



## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
6/15/2022	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	6/1/2022	6/15/2022
File No.:		Public Hearing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
22-171		Advertising Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
See Below	See Attachment A	See Attachment A	N/A	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Natasha Mazzie, Director	Budget & Program Monitoring	
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> Finance & Budget		<input checked="" type="checkbox"/> Organizational Capacity	<input checked="" type="checkbox"/> Infrastructure/Projects	
Implementation Timeline				
Estimated Start Date: 06/15/2022		Estimated End Date: 09/30/2022		

### SHORT TITLE:

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AMENDING THE ADOPTED BUDGET FOR FY 2021-22 TO REFLECT THE REVENUES, EXPENDITURES, APPROPRIATIONS AND OTHER MISCELLANEOUS BUDGET ADJUSTMENTS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

### STAFF SUMMARY:

#### Summary:

The proposed ordinance is to amend the FY2021-22 Budget to account for unanticipated expenditures for the current Fiscal Year based on mission critical items identified after the budget was adopted. Amending the adopted budget will increase the General Fund, Transportation Fund, Permits & Inspections Fund, Sanitation Fund, Cemetery Fund, Stormwater Fund, and Utility Fund

budget. The mission critical items include true-up of the Police and Fire Pension, update of the Audio and Video Equipment in the Commission Chambers, additional costs related to the Rosemond trial, ADA Compliant Community Shuttle Bus Stop, Charging Stations (4), Consultant for Contracting of Sanitation Services, and Staffing Requests.

The total amendment amount to the FY 2021-22 Budget is \$8,251,836 (see table below).

FUND	AMENDMENT AMOUNT
001   GENERAL FUND	1,452,864
160   TRANSPORTATION FUND	116,399
170   PERMITS & INSPECTIONS FUND	198,600
410   SANITATION FUND	7,529
420   CEMETERY FUND	37,475
440   STORMWATER FUND	63,129
490   UTILITY FUND	6,375,840
<b>TOTAL AMENDMENT AMOUNT</b>	<b>8,251,836</b>

**Background:**

On September 27, 2021, the City Commission adopted the FY 2021-22 Budget in the amount of \$151,048,561 (includes all funds). As part of the adoption of the budget, staff had advised the City Commission that aggressive measures and strategies would continue to be taken to combat the financial effects of recent events and past budget practices.

Staff had advised the City Commission that the first review of operations would be presented to them with recommendations throughout the fiscal year. Below are some of the mission critical items that are being recommended at this time.

**Current Situation:**

The proposed budget amendment includes the appropriation of funds from the General Fund, Transportation Fund, Permits & Inspections Fund, Sanitation Fund, Cemetery Fund, Stormwater Fund, and Utility Fund to cover the mission critical items described below. While all the challenges that the City of Hallandale Beach is facing cannot be addressed simultaneously, the items below are considered mission critical both for operations and for financial stabilization.

**001 | General Fund**

**1. Rosemond Trial Preparation and Trial – Impact – \$143,451**

Invoices associated with the Rosemond trial was \$143,451. The matter is ongoing and there are a few more hearings at the trial level before the matter is ready for appeal. With a transfer of the trial costs, the available funding will be able to absorb the additional costs as part of the outside counsel budget for the remainder of the fiscal year.

**2. Additional IT Staff – Impact – Prorated at \$83,169 (Annual Cost is \$332,677)**

*IT Application Support Analyst – Prorated at \$23,950 (Annual Cost is \$95,798)*

*Telecommunication Systems Analyst – Prorated at \$28,120 (Annual Cost is \$112,481)*

*Network/Security Administrator – Prorated at \$31,100 (Annual Cost is \$124,398)*

The IT department requires a cadre of professionals to efficiently fulfill the goals of the organization. The fact is that technology is too broad for any one individual to master every aspect. The idea is to develop “T” shape individuals: skilled at the top of most areas but focus in-depth on specific areas. Important factors considered for the staffing include:

- Redundancy while outing fires
  - Documenting technical tasks and troubleshooting
  - Job rotation to ensure competence across staff members
  - Succession planning
- Accommodate for innovation
  - Mange helpdesk while researching solutions and strategy to remediate known issues
  - Engineer and test new solutions
  - Trainings IT staff to admin and new users to adopt innovative technology

**3. Commission Chambers Audio and Video Equipment – Impact – \$100,000**

The IT Department has been instructed to have the Commission Chambers Audio Video equipment replaced this fiscal year 2022, however the funding and the work may not occur until next Fiscal year 2023 due to ordering of parts that will be needed to replace the Audio Video equipment and the scheduling to have the equipment installed and tested during a time when there are no Commission meetings.

