



CITY OF FORT LAUDERDALE

FY 2020 DEPARTMENTAL BUDGET REVIEW SESSIONS WITH THE BUDGET ADVISORY BOARD

100 NORTH ANDREWS AVENUE
8th FLOOR CONFERENCE ROOM
FORT LAUDERDALE, FLORIDA, 33301
MAY 8, 2019 – 6:00 P.M.

ROLL CALL

Board Member	Attendance
Brian Donaldson, Chair	Present
David Orshefsky, Vice Chair	Present
William Goetz	Present
Jeff Lowe	Present
Gregg McKee	Present
Eric Metz	Absent
Prabhuling Patel	Present
Johnnie Smith	Present
Christopher Williams	Absent

Staff Attending

Chris Lagerbloom, City Manager
Linda Short, Interim Assistant City Manager
Rhoda Mae, Interim Assistant City Manager
Laura Reece, Budget Director
Kirk Buffington, Finance Director
Pam Winston, Controller
Devin Carter, Assistant Controller
Jodi Hart, Procurement Manager
Veronica Wade, Revenue and Collections Manager
Ashley Freely, Management Analyst
Tarlesha Smith, Director of Human Resources
Anthony Roberts, Employment Manager
Stephanie Artis, Financial Administrator
Guy Hine, Risk Manager
Matthew Cobb, Assistant Risk Manager
Mike Maier, Director of Information Technology
Jay Stacy, Deputy Director of Information Technology
Valerie Florestal, Senior Financial Administrator

Departments Reviewed

1. **Finance.** Led by Mr. Buffington and staff, presented the department's FY 2020 General Fund Budget requests. **SEE ATTACHED PRESENTATION,** <https://www.fortlauderdale.gov/departments/city-clerk-s-office/advisory-boards-and-committees-agendas-and-minutes/budget-advisory-board>
2. **Human Resources.** Led by Ms. Smith and staff, presented the department's FY 2020 General Fund Budget requests. **SEE ATTACHED PRESENTATION,** <https://www.fortlauderdale.gov/departments/city-clerk-s-office/advisory-boards-and-committees-agendas-and-minutes/budget-advisory-board>
3. **Information Technology Services.** Led by Mr. Maier, presented the department's FY 2020 General Fund Budget requests. **SEE ATTACHED PRESENTATION,** <https://www.fortlauderdale.gov/departments/city-clerk-s-office/advisory-boards-and-committees-agendas-and-minutes/budget-advisory-board>

Documents

FY 2020 Finance Department Budget Requests
FY 2020 Human Resources Department Budget Request
FY 2020 Information Technology Services Department Budget Request

Adjourn

There were no further discussions to come before the Board; the FY 2020 Departmental Budget Review Session was adjourned at 8:00p.m.



CITY OF FORT LAUDERDALE FY 2020 DEPARTMENT REQUEST

Finance Department





Finance Department

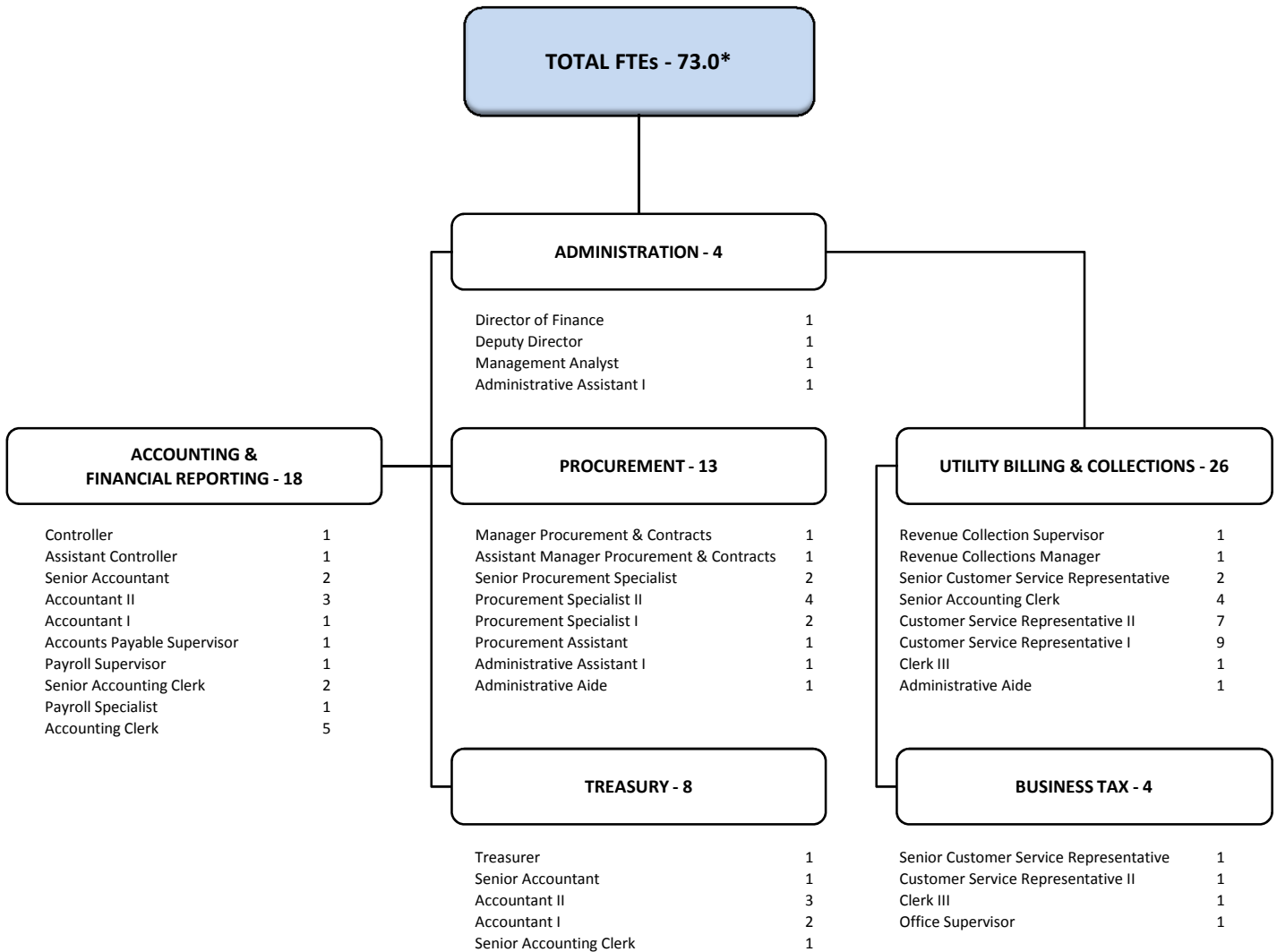
The mission of the Finance Department is to safeguard the City's assets and financial affairs, provide for the long-term financial stability, integrity, and accountability of the City's financial resources, and ensure expenditure of City funds are conducted in a manner that will instill our neighbors' trust and provide best value to the City.

The department is a valuable internal financial resource to all City departments and strives to provide excellent service to investors and other entities conducting financial and purchasing transactions in accordance with accounting and procurement standards for state and local governments. To achieve its mission, the Finance Department provides services through the functions of financial administration, utility billing and collection, accounting and financial reporting, treasury, and procurement services.

As an integral Internal Support partner, Finance ensures all City departments follow sound fiscal management procedures, and the fair, open, and transparent procurement of goods and services, thereby allowing the City to obtain fiscal efficiencies, while maximizing resources and lessening financial burdens.

Finance Department

FY 2019 Adopted Budget Organizational Chart



*Full Time Equivalent (FTE) includes new position(s)

Amended FY 2018	Adopted FY 2019	Difference
71.0	73.0	2.0

Finance General Fund



Finance - General Fund

Departmental Financial Summary

Financial Summary - Funding Source

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
General Fund - 001	\$ 6,462,893	6,896,946	6,927,046	6,756,049	7,180,199	7,011,169	114,223	1.7%
Total Funding	6,462,893	6,896,946	6,927,046	6,756,049	7,180,199	7,011,169	114,223	1.7%

Financial Summary - Program Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Administration	1,642,340	1,636,046	1,666,146	1,606,951	1,669,674	1,663,644	27,598	1.7%
Central Accounting	1,799,478	1,935,833	1,935,833	1,899,657	2,003,631	2,011,496	75,663	3.9%
Treasury	1,404,803	1,545,863	1,545,863	1,519,751	1,593,245	1,483,003	(62,860)	(4.1%)
Procurement	1,289,733	1,423,079	1,423,079	1,435,534	1,528,510	1,481,002	57,923	4.1%
Business Tax	326,539	356,125	356,125	294,156	385,139	372,024	15,899	4.5%
Total Expenditures	6,462,893	6,896,946	6,927,046	6,756,049	7,180,199	7,011,169	114,223	1.7%

Financial Summary - Category Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Personal Services	4,822,876	5,212,134	5,242,234	5,076,332	5,480,287	5,482,388	270,254	5.2%
Operating Expenses	1,640,017	1,684,812	1,684,812	1,679,717	1,699,912	1,528,781	(156,031)	(9.3%)
Total Expenditures	\$ 6,462,893	6,896,946	6,927,046	6,756,049	7,180,199	7,011,169	114,223	1.7%
<i>Full Time Equivalents (FTEs)</i>	<i>45.0</i>	<i>47.0</i>	<i>47.0</i>	<i>47.0</i>	<i>47.0</i>	<i>47.0</i>	<i>-</i>	<i>0.0%</i>

FY 2020 Major Variances

Personal Services

Increase for wage adjustments	\$ 204,518
Increase due to health insurance costs	30,254
Increase in car allowances	24,600

Operating Expenses

Decrease in other professional services for actuarial reports	(18,500)
Decrease in accounting & auditing for removal of the Pcard Audit	(25,000)
Decrease in data processing services	(24,000)
Elimination of BidSync Solicitation services	(30,000)
Reduction in collection agency fees	(6,689)
Increase in external audit fees	14,946
Decrease in investment management consultant fees	(70,000)
Decrease in financial advisor fees	(9,500)

Finance Department

Administration

Division Description

The Administration division safeguards the City's assets, executes its financial affairs, and provides for the long-term financial stability, integrity, and accountability of resources. This is achieved by sharing information as well as promoting and adopting sound fiscal and operational practices. In addition, the division oversees the City's investment portfolio, which is currently estimated at \$700 million.

FY 2019 Major Accomplishments

- Reviewed and reconciled over 25,000 WAVE assessment payments and issued refunds for about 3,400 properties.
- Conducted an independent review and assessment of water metering and billing system.
- Implement the SunTrust Image Module for the Purchasing Card (P-Card) program to allow users to upload and attach receipts to their transactions in SunTrust. Transitioning to electronic upload of P-Card receipts will provide an increased level of transparency for the City.
- Issued \$100 million General Obligation Bonds to finance the acquisition, construction, renovation and improvement of police and public safety facilities.

FY 2020 Major Projects and Initiatives

- Continue multi-year implementation of the Citywide Enterprise Resource Planning ("ERP") system to improve the City's financial oversight and reporting capabilities. Implementation of this new system will also increase financial transparency citywide.
- Succession Planning – The Finance Department is comprised of 73 full-time employees. Nineteen of the employees (26%) are currently eligible for retirement.
- Issue up to \$200 million General Obligation Bonds to finance the acquisition, construction, renovation and improvement of various parks and recreational facilities.
- Issue Stormwater Bonds once the rate study has been completed and approved.

Finance Department

Accounting and Financial Reporting

Division Description

The Accounting and Financial Reporting division ensures that financial transactions are properly recorded in accordance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB). The division is responsible for providing departments and the public with timely financial information to ensure accuracy, accountability, and transparency. The division processes payroll in-house bi-weekly for employees, monthly retirement payments for retirees, and weekly vendor payments.

The division is responsible for monitoring capital and non-capital project expenditures along with maintaining fixed assets records. The division also reconciles bank and trust accounts. Financial data is generated for a number of audiences using a variety of reporting mechanisms; the City Manager's Office monthly financial reports, quarterly payroll tax reports for the federal government, the State of Florida Annual Financial Report, the Annual Single Audit Report, the Popular Annual Financial Report (PAFR), and the Comprehensive Annual Financial Report (CAFR) are developed by this division.

FY 2019 Major Accomplishments

- Implemented mandated GASB Statements:
 - GASB Statement No. 83 Certain Asset Retirement Obligations
 - GASB Statement No. 88 Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements
- Completed Finance Conference Room Pilot (CRP) sessions for the ERP. By allowing end-users to use the software, the Finance Department was able to preview how the ERP system works in anticipation of implementation in 2019.

FY 2020 Major Projects and Initiatives

- Implement mandated GASB Statements:
 - GASB Statement No. 84 - Fiduciary Activities
 - GASB Statement No. 90 – Minority Equity Interest, an amendment of GASB Statements No. 14 and No. 61
- Deploy Phase 1 of the ERP which includes modules for Global Ledger, Payables, Payroll, Asset Accounting, Reconciliation Management and Close Management.

Finance Department

Procurement

Division Description

The Procurement Services division assists all City departments with the purchase of goods and services. Per Section 2 of the City's Code of Ordinances, it is necessary that commodities and contractual services of suitable standards and in sufficient quantities be available as needed, and that such items be purchased at the best prices available, consistent with City standards of service and quality.

FY 2019 Major Accomplishments

- Awarded a contract for a Citywide Disparity Study. At the request of the City Commission, the Procurement Division has initiated an independent study to evaluate the City's business practices, focusing on the use of minority owned businesses. The study is being conducted to analyze the past five years of procurement history to determine the allocation of spend. It will take approximately 12 months to coordinate and complete the study. The results will determine if the allocation of the City's expenditures match the corresponding ethnic, gender, and size distribution of vendors in the local area.
- Replaced a reactive contract renewal process with a proactive approach. Previously, contract due dates were not identified early enough to allow sufficient time for thorough due diligence before the renewal. This resulted in extensions of existing contracts without the ability to evaluate the suppliers' performance and/or to issue a new solicitation. It is in the City's interest to engage qualified, well performing suppliers to ensure the delivery of high-quality services to our neighbors. The new proactive approach involves early and ongoing collaboration with the departments to determine their needs and solicit feedback, allowing for the City to be in control and make better decisions about contract awards, extensions and renewals.

FY 2020 Major Projects and Initiatives

- Transition vendor outreach and supplier management from existing systems and processes to the ERP.
- Initiate electronic uniform departmental purchase contract routing.

Finance Department

Treasury

Division Description

The Treasury division manages the City's estimated \$700 million investment portfolio, which includes over \$100 million in cash equity. The division also oversees the debt management and revenue tracking functions. The division facilitates the City's debt issuances and assists in obtaining credit ratings. It works with external advisors, investment managers, bond counsel, and financial advisors to ensure compliance with securities regulations. The division is also responsible for recording and reporting revenue properly, accurately, and timely in the City's accounting system. Reporting mechanisms include the Quarterly Investment Report to the City Commission and Annual Bondholder's Report.

FY 2019 Major Accomplishments

- Executed \$13 million bank loan for the construction of a new parking garage on Las Olas Blvd.
- Implemented SymPro Software to streamline debt management operations by providing easy access to all data related to debt issuances and enhancing internal and external debt reporting.
- Implemented the City's Operating Cash Investment Plan designed to safely generate additional revenue for the City by scheduling investment maturities with expected City cash needs.
- Consolidated investment advisory and investment management services from multiple vendors to one vendor. By combining the investment advisory and management services, the City reduced service fees from \$337,000 to \$220,000.
- Implemented Investment Advisory Board meetings whereby the purpose of the Board is to assist with and improve the investment practices of City funds.
- Completed Siemens ESCO Financing for Water Meter Project which will replace all water meters throughout the City.
- Fully implemented SymPro Software to streamline investment management operations by providing complete investment portfolio accounting, reporting and analysis.

Finance Department

Treasury, continued


- Completed updates of:
 - Internal Controls Manual and Operational Procedures for Investments
 - Investment Policy
 - Other Post-Employment Benefits, (OPEB) Investment Policy

FY 2020 Major Projects and Initiatives

- Deploy Phase 1 of the ERP which includes modules for Global Ledger, Accounts Receivables, Billing, Cash Management, Grant Management, Reconciliation Management and Close Management.
- Deploy Phase 2 of the ERP which includes module for cash receipting.

