



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
12/15/2021	<input type="checkbox"/> Resolution	Ordinance Reading	11/17/2021	12/15/2021
File No.:	<input checked="" type="checkbox"/> Ordinance	Public Hearing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
21-495	<input type="checkbox"/> Other	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	General, Transportation, Permits & Inspection, Utility, and Fleet Services Funds	N/A	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Nickens Remy, Acting Budget Manager	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: 12/1/2021		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, Utility Fund, and Fleet Services Fund budget. The mission critical

items include Sophos Antivirus Software, CryWolf False Alarm Software Program, purchase of two (2) smart trailers with License Plate Reader, additional personnel for Parking Management Program, Transportation Planning Consultant Services, electric vehicle for division of code compliance, streetlight operations and maintenance, Call Center Technician position, Submersible Grinder Pumps for Lift Stations, and fleet vehicle replacements.

The total amendment amount to the FY 2021-22 Budget is \$2,454,208 (see table below).

	ADOPTED	AMENDMENT	REVISED
FUND	BUDGET	AMOUNT	BUDGET
001 GENERAL FUND	85,098,346	403,684	85,502,030
(1) 160 TRANSPORTATION FUND	2,072,413	86,548	2,158,961
170 PERMITS & INSPECTIONS FUND	3,965,166	75,218	4,040,384
490 UTILITY FUND	33,530,508	850,000	34,380,508
530 FLEET SERVICES FUND	2,860,352	1,038,758	3,899,110
TOTAL AMENDMENT AMOUNT		2,454,208	

NOTE:

- (1) \$86,548 will come in as revenue from the Florida Department of Transportation.

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.

Additionally, staff had advised that the first review of operations would be presented to them with recommendations in November. 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, Utility Fund, and Fleet Services 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. **Sophos Antivirus Subscription** – Sophos protection suite is mission critical for cyber security and operations, and without it the City's computer systems would be left vulnerable. The Sophos software is the antivirus, email filter, and firewall software for all technology equipment. The antivirus is on each computer in the agency and protects from malware. The email filter protects against email threats and enables data loss prevention. The firewall filters out traffic that might be generated from external entities trying to gain access to city systems. It is critical to enforce the city's cybersecurity posture. **Impact – \$19,004**
2. **CryWolf False Alarm Software Program** – CryWolf is a false alarm software program that integrates with the Police Department's Record Management System. This program automatically identifies false alarms and directly bills the violator, saving employee work hours. The program utilizes Computer Aided Dispatch (CAD) data to identify false alarms and accounts immediately, instead of annually, to ensure compliance. **Impact – \$37,000**
3. **Purchase of Two (2) Smart Trailers with License Plate Reader (LPR)** – This purchase gives the Police Department the ability to focus enforcement to meet everchanging crime trends. Utilizing these trailers, the department can utilize the LPR as a mobile investigative tool that can scan license plates in a particular location. LPRs can be used for large events such as the Pegasus race at Gulfstream Racetrack or to combat illegal dumpers throughout the City. **Impact – \$60,000**
4. **Additional Personnel for Parking Management Program** – The Citywide Parking Management Program is moving toward full implementation. Moving forward, and after further analysis, the program requires a full-time Parking Supervisor and a Parking Clerk. The Supervisor will oversee the parking program to include customer service and the administration of parking specialists and equipment. The Supervisor will also ensure the implementation of best practices and research new parking initiatives. The Parking Clerk will be responsible for data entry, account reconciliation, and management of vendor services. **Impact – \$172,680**
5. **Transportation Planning Consultant Services** – There are approximately \$10 million worth of projects expecting surtax funding and/or City and CRA contribution for completion of transportation projects. The assistance is needed to ensure all projects funded by outside agency grants are implemented on time and to avoid the risk of funding penalty for future funding opportunities. This is for supplemental consultant services throughout the year. It will cover analysis and other expenses that are unable to be produced in-house. **Impact – \$75,000**
6. **Electric Vehicle for Division of Code Compliance** – The vehicle is needed to increase capacity for code compliance inspections and operational efficiency. **Impact – \$40,000**