The IT department is proposing to replace the only the critical and necessary Audio Video equipment in the commission chambers. The processing unit for the Chambers was installed early 2000’s and has not been upgraded since. This device runs continuously and therefore prone to random failure based on its age. Replacement of this unit is critical to prevent and or minimize disruption in service. Additionally, the current hardware can only support standard-definition and is not capable of utilizing high-definition technology. The proposed new system utilizes Digital Media technology to send high-definition and 4k video, audio, and control over a single network cable. A touch panel, iPad and PC can

control the Digital Media system and can be installed in the control room and/or Commission Chambers. From these control points, users can turn on and off monitors, display presentations on monitors, adjust audio levels and select which video sources are displayed on which monitors. The new Crestron Digital Media system will enable laptops, smart phones, and tablets to display wirelessly. The peripheral equipment such as the cameras and speakers in the Commission Chambers will be upgraded in the subsequent years.

**4. Update to FY 2021-22 Police & Fire Pension Contributions – Impact – \$499,184**

Pursuant to Chapter 112, Florida Statutes, an actuarial impact statement was prepared for the City of Hallandale Beach Police Officers' and Firefighters' Personnel Retirement Trust for plan changes related to the most recent union negotiations. The total amount to be paid is \$998,084, revenues received from the insurance premiums have totaled \$498,900; a net impact of \$499,194 (\$998,084 – \$498,900). This amount represents the net actuarial impact on the annual required contribution for FY2021-22. Based on requirements by the Division of Retirement, funding impacts resulting from amendments to benefit changes must be applied to the most recent available actuarial valuation. Ordinance 2021-019, which amended the Plan, was passed by City Commission on October 6, 2021, and the impact statement was applied to the October 1, 2020 actuarial valuation, which determines the required contributions for FY2021-22. The City's Finance Department reviewed and reconciled the impact of changes to the required contribution on the FY2021-22 budget, net of anticipated state contributions (Chapter 175 and 185) and excess contributions available from prior years.

**5. BTR Specialist – Impact – Prorated at \$22,820 (Annual Cost is \$91,279)**

The Sustainable Development Department's Business Tax & Regulations Division is in the process of implementing several new programs, including the Certificate of Use program. Additionally, the division is in the process of reviewing all existing programs for process and enforcement improvements. The administration of these programs will require an additional staff member; therefore, a Business Tax & Regulations (BTR) Specialist is being requested, to ensure that applications are processed promptly and to ensure there is redundancy within the division.

**6. Juneteenth – Impact – \$105,340**

Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African-Americans. It is also often observed for celebrating African-American culture. Originating in Galveston, Texas, it has been celebrated annually on June 19 in various parts of the United States since 1865. The day was recognized as a federal holiday on June 17, 2021, when President Joe Biden signed the Juneteenth National Independence Day Act into law. Juneteenth's commemoration is on the anniversary date of the June 19, 1865, announcement of General Order No. 3 by Union Army general Gordon Granger, proclaiming freedom for enslaved people in Texas, which was the last state of the Confederacy with institutional slavery.

This is split between the following funds:

- 001 | General Fund – \$105,340

- 410 | Sanitation Fund – \$7,529
- 490 | Utility Fund – \$22,131

### **160 | Transportation Fund**

**1. ADA Compliant Community Shuttle Bus Stop – Impact – \$116,399**

Broward County Transit (BCT) Community Shuttle Interlocal Agreement (ILA), Section 2.7, requires that all bus stops must be ADA compliant. In 2020 BCT announced the City must provide a Program Plan for compliance with ADA Bus Stops or service provision could be canceled in some city corridors. There are 156 Community Shuttle Bus Stops along the four routes where services are provided. It was determined that 43 Community Shuttle Bus Stops were not ADA compliant or functional. The City developed the Bus Stop ADA Program Plan to be designed and constructed from year 2022 to year 2025. The estimated a total budget is \$1,343,248 for the project's Planning, Design and Construction. A total of \$116,399 is being requested for Design in FY22 and the balance of \$1,226,848 will later be requested in FY23 for Permitting and Construction.