Finance Department

Department Core Processes and Performance Metrics

	<b style="color: #0070C0;">STRATEGIC OBJECTIVES AND PERFORMANCE MEASURES
	<ul style="list-style-type: none"> ➤ Ensure sound fiscal management ➤ Achieve excellent procurement services through technological advancements, improved procedures and outreach programs

Department Core Process	Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Projection	FY 2020 Target
Ensure accurate and prompt financial reporting	Number of accounts payable checks issued	12,079	11,847	12,096	11,965	12,030
	Percent of total payments that are electronic	17.46%	18.99%	19.74%	19.37%	19.20%
Manage and administer the City's cash management and investment strategies	General obligation bond debt per Capita	\$173.47	\$165.59 ¹	\$712.56 ²	\$712.56	\$1,257.33 ³
	Total return earned from City investments	0.83% ⁴	1.45%	1.56%	1.56%	2.15%
	Governmental debt as a percentage of total governmental expenditures	9.38%	8.54% ¹	8.67%	8.67%	8.67%
Maintain records of utility billing revenue collections	Number of Neighbors walking into the lobby	21,591	43,458 ⁵	25,000	25,000	23,000
	Percent of uncollected utility bills	3.60%	3.99%	3.30%	3.30%	3.20%

¹This number is an estimate; actual value will not be available until after external audit completion

² The target for FY2019 includes anticipation of \$100 million general obligation bonds being issued in Spring 2019 (Police and Public Safety bond).

³ The target for FY2020 includes anticipation of up to \$200 million general obligation bonds being issued (Parks bond).

⁴ Data correction

⁵ The number of walk-ins has increased as the drive-thru window has been closed due to construction.

Finance Department

Department Core Processes and Performance Metrics

Department Core Process	Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Projection	FY 2020 Target
Ensure purchases are made with efficiency, compliance, and due diligence	P-card volume as a percentage of all purchases	25% ⁶	34%	30%	30%	30%
	P-card purchase dollar amount (includes E-payable payments)	\$59,992,394	\$71,840,578	\$60,000,000	\$60,000,000	\$60,000,000
	Net P-card rebates	\$724,652	\$909,317	\$700,000	\$750,000	\$750,000
Ensure sound fiscal management	General fund cash and investments as a percentage of current liabilities ⁷	510.22%	497.33% ⁸	500.00%	505.66%	505.00%
	Bond rating evaluation by National Bond Rating Agency: General Obligation ⁹	AA+	AA+	AA+	AA+	AA+
	Bond rating evaluation by National Bond Rating Agency: Revenue ⁹	AA+	AA+	AA+	AA+	AA+

⁶ The decrease in this metric is due to an increase in non-P-card purchase volume. The P-card purchases in dollars are equal to previous year.

⁷ This measure is benchmarked by the Florida Auditor General. The FY 2017 reported average is 419.04% for municipalities with population greater than 150,000.

⁸ This number is an estimate; actual value will not be available until after external audit completion.

⁹ Standard & Poor's Bond Rating Agency

Descriptions & Line Items By Division

Finance - General Fund

Administration - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	468,554	465,166	465,166	469,044	494,831	494,831	29,665	6%	
1113 Vac Mgmt Conv	6,037	-	-	-	-	-	-	0%	
1119 Payroll Accrual	136	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	4,963	4,963	4,963	-	-	(4,963)	(100%)	
1201 Longevity Pay	6,327	6,830	6,830	6,855	6,830	6,830	-	0%	
1316 Upgrade Pay	(1,005)	-	-	-	-	-	-	0%	
1401 Car Allowances	9,360	9,360	9,360	9,360	9,360	9,360	-	0%	
1407 Expense Allowances	2,400	2,400	2,400	2,800	2,880	2,880	480	20%	
1413 Cellphone Allowance	3,120	3,120	3,120	3,120	3,120	3,120	-	0%	
1501 Overtime 1.5X Pay	322	-	-	53	-	-	-	0%	
1801 Core Adjustments	-	-	30,100	-	-	-	-	0%	
2119 Wellness Incentives	2,000	-	-	-	-	-	-	0%	
2204 Pension - General Emp	37,818	34,598	34,598	34,598	34,661	34,661	63	0%	
2299 Pension - Def Cont	26,422	25,985	25,985	24,378	27,564	27,564	1,579	6%	
2301 Soc Sec/Medicare	30,695	31,277	31,277	14,478	38,377	38,377	7,100	23%	
2307 Year End FICA Accr	(26)	-	-	-	-	-	-	0%	
2404 Health Insurance	51,442	45,481	45,481	45,481	37,689	37,689	(7,792)	(17%)	
2402 Life Insurance	-	-	-	-	319	319	319	0%	
2410 Workers' Comp	9,051	10,614	10,614	1,769	10,614	10,614	-	0%	
9237 Transfer To Special Obligations	299,613	300,447	300,447	300,447	307,624	307,624	7,177	2%	
Personal Services	952,266	940,241	970,341	917,346	973,869	973,869	33,628	4%	
3216 Costs/Fees/Permits	145	120	120	160	120	120	-	0%	Parking Permits
3231 Food Services	31	200	200	200	200	200	-	0%	Audit Advisory Board Meetings
3401 Computer Maint	1,574	-	-	-	-	-	-	0%	
3428 Bldg Rep & Maint	1,151	-	-	-	-	-	-	0%	
3628 Telephone/Cable TV	1,082	1,300	1,300	1,300	1,300	1,100	(200)	(15%)	
3907 Data Proc Supplies	22,458	-	-	-	-	-	-	0%	
3925 Office Equip < \$5000	90	1,000	1,000	1,000	1,000	800	(200)	(20%)	
3928 Office Supplies	48	-	-	-	-	-	-	0%	
3931 Periodicals & Mag	437	500	500	500	500	500	-	0%	Wall Street Journal, periodicals, and magazines
3999 Other Supplies	18	250	250	250	250	250	-	0%	
4101 Certification Train	-	150	150	150	150	-	(150)	(100%)	
4104 Conferences	7,400	13,305	13,305	13,305	13,305	-	(13,305)	(100%)	
4110 Meetings	349	400	400	400	400	-	(400)	(100%)	
4113 Memberships/Dues	1,258	1,830	1,830	1,830	1,830	-	(1,830)	(100%)	
4116 Schools	1,511	345	345	1,095	345	-	(345)	(100%)	
4119 Training and Travel	-	-	-	-	-	10,400	10,400	0%	Florida Government Finance Officers Association (FGFOA); South Florida Chapter - Florida Government Finance Officers Association (SFGFOA); National Institute of Governmental Purchasing (NIGP); The Association of Financial Professionals (AFP); International City/County Management Association (ICMA); National Association of Purchasing Card Professionals (NAPCP); Government Finance Officers Association (GFOA)
4343 Servchg-Info Sys	587,057	558,448	558,448	558,448	558,448	558,448	-	0%	
4404 Fidelity Bonds	12,910	12,521	12,521	12,521	12,521	12,521	-	0%	
4407 Emp Proceedings	6,177	8,388	8,388	1,398	8,388	8,388	-	0%	
4410 General Liability	20,423	24,697	24,697	24,697	24,697	24,697	-	0%	
4416 Other Ins Charges	21,247	44,283	44,283	44,283	44,283	44,283	-	0%	
4428 Prop/Fire Insurance	-	23,257	23,257	23,257	23,257	23,257	-	0%	
4431 Pub Officials Liab	4,708	4,811	4,811	4,811	4,811	4,811	-	0%	
Operating Expenses	690,075	695,805	695,805	689,605	695,805	689,775	(6,030)	(1%)	
Division Total	1,642,340	1,636,046	1,666,146	1,606,951	1,669,674	1,663,644	27,598	2%	

Finance - General Fund

Central Accounting - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	1,116,193	1,267,525	1,267,525	1,189,116	1,333,444	1,333,444	65,919	5%	
1107 Part Time Salaries	25,289	-	-	31,976	-	-	-	0%	
1110 Sick Conv to Cash	2,058	-	-	698	-	-	-	0%	
1113 Vac Mgmt Conv	9,531	-	-	872	-	-	-	0%	
1116 Comp Absences	(575)	-	-	-	-	-	-	0%	
1119 Payroll Accrual	14,533	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	12,260	12,260	12,260	11,561	11,561	(699)	(6%)	
1201 Longevity Pay	10,995	11,481	11,481	10,381	10,381	10,381	(1,100)	(10%)	
1316 Upgrade Pay	1,005	-	-	2,145	-	-	-	0%	
1401 Car Allowances	10,000	12,000	12,000	24,300	26,760	26,760	14,760	123%	
1407 Expense Allowances	7,120	7,200	7,200	2,954	2,400	2,400	(4,800)	(67%)	
1413 Cellphone Allowance	2,460	2,160	2,160	3,320	3,360	3,360	1,200	56%	
1501 Overtime 1.5X Pay	4,781	328	328	2,289	-	-	(328)	(100%)	
1504 Overtime 1X Pay	47	-	-	9	-	-	-	0%	
1707 Sick Termination Pay	2,312	-	-	-	-	-	-	0%	
1710 Vacation Term Pay	3,227	-	-	-	-	-	-	0%	
2119 Wellness Incentives	3,000	-	-	-	-	-	-	0%	
2204 Pension - General Emp	118,934	111,211	111,211	111,211	81,318	81,318	(29,893)	(27%)	
2299 Pension - Def Cont	49,404	62,091	62,091	64,187	79,689	79,689	17,598	28%	
2301 Soc Sec/Medicare	86,001	102,204	102,204	96,411	103,687	103,687	1,483	1%	
2307 Year End FICA Accr	1,276	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	-	859	859	0%	
2404 Health Insurance	159,757	184,313	184,313	184,313	187,701	187,701	3,388	2%	
Personal Services	1,627,348	1,772,773	1,772,773	1,736,442	1,840,301	1,841,160	68,387	4%	
3101 Acct & Auditing	88,503	87,840	87,840	87,840	87,840	102,786	14,946	17%	External Audit Fees
3199 Other Prof Serv	9,150	21,000	21,000	20,999	21,000	2,500	(18,500)	(88%)	Governmental Accounting Standards Board (GASB) and actuarial reports for audit
3216 Costs/Fees/Permits	1,755	1,320	1,320	1,320	1,320	1,320	-	0%	Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) award fees
3231 Food Services	13	-	-	-	-	-	-	0%	
3299 Other Services	9,420	15,000	15,000	15,000	15,000	15,000	-	0%	Paperless Pay Corp, Electronic Payroll Advice System; Paperless Pay Corp Electronic W-2 Forms
3304 Office Equip Rent	2,729	2,730	2,730	2,730	2,730	2,730	-	0%	Toshiba copier lease & copies; Toshiba Business Solutions copy
3428 Bldg Rep & Maint	4,164	-	-	-	-	-	-	0%	
3628 Telephone/Cable TV	802	900	900	900	900	900	-	0%	Telephone charges
3907 Data Proc Supplies	201	800	800	800	800	800	-	0%	Printer supplies
3925 Office Equip < \$5000	21,307	-	-	-	-	3,600	3,600	0%	Office equipment for staff
3928 Office Supplies	12,683	13,500	13,500	13,500	13,500	13,500	-	0%	Various office supplies
3949 Uniforms	-	-	-	156	-	-	-	0%	
3999 Other Supplies	670	-	-	-	-	-	-	0%	
4101 Certification Train	647	2,300	2,300	2,300	2,570	-	(2,300)	(100%)	
4104 Conferences	8,661	5,100	5,100	5,100	5,100	-	(5,100)	(100%)	
4110 Meetings	60	500	500	500	500	-	(500)	(100%)	
4113 Memberships/Dues	3,033	2,370	2,370	2,370	2,370	-	(2,370)	(100%)	
4116 Schools	5,098	6,700	6,700	6,700	6,700	-	(6,700)	(100%)	
4119 Training and Travel	-	-	-	-	-	24,200	24,200	0%	Director & Deputy Florida Government Finance Officers Association (FGFOA) Annual Conference; International City/County Management Association (ICMA) Annual Conference; Association of Fundraising Professionals (AFP) Conference; Government Finance Officers Association (GFOA) Annual Conference; National Institute of Governmental Purchasing Conference (NIGP) Annual Conference; National Association of Purchasing Card Professionals (NAPCP)
4355 Servchg-Print Shop	3,236	3,000	3,000	3,000	3,000	3,000	-	0%	Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR)
Operating Expenses	172,130	163,060	163,060	163,215	163,330	170,336	7,276	4%	
Division Total	1,799,478	1,935,833	1,935,833	1,899,657	2,003,631	2,011,496	75,663	4%	

Finance - General Fund

Treasury - Expenditures

Subobject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	587,635	643,860	643,860	611,413	647,819	647,819	3,959	1%	
1110 Sick Conv to Cash	1,589	-	-	2,445	-	-	-	0%	
1113 Vac Mgmt Conv	7,421	-	-	-	-	-	-	0%	
1116 Comp Absences	-	-	-	-	-	-	-	0%	
1119 Payroll Accrual	(12,227)	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	7,164	7,164	7,164	3,165	3,165	(3,999)	(56%)	
1201 Longevity Pay	8,368	9,373	9,373	21,977	8,485	8,485	(888)	(9%)	
1401 Car Allowances	5,250	6,000	6,000	11,900	16,080	16,080	10,080	168%	
1407 Expense Allowances	5,760	6,240	6,240	4,548	2,880	2,880	(3,360)	(54%)	
1413 Cellphone Allowance	1,280	1,680	1,680	1,620	1,680	1,680	-	0%	
1501 Overtime 1.5X Pay	2,962	-	-	-	-	-	-	0%	
1504 Overtime 1X Pay	20	-	-	-	-	-	-	0%	
1707 Sick Termination Pay	1,656	-	-	-	-	-	-	0%	
1710 Vacation Term Pay	5,322	-	-	3,306	-	-	-	0%	
2107 Moving Expense	(1,250)	-	-	-	-	-	-	0%	
2119 Wellness Incentives	2,000	-	-	-	-	-	-	0%	
2204 Pension - General Emp	84,448	78,697	78,697	78,697	94,521	94,521	15,824	20%	
2299 Pension - Def Cont	10,993	21,272	21,272	8,880	11,112	11,112	(10,160)	(48%)	
2301 Soc Sec/Medicare	45,647	51,493	51,493	47,717	50,449	50,449	(1,044)	(2%)	
2307 Year End FICA Accr	(920)	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	-	418	418	0%	
2404 Health Insurance	51,681	59,024	59,024	59,024	81,724	81,724	22,700	38%	
Personal Services	807,635	884,803	884,803	858,691	917,915	918,333	33,530	4%	
3107 Data Proc Serv	-	24,000	24,000	24,000	24,000	-	(24,000)	(100%)	
3113 Fin & Bank Serv	25,659	25,000	25,000	25,000	38,600	23,600	(1,400)	(6%)	Wells Fargo Custody and Other Post Employment Benefits (OPEB) deposit ticket and deposit ticket bags
3114 Bank Analysis Fees	214,581	250,000	250,000	250,000	250,000	250,000	-	0%	Wells Fargo commercial banking analysis fees
3115 Lien Search Services	-	90,000	90,000	90,000	90,000	90,000	-	0%	Lien Search Services
3116 Invest Mgmt Serv	279,588	245,000	245,000	245,000	245,000	175,000	(70,000)	(29%)	Consultant Fees
3199 Other Prof Serv	9,000	12,000	12,000	12,000	12,500	2,500	(9,500)	(79%)	Financial Advisor Fees
3216 Costs/Fees/Permits	100	-	-	-	105	105	105	0%	Certified Public Accountant Renewal
3616 Postage	1,604	1,300	1,300	1,300	1,365	1,365	65	5%	Miscellaneous Accounts Receivable billing
3628 Telephone/Cable TV	506	600	600	600	600	600	-	0%	
3904 Books & Manuals	-	300	300	300	300	300	-	0%	Governmental Accounting Standards Board implementation guidelines
3907 Data Proc Supplies	-	400	400	400	400	400	-	0%	Printer ink
3925 Office Equip < \$5000	-	-	-	-	-	1,600	1,600	0%	
3928 Office Supplies	1,731	2,500	2,500	2,500	2,500	2,500	-	0%	
3999 Other Supplies	37	-	-	-	-	-	-	0%	
4101 Certification Train	125	950	950	3,138	950	-	(950)	(100%)	
4104 Conferences	2,969	3,800	3,800	1,612	3,800	-	(3,800)	(100%)	
4110 Meetings	210	380	380	380	380	-	(380)	(100%)	
4113 Memberships/Dues	795	1,580	1,580	1,580	1,580	-	(1,580)	(100%)	
4116 Schools	2,349	3,150	3,150	3,150	3,150	-	(3,150)	(100%)	
4119 Training and Travel	-	-	-	-	-	16,600	16,600	0%	Director & Deputy Florida Government Finance Officers Association (FGFOA) Annual Conference; International City/County Management Association (ICMA) Annual Conference; Association of Fundraising Professionals (AFP) Conference; Government Finance Officers Association (GFOA) Annual Conference; National Institute of Governmental Purchasing Conference (NIGP) Annual Conference; National Association of Purchasing Card Professionals (NAPCP)
4355 Servchg-Print Shop	23	100	100	100	100	100	-	0%	
5604 Writeoff A/R & Other	57,892	-	-	-	-	-	-	0%	
Operating Expenses	597,168	661,060	661,060	661,060	675,330	564,670	(96,390)	(15%)	
Division Total	1,404,803	1,545,863	1,545,863	1,519,751	1,593,245	1,483,003	(62,860)	(4%)	

