeds	681,000	681,000	1,200,000		1,881,000
<b>TOTAL UTILITIES FUND 406 REVENUES</b>		<b>681,000</b>	<b>681,000</b>	<b>1,200,000</b>	<b>0</b>	<b>1,881,000</b>
<b><u>EXPENDITURES</u></b>						
A 6601-533.65-10	Water--Construction	0	0	1,200,000		1,200,000
<b>TOTAL UTILITIES FUND 406 EXPENDITURES</b>		<b>681,000</b>	<b>681,000</b>	<b>1,200,000</b>	<b>0</b>	<b>1,881,000</b>

**BUDGET AMENDMENT  
UTILITIES 2010 CONSTRUCTION FUND 408**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>ORIGINAL BUDGET</b>	<b>CURRENT BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>ADJUSTED BUDGET</b>
<b>REVENUES</b>						
0000-389.90-18	Bond Proceeds	90,324,400	90,324,400		17,673,593	72,650,807
<b>TOTAL UTILITIES FUND 408 REVENUES</b>		<b>90,324,400</b>	<b>90,324,400</b>	<b>0</b>	<b>17,673,593</b>	<b>72,650,807</b>

**EXPENDITURES**

A	6601-533.65-02	Water--Design	6,127,280	6,127,280		226,690	5,900,590
A	6601-533.65-05	Water--Other Costs	1,225,456	1,225,456	924,544		2,150,000
A	6601-533.65-10	Water--Construction	23,283,664	23,283,664		3,755,647	19,528,017
A	6601-535.65-02	Wastewater--Design	8,359,400	8,359,400		3,271,429	5,087,971
A	6601-535.65-05	Wastewater--Other Costs	1,671,880	1,671,880	2,278,120		3,950,000
A	6601-535.65-10	Wastewater--Construction	31,765,720	31,765,720		3,841,362	27,924,358
A	6601-537.65-02	Reuse--Design	3,578,000	3,578,000		1,456,549	2,121,451
A	6601-537.65-05	Reuse--Other Costs	715,600	715,600		372	715,228
A	6601-537.65-10	Reuse--Construction	13,596,400	13,596,400		8,324,208	5,272,192
<b>TOTAL UTILITIES FUND 408 EXPENDITURES</b>		<b>90,324,400</b>	<b>90,324,400</b>	<b>3,202,664</b>	<b>20,876,257</b>		<b>72,650,807</b>

**BUDGET AMENDMENT  
STORMWATER OPERATING FUND 444**

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>ORIGINAL BUDGET</b>	<b>CURRENT BUDGET</b>	<b>INCREASE</b>	<b>DECREASE</b>	<b>ADJUSTED BUDGET</b>
<b><u>REVENUES</u></b>						
0000-389.90-10	From Fund Balance	4,552,079	4,552,079	20,000		4,572,079
<b>TOTAL STORMWATER FUND REVENUES</b>		<b>11,336,037</b>	<b>11,336,037</b>	<b>20,000</b>	<b>0</b>	<b>11,356,037</b>

**EXPENDITURES**

<b>A</b>	6303-538.65-02	Design	30,000	30,000	10,000		40,000
<b>B</b>	6305-538.65-10	Construction	0	0	10,000		10,000
<b>TOTAL STORMWATER FUND EXPENDITURES</b>			<b>11,336,037</b>	<b>11,336,037</b>	<b>20,000</b>	<b>0</b>	<b>11,356,037</b>