### **170 | Permits & Inspections Fund**

**1. Electric Vehicles Charging Stations (4) – Impact – \$93,600**

As the City transitions its fleet to electric vehicles, additional charging stations will be needed at various City facilities. The Building Divisions inspectors are now located at the Department Annex at the Fire Station and require access to enough charging stations to ensure there are no interruptions in inspection services.

**2. Vehicles for Building Code Inspectors and Structural Inspector – Impact – \$105,000**

This request was approved as part of a FY 2020-21 budget amendment, but the funds were not used.

### **410 | Sanitation Fund**

**1. Juneteenth – Impact – \$7,529**

Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African-Americans. It is also often observed for celebrating African-American culture. Originating in Galveston, Texas, it has been celebrated annually on June 19 in various parts of the United States since 1865. The day was recognized as a federal holiday on June 17, 2021, when President Joe Biden signed the Juneteenth National Independence Day Act into law. Juneteenth's commemoration is on the anniversary date of the June 19, 1865, announcement of General Order No. 3 by Union Army general Gordon Granger, proclaiming freedom for enslaved people in Texas, which was the last state of the Confederacy with institutional slavery.

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- 001 | General Fund – \$105,340
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- 490 | Utility Fund – \$22,131

#### **420 | Cemetery Fund**

1. **Cemetery Coordinator and Office Equipment**

***Impact – Prorated at \$37,475 (Annual Cost is \$95,898)***

As part of the ongoing effort to improve the operations at the Cemetery, it is prudent to add a Cemetery Manager to team. This position will lead the effort in reviewing past records and performing long overdue audits that will help to achieve a level better understanding of both available inventory and up to date records of those loved ones buried in the cemetery.

#### **440 | Stormwater Fund**

1. **Construction Program Manager (Office Equipment and Vehicle)**

***Impact – Prorated at \$63,129 (Annual Cost is \$75,757)***

The Public Works department is moving forward with an expedited and intense focus on rehabilitating the city's infrastructure. We currently have over thirty utility projects in the design and/or construction stage of progress. Having the position of Construction Program Manager added to the team will enhance the Public Works Team's ability to coordinate the projects, respond to any unforeseen issues related to their progress and make the appropriate decisions to keep them moving forward to completion as efficiently and effectively as possible. The total cost is \$201,014, the split is 50% in the Stormwater Fund and 50% in the Utility Fund.

#### **490 | Utility Fund**

1. **Construction Program Manager (Office Equipment and Vehicle)**

***Impact – Prorated at \$63,129 (Annual Cost is \$75,757)***

The Public Works department is moving forward with an expedited and intense focus on rehabilitating the city's infrastructure. We currently have over thirty utility projects in the design and/or construction stage of progress. Having the position of Construction Program Manager added to the team will enhance the Public Works Team's ability to coordinate the projects, respond to any unforeseen issues related to their progress and make the appropriate decisions to keep them moving forward to completion as efficiently and effectively as possible. The total cost is \$201,014, the split is 50% in the Stormwater Fund and 50% in the Utility Fund.

2. **Construction for Lift Stations #1, #2, and #3 – Impact – \$6,283,210**

This budget amendment item seeks City Commission's approval to transfer \$6,283,210 from the Wastewater Utility Fund into the Project accounts for the construction of the three (3) sewer pumping stations listed below. Each of these sewer pumping stations

were identified in the Wastewater Master Plan as high-priority stations in need for rehabilitation. The designs of these sewer pumping stations were completed ahead of schedule. As such, these projects will be ready to be placed out for bids for construction in June 2022. Afterwards, the received bids will be evaluated and will be ready to be placed on the August 2022 Agenda for Commission approval.

When the proposed Utility Revenue Bond is implemented in October 2022, these funds will be withdrawn from Utility Revenue Bond fund and reimbursed back into the Wastewater Utility Fund.