Finance - General Fund

Procurement - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	851,817	982,942	982,942	999,895	1,058,593	1,058,593	75,651	8%	
1107 Part Time Salaries	15,989	-	-	-	-	-	-	0%	
1113 Vac Mgmt Conv	5,258	-	-	1,801	-	-	-	0%	
1119 Payroll Accrual	(369)	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	1,552	1,552	1,552	8,654	8,654	7,102	458%	
1201 Longevity Pay	8,394	8,995	8,995	8,997	8,995	8,995	-	0%	
1316 Upgrade Pay	843	-	-	-	-	-	-	0%	
1401 Car Allowances	10,500	15,000	15,000	18,800	14,760	14,760	(240)	(2%)	
1407 Expense Allowances	7,200	7,200	7,200	9,400	9,600	9,600	2,400	33%	
1413 Cellphone Allowance	2,380	2,160	2,160	2,640	3,120	3,120	960	44%	
1501 Overtime 1.5X Pay	1,020	-	-	16	-	-	-	0%	
1504 Overtime 1X Pay	53	-	-	-	-	-	-	0%	
1707 Sick Termination Pay	5,055	-	-	-	-	-	-	0%	
1710 Vacation Term Pay	16,734	-	-	-	-	-	-	0%	
2119 Wellness Incentives	3,000	-	-	-	-	-	-	0%	
2204 Pension - General Emp	72,182	56,645	56,645	56,645	55,194	55,194	(1,451)	(3%)	
2299 Pension - Def Cont	49,577	62,270	62,270	49,897	57,539	57,539	(4,731)	(8%)	
2301 Soc Sec/Medicare	67,486	77,777	77,777	76,551	82,334	82,334	4,557	6%	
2307 Year End FICA Accr	(68)	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	-	682	682	0%	
2404 Health Insurance	117,211	121,548	121,548	121,548	142,731	142,731	21,183	17%	
Personal Services	1,234,261	1,336,089	1,336,089	1,347,742	1,441,520	1,442,202	106,113	8%	
3101 Acct & Auditing	-	25,000	25,000	25,000	25,000	-	(25,000)	(100%)	
3199 Other Prof Serv	554	-	-	-	-	-	-	0%	
3216 Costs/Fees/Permits	600	600	600	600	600	600	-	0%	Achievement of Excellence in Procurement; fee is \$600 - as indicated on the application
3231 Food Services	450	600	600	600	600	600	-	0%	
3299 Other Services	29,526	30,000	30,000	30,802	30,000	-	(30,000)	(100%)	Enterprise Resource Planning will replace BidSync services
3304 Office Equip Rent	1,249	1,800	1,800	1,800	1,800	1,800	-	0%	Toshiba copier
3628 Telephone/Cable TV	2,127	2,200	2,200	2,200	2,200	2,200	-	0%	Mobile Data Hot Spot Services
3907 Data Proc Supplies	-	500	500	500	500	500	-	0%	Printer supplies
3925 Office Equip < \$5000	1,640	-	-	-	-	2,600	2,600	0%	
3928 Office Supplies	3,853	6,500	6,500	6,500	6,500	4,000	(2,500)	(38%)	
3999 Other Supplies	768	500	500	500	500	500	-	0%	Neighbor Support Night giveaways
4101 Certification Train	1,835	540	540	540	540	-	(540)	(100%)	
4104 Conferences	2,477	12,300	12,300	12,300	12,300	-	(12,300)	(100%)	
4110 Meetings	-	1,180	1,180	1,180	1,180	-	(1,180)	(100%)	
4113 Memberships/Dues	4,049	1,370	1,370	1,370	1,370	-	(1,370)	(100%)	
4116 Schools	6,242	3,500	3,500	3,500	3,500	-	(3,500)	(100%)	
4119 Training and Travel	-	-	-	-	-	25,600	25,600	0%	Director & Deputy Florida Government Finance Officers Association (FGFOA) Annual Conference; International City/County Management Association (ICMA) Annual Conference; Association of Fundraising Professionals (AFP) Conference; Government Finance Officers Association (GFOA) Annual Conference; National Institute of Governmental Purchasing Conference (NIGP) Annual Conference; National Association of Purchasing Card Professionals (NAPCP)
4355 Servchg-Print Shop	102	400	400	400	400	400	-	0%	Business cards & records requests
Operating Expenses	55,472	86,990	86,990	87,792	86,990	38,800	(48,190)	(55%)	
Division Total	1,289,733	1,423,079	1,423,079	1,435,534	1,528,510	1,481,002	57,923	4%	

Finance - General Fund

Business Tax - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	127,160	186,910	186,910	139,286	220,419	220,419	33,509	18%	
1119 Payroll Accrual	745	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	1,626	1,626	1,774	-	-	(1,626)	(100%)	
1201 Longevity Pay	2,200	2,200	2,200	2,200	2,200	2,200	-	0%	
1407 Expense Allowances	-	960	960	-	1,440	1,440	480	50%	
1501 Overtime 1.5X Pay	5,801	6,552	6,552	808	6,880	6,880	328	5%	
1504 Overtime 1X Pay	35	-	-	-	-	-	-	0%	
2204 Pension - General Emp	23,579	11,622	11,622	11,622	11,718	11,718	96	1%	
2299 Pension - Def Cont	6,042	11,565	11,565	6,661	14,091	14,091	2,526	22%	
2301 Soc Sec/Medicare	9,598	14,664	14,664	11,631	17,030	17,030	2,366	16%	
2307 Year End FICA Accr	30	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	-	142	142	0%	
2404 Health Insurance	26,175	42,129	42,129	42,129	32,904	32,904	(9,225)	(22%)	
Personal Services	201,366	278,228	278,228	216,111	306,682	306,824	28,596	10%	
3113 Fin & Bank Serv	25,571	30,000	30,000	30,000	30,000	30,000	-	0%	Bill2Pay lockbox services; Merchant Fees
3216 Costs/Fees/Permits	1,260	1,300	1,300	1,300	1,300	1,300	-	0%	Post office box fee renewal
3299 Other Services	-	10,889	10,889	10,889	10,889	4,200	(6,689)	(61%)	Collection Agency
3401 Computer Maint	-	-	-	-	560	-	-	0%	
3616 Postage	16,757	15,800	15,800	15,800	15,800	15,800	-	0%	11,920 renewal letters; 1,380 delinquent letters
3628 Telephone/Cable TV	794	900	900	900	900	800	(100)	(11%)	
3907 Data Proc Supplies	-	-	-	148	-	-	-	0%	
3925 Office Equip < \$5000	-	1,443	1,443	1,443	1,443	800	(643)	(45%)	
3928 Office Supplies	1,406	2,700	2,700	2,700	2,700	1,500	(1,200)	(44%)	Neighbor Support Night and Purchasing Card supplies
4101 Certification Train	618	-	-	-	-	-	-	0%	
4104 Conferences	3,095	4,655	4,655	4,655	4,655	-	(4,655)	(100%)	
4113 Memberships/Dues	150	600	600	600	600	-	(600)	(100%)	
4116 Schools	-	1,000	1,000	1,000	1,000	-	(1,000)	(100%)	
4119 Training and Travel	-	-	-	-	-	2,200	2,200	0%	Director & Deputy Florida Government Finance Officers Association (FGFOA) Annual Conference; International City/County Management Association (ICMA) Annual Conference; Association of Fundraising Professionals (AFP) Conference; Government Finance Officers Association (GFOA) Annual Conference; National Institute of Governmental Purchasing Conference (NIGP) Annual Conference; National Association of Purchasing Card Professionals (NAPCP)
4355 Servchg-Print Shop	7,801	8,610	8,610	8,610	8,610	8,600	(10)	(0%)	Printing, folding and inserting renewals and delinquent notices
4370 Servchg-Treasury	60,187	-	-	-	-	-	-	0%	
5604 Writeoff A/R & Other	7,534	-	-	-	-	-	-	0%	
Operating Expenses	125,173	77,897	77,897	78,045	78,457	65,200	(12,697)	(16%)	
Division Total	326,539	356,125	356,125	294,156	385,139	372,024	15,899	4%	

Finance Water and Sewer Fund



Finance - Water and Sewer Fund

Departmental Financial Summary

Financial Summary - Funding Source

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Water and Sewer Fund - 450	\$ 2,796,137	3,224,508	3,241,508	3,148,708	3,206,492	3,195,490	(29,018)	(0.9%)
Total Funding	2,796,137	3,224,508	3,241,508	3,148,708	3,206,492	3,195,490	(29,018)	(0.9%)

Financial Summary - Program Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Utility Billing And Collections	2,796,137	3,224,508	3,241,508	3,148,708	3,206,492	3,195,490	(29,018)	(0.9%)
Total Expenditures	2,796,137	3,224,508	3,241,508	3,148,708	3,206,492	3,195,490	(29,018)	(0.9%)

Financial Summary - Category Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Personal Services	1,727,342	1,872,785	1,889,785	1,798,121	1,907,813	1,908,647	35,862	1.9%
Operating Expenses	1,022,945	1,296,903	1,296,903	1,295,767	1,298,679	1,286,843	(10,060)	(0.8%)
Capital Outlay	45,850	54,820	54,820	54,820	-	-	(54,820)	(100.0%)
Total Expenditures	\$ 2,796,136.71	3,224,508	3,241,508	3,148,708	3,206,492	3,195,490	(29,018)	(0.9%)
<i>Full Time Equivalents (FTEs)</i>	<i>26.0</i>	<i>26.0</i>	<i>26.0</i>	<i>26.0</i>	<i>26.0</i>	<i>26.0</i>	<i>-</i>	<i>0.0%</i>

FY 2020 Major Variances

Operating Expenses

Decrease in postage costs due to fewer water payment mailings \$ (10,536)

Capital Outlay

Decrease in one-time purchase of utility billing kiosks in FY 2019 (54,820)

Finance Department

Utility Billing and Collections

Division Description

The Utility Billing and Collection division is responsible for the accurate and timely billing and collection of utility bills, special assessments, and miscellaneous account receivables on a monthly basis, as well as the annual billing and collection of the business tax renewable forms. Additional responsibilities include lien searches and applying liens to delinquent utility accounts. The division also provides the accurate posting of the City's cash collection and the timely upload to the City's Financial Accounting Management Information System (FAMIS). Utility Billing and Collection strives to deliver excellent customer support to neighbors paying for utility services and business taxes.

FY 2019 Major Accomplishments

- Implemented payment kiosks in the City Hall drive-thru and lobby to help streamline the payment process and reduce wait times.
- The addition of a staff member increased operational efficiency and collections of delinquent accounts by \$159,000.
- The redesigned call center area improved overall efficiency with a reduction in the average speed to answer phone calls from 3 minutes to 1 ½ minutes, and a reduction in total percentage of abandoned calls from 20 percent to 10 percent.
- Implemented Invoice Cloud, an electronic bill presentment and payment system which provides better service and more payment options to the Neighbors, including on-line service for paying utility bills.
- Provided electronic billing for Business Tax renewals with the option to print the tax certificate on-line, after the full payment is made.

FY 2020 Major Projects and Initiatives

- Add a queue callback feature to the phone system. It will give neighbors the option to continue to wait in the queue or request a callback from a representative.
- Implement a centralized cashiering platform as a part of the ERP.
- Complete the First Call Resolution initiative by efficiently resolving neighbor's issues on the initial call to the Call Center.

Descriptions & Line Items By Division

Finance - Water Sewer Fund

Utility Billing and Collections - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	1,101,860	1,223,985	1,223,985	1,196,331	1,293,227	1,293,227	69,242	6%	
1110 Sick Conv to Cash	1,316	-	-	-	-	-	-	0%	
1113 Vac Mgmt Conv	759	-	-	-	-	-	-	0%	
1119 Payroll Accrual	479	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	7,321	7,321	7,321	-	-	(7,321)	(100%)	
1201 Longevity Pay	28,514	28,891	28,891	28,643	13,777	13,777	(15,114)	(52%)	
1316 Upgrade Pay	177	-	-	717	-	-	-	0%	
1401 Car Allowances	3,000	3,000	3,000	3,650	7,680	7,680	4,680	156%	
1407 Expense Allowances	960	960	960	714	-	-	(960)	(100%)	
1501 Overtime 1.5X Pay	7,504	10,920	10,920	1,897	11,466	11,466	546	5%	
1504 Overtime 1X Pay	246	-	-	145	-	-	-	0%	
1701 Retirement Gifts	-	1,000	1,000	1,000	-	-	(1,000)	(100%)	
1707 Sick Termination Pay	234	-	-	2,759	-	-	-	0%	
1710 Vacation Term Pay	1,379	-	-	2,121	-	-	-	0%	
1799 Other Term Pay	-	44,793	44,793	-	-	-	(44,793)	(100%)	
1801 Core Adjustments	-	9,000	26,000	-	-	-	(9,000)	(100%)	
2119 Wellness Incentives	1,000	-	-	-	-	-	-	0%	
2204 Pension - General Emp	124,461	86,700	86,700	86,700	79,490	79,490	(7,210)	(8%)	
2299 Pension - Def Cont	51,278	61,124	61,124	62,778	77,303	77,303	16,179	26%	
2301 Soc Sec/Medicare	83,330	96,712	96,712	104,349	99,988	99,988	3,276	3%	
2307 Year End FICA Accr	66	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	-	834	834	0%	
2404 Health Insurance	207,027	205,707	205,707	205,707	233,024	233,024	27,317	13%	
2410 Workers' Comp	3,084	3,698	3,698	4,314	3,698	3,698	-	0%	
9237 Transfer To Special Obligations	110,666	88,974	88,974	88,975	88,160	88,160	(814)	(1%)	
Personal Services	1,727,342	1,872,785	1,889,785	1,798,121	1,907,813	1,908,647	35,862	2%	
3107 Data Proc Serv	7,890	115,898	115,898	115,898	133,397	130,000	14,102	12%	Melissa Data; National Change of Addresses (NCOA); Cayenta Modifications (dashboard and reporting); NemoQ Queue; Invoice Cloud
3113 Fin & Bank Serv	49,713	55,000	55,000	55,000	55,000	55,000	-	0%	Bill2Pay lockbox services
3199 Other Prof Serv	100	-	-	-	-	-	-	0%	
3216 Costs/Fees/Permits	12,882	20,000	20,000	20,000	15,000	13,000	(7,000)	(35%)	Lien and Lien Release Fees
3249 Security Services	6,985	12,848	12,848	11,640	9,485	10,000	(2,848)	(22%)	Gloval; Security Services
3299 Other Services	12,938	13,955	13,955	13,955	13,455	13,455	(500)	(4%)	Collection Agency Fees
3304 Office Equip Rent	1,414	2,300	2,300	2,300	1,965	1,965	(335)	(15%)	Toshiba Copier Rental
3401 Computer Maint	62,616	155,283	155,283	155,283	160,989	157,235	1,952	1%	Paymentus; Cognos; Oracle; Cayenta; NemoQ; Kiosk Maintenance; Laserfische Maintenance
3404 Components/Parts	198	-	-	-	-	-	-	0%	
3407 Equip Rep & Maint	-	1,500	1,500	1,500	850	850	(650)	(43%)	Money Counter Maintenance
3428 Bldg Rep & Maint	1,720	-	-	-	-	-	-	0%	
3616 Postage	212,694	228,336	228,336	228,336	217,800	217,800	(10,536)	(5%)	Postage and permits for annual mailing of utility bills
3628 Telephone/Cable TV	165	-	-	72	-	200	200	0%	Wireless Connection for Kiosks
3907 Data Proc Supplies	9,723	500	500	500	500	500	-	0%	Network and wiring
3925 Office Equip < \$5000	7,031	6,000	6,000	6,000	5,000	5,200	(800)	(13%)	Desk teller scanners; Shredder; New Disposal Equipment
3926 Furniture <\$5000	-	1,680	1,680	1,680	-	-	(1,680)	(100%)	
3928 Office Supplies	26,862	34,800	34,800	34,800	35,000	34,800	-	0%	#10 Envelopes; Pre-Returned Envelopes; Toner; P Card services; Neighbor Support Night; Customer Service Week
3999 Other Supplies	2,056	-	-	-	-	-	-	0%	
4101 Certification Train	1,923	300	300	300	-	-	(300)	(100%)	
4104 Conferences	5,897	8,000	8,000	8,000	8,000	-	(8,000)	(100%)	
4113 Memberships/Dues	-	115	115	115	-	-	(115)	(100%)	
4116 Schools	598	1,000	1,000	1,000	-	-	(1,000)	(100%)	
4119 Training and Travel	-	-	-	-	-	5,400	5,400	0%	Cayenta User Conference; Customer Service Week Conference; Notary Renewal; Customer Service Training
4213 Retiree Health Bene	9,600	2,400	2,400	2,400	2,400	2,400	-	0%	
4304 Indirect Admin Serv	376,485	427,994	427,994	427,994	430,044	430,044	2,050	0%	
4343 Servchg-Info Sys	151,583	129,558	129,558	129,558	129,558	129,558	-	0%	
4355 Servchg-Print Shop	34,899	40,000	40,000	40,000	40,800	40,000	40,000	0%	Printing and stuffing of Annual Utility Bills
4407 Emp Proceedings	3,431	4,846	4,846	4,846	4,846	4,846	-	0%	
4410 General Liability	11,346	14,270	14,270	14,270	14,270	14,270	-	0%	
4416 Other Ins Charges	11,804	19,950	19,950	19,950	19,950	19,950	-	0%	
4431 Pub Officials Liab	392	370	370	370	370	370	-	0%	
Operating Expenses	1,022,945	1,296,903	1,296,903	1,295,767	1,298,679	1,286,843	(10,060)	(1%)	
6499 Other Equipment	45,850	54,820	54,820	54,820	-	-	(54,820)	(100%)	
Capital Outlay	45,850	54,820	54,820	54,820	-	-	(54,820)	(100%)	
Division Total	2,796,137	3,224,508	3,241,508	3,148,708	3,206,492	3,195,490	(29,018)	(1%)	