160 / Transportation Fund

1. **Streetlight Operations and Maintenance** – The Facilities Management team is requesting funds to perform maintenance of the City streetlights. Funds for this maintenance is provided by FDOT in the amount of \$86,548 and covers 280 luminaires @ \$309.10 each. **Impact – \$86,548**

170 / Permits & Inspections Fund

1. **Call Center Technician** – In August 2021, the Building Division requested the addition of two (2) Call Center Technicians; primarily to handle the increased call activity from online permit application submittals, and to maintain a consistent level of service in the newly established internal call center. While the two permanent positions greatly reduced the number of missed calls, additional temporary support had to be brought in to achieve better results with call volume. The current staffing level, including the one temporary technician for a total of three (3), has become the minimum level of service required to address the backlog and to improve phone call response. The request for funding will permanently fund one additional call center position (currently a temporary position) to support building permitting needs. Currently, the average number of calls per week is 1,600, while missing approximately 3% of the calls. This does not include the calls missed because people are calling the old number. The overarching reason behind the third person is to have coverage when one person is out of the office, and to keep the level of service that the Call Center has been able to maintain with the current structure. **Impact – \$75,218**

490 / Utility Fund

1. **Submersible Grinder Pumps for Lift Stations (2, 3, 4, 5, 6, 12, 13)** – In FY2020-21, the DPW Team set in motion the design of the City's lift stations for rehabilitation. The City has a large issue with rags and debris damaging lift station pumps. Lift station operational efficiency often the cause for failures that allow for sewage overflows into the community and surrounding water ways. These overflows have the potential to negatively impact the public health. Additionally, this has also allowed for a significant rise in overtime for team members having to respond to sanitary system failures. We are requesting to initiate the purchase and installation of submersible grinder pumps at the above locations as part of a mitigation strategy which includes the installation of pumps, and community outreach on the impact of flushable wipes on the sewer system. This work should be looked at as a paying forward opportunity as these pumps will be utilized in the new station configurations once construction is initiated. The fiscal impact is equivalent to what would be spent during the construction phase of the stations. **Impact – \$850,000**

530 / Fleet Services Fund

1. Fleet Vehicle Replacements: *Total Impact – \$1,038,758*

- a. Public Works – As previously communicated to the City Commission, staff will conduct a comprehensive review of the Fleet Maintenance and Replacement Program during FY2021-22 to better determine Citywide replacement needs and replacement schedule, along with a sound financial plan for the next five years. In the meantime, immediate needs must be addressed for operational capacity and efficiency related to Utilities. The budget for these replacements were not accounted for in the FY2021-22 budget due to uncertainties with funding availability. It is anticipated that the Fleet Fund will have a balance of approximately \$2.2 million at the close of the 2020-21 fiscal year. This balance will be able to absorb the investment in equipment listed below, which is necessary for mission critical operations of the Utilities Division. The funding request accounts for a cushion of approximately \$30,000 should there be price increases due to supply chain shortages. ***Impact – \$475,000***

Division	Vehicle Number	Year	Description	Estimated Replacement Cost
Plant Maintenance	973	2009	SMALL SUV, 2009 Ford Escape Hybrid	\$35,000.00
Water Distribution	723	2001	GENERATOR TOWABLE, 2001 Onan 230 Watts	\$85,000.00
Sewer	714	2001	GENERATOR TOWABLE, 2000 Onan 230DFAB	\$85,000.00
Sewer	968	2009	DUMP TRUCK - 2 YARD	\$75,000.00
Street	858	2004	DUMP TRUCK - 5 YARD	\$90,000.00
Stormwater	993	2010	SKID LOADER - W TRACS	\$75,000.00
				\$445,000.00

- b. Police – Staff advised the City Commission that a budget amendment to replace the rest of the vehicles in the Police Department that were due for replacement in FY 2020-21 and those that are due in FY 2021-22 would be presented. Below is a summary of those vehicles. ***Impact - \$563,758***