**P2002 - Lift Station No. 1**

The purpose of this project is the conversion of the existing triplex wet pit/dry pit pump station to a triplex submersible pump station. The existing pump station is in the S.W. corner of the Golden Isles Park and Tennis Center. The proposed rehabilitation will convert the existing structure into a submersible lift station with three proposed 2,500 GPM submersible pumps, and a new influent structure on the east side of the pump station. The Opinion of Probable Cost (OPC) for the construction of this project is  $\$3,533,258 + 10\% = \$3,886,585$ . A 10% contingency was added to the OPC to account for anticipated rising material and construction costs.

**P2003 - Lift Station No. 2**

The intent of the project is to rehabilitate and improve this pumping station, located at the intersection of Golden Isles Drive and Diana Drive, by replacing and upgrading mechanical and electrical equipment as well as replacing the existing emergency generator to improve system performance, increase system efficiency, and reduce system maintenance. The Opinion of Probable Cost (OPC) for the construction of this project is  $\$690,000 + 10\% = \$759,000$ . A 10% contingency was added to the OPC to account for anticipated rising material and construction costs.

**P2133 - Lift Station No. 3**

This pumping station is in an easement at the N.W. corner of the Golden View Condominium property and receives all the wastewater flows from the Beach. The intent of the project is to rehabilitate and improve this pumping station, by replacing and upgrading mechanical and electrical equipment as well as the installation of an emergency generator to improve system performance, increase system efficiency, and reduce system maintenance. The Opinion of Probable Cost (OPC) for the construction of this project is  $\$1,488,750 + 10\% = \$1,637,625$ . A 10% contingency was added to the OPC to account for anticipated rising material and construction costs.

**3. Juneteenth – Impact – \$22,131**

Juneteenth is a federal holiday in the United States commemorating the emancipation of enslaved African-Americans. It is also often observed for celebrating African-American culture. Originating in Galveston, Texas, it has been celebrated annually on June 19 in various parts of the United States since 1865. The day was recognized as a federal holiday on June 17, 2021, when President Joe Biden signed the Juneteenth National Independence Day Act into law. Juneteenth's commemoration is on the anniversary date of the June 19, 1865, announcement of General Order No. 3 by Union Army general Gordon Granger, proclaiming freedom for enslaved people in Texas, which was the last state of the Confederacy with institutional slavery.

This is split between the following funds:

- 001 | General Fund – \$105,340
- 410 | Sanitation Fund – \$7,529
- 490 | Utility Fund – \$22,131

**Why Action is Necessary:**

In accordance with Florida Statutes Section 166.241(2), a municipal government may not expend or contract for expenditures in any fiscal year except those expenditures pursuant to the adopted budget, except for the items that the Budget Ordinance that adopts the annual budget allows to be appropriated without Commission approval, and for the reallocation of carryover projects that were previously approved by the Commission. Since these adjustments were not anticipated in the FY2021-22 Budget, nor allowable in accordance with the Budget Ordinance, a budget amendment is required to obtain Commission approval for the appropriations and expenditures of these funds.

Florida Statutes Sec. 166.241(4) authorizes a government at any time within the fiscal year, or within sixty days (November 30), following the end of the fiscal year to amend its budget. Also, budget amendments must be approved in the same manner as adoption of the original budget. Since the City of Hallandale Beach adopts its budget by ordinance, this amendment will be adopted by ordinance. There will be two readings of the proposed ordinance approving the amending of the FY 2021-22 Budget.

**Cost Benefit:**

The proposed budget amendment will increase the FY 2021-22 Budget by an amount not-to-exceed \$8,251,836. This amendment will allow staff to continue to implement revenue generating initiatives and to move the city forward with greater efficiency.



**PROPOSED ACTION:**

Staff recommends approval on First Reading of the attached Ordinance amending the FY2021-22 Budget.

**ATTACHMENT(S):**

Exhibit 1 - Proposed Ordinance

Exhibit 2 – Attachment A - Budget Amendment Line Items

Prepared By: Nickens Remy

Nickens Remy

Budget & Program Monitoring Assistant Director

Prepared By: Natasha Mazzie

Natasha Mazzie

Budget & Program Monitoring Director

Reviewed By: Noemy Sandoval

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Assistant City Manager

Approved By: Jeremy Earle

Dr. Jeremy Earle

City Manager