~ Notes ~



CITY OF FORT LAUDERDALE FY 2020 DEPARTMENT REQUEST

Human Resources Department



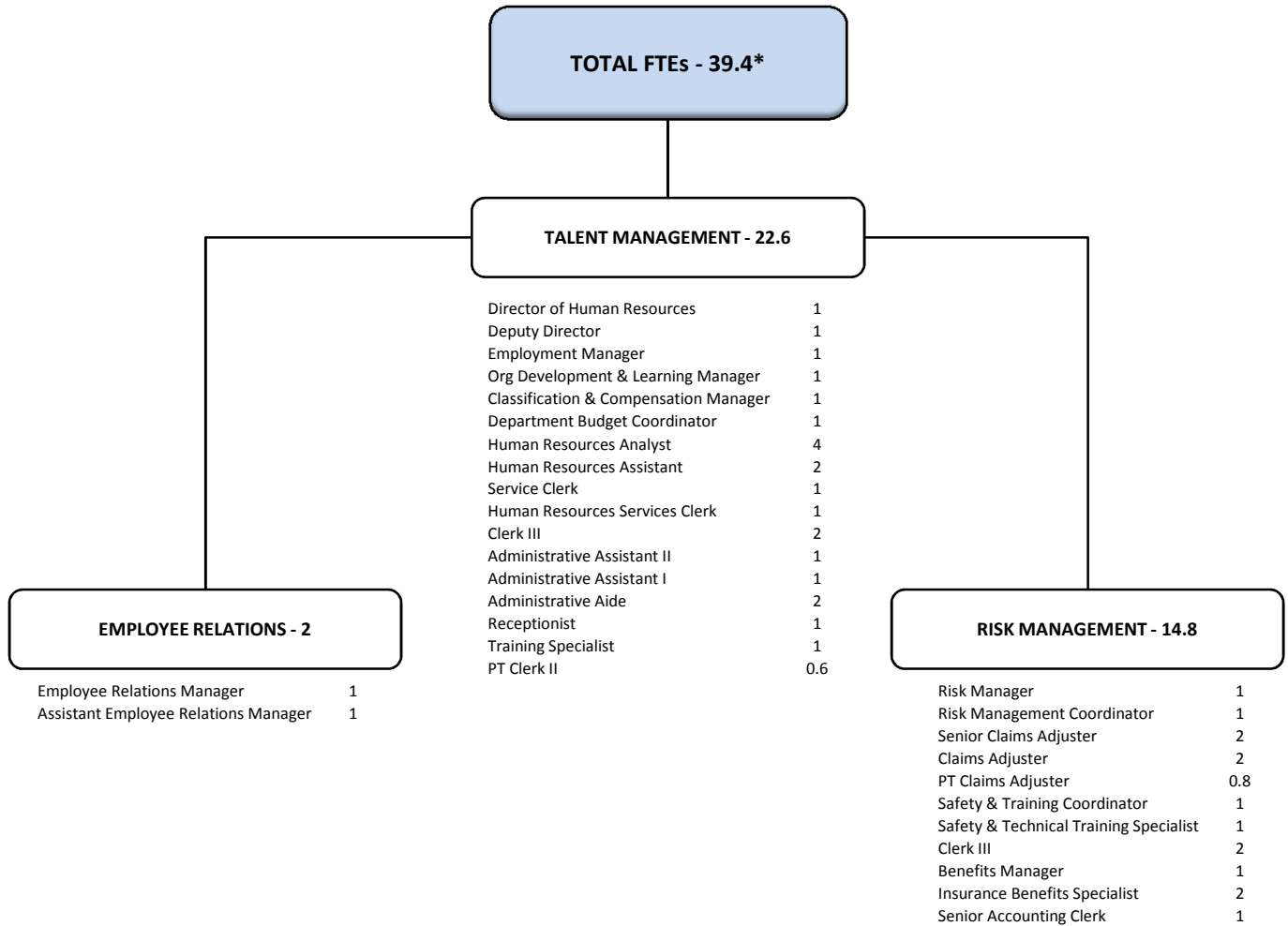
Human Resource Department

Department Description

The Human Resources Department (HRD) partners with other City departments to hire, train, and retain a qualified and diverse professional workforce for the delivery of excellent services to the community. The department administers employment benefits to all City staff. The staff of the HRD represents the City in collective bargaining sessions and union grievance hearings. The department also protects the City's physical and financial assets against loss by maintaining effective insurance programs and minimizing the City's exposure to risk. It fosters the development of future workers by administering the Kids and the Power of Work (KAPOW) Program and the Summer Youth Employment Program (SYEP) with CareerSource Broward, and partners with local institutions of higher education for continual employee development.

Human Resources Department

FY 2019 Adopted Budget Organizational Chart



*Full Time Equivalent (FTE) includes new position(s)

**Human Resource Analyst moved to Sustainable Development Department but reports to Human Resources Department

Amended FY 2018	Adopted FY 2019	Difference
39.4	39.4	0.0

**Human
Resources
Department -
General Fund**

Human Resource Department

Talent Management

Division Description

The Talent Management Division provides professional and responsive human resource services, including the recruiting, hiring, classification, compensation, orientation, and training of a diversified workforce. Outreach extends to the leaders of tomorrow through career expos and mentoring programs, such as Kids and the Power of Work (KAPOW) and the annual Summer Youth Employment Program (SYEP). Talent Management fosters organizational excellence by providing employees with personal growth and professional development opportunities.

FY 2019 Major Accomplishments

- Completed and implemented the City Commission approved recommendations from the Classification and Compensation Study.
- Recommended revisions of the Personnel Rules to the Civil Service Board.
- Identified a compliance training solution that will accommodate the Fire Department's service and staffing constraints.

FY 2020 Major Projects and Initiatives

- Develop a citywide succession plan in tandem with the Classification and Compensation Study.
- Collaborate with department directors and supervisors to reallocate resources and resolve inequities within City departments to better utilize resources and capitalize on team members' skill sets.
- Increase the number of employees receiving discrimination and harassment training (compliance training).
- Improve the on-time performance evaluations rate by instituting a formal system of tracking, including incorporating web-based and interactive technology in conjunction with development of new learning resources via NeoGov's Perform Online Performance Evaluation module or Enterprise Resource Planning (ERP)/Formulation Innovative Responsive Solutions Together (FIRST) Talent Management module.

Human Resource Department

Employee Relations

Division Description

The Employee Relations Division provides a direct link between employees, managers, and executives. Employee Relations negotiates, administers, and interprets six collective bargaining agreements, and ensures compliance with employment labor laws and City policies and procedures. Employee Relations is responsible for bargaining with four labor organizations representing the City's workforce, labor contract administration, training in contract changes and other related areas, conducting research on operational and emerging employer issues and communicating the findings, and assisting department directors and managers in policy and organizational development.

FY 2019 Major Accomplishments


- Prepared, opened and participated in the bargaining process with the Teamsters and Federation of Public Employees units.
- Continued the ongoing review and update of City policies.
- Completed approximately 100 investigations of employee incidents.
- Resolved approximately 14 union grievances prior to arbitration.
- Continued to review and monitor the class and compensation system following initial rollout and recommend changes as needed.

FY 2020 Major Projects and Initiatives

- Reduce the number of employees who did not successfully complete initial probationary period.
- Conduct union contract administration training to departments impacted by changes in contract language resulting from bargaining.
- Collaborate with the other HR Divisions to implement a new performance evaluation system.

Human Resource Department

Department Core Processes and Performance Metrics

		STRATEGIC OBJECTIVES AND PERFORMANCE MEASURES				
		<ul style="list-style-type: none"> ➤ Foster professional and rewarding careers ➤ Improve employee safety and wellness 				
Department Core Process	Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Projection	FY 2020 Target
Hire and retain Community Builders	Citywide vacancy rate	5.36%	5.68%	5.50%	5.50%	5.50%
	Average number of working days to complete an external recruitment	94.69 ¹	71.39	60.00	60.00	60.00
	Citywide Community Builder turnover rate	6.98%	6.31%	5.00%	5.00%	5.00%
Manage disciplinary actions	Number of Community Builders who did not successfully complete initial probationary period	*	6	0	1	0
Train Community Builders	Percent of Community Builders receiving discrimination and harassment training (compliance training)	52.72%	55.34%	100.00%	75.00%	75.00%
	Average number of hours of training per Community Builder	29.28	37.00	12.00	13.00	12.00

* This is a new performance metric. Historical data may not be available.

¹Between FY 2016 and FY 2017 a total of 158 new positions were created. The new positions created an influx of applications to process for a division that was not fully staffed until January 2017.

Human Resource Department - General Fund

Departmental Financial Summary

Financial Summary Funding Source								
	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
General Fund - 001	\$ 3,481,657	3,891,154	4,085,693	4,160,319	4,298,415	4,149,790	258,636	6.6%
Total Funding	3,481,657	3,891,154	4,085,693	4,160,319	4,298,415	4,149,790	258,636	6.6%

Financial Summary Program Expenditures								
	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Human Resources	3,151,414	3,526,997	3,721,536	3,796,023	3,904,176	3,835,019	308,022	8.7%
Employee Relations	330,243	364,157	364,157	364,296	394,239	314,771	(49,386)	(13.6%)
Total Expenditures	3,481,657	3,891,154	4,085,693	4,160,319	4,298,415	4,149,790	258,636	6.6%

Financial Summary Category Expenditures								
	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Personal Services	2,410,284	2,648,877	2,840,916	2,923,485	3,035,584	3,026,483	377,606	14.3%
Operating Expenses	1,071,373	1,242,277	1,244,777	1,236,834	1,262,831	1,123,307	(118,970)	(9.6%)
Total Expenditures	\$ 3,481,657	3,891,154	4,085,693	4,160,319	4,298,415	4,149,790	258,636	6.6%
<i>Full Time Equivalents (FTEs)</i>	<i>24.6</i>	<i>24.6</i>	<i>27.6</i>	<i>27.6</i>	<i>27.6</i>	<i>27.6</i>	<i>3.0</i>	<i>12.2%</i>

FY 2020 Major Variances

Personal Services

Increase due to the addition of three (3) full-time and one (1) part-time security guard positions \$ 230,442

Operating Expenses

Reduction due to the funding for legal services related to union negotiations being moved to the City Attorney's budget (70,000)

Reduction due to the cancellation of the employee management software in conjunction with Enterprise Resource Planning (ERP) implementation (24,500)

Reduction due to a decrease cost of City sponsored programs (19,350)

Reduction due to a decrease in employment advertisement expense (10,000)

Descriptions & Line Items By Division

Human Resources Department - General Fund

Human Resources - Expenditures

Subsubject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	1,448,806	1,632,733	1,740,772	1,704,934	1,871,156	1,871,156	238,423	15%	
1107 Part Time Salaries	23,930	25,571	45,630	38,715	47,912	47,912	22,341	87%	Funding for part-time staff including a cost of living increase and merit adjustments.
1110 Sick Conv to Cash	7,244	-	-	-	-	-	-	0%	
1113 Vac Mgmt Conv	8,810	-	-	147	-	-	-	0%	
1119 Payroll Accrual	708	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	10,447	10,447	10,447	1,355	1,355	(9,092)	(87%)	Funding for one-time pay associated with annual performance reviews.
1201 Longevity Pay	24,417	25,374	27,024	26,336	23,592	23,592	(1,782)	(7%)	
1310 Shift Differential	-	-	-	330	780	780	780	100%	
1313 Standby Pay	-	-	-	471	-	2,000	2,000	100%	Funding for Standby Pay for City Hall security guard. This was not previously budgeted in HR due to shift in Security Guard reporting structure. Estimated budget based on actuals.
1401 Car Allowances	14,240	18,360	18,360	27,400	30,600	30,600	12,240	67%	
1407 Expense Allowances	12,360	12,480	12,480	11,742	11,520	11,520	(960)	(8%)	
1413 Cellphone Allowance	6,040	6,480	6,480	6,268	5,880	5,880	(600)	(9%)	
1501 Overtime 1.5X Pay	3,523	3,276	3,276	15,497	3,440	24,440	21,164	646%	Funding for overtime associated with summer hiring, special projects, records requests, and City Hall security guards. Budget includes funding previously budgeted in 1511 - Unplanned Overtime.
1511 O/T - Unplanned - 1.5X Pay	-	-	20,000	-	21,000	-	-	0%	Funding previously budgeted in this subsubject was moved to 1501 - Overtime Pay.
1601 Direct Labor Charges	-	500	500	500	500	-	(500)	(100%)	Funding was previously for direct labor charges for War Memorial for Kids & Power of Work (KAPOW) but was removed due to the lack of expenditure over the last two (2) years.
1701 Retirement Gifts	-	-	-	-	250	250	250	100%	Funding for retirement gift for Human Resource Department community builder. The amount is based on the policy mandated standard based on years of service.
1704 Severance Pay	-	-	-	88,620	-	-	-	0%	
1707 Sick Termination Pay	2,464	-	-	15,257	-	-	-	0%	
1710 Vacation Term Pay	4,809	-	-	29,994	-	-	-	0%	
1799 Other Term Pay	-	-	-	-	29,640	29,640	29,640	100%	Funding for the anticipated vacation and sick leave payout for retiring staff.
1801 Core Adjustments	-	-	24,725	-	-	-	-	0%	
2104 Mileage Reimburse	58	-	-	42	100	100	100	100%	Funding for travel to setup Citywide training venues.
2119 Wellness Incentives	6,500	-	-	-	-	-	-	0%	
2204 Pension - General Emp	111,133	103,299	103,299	103,299	60,795	60,795	(42,504)	(41%)	
2299 Pension - Def Cont	77,891	93,683	101,449	97,891	124,152	124,152	30,469	33%	
2301 Soc Sec/Medicare	110,674	126,572	136,372	151,916	145,110	145,110	18,538	15%	
2304 Supplemental FICA	-	-	-	-	3,665	5,535	5,535	0%	
2307 Year End FICA Accr	44	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	1,206	1,206	1,206	100%	
2404 Health Insurance	185,706	209,920	209,920	209,920	286,510	274,039	64,119	31%	
2410 Workers' Comp	4,618	5,649	5,649	5,650	5,649	5,649	-	0%	
9237 Transfer To Special Obligations	98,816	106,006	106,006	106,006	67,416	67,416	(38,590)	(36%)	
Personal Services	2,152,791	2,380,350	2,572,389	2,651,382	2,742,228	2,733,127	352,777	15%	
3119 Legal Services	-	-	-	5,000	-	-	-	0%	
3125 Medical Services	55,344	65,000	65,000	65,000	65,000	65,000	-	0%	Post-job offer medical services (physicals, drug screens); fit-for duty (\$53,000), \$1K monthly medical director fee (\$12,000).
3199 Other Prof Serv	135,463	154,300	154,300	154,299	149,500	149,500	(4,800)	(3%)	Funding for professional services including public safety tests and assessments for Fire-Rescue and Police Departments (\$62,000), Ongoing behavioral assessments (\$50,000), and Federal Medical Leave Act (FMLA) Administration (\$37,500).