FY 2021-2022 Vehicle Replacement Schedule for Law Enforcement						
Item No.	Vehicle No.	Vehicle Description	Make/Model	Scheduled Replacement Year	Vehicle Request Description	Estimated Cost of Replacement
1	1065	MEDIUM SUV (CSA)	Ford Explorer	2021	FORD - POLICE INTERCEPTOR UNIT (PIU) CSA	\$47,978.00
2	1094	MEDIUM SUV - MARKED PURSUIT	Chevy Tahoe	2021	FORD - POLICE INTERCEPTOR UNIT (PIU)	\$47,978.00
3	1095	MEDIUM SUV - MARKED PURSUIT	Chevy Tahoe	2021	FORD - POLICE INTERCEPTOR UNIT (PIU)	\$47,978.00
4	1096	MEDIUM SUV - MARKED PURSUIT	Chevy Tahoe	2021	FORD - POLICE INTERCEPTOR UNIT (PIU)	\$47,978.00
5	1097	MEDIUM SUV - MARKED PURSUIT	Chevy Tahoe	2021	FORD - POLICE INTERCEPTOR UNIT (PIU)	\$47,978.00
6	1098	MEDIUM SUV - MARKED PURSUIT	Chevy Tahoe	2021	FORD - POLICE INTERCEPTOR UNIT (PIU)	\$47,978.00
7	1099	MEDIUM SUV - MARKED PURSUIT	Chevy Tahoe	2021	FORD - POLICE INTERCEPTOR UNIT (PIU)	\$47,978.00
8	1100	MEDIUM SUV - MARKED PURSUIT	Chevy Tahoe	2021	FORD - POLICE INTERCEPTOR UNIT (PIU)	\$47,978.00
9	1107	FULL SIZE CAR - MARKED PURSUIT	Ford Explorer	2022	FORD - POLICE INTERCEPTOR UNIT (PIU)	\$47,978.00
10	1108	FULL SIZE CAR - MARKED PURSUIT (CSA)	Ford Explorer	2022	FORD - POLICE INTERCEPTOR UNIT (PIU) CSA	\$47,978.00
11	1116	FULL SIZE CAR - MARKED PURSUIT (CSA)	Ford Explorer	2022	FORD - POLICE INTERCEPTOR UNIT (PIU) CSA	\$47,978.00
12	^1026	TRAILER RADAR	KUS RE3742	2023	TRAILER RADAR	\$18,000.00
13	^1027	TRAILER RADAR	KUS RE3743	2023	TRAILER RADAR	\$18,000.00
						<u>\$563,758.00</u>

^ Equipment that requires replacement ahead of schedule

Summary			
Various	11	FORD POLICE INTERCEPTOR UNITS	\$527,758.00
Various	2	TRAILERS	\$36,000.00
TOTAL COUNT	<u>13</u>	TOTAL COST	<u>\$563,758.00</u>

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 FY2021-22 Budget.

Cost Benefit:

The proposed budget amendment will increase the FY2021-22 Budget by an amount not-to-exceed \$2,454,208. This amendment will allow staff to continue to implement revenue generating initiatives and to move the City forward with greater efficiency.

001 / General Fund:

- Sophos Antivirus Software – \$19,004
- CryWolf False Alarm Software Program – \$37,000
- Two (2) Smart Trailers with License Plate Reader – \$60,000
- Additional Personnel for Parking Management Program – \$172,680
- Transportation Planning Consultant Services – \$75,000
- Electric Vehicle for Division of Code Compliance – \$40,000

160 / Transportation Fund:

- Streetlight Operations and Maintenance – \$86,548

170 / Permits & Inspections Fund:

- Call Center Technician – \$75,218

490 / Utility Fund:

- Submersible Grinder Pumps for Lift Stations (2, 3, 4, 5, 6, 12, 13) – \$850,000

530 / Fleet Services Fund:

- Fleet Vehicle Replacements – \$1,038,758

PROPOSED ACTION:

Staff recommends approval 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 Director

Reviewed By: Noemy Sandoval

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Assistant City Manager

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Dr. Jeremy Earle

City Manager