



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	February 21, 2018		<b>Item Type:</b> <small>(Enter X in box)</small>	<b>Resolution</b>	<b>Ordinance</b> <div style="text-align: center;">X</div>	<b>Other</b>	
<b>Fiscal Impact:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <small>(Enter X in box)</small>	<b>1<sup>st</sup> Reading</b> X		<b>2<sup>nd</sup> Reading</b>	
	X			<b>Public Hearing:</b> <small>(Enter X in box)</small>	<b>Yes</b> X	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	See Exhibit 1		<b>Advertising Requirement:</b> <small>(Enter X in box)</small>		<b>Yes</b> X		<b>No</b>
<b>Account Balance:</b>	See Exhibit 1		<b>Quasi Judicial:</b> <small>(Enter X in box)</small>	<b>Yes</b>		<b>No</b> X	
<b>Project Number:</b>	See Exhibit 1		<b>RFP/RFQ/Bid Number:</b>	N/A			
<b>Contract/P.O. Required:</b> <small>(Enter X in box)</small>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <small>(Enter X in box)</small>  <div style="display: flex; justify-content: space-between;"> <div>Safety</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Quality</div> <input checked="" type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Vibrant Appeal</div> <input type="checkbox"/> </div>				
		X					
<b>Sponsor Name:</b>	Roger M. Carlton City Manager		<b>Department:</b> Budget and Program Monitoring	Marie M. Gouin, Director			

### Short Title:

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AMENDING THE ADOPTED BUDGET FOR FY 17/18 TO REFLECT THE REVENUES, EXPENDITURES, APPROPRIATIONS AND OTHER MISCELLANEOUS BUDGET ADJUSTMENTS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

### Staff Summary:

#### Background:

On September 25, 2017, the City Commission adopted the FY17/18 Budget in the amount of \$128,237,329. Due to unforeseen circumstances, a budget amendment is needed that cannot wait for the mid-year budget adjustment. At this time, staff anticipates two other budget

amendments; one for the mid-year, in May and a year-end closeout amendment in November. This budget amendment includes the acknowledgement of revenues and appropriation of funds in the General Fund.

This budget amendment will establish, increase and appropriate budgets for the following items. Items 1 through 3 have dedicated revenues to be appropriated for the specific functions and the remainder of the items will be funded through salary and fringe benefit savings:

1. As part of the settlement with the Related Group for the Sales Center agreement release, \$60,000 has been remitted to the City. The revenue needs to be recognized and an associated expenditure needs to be budgeted. Staff is recommending using the funds to supplement the paint and lighting for the A1A overpass project - **impact \$60,000;**
2. On March 15, 2017, the City Commission approved Resolution 2017-40 authorizing the City Manager to execute a change order with West Construction, Inc. for the construction of the additional square footage for the Physical Security Information Management (PSIM) system control center for the Main Fire Station in an amount not to exceed \$125,000. The funding for the additional space is to be provided from funds previously allocated for the PSIM system from the Police Department in the amount of \$65,000 and \$60,000 from the unexpected reimbursement of Medicaid Transports to the Fire Department. The City received the reimbursement from Medicaid in FY 16/17, but the funds were not re-appropriated in FY 17/18. In order to utilize the funds in this fiscal year, a transfer from General Fund balance reserves must be done and an appropriation will be setup in the Main Fire Station project to cover the expenditure – **impact \$60,000;**
3. Community Benefit Plan (CBP) Program Revenue to be set aside in reserves to fund the Human Services Department based on the directive from the City Commission in accordance with Summer Study 17-002; which states that the General Fund funding over the next three years will be phased down and replaced with CBP funding – **impact \$130,000;**
4. Currently, \$30,000 is budgeted for grant writing services, all of it has been exhausted. As directed by the City Commission on January 10, 2018, additional dollars are needed for grant writing services. Staff is recommending \$30,000 for the remainder of the year – **impact \$30,000;**
5. The FY 17/18 budget for the current year is insufficient to support four editions of the Hallandale Happenings publication. The FY 17/18 budget is \$41,500. It costs \$13,500 quarterly to print the publication. Therefore, an additional \$12,500 is needed to cover the cost of the last quarter - **impact \$12,500;**
6. The Municipal Complex Communication Sign has failed many times and in the past three years the cost to repair has increased to a third of the cost to replace. The results of a cost/benefit analysis prove that it would be advantageous to replace the entire message board portion of the sign and upgrade with a unit that has greater resolution and enhance public communication – **impact \$14,000 (labor & equipment);**
7. Since it was anticipated for the construction of the Main Fire Station to be completed in FY 16/17, the rent for the old fire station was not budgeted. Staff was able to come up with part of the rent, but additional funding is still needed to pay the rent through May

2018. Staff will seek recovery of this amount from the contractor during project closeout negotiations – **impact \$46,608**; and

8. The following positions need to be added to the FY 17/18 Budget. All the positions will be funded through attrition except for the Building Permit Clerk, which will be funded with outside consultant services dollars:

- Economic Development Manager – Annual salary and related benefits of \$140,000; 76% CRA & 24% City – **impact on the General Fund is \$16,800 (funding for six months), the balance will be funded by the Hallandale Beach Community Redevelopment Agency**;
- Economic Development Coordinator – Annual salary and related benefits of \$105,000; 76% CRA & 24% City – **impact on the General Fund is \$12,600 (funding for six months), the balance will be funded by the Hallandale Beach Community Redevelopment Agency**;
- Grant Coordinator Position – Salary and benefits \$87,500 annually to handle greatly increased volume in the Grants Development Office – **impact \$43,750 (funding for six months)**;
- Part-time Recruiter Position – Salary and related benefits \$36,400 annually to handle increased demand to fill vacancies – **impact \$18,200 (funding for 28 hrs. per week for six months)**;
- Building Permit Clerk Position – Salary and related benefits \$60,200 annually – **impact \$30,100 (funding for six months)**.

#### **Why Action is Necessary:**

A municipal government may not expend or contract for expenditures in any fiscal year except those included in the adopted budget ordinance with the exception of those items specifically delineated to be done without Commission approval. Since the funding for these items were not anticipated in the FY 17/18 Budget nor approved in the Budget Ordinance, a budget amendment is required to obtain Commission approval for the appropriation and expenditure 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 Hallandale Beach adopts its budget by ordinance, this amendment will be adopted by ordinance. There will be two readings of this ordinance approving the amending of the FY 17/18 Budget.

#### **Fiscal Impact:**

This budget amendment will revise the FY17/18 Budget to include the revenues, expenditures and other related adjustments as indicated on Attachment A of the Ordinance. It is important to note that these adjustments will not require a property tax or fee increase. Dollars are being made available from other sources to fund the various amendments. Two additional budget amendments might be needed for FY 17/18; a mid-year adjustment and a year-end closeout, if necessary.

<b>Proposed Action:</b>
-------------------------

Staff recommends approval on First Reading of the attached Ordinance amending the FY17/18 Budget to record the revenues, expenditures and other related adjustments and to schedule Second Reading for March 21, 2018.

<b>Attachment(s):</b>
-----------------------

Exhibit 1 – Ordinance  
Attachment A – Budget Amendment

Prepared by:



Marie M. Gouin