Human Resources Department - General Fund

Human Resources - Expenditures

Subsubject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
3201 Ad/Marketing	6,599	30,000	30,000	30,000	30,000	20,000	(10,000)	(33%)	Funding for advertising expenses, including: employment ads in newspapers, professional journals, and on-line job posting websites.
3216 Costs/Fees/Permits	717	700	700	700	700	700	-	0%	Funding for various licenses and permits for employees.
3231 Food Services	1,611	12,100	12,100	12,100	12,100	1,500	(10,600)	(88%)	Catered lunches and refreshments for training sessions and city sponsored programs.
3243 Prizes & Awards	1,295	23,750	23,750	23,750	23,750	-	(23,750)	(100%)	Funding for employee service awards was moved to 3999 Other Supplies.
3299 Other Services	280,211	371,365	371,365	371,365	374,516	374,516	3,151	1%	Professional services including credit checks, pre-employment background checks, and online application tracking (\$62,211). In addition to City-wide trainings (\$314,305).
3304 Office Equip Rent	2,659	4,200	4,200	4,200	3,950	3,950	(250)	(6%)	Toshiba copier lease.
3322 Other Facil Rent	-	12,200	12,200	-	12,200	8,750	(3,450)	(28%)	Funding for rentals for the community builder service awards program.
3401 Computer Maint	24,205	39,000	39,000	39,000	15,100	15,100	(23,900)	(61%)	Funding for annual maintenance for software applications - NeoGov Onboarding and Harland scanton scanners. Reduction due to the employee performance management software being cancelled (\$24,500).
3404 Components/Parts	6,066	-	-	-	-	-	-	0%	
3407 Equip Rep & Maint	545	500	500	500	500	500	-	0%	Funding for maintenance of shredders and time stamps.
3425 Bldg Rep Materials	414	-	-	-	-	-	-	0%	
3513 Photography	700	1,600	1,600	1,600	1,600	850	(750)	(47%)	Funding for any special delivery costs related to benefits, safety training or claim investigations.
3613 Special Delivery	11	-	-	-	-	-	-	0%	
3616 Postage	106	500	500	500	500	250	(250)	(50%)	Funding for postage costs and package deliveries. Anticipated increased due to Civil Service Board reactivation - meetings, appeals, etc.
3628 Telephone/Cable TV	3,953	3,600	3,600	3,599	3,600	4,100	500	14%	Funding for internet access, Cable television, and TV internet/website hosting services.
3904 Books & Manuals	324	-	-	25	-	-	-	0%	
3907 Data Proc Supplies	20,548	8,716	8,716	15,014	8,716	23,560	14,844	170%	Funding for the purchase of data processing and presentation supplies. The budget increased due to the completion of the Laserfiche project which now requires continued license fees.
3925 Office Equip < \$5000	47,350	6,000	6,000	6,000	6,000	4,600	(1,400)	(23%)	Funding for equipment replacements due to routine wear and tear, and the purchase of ADA compliant tables and chairs for the HR Training Room.
3928 Office Supplies	13,254	16,000	16,000	16,000	16,000	16,000	-	0%	Funding for materials and supplies such as preprinted forms, stationery paper, toner, copier paper, etc.
3931 Periodicals & Mag	199	500	500	500	500	250	(250)	(50%)	Funding for daily print publications.
3946 Tools/Equip < \$5000	-	-	500	500	500	500	500	0%	Funding for tools and equipment for the City Hall security guards.
3949 Uniforms	23	-	1,000	1,000	1,000	1,000	1,000	0%	Funding for the City Hall security guard uniforms.
3999 Other Supplies	51,192	28,200	29,200	29,200	29,200	44,200	16,000	57%	Funding for labor law posters, employee access cards, promotional items for city events, and refreshment supplies. Includes funding moved from 3243 - Prizes & Awards to reflect where the expenses were posting.
4101 Certification Train	6,086	-	-	100	-	-	-	0%	

Human Resources Department - General Fund

Human Resources - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
4104 Conferences	24,870	29,200	29,200	29,200	29,200	-	(29,200)	(100%)	Funding for job related training is now budgeted in 4119 - Training & Travel.
4110 Meetings	890	1,000	1,000	1,000	1,000	-	(1,000)	(100%)	Funding for job related meetings is now budgeted in 4119 - Training & Travel.
4113 Memberships/Dues	5,832	5,750	5,750	5,750	5,750	-	(5,750)	(100%)	Funding for membership dues for job related organizations is now budgeted in 4119 - Training & Travel.
4116 Schools	-	4,000	4,000	4,000	4,000	-	(4,000)	(100%)	Funding for staff training is now budgeted in 4119 - Training & Travel.
4119 Training & Travel	-	-	-	-	38,600	38,600	38,600	100%	Funding for staff training and travel expenses.
4299 Other Contributions	672	-	-	-	-	-	-	0%	
4343 Servchg-Info Sys	266,706	263,958	263,958	263,959	263,958	263,958	-	0%	
4355 Servchg-Print Shop	12,514	8,500	8,500	8,500	8,500	8,500	-	0%	Internal service charge from printing shop for executive recruitment brochures, color org charts, Civil Services Board reactivated (mtg agenda packets, appeal correspondence, election related materials) & replacement business cards (post-pay study & job fairs).
4407 Emp Proceedings	3,294	4,474	4,474	746	4,474	4,474	-	0%	
4410 General Liability	10,892	13,172	13,172	13,172	13,172	13,172	-	0%	
4416 Other Ins Charges	11,332	23,367	23,367	23,367	23,367	23,367	-	0%	
4428 Prop/Fire Insurance	-	12,404	12,404	12,404	12,404	12,404	-	0%	
4431 Pub Officials Liab	2,746	2,591	2,591	2,591	2,591	2,591	-	0%	
Operating Expenses	998,623	1,146,647	1,149,147	1,144,641	1,161,948	1,101,892	(44,755)	(4%)	
Division Total	3,151,414	3,526,997	3,721,536	3,796,023	3,904,176	3,835,019	308,022	9%	

Human Resources Department - General Fund

Employee Relations - Expenditures

Subobject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	203,748	212,739	212,739	212,264	222,478	222,478	9,739	5%	
1113 Vac Mgmt Conv	-	-	-	2,215	-	-	-	0%	
1119 Payroll Accrual	119	-	-	-	-	-	-	0%	
1401 Car Allowances	6,000	6,000	6,000	7,800	8,160	8,160	2,160	36%	
1413 Cellphone Allowance	1,680	1,680	1,680	1,680	1,680	1,680	-	0%	
2119 Wellness Incentives	500	-	-	-	-	-	-	0%	
2299 Pension - Def Cont	18,337	19,147	19,147	17,634	20,023	20,023	876	5%	
2301 Soc Sec/Medicare	15,751	16,863	16,863	18,412	17,019	17,019	156	1%	
2307 Year End FICA Accr	(12)	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	143	143	-	100%	
2404 Health Insurance	11,370	12,098	12,098	12,098	23,853	23,853	11,755	97%	
Personal Services	257,493	268,527	268,527	272,103	293,356	293,356	24,686	9%	
3119 Legal Services	56,537	70,000	70,000	70,000	70,000	-	(70,000)	(100%)	Funding for legal services related to outside counsel for union negotiations moved to the City Attorney's Budget.
3125 Medical Services	9,334	15,000	15,000	11,563	15,000	10,000	(5,000)	(33%)	Funding for medical services for random drug and alcohol testing and post-shooting evaluations.
3199 Other Prof Serv	-	3,000	3,000	3,000	3,000	3,000	-	0%	Funding for professional services including actuarial services for collective bargaining negotiations.
3216 Costs/Fees/Permits	40	40	40	40	40	40	-	0%	Funding for various licenses and permits for employees.
3616 Postage	10	50	50	50	50	50	-	0%	Funding for postage and special deliveries.
3904 Books & Manuals	79	100	100	100	100	100	-	0%	Funding for professional manuals including arbitrator list.
3907 Data Proc Supplies	-	600	600	600	600	600	-	0%	Funding for the recurring costs of Laserfiche software license.
3925 Office Equip < \$5000	666	500	500	500	500	1,000	500	100%	Funding for the replacement office equipment less than \$5,000 such as printers, office furniture and chairs as needed.
3928 Office Supplies	730	600	600	600	600	600	-	0%	Funding for materials and supplies such as preprinted forms, stationery paper, toner, copier paper, etc.
3931 Periodicals & Mag	-	125	125	125	125	125	-	0%	Funding for daily print publications.
3999 Other Supplies	234	600	600	600	600	600	-	0%	Refreshments for negotiation sessions, arbitrations and ADA compliant name/job title signs.
4101 Certification Train	333	-	-	-	-	-	-	0%	
4104 Conferences	3,864	4,000	4,000	4,000	4,000	-	(4,000)	(100%)	Funding for job related conferences is now budgeted in 4119 - Training & Travel.
4110 Meetings	-	100	100	100	25	-	(100)	(100%)	Funding to attend professional association local meetings is now budgeted in 4119 - Training & Travel.
4113 Memberships/Dues	923	815	815	815	943	-	(815)	(100%)	Funding for membership dues for job related organizations is now budgeted in 4119 - Training & Travel.
4119 Training & Travel	-	-	-	-	5,200	5,200	-	100%	Funding for staff related training and travel.
4355 Servchg-Print Shop	-	100	100	100	100	100	-	0%	Internal service charge for printing collective bargaining agreement draft proposals and legal notices.
Operating Expenses	72,750	95,630	95,630	92,193	100,883	21,415	(79,415)	(83%)	
Division Total	330,243	364,157	364,157	364,296	394,239	314,771	(49,386)	(14%)	

Human
Resources
Department -
City Insurance
Fund

Human Resource Department

Risk Management

Division Description

The Risk Management Division manages programs in the areas of employee safety, loss prevention, property, casualty, and employee benefits. Risk Management attempts to protect the City's physical and financial assets against loss by maintaining effective insurance programs, minimizing the City's exposure to risk, providing for appropriate reserve levels, funding incurred liabilities, and providing for the proper cost allocation of incurred losses. The division provides internal investigative services on claims arising out of automobile, general, police professional, and employment practices liability exposures. Risk Management also supervises workers' compensation and related legal expenditures being handled by third party administrators.

FY 2019 Major Accomplishments

- Implemented a new wellness incentive program, which included substantially more City employees and provided on-line capabilities for a more streamlined program.
- At the request of many City employees, changed our voluntary benefits provider to Aflac, a noted leader in voluntary insurance products.
- Enacted an enhanced Safety Program, which includes a variety of Defensive Driving classes and Hazardous Waste Operations and Emergency Response, HAZWOPER, training.
- Implemented the use of certified aftermarket parts in the repair of City vehicles that have been involved in crashes. The savings average 15% of the cost of the parts.

FY 2020 Major Projects and Initiatives

- Update City Ordinances regarding insurance coverage requirements to address outdated language and insufficient limits.
- Develop an enhanced online benefits enrollment system in association with the ERP project. The goal is to have an enhanced online benefits enrollment system that will provide an efficient, streamlined, educational annual enrollment process. The online system is expected to eliminate the use of two third party vendor systems, reduce manual staff labor by using up to date technology, provide functional education to City employees, and potentially reduce costs by encompassing internal resources to eliminate third party contracts.
- Evaluate and update the accident review committee process to provide for greater accountability in preventable crashes.
- Implement and improve accident reporting to transition from a paper-based process to an on-line system for greater efficiencies, including faster reporting and standardized content.

Human Resource Department

Risk Management, continued

- Update and distribute a safety manual to all applicable employees.
- Enhance the safety and training program. A redesigned and improved required training program based on job descriptions will increase employee safety awareness and reduce preventable crashes. The new ERP will have the ability to track training requirements by job descriptions and provide notification to individuals needing training. The ERP will also store crash information, providing a central record of what currently is tracked in two separate databases.
- Initiate scenario-based Active Killer Training for all City of Fort Lauderdale employees.
- Implement an Internal Security Committee to conduct or update security audits of all City facilities.
- Establish and recommend proposed minimum mandatory safety training for designated City job descriptions (except for Police and Fire).

Human Resource Department

Department Core Processes and Performance Metrics, continued

Department Core Process	Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Projection	FY 2020 Target
Manage Community Builders' Health Benefits	Changes in revenues and expenditures for the health fund, annually ²	R: 2.5% E: 3.3%	R: 15.3% ³ E: 8.6%	R: 9.0% E: 9.0%	R: 3.0% E: 5.0%	R: 9.0% E: 9.0%
	Utilization rate of the employee health and wellness center	90.25%	75.62% ⁴	90.00%	90.00%	90.00%
Manage City's liability	Citywide number of new on the job injuries (Workers' Compensation Claims filed)	286	250	Decrease	Decrease	Decrease
	Percent of Community Builder driver caused crashes	44.69%	41.53%	Decrease	Decrease	Decrease

² "R" represents revenues and "E" represents expenses.

³ The increase in revenues is due to increased City contribution.

⁴ The decrease in utilization rate is partly due to construction activities in the surroundings of the health center and partly due to addition of staff which generated more available appointment times. The number of appointment slots filled in FY2018 were the highest overall since the start of the health center.

Human Resources Department - City Insurance Fund

Departmental Financial Summary

Financial Summary - Funding Source

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
City Insurance Fund - 543	\$ 18,201,194	19,991,444	19,991,444	19,861,033	20,102,796	19,436,546	(554,898)	(2.8%)
Total Funding	18,201,194	19,991,444	19,991,444	19,861,033	20,102,796	19,436,546	(554,898)	(2.8%)

Financial Summary - Program Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Risk Management	3,730,520	3,880,838	3,880,838	3,856,199	4,076,478	4,062,228	181,390	4.7%
Self Insurance Claims	4,952,338	8,198,115	8,198,115	8,135,322	8,005,000	7,004,000	(1,194,115)	(14.6%)
Self Insurance Claims - Workers Comp	9,518,336	7,912,491	7,912,491	7,869,512	8,021,318	8,370,318	457,827	5.8%
Total Expenditures	18,201,194	19,991,444	19,991,444	19,861,033	20,102,796	19,436,546	(554,898)	(2.8%)

Financial Summary - Category Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Personal Services	1,172,859	1,265,818	1,265,818	1,228,271	1,294,908	1,294,908	29,090	2.3%
Operating Expenses	17,028,335	18,725,626	18,725,626	18,632,762	18,807,888	18,141,638	(583,988)	(3.1%)
Total Expenditures	\$ 18,201,194	19,991,444	19,991,444	19,861,033	20,102,796	19,436,546	(554,898)	(2.8%)
<i>Full Time Equivalents (FTEs)</i>	<i>9.8</i>	<i>9.8</i>	<i>9.8</i>	<i>9.8</i>	<i>9.8</i>	<i>9.8</i>	<i>-</i>	<i>0.0%</i>

FY 2020 Major Variances

Personal Services

Decrease associated with a one-time payout to a staff member who retired in FY 2019 \$ (25,204)

Operating Expenses

Increase in projected workers' compensation liability claim expenses based on the actuarial report 466,827
 Increase in projected automobile collision repairs expenses to the City's fleet based on historical claim costs 160,000
 Increase in automobile liability carrier expense 128,000
 Increase in all risk property carrier expense for city buildings 93,000
 Decrease in projected automobile liability claim expenses due to the introduction of an automobile liability carrier (845,067)
 Decrease in projected general liability claim expenses based on actuarial report (461,607)
 Decrease in projected employment practices claim expenses based on actuarial report (203,201)

Descriptions & Line Items By Division

Human Resources Department - City Insurance Fund

Risk Management - Expenditures

Subsubject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	750,953	756,140	756,140	777,640	798,622	798,622	42,482	6%	
1104 Temporary Salaries	-	51,283	51,283	-	53,847	53,847	2,564	5%	Temporary Benefits Manager for HIPPA Privacy Policy projects.
1107 Part Time Salaries	51,810	45,864	45,864	43,792	48,157	48,157	2,293	5%	Part-time claims adjusters positions adjusted for cost of living increases and potential merit increases.
1110 Sick Conv to Cash	5,268	-	-	2,387	-	-	-	0%	
1113 Vac Mgmt Conv	6,635	-	-	800	-	-	-	0%	
1116 Comp Absences	16,982	-	-	-	-	-	-	0%	
1119 Payroll Accrual	(6,106)	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	16,046	16,046	16,046	-	-	(16,046)	(100%)	
1201 Longevity Pay	12,975	13,794	13,794	13,794	9,597	9,597	(4,197)	(30%)	
1204 Longevity Accr	1,241	-	-	-	-	-	-	0%	
1401 Car Allowances	6,000	6,000	6,000	19,400	19,080	19,080	13,080	218%	
1407 Expense Allowances	7,280	7,200	7,200	3,600	2,880	2,880	(4,320)	(60%)	
1413 Cellphone Allowance	4,220	4,320	4,320	4,080	4,080	4,080	(240)	(6%)	
1501 Overtime 1.5X Pay	-	-	-	37	-	-	-	0%	
1799 Other Term Pay	-	25,204	25,204	25,204	-	-	(25,204)	(100%)	One-time payment associated with a staff member retiring.
1801 Core Adjustments	-	11,500	11,500	-	-	-	(11,500)	(100%)	
2104 Mileage Reimburse	548	1,000	1,000	1,000	800	800	(200)	(20%)	
2113 Safe Driver Awards	6,360	6,000	6,000	6,000	8,000	8,000	2,000	33%	Safe driver reward program provided to Teamsters and Federation members for yearly safe driving.
2119 Wellness Incentives	3,500	-	-	-	-	-	-	0%	
2204 Pension - General Emp	62,106	56,831	56,831	56,831	57,435	57,435	604	1%	
2299 Pension - Def Cont	32,950	33,797	33,797	36,618	43,599	43,599	9,802	29%	
2301 Soc Sec/Medicare	61,423	61,028	61,028	60,231	61,829	61,829	801	1%	
2304 Supplemental FICA	-	-	-	-	7,804	7,804	7,804	0%	
2307 Year End FICA Accr	1,036	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	515	515	515	0%	
2404 Health Insurance	92,456	102,491	102,491	102,491	105,973	105,973	3,482	3%	
2407 Unemployment Comp	-	9,000	9,000	-	9,000	9,000	-	0%	
9237 Transfer To Special Obligations	55,222	58,320	58,320	58,320	63,690	63,690	5,370	9%	
Personal Services	1,172,859	1,265,818	1,265,818	1,228,271	1,294,908	1,294,908	29,090	2%	
3101 Acct & Auditing	14,149	14,149	14,149	14,149	16,732	16,732	2,583	18%	Departmental charge applied by Finance.
3110 Emp Assist Prog	75,210	80,000	80,000	80,000	80,000	80,000	-	0%	Expense for employee assistance program (EAP) based upon historical expense and estimated cost per employee per month charged through Cigna. Projection based upon contract rate and employee count.
3119 Legal Services	35,523	-	-	-	-	-	-	0%	
3125 Medical Services	1,276	5,000	5,000	5,000	4,000	4,000	(1,000)	(20%)	Expense for required medical services including: required employee inoculations and exposure tests not covered through workers' compensation claims. Projection based upon historical expense and estimated costs.
3199 Other Prof Serv	73,225	80,000	80,000	80,000	80,000	80,000	-	0%	Expense for insurance agent/broker; casualty claims actuary; claims indexing service; and claim appraisal service. Projection based upon historical expense and estimated costs.
3216 Costs/Fees/Permits	380	600	600	600	600	600	-	0%	Expense for employee business use parking permits and notary fee.
3231 Food Services	397	-	-	-	-	-	-	0%	
3243 Prizes & Awards	75	-	-	-	-	-	-	0%	
3299 Other Services	-	250	250	250	-	-	(250)	(100%)	Expense for extermination services at safety and training building.
3304 Office Equip Rent	1,002	1,000	1,000	1,098	1,200	1,200	200	20%	Expense for copier/printer rental services.
3307 Vehicle Rental	368	-	-	155	500	-	-	0%	Expense for van rental for driving training course.
3401 Computer Maint	-	60,000	60,000	60,000	55,000	55,000	(5,000)	(8%)	Expense for Riskmaster claims database system maintenance fee. Info Tech is moving to having the database hosted in the cloud and not on a City server.
3407 Equip Rep & Maint	-	250	250	250	-	-	(250)	(100%)	Expense for any equipment repair costs. Projection based upon historical expense and estimated costs.
3425 Bldg Rep Materials	200	-	-	-	-	-	-	0%	Expense for any building repair materials at safety and training building or risk offices.
3428 Bldg Rep & Maint	-	500	500	500	-	-	(500)	(100%)	Expense for any building repairs at safety and training building or risk offices. Projection based upon historical expense and estimated costs.
3516 Printing Serv - Ext	143	-	-	-	-	-	-	0%	

Human Resources Department - City Insurance Fund

Risk Management - Expenditures

Subsubject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
3613 Special Delivery	58	70	70	70	100	100	30	43%	Expense for any special delivery costs related to safety training or claim investigations. Projection based upon historical expense and estimated costs.
3616 Postage	-	30	30	30	-	-	(30)	(100%)	Expense for any postage/ mailing costs related to safety training or claim investigations. Projection based upon historical expense and estimated costs.
3628 Telephone/Cable TV	2,894	2,600	2,600	2,600	2,900	2,900	300	12%	Departmental charge applied by the Information Technology Department.
3634 Water/Sew/Storm	15,131	-	-	13,070	16,682	16,682	16,682	0%	Water/sewer expense applied by utility billing.
3801 Gasoline	386	494	494	79	426	426	(68)	(14%)	Departmental charge applied by Fleet. Safety and training vehicle for driver training class.
3904 Books & Manuals	250	250	250	250	250	250	-	0%	Expense for required safety training and claims investigation manuals. Projection based upon historical expense and estimated costs.
3907 Data Proc Supplies	78	1,000	1,000	1,000	500	500	(500)	(50%)	Expense for required safety training and claims data processing. Projection based upon historical expense and estimated costs.
3916 Janitorial Supplies	-	1,000	1,000	1,000	-	-	(1,000)	(100%)	Expense reduced based on usage history.
3925 Office Equip < \$5000	888	3,000	3,000	3,000	3,000	2,000	(1,000)	(33%)	Expense for any office equipment costs related to safety training or claim investigations.
3928 Office Supplies	9,975	7,000	7,000	7,000	10,000	8,000	1,000	14%	Expense for any office supply costs related to safety training or claim investigations. Projection based upon historical expense and estimated costs.
3931 Periodicals & Mag	120	-	-	-	-	-	-	0%	
3937 Safety/Train Mat	13,107	15,000	15,000	15,000	15,000	15,000	-	0%	Expense for required safety training supplies. Projection based upon historical expense and estimated cost to maintain safety training program.
3946 Tools/Equip < \$5000	(75)	500	500	500	500	500	-	0%	Expense for required safety training or claims investigation tools. Projection based upon historical expense and estimated costs.
3999 Other Supplies	170	500	500	500	500	500	-	0%	Expense for refreshments for training classes and time stamp repairs. Projection based upon historical expense and estimated costs.
4101 Certification Train	5,242	3,000	3,000	3,000	3,000	-	(3,000)	(100%)	Expense for required staff training and certifications now budgeted in 4119 - Training & Travel.
4104 Conferences	6,556	6,000	6,000	6,000	6,000	-	(6,000)	(100%)	Expense for staff attending regional industry conferences now budgeted in 4119 - Training & Travel.
4110 Meetings	98	250	250	250	250	-	(250)	(100%)	Expense for staff attending local chapter meetings now budgeted in 4119 - Training & Travel.
4113 Memberships/Dues	1,580	1,000	1,000	1,000	1,500	-	(1,000)	(100%)	Expense for staff memberships now budgeted in 4119 - Training & Travel.
4116 Schools	250	-	-	-	-	-	-	0%	
4119 Training & Travel	-	-	-	-	19,000	19,000	19,000	0%	Expense for staff related training and travel.
4213 Retiree Health Bene	2,400	2,400	2,400	2,400	2,400	2,400	-	0%	Expense for retirees' health benefit supplement based on union labor agreement.
4304 Indirect Admin Serv	2,118,164	2,130,456	2,130,456	2,130,456	2,260,465	2,260,465	130,009	6%	Determined by Citywide Cost Allocation Plan.
4308 Overhead-Fleet	228	287	287	287	287	287	-	0%	Departmental charge applied by Fleet.
4337 Servchg-Fire	-	-	-	-	-	-	-	0%	
4343 Servchg-Info Sys	172,210	194,499	194,499	194,499	194,499	194,499	-	0%	Departmental charge applied by Information Technology.
4355 Servchg-Print Shop	5,163	3,900	3,900	3,900	5,000	5,000	1,100	28%	Expense for any print shop costs related to safety training or claim investigations. Projection based upon historical expense and estimated costs.
4373 Servchg-Fleet O&M	840	35	35	35	1,279	1,279	1,244	3554%	
Operating Expenses	2,557,661	2,615,020	2,615,020	2,627,928	2,781,570	2,767,320	152,300	6%	
Division Total	3,730,520	3,880,838	3,880,838	3,856,199	4,076,478	4,062,228	181,390	5%	

Human Resources Department - City Insurance Fund

Self Insurance Claims - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
3404 Components/Parts	46,667	-	-	-	-	-	-	0%	
3425 Bldg Rep Materials	8,718	-	-	-	-	-	-	0%	
5101 All Risk Prop Carrier	1,501,435	1,900,000	1,900,000	1,846,439	2,150,000	1,993,000	93,000	5%	Expense to purchase an "all risk" property insurance policy for the City's buildings with a total insured value of more than \$500 million. Projection is based upon historical costs, state of the insurance market and estimated cost increases.
5102 Property Claims	10,928	50,000	50,000	50,000	50,000	50,000	-	0%	Expense to pay property claims below the City's \$50,000 deductible on the "all risk" property insurance policy. Projection is based upon historical claim costs which fluctuate.
5103 Extraordinary Natural Disaster Losses	15,765	-	-	-	-	-	-	0%	
5104 Auto Liab Claims	45,756	895,067	895,067	895,067	741,000	50,000	(845,067)	(94%)	Expense to pay third party auto liability claims and related legal expenses. Projection is based upon historical claim costs which fluctuate and are dependent upon multiple factors (exposure, frequency, and severity). New claims ended 11/1/2017 due to insurance coverage.
5106 Auto Liability Carrier	905,053	910,000	910,000	943,240	1,040,000	1,038,000	128,000	14%	Expense to pay auto liability insurance policy. Projection is based upon estimated costs for policy renewal.
5107 Collision Repairs/Claims	864,785	700,000	700,000	700,000	900,000	860,000	160,000	23%	Expense to reimburse auto physical damage repair expenses to Fleet Division. Projection is based upon historical claim costs which fluctuate and are dependent upon multiple factors (exposure, frequency, and severity).
5113 General Liab Claims	686,924	2,101,607	2,101,607	2,101,607	1,745,000	1,640,000	(461,607)	(22%)	Estimated expense to pay third party general liability claims and related legal expenses. Projection is based upon historical claim costs which fluctuate and are dependent upon multiple factors (exposure, frequency, and severity) calculated by actuarial study. Expected Cash Flow provided in the actuarial report.
5114 Legal Services-Gl	926	1,000	1,000	1,000	1,000	1,000	-	0%	
5116 Labor Rel Claims	241,907	643,201	643,201	643,201	429,000	440,000	(203,201)	(32%)	Expense to pay employment practices claims and related legal expenses. Projection is based upon historical claim costs which fluctuate and are dependent upon multiple factors (exposure, frequency, and severity) calculated by actuarial study. 2019/2020 expected cash flow per actuarial report.
5119 Pol Prof Liab Claims	280,355	582,240	582,240	582,240	551,000	547,000	(35,240)	(6%)	Expense to pay third party police liability claims and related legal expenses. Projection is based upon historical claim costs which fluctuate and are dependent upon multiple factors (exposure, frequency, and severity) calculated by actuarial study. 2019/2020 expected cash flow per actuarial report.
5134 Public Official Carrier	51,473	60,000	60,000	53,855	60,000	59,000	(1,000)	(2%)	Expense to pay for public officials insurance policy. Projection is based upon historical costs, state of the insurance market and estimated cost increases. The City currently purchases a combined public officials/employment practices liability insurance policy.
5135 Other Carrier Premiums	78,272	125,000	125,000	104,738	100,000	93,000	(32,000)	(26%)	Expenses for current cyber liability; accident death & dismemberment[AD&D]; airport liability; and crime/fidelity, watercraft and special events insurance policies. Projection is based upon historical costs, state of the insurance market and estimated cost increases.

Human Resources Department - City Insurance Fund

Self Insurance Claims - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
5137 Empl Practices Carrier	120,101	130,000	130,000	125,662	140,000	137,000	7,000	5%	Expense to pay for employment practices liability insurance policy. Projection is based upon historical costs, state of the insurance market and estimated cost increases. The City currently purchases a combined public officials/employment practices liability insurance policy.
5150 Active Shooter Carrier	93,273	100,000	100,000	88,273	98,000	96,000	(4,000)	(4%)	Expense to purchased active shooter and workplace violence liability insurance policies.
Operating Expenses	4,952,338	8,198,115	8,198,115	8,135,322	8,005,000	7,004,000	(1,194,115)	(15%)	
Division Total	4,952,338	8,198,115	8,198,115	8,135,322	8,005,000	7,004,000	(1,194,115)	(15%)	

Human Resources Department - City Insurance Fund

Self Insurance Claims - Workers Comp - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
4104 Conferences	208	-	-	-	-	-	-	0%	
4399 Servchg-Other Funds	1,368,751	1,593,318	1,593,318	1,593,318	1,593,318	1,593,318	-	0%	Administrative charge of Worker's Comp from Risk Management sub-fund, based on Insurance Charges Calculation.
5122 Work Comp Carrier	390,000	425,000	425,000	409,500	451,000	451,000	26,000	6%	Expense to pay for excess workers' compensation insurance policy. Projection is based upon historical costs, state of the insurance market and estimated cost increases.
5124 Work Comp Admin	403,737	450,000	450,000	422,521	415,000	415,000	(35,000)	(8%)	Expense to pay for third party administration of workers' compensation claims. Projection is based upon contracted cost and estimated cost increases. In addition, the City pays the State a quarterly fee based upon historical claim costs which fluctuate.
5125 Work Comp Claims	7,355,640	5,444,173	5,444,173	5,444,173	5,562,000	5,911,000	466,827	9%	Expense to pay workers' compensation claims and related legal expenses. Projection is based upon historic claim costs which fluctuate and are dependent upon multiple factors (exposure, frequency, and severity) calculated by actuarial study. Listed in the Summary of Projected Ultimate Limited Losses 2019/2020 provided in the actuarial report dated February 28, 2019.
Operating Expenses	9,518,336	7,912,491	7,912,491	7,869,512	8,021,318	8,370,318	457,827	6%	
Division Total	9,518,336	7,912,491	7,912,491	7,869,512	8,021,318	8,370,318	457,827	6%	

Human
Resources
Department -
Health Benefits
Fund

Human Resources Department - Health Benefits Fund

Departmental Financial Summary

Financial Summary - Funding Source

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Health Benefits Fund - 545	\$ 30,399,924	34,178,644	34,178,644	34,140,882	35,313,936	34,881,936	703,292	2.1%
Total Funding	30,399,924	34,178,644	34,178,644	34,140,882	35,313,936	34,881,936	703,292	2.1%

Financial Summary - Program Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Risk Management	926,221	1,735,615	1,735,615	1,749,923	1,771,789	1,358,189	(377,426)	(21.7%)
Self-Insured Health Benefits	29,473,703	32,443,029	32,443,029	32,390,959	33,542,147	33,523,747	1,080,718	3.3%
Total Expenditures	30,399,924	34,178,644	34,178,644	34,140,882	35,313,936	34,881,936	703,292	2.1%

Financial Summary - Category Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Personal Services	478,776	1,342,974	1,342,974	1,358,022	1,364,647	951,147	(391,827)	(29.2%)
Operating Expenses	29,921,148	32,835,670	32,835,670	32,782,860	33,949,289	33,930,789	1,095,119	3.3%
Total Expenditures	\$ 30,399,924	34,178,644	34,178,644	34,140,882	35,313,936	34,881,936	703,292	2.1%
<i>Full Time Equivalents (FTEs)</i>	<i>5.0</i>	<i>5.0</i>	<i>5.0</i>	<i>5.0</i>	<i>5.0</i>	<i>5.0</i>	<i>-</i>	<i>0.0%</i>

FY 2020 Major Variances

Personal Services

Decrease in projected expense for wellness incentives based on the FY 2019 participation rate \$ (413,500)

Operating Expenses

Increase in expense for health benefits for the Fraternal Order of Police bargaining unit 605,184
 Increase in projected expense for health claim expenditures based on actuarial report 369,257
 Increase in expense for third party health claim administrative fees and stop-loss insurance costs 90,171

Descriptions & Line Items By Division



Human Resources - Health Benefits Fund

Risk Management - Expenditures

Subobject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	313,544	326,508	326,508	325,724	342,109	342,109	15,601	5%	
1110 Sick Conv to Cash	653	-	-	-	-	-	-	0%	
1113 Vac Mgmt Conv	214	-	-	-	-	-	-	0%	
1116 Comp Absences	27,000	-	-	-	-	-	-	0%	
1119 Payroll Accrual	6,143	-	-	-	-	-	-	0%	
1401 Car Allowances	3,000	3,000	3,000	3,900	4,080	4,080	1,080	36%	
1413 Cellphone Allowance	1,200	1,200	1,200	1,200	1,200	1,200	-	0%	
1501 Overtime 1.5X Pay	17,915	10,500	10,500	25,867	11,025	11,025	525	5%	Expense for Benefits employees to work extra hours during benefits open enrollment (August to January). This is a yearly process that requires extensive staff time. Projection based upon historical expense.
1504 Overtime 1X Pay	538	-	-	-	-	-	-	0%	
1511 O/T - Unplanned - 1.5X Pay	140	-	-	100	-	-	-	0%	
1801 Core Adjustments	-	2,000	2,000	-	-	-	(2,000)	(100%)	
2119 Wellness Incentives	2,000	890,500	890,500	890,500	890,500	477,000	(413,500)	(46%)	The central allocation of the wellness incentive for city-wide employees based on historic participation rates.
2299 Pension - Def Cont	28,210	29,386	29,386	27,061	30,790	30,790	1,404	5%	
2301 Soc Sec/Medicare	24,901	25,299	25,299	29,088	26,171	26,171	872	3%	
2307 Year End FICA Accr	2,619	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	221	221	221	0%	
2404 Health Insurance	49,909	53,588	53,588	53,588	57,558	57,558	3,970	7%	
2410 Workers' Comp	790	993	993	994	993	993	-	0%	
Personal Services	478,776	1,342,974	1,342,974	1,358,022	1,364,647	951,147	(391,827)	(29%)	
3198 Backflow Program	-	145	145	145	145	145	-	0%	
3199 Other Prof Serv	60,836	-	-	-	-	-	-	0%	
3222 Custodial Services	3,496	-	-	-	-	-	-	0%	
3304 Office Equip Rent	-	700	700	700	-	-	(700)	(100%)	
3319 Office Space Rent	55,750	-	-	-	-	-	-	0%	
3428 Bldg Rep & Maint	1,700	-	-	-	-	-	-	0%	
3613 Special Delivery	-	40	40	40	-	-	(40)	(100%)	
3616 Postage	-	40	40	40	-	-	(40)	(100%)	
3628 Telephone/Cable Tv	-	-	-	36	-	-	-	0%	
3904 Books & Manuals	-	200	200	200	-	-	(200)	(100%)	
3907 Data Proc Supplies	235	500	500	500	-	-	(500)	(100%)	
3925 Office Equip < \$5000	1,019	-	-	-	-	-	-	0%	
3928 Office Supplies	274	-	-	-	-	-	-	0%	
4101 Certification Train	-	2,000	2,000	2,000	-	-	(2,000)	(100%)	
4104 Conferences	995	4,000	4,000	4,000	1,500	-	(4,000)	(100%)	Expense for staff attending regional industry conferences now budgeted in 4119 - Training & Travel.
4110 Meetings	-	200	200	200	-	-	(200)	(100%)	
4113 Memberships/Dues	-	500	500	500	1,200	-	(500)	(100%)	
4119 Training & Travel	-	-	-	-	-	2,600	2,600	0%	Allocated budget for staff training and travel related expenses.
4304 Indirect Admin Serv	303,320	355,306	355,306	355,306	377,387	377,387	22,081	6%	
4343 Servchg-Info Sys	16,473	21,834	21,834	21,835	21,834	21,834	-	0%	
4355 Servchg-Print Shop	-	2,100	2,100	2,100	-	-	(2,100)	(100%)	
4407 Emp Proceedings	686	932	932	155	932	932	-	0%	
4410 General Liability	2,269	2,744	2,744	2,744	2,744	2,744	-	0%	
4416 Other Ins Charges	-	660	660	660	660	660	-	0%	
4431 Pub Officials Liab	392	740	740	740	740	740	-	0%	
Operating Expenses	447,445	392,641	392,641	391,901	407,142	407,042	14,401	4%	
Division Total	926,221	1,735,615	1,735,615	1,749,923	1,771,789	1,358,189	(377,426)	(22%)	

Human Resources - Health Benefits Fund

Self-Insured Health Benefits - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	FY 2019 Recommended vs. 3 Year Avg	Basis of Expense
3199 Other Prof Serv	50,291	100,000	100,000	100,000	90,000	88,000	(12,000)	(12%)	6%	Expense for benefits consultant (\$52,000) and actuarial services (\$36,000). Projection based upon historical and estimated usage, along with contract rates for time and expense billing.
3222 Custodial Services	-	10,200	10,200	10,200	10,200	10,200	-	0%	10%	Expense for custodial services at the City's leased health and wellness center. Projection based upon historical and estimated usage, along with contract rates for service billing.
3231 Food Services	2,238	-	-	-	-	-	-	0%	(100%)	
3249 Security Services	545	500	500	120	500	500	-	0%	19%	Expense for alarm services at the City's leased health and wellness center. Projection based upon contract rates for service billing.
3299 Other Services	76	5,600	5,600	5,600	5,000	-	(5,600)	(100%)	(100%)	A one-time expense in FY 2019 for the Health Center moving costs.
3319 Office Space Rent	-	111,000	111,000	61,659	90,000	90,000	(21,000)	(19%)	83%	Expense for office space rent at the City's leased health and wellness center. Projection based upon the anticipated higher lease amount at the new location.
3425 Bldg Rep Materials	2,597	500	500	500	3,500	500	-	0%	(85%)	Expense for material cost of repairs of building at City's leased health and wellness center.
3428 Bldg Rep & Maint	4,600	1,000	1,000	1,000	4,000	1,000	-	0%	(75%)	Expense for maintenance of building at City's leased health and wellness center.
3601 Electricity	2,958	3,100	3,100	627	3,018	3,018	(82)	(3%)	5%	Expense for electricity costs at the City's leased health and wellness center. Projection based upon historical costs and estimated usage.
3613 Special Delivery	8	-	-	-	50	50	50	100%	525%	
3616 Postage	38	-	-	-	50	50	50	100%	32%	
3628 Telephone/Cable Tv	5,436	5,400	5,400	5,400	5,400	5,500	100	2%	1%	Expense for telephone/cable costs at the City's leased health and wellness center. Projection based upon historical and estimated usage, along with contract rates for service billing.
3634 Water/Sew/Storm	2,900	2,815	2,815	2,815	3,197	3,197	382	14%	20%	Expense for water/sewer costs at the City's leased health and wellness center. Projection based upon historical and estimated usage, along with contract rates for service billing.
3925 Office Equip < \$5000	709	-	-	-	-	-	-	0%	(100%)	
3926 Furniture <\$5000	-	8,000	8,000	8,000	-	-	(8,000)	(100%)	0%	
3928 Office Supplies	2,049	-	-	-	2,500	2,000	2,000	0%	71%	
3999 Other Supplies	2,125	-	-	-	-	-	-	0%	(100%)	
4213 Retiree Health Bene	800	-	-	-	-	-	-	0%	(100%)	
4299 Other Contributions	5,300,904	5,251,728	5,251,728	5,251,728	5,856,912	5,856,912	605,184	12%	13%	Expense for health benefits for Fraternal Order of Police Bargaining Unit. Projection based upon contract rates and employee count.
4416 Other Ins Charges	617	-	-	124	1,000	1,000	1,000	100%	(16%)	Expense for vision insurance coverage for enrolled Commissioners.
5130 Health Ins Adm FF	1,792,153	1,900,000	1,900,000	1,900,000	1,990,171	1,990,171	90,171	5%	18%	Expense for third party health claim administrative fees and stop-loss insurance costs. Projection based upon contract rates for service billing and employee count.
5131 Health Ins Claims	19,733,443	22,193,326	22,193,326	22,193,326	22,562,583	22,562,583	369,257	2%	20%	Expense for health claim expenditures for employees. Claim costs fluctuate based upon multiple factors, including participants usage, population vital statistics, medical cost inflation, etc. Projection based upon historical costs and estimated costs by Gallagher Benefits Services Actuarial Report dated February 26, 2019.
5132 Section 125 Benefits	28,707	35,000	35,000	35,000	35,000	30,000	(5,000)	(14%)	11%	Expense for third party administrative fees (FSA/COBRA). Projection based upon contract rates for service billing and employee count.

Human Resources - Health Benefits Fund

Self-Insured Health Benefits - Expenditures

Subject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	FY 2019 Recommended vs. 3 Year Avg	Basis of Expense
5135 Other Carrier Premiums	4,716	120,240	120,240	120,240	132,302	132,302	12,062	10%	1679%	Expense for City paid group life insurance on employees. Projection based a policy limit of 1x salary up to \$300,000 for all community builders.
5139 Health Supplement-Police	8,800	10,368	10,368	10,368	10,968	10,968	600	6%	68%	Expense for Florida Statute 112.19 required health insurance supplement payment for injured police officer.
5140 Dental Carrier Premiums	1,501,286	1,545,000	1,545,000	1,545,000	1,578,372	1,578,372	33,372	2%	11%	Expense for dental insurance on employees. Projection based upon contract rates for service billing and employee count.
5199 Other Self Ins Claim	1,025,707	1,139,252	1,139,252	1,139,252	1,157,424	1,157,424	18,172	2%	23%	"Expense for third party health administrative fees (Marathon) at City's leased health and wellness center. Projection based upon historical and estimated usage, contract rates for service billing, and estimated costs."
Operating Expenses	29,473,703	32,443,029	32,443,029	32,390,959	33,542,147	33,523,747	1,080,718	3%	19%	
Division Total	29,473,703	32,443,029	32,443,029	32,390,959	33,542,147	33,523,747	1,080,718	3%	19%	

~ Notes ~



CITY OF FORT LAUDERDALE FY 2020 DEPARTMENT REQUEST

Information Technology Services



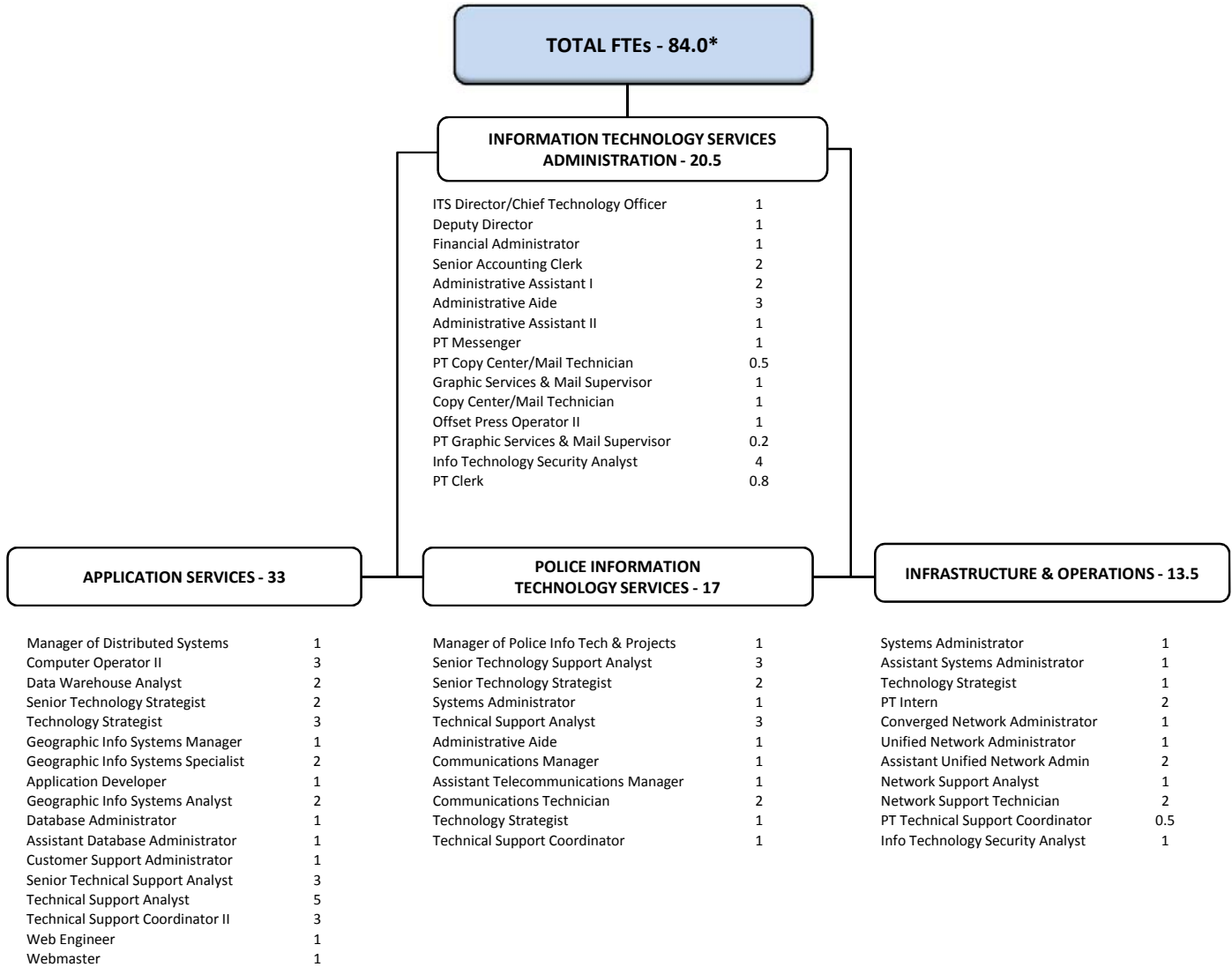
Information Technology Services



The Information Technology Services (ITS) Department is a centralized service department that provides technical resources (support, software, hardware, services, direction, and leadership) to the various departments of the City of Fort Lauderdale. The ITS Department delivers customer support, and provides computers, telephones, radios, intranet, internet, email, wireless communications, website, business software applications, desktop software applications, and training. The ITS group is responsible for all system implementations, security, City wide technology purchases, and the tactical and strategic planning for technology solutions and services to support City functions and service delivery to Neighbors.

Information Technology Services Department

FY 2019 Adopted Budget Organizational Chart



*Full Time Equivalent (FTE) includes new position(s)

Amended	Adopted	Difference
FY 2018	FY 2019	
81.2	84.0	2.8

Information Technology Services Central Services Fund



Information Technology Services (ITS) - Central Services Fund

Departmental Financial Summary

Financial Summary - Funding Source

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Central Services Fund - 581	\$ 20,853,908	22,099,864	22,571,914	21,895,708	22,127,354	20,337,040	(1,762,824)	(8.0%)
Total Funding	20,853,908	22,099,864	22,571,914	21,895,708	22,127,354	20,337,040	(1,762,824)	(8.0%)

Financial Summary - Program Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
ITS Administration	5,106,315	4,867,833	5,139,883	4,963,744	5,119,357	4,789,037	(78,796)	(1.6%)
Application Services	4,345,342	6,391,741	6,391,741	6,152,913	6,805,537	6,387,661	(4,080)	(0.1%)
Police ITS	6,223,218	6,742,703	6,742,703	6,598,204	6,277,246	5,636,133	(1,106,570)	(16.4%)
Infrastructure and Operations	5,179,033	4,097,587	4,297,587	4,180,847	3,925,214	3,524,209	(573,378)	(14.0%)
Total Expenditures	20,853,908	22,099,864	22,571,914	21,895,708	22,127,354	20,337,040	(1,762,824)	(8.0%)

Financial Summary - Category Expenditures

	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Request	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020	Percent Difference
Personal Services	9,642,683	9,911,752	9,955,252	9,279,403	10,286,942	10,299,253	387,501	3.9%
Operating Expenses	8,901,057	9,053,940	9,482,490	9,506,133	10,060,808	8,258,183	(795,757)	(8.8%)
Capital Outlay	413,305	1,237,778	1,237,778	1,213,778	280,000	280,000	(957,778)	(77.4%)
Debt Services	1,896,863	1,896,394	1,896,394	1,896,394	1,499,604	1,499,604	(396,790)	(20.9%)
Total Expenditures	\$ 20,853,908	22,099,864	22,571,914	21,895,708	22,127,354	20,337,040	(1,762,824)	(8.0%)
<i>Full Time Equivalents (FTEs)</i>	<i>81.2</i>	<i>84.0</i>	<i>84.0</i>	<i>84.0</i>	<i>84.0</i>	<i>84.0</i>	<i>-</i>	<i>0.0%</i>

FY 2020 Major Variances

Personal Services

Increase in personal services for wage adjustments	\$ 258,916
Increase in health care costs	52,235
Increase in Defined Contribution allocation	37,326

Operating Expenses

Decrease in other professional services due to a reduction in contractual services	(11,400)
Decrease in software maintenance and support for Citywide Applications	(506,782)
Decrease in computer replacement for Police Patrol laptops and desktops	(162,200)
Decrease in Telephone/Cable TV services	(65,100)
Decrease for one-time purchase for the replacement of telephone system components and parts	(83,000)

Capital Outlay

Decrease in one-time expenses associated with security services and encryption	(100,000)
Decrease in one-time expenses associated with GIS resiliency for Accela/Cityworks enterprise asset management system	(136,086)
Decrease in one-time expenses associated with enhancing network systems management tolls for ITS infrastructure	(98,500)
Decrease in one-time expenses associated with migrating cloud networking and email services to Azure	(125,192)

Information Technology Services - Central Services Fund

Departmental Financial Summary, continued

Capital Outlay, continued

Decrease in one-time purchase for costs associated with storage and architecture for Police ITS services	\$ (364,000)
Decrease of computer server equipment	(110,000)
Decrease in funding for one-time vehicle requests	(24,000)

Debt Services

Reduction due to the final payment made in FY 2019 for the 800 MHz Public Safety Radio Communication Services System special obligation loan	(396,790)
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Information Technology Services

Administration

Division Description

The Administration Division provides overall management services and coordination for the Information Technology Services (ITS) Department. The division also oversees budget and City Commission agenda coordination, contract administration, purchasing, accounts payable, and payroll for the ITS Department. Administration has implemented an information-privacy and security-conscious culture in the infrastructure of the City. The effort includes developing and administering the City's strategy and vision for its information privacy and security policy. The strategy and vision include assessing privacy and security risks while coordinating these efforts across the City. In addition, Publishing and Mail Services are responsible for the production and logistics of revenue-generating printed materials, such as water bills, business tax licenses and renewals, police alarm notices, fire inspection fees, and more. The Publishing area supplies City letterhead, envelopes, business cards, brochures, postcards, and other printed materials for all City departments. The Mail Services area manages the collection and distribution network of incoming and outgoing US Mail, City interoffice correspondence, and FedEx and UPS packages.

FY 2019 Major Accomplishments

- Continued implementation of Policies and Procedures for Information Technology Services Finance Administration area.
- Continued development of the ITS Home page and Administration Page in SharePoint for ITS staff collaboration.
- Continued development of external ITS page (accessible by other departments) in SharePoint to be a central source for IT-related information, resources, and tools.
- Created policies and provided guidance regarding document storage in the new SharePoint intranet.

FY 2020 Major Projects & Initiatives

- Continue to roll out the new text message archiving software to City issued and personal mobile phones.
- Continue to work on the electronic Print Shop Requisition submission to take advantage of SharePoint technology that was recently set up for Citywide collaboration.
- Continue to train administrative staff in project management and coordination. This will enhance administrative support in the project lifecycles.

Information Technology Services

Application Services

Division Description

The Application Services Division provides project management, business analysis, software implementation, reporting, and technical support to the City's enterprise, departmental, and desktop applications. The division handles Data & Web Integration Services which manages all aspects of the City's critical databases and websites used by our employees and Neighbors. In addition, Geographic Information Systems (GIS) staff provides computerized mapping and location-based analytical services to City staff, Neighbors, businesses, and visitors. Helpdesk staff delivers Neighbor support and maintains the City's computer replacement plan.

FY 2019 Major Accomplishments

- Implemented the Enterprise Resource Planning (ERP), FIRST (Formulating Innovation Responsive Solutions Together), system in the third year of a multiple year effort to replace the core City financial applications including general ledger, accounts payable, accounts receivable, purchasing, inventory, investments, budgeting, payroll, human resources and benefits management. The system is expected to be operational October 2019.
- Continued implementation of Accela Land Management System The system is expected to be operational June 2019. Implemented ePermitHub for online submission of plans for electronic plan review. Planned go live is Summer 2019, following the Accela go live.
- Completed the migration of the old Document Management system to Laserfiche.
- Built a map-centric ArcGIS Dashboard to help the City's Vision Zero Task Force, City officials, and neighbors monitor the City's Vision Zero initiative.
- Completed a pilot implementation of Esri's ArcGIS Hub Open Data. The pilot concluded with Structural Innovation selecting ArcGIS Hub Open Data as the Citywide open data platform.
- Implemented an ArcGIS Survey 123 solution for tracking inspections of water valves. Water service crews use this tool on a mobile device to log their inspection activities. Office managers and supervisors can track daily progress and see inspection results through a dashboard application.
- Built LauderServ GIS Viewer to display the progress of neighbor requests made in the most recent 30 days through the City's QAlert program. This ArcGIS Web App Builder based application allows City staff and neighbors to filter results by location including City Commission Districts and neighborhood associations.
- Developed a 3-dimensional (3D) solution to assist the Executive Airport with investigating complaints of aircrafts that allege to violate Federal Aviation Administration (FAA) flight restrictions in relation to the height of buildings in their flight path. The solution brings flight data from the Airport Noise Monitoring and Management System (ANOMS) into an ArcGIS 3D scene. ArcGIS 3D tools are then used to check flight path and flight altitude against 3D modeled buildings.

Information Technology Services

Application Services, continued

- Created a resilient ArcGIS infrastructure to help support spatial data needs of the Accela land management and permitting system as well as the Cityworks Enterprise Asset Management System. Cityworks will be used to manage inspections, work orders preventative maintenance, and needs forecasting for the City's water, sewer and stormwater systems.
- Developed the City's Adopt-A-Drain application, a map-centric web solution to allow neighbors to participate in a program to adopt and clean stormwater drains. The solution also sends automated adoption reports to City staff responsible for the Adopt-A-Drain program as well as identify participants eligible for green your routine points.
- Rebuilt the Parking Customer Service GIS Application to help resolve customer discrepancies, provided immediate information pertaining to parking facilities, and addressed incompatibility between hand held meter readers and the new meter management software.
- Provided cloud-based data and web applications technology to allow for higher availability, as well as faster implementation of same, in the cloud.
- Configured new Microsoft Azure Cloud web services and implemented Contracts Lists, Ethics Trac, Ethics Docs, Helistop, Meet Manager, LauderServ Portal, Lien Interest, Lobby Manager, Parking Locations and Wave Refund.
- Continued upgrades and migration of multiple databases, along with their respective web applications, to the Azure Cloud.
- Implemented a new cloud hosted solution, LauderShare, to replace the City's previous intranet, LauderLink. This provides online functionality for intranet collaboration, giving employees the ability to collaborate and distribute information quickly and easily. LauderShare also includes tools to support social media, information/executive dashboards, and search functions across all information stored within the system.
- Worked with Microsoft and internal City departments to train community builders on the new cloud-based intranet.
- Implemented virtual database configurations at the Emergency Operations Center (EOC) to have selected databases locally stored in case of an EOC activation. This will also serve as a potential second database data center location. This accomplishment continues the expansion of our Microsoft SQL Server virtual environment, allowing us to migrate and upgrade Microsoft SQL Server databases from physical servers to virtual environments. Currently, over 95% of City databases have been virtualized.
- Implemented Microsoft database technology for our new ERP databases that creates environments which replicate each other in case one fails. In that scenario, the databases fail-over to the other environment and continue to stay up and working.
- Implemented cybersecurity best practices for City websites, web applications, and databases. Remediated higher risk vulnerabilities resulting from security scans.

Information Technology Services

Application Services, continued

- Updated online payment portals to integrate with the Wells Fargo Payment Gateway. This includes the configurations of the Payment Gateways to achieve PCI compliance.
- Continued PC replacement of 300 computers scheduled for replacement due to aging systems, as well as upgrading all operating systems to Windows 10.
- Continued to upgrade Microsoft Office 365 and Office 2016 on computers running Microsoft Office 2010, which is no longer supported by Microsoft.
- Migrated 300 network printers from an aging print server to a newer server running a supported operating system.

FY 2020 Major Projects & Initiatives

- Continue to monitor the Enterprise Resource Planning (ERP), FIRST (Formulating Innovation Responsive Solutions Together), project following its implementation in October 2019 and provide support-related tasks that are anticipated as the City starts using the new system.
- Implementation of ArcGIS for Open Data as the City's open data platform. The timeframe for this will be largely dictated by the Office of Structural Innovation.
- Create an interactive mapping application for allowing the crowdsourcing of bicycle facility locations.
- Build an interactive dashboard for the Nighttime Economy division (NITE) of the City Manager's Office. This dashboard will allow the NITE team to view police calls for service in the City's entertainment districts during the nighttime economy hours. This tool will help the NITE team understand the required response in the different entertainment zones and where possible, formulate programs to maintain levels of safety.
- Implement a cloud hosted environment for the City's websites, and migrate and upgrade the City's websites to the Granicus cloud hosted solution, allowing for easier website updates and higher availability. This will also facilitate layout modifications to keep up with current web trends.
- Continue SharePoint Online Intranet Enhancements by using new functionality enhancements Microsoft provides with new SharePoint Online updates.
- Continue the virtualization process of any remaining on-site physical servers as new application updates are released.
- Continue the migration of web applications and respective databases to the cloud.
- Perform in-place upgrades of the remaining 500 computers that are running on a Windows 7 operating system and upgrading them to Windows 10 Enterprise due to Microsoft no longer providing support for Windows 7.
- Complete upgrading the remaining computers running on Microsoft Office 2010 to Microsoft Office 365 and Microsoft Office 2016.

Information Technology Services

Infrastructure and Operations Services

Division Description

The Infrastructure and Operations Services Division provides innovative and reliable IT Infrastructure Services with the goal of improving the City's operational efficiencies. To achieve this goal the division plans, designs, implements, maintains, and provides a 24/7 tier 2, 3 and 4 Network Operations Center (NOC) support for the City's IT infrastructure consisting of several data centers, enterprise network and firewalls, Internet, remote access and Wi-Fi communications, identity and access management (IAM), physical, virtualized and cloud computing, storage area networks (SAN), Cloud Infrastructure as a Service (IaaS), enterprise Email systems, Voice over Internet Protocol (VoIP) telephone and call center systems, video conferencing and collaborations systems, and audio visual and digital signage systems.

FY 2019 Major Accomplishments

- Replaced critical end of life (EOL) network communications equipment at the Police Department headquarters and remote sites to create a more reliable, Criminal Justice Information Services (CJIS) compliant, and manufacturer supported network.
- Upgraded the enterprise Voice over Internet Protocol (VoIP) telephone, call center and video collaboration systems. The systems are five major versions behind. The goal of this upgrade is to prevent the current systems from getting to a manufacturer End of Life (EOL) and End of Support (EOS) state, which will expose the systems to security vulnerabilities and prevent staff from obtaining support, maintenance and security patches. Upgrading to the latest stable software version will provide new innovative features and services, aimed at improving communications and collaborations.
- Migrated email services from the on-premise Microsoft Exchange system to the Microsoft Office 365 (O365) cloud email service. The goal is to leverage the O365 services to improve the business continuity for email services, while reducing the upgrade, maintenance and energy cost as well as administrative overhead. The cloud platform provides more effective integration between O365 applications such as SharePoint and provides employees with more reliable access to email services during emergencies or disaster situations. It will also allow for more frequent and streamlined installation of security, maintenance and feature upgrades.
- Migrated the complex infrastructure services for the GIS platform from the on-premise EOC data center to the Microsoft public cloud data center. The new environment will create a more resilient infrastructure for the GIS applications.

Information Technology Services

Infrastructure and Operations Services, continued

FY 2020 Major Projects & Initiatives

- Consolidate four (4) data centers to two (2), while conforming to higher data center standards for assuring the integrity and functionality of the City's computer environment and provide effective business continuity, disaster recovery and security services. The ITS department currently manages four data centers - City Hall, Police, Public Works and EOC - that houses critical electronic data, applications and IT assets from the current payroll system to the new ERP platform. The EOC data center was upgraded and modernized in 2018; however, the City Hall, Police and EOC data centers are obsolete, inadequate and are plagued with deficiencies. The buildings that house these centers are also not structurally capable of protecting the City's critical data and IT assets and are non-compliant with current data center building and management standards. This initiative will consolidate and modernize the City's data centers to take advantage of improved operations, performance, energy efficiency, space reduction, security, disaster recovery and capabilities of newer IT equipment.
- Implement a hybrid cloud data center by designing and implementing a new IT infrastructure to consist of (1) a private cloud data center which provides high speed connections between the City's two on-premise data centers, and (2) high-speed connections between the private cloud and the Microsoft public cloud to create a modern, centralized, optimized and secured hybrid cloud data center. The hybrid data center will provide the city with the option of leveraging private, public, or both data centers based on application resource requirements, cost and security. The design will also focus on security to ensure the City's data center infrastructure is compliant with Criminal Justice Information Services (CJIS), Payment card industry (PCI), General Data Protection Regulation (GDPR), Supervisory Control and Data Acquisition (SCADA) and Health Insurance Portability and Accountability Act HIPAA security regulations.

Information Technology Services

Police Information Technology Services

Division Description

The Police Information Technology Services Division uses technology resources, including mobile and radio communications, to support the mission of the City of Fort Lauderdale Police Department. The division is responsible the implementation and support of software applications and technology, Automatic Vehicle Location (AVL) units, License Plate Readers (LPR), fingerprint readers, body camera technology, access control and security systems, and interoperable communications for emergency first responders. In addition, the division supports the City's mission-critical radio communications networks and staff plays an integral role with the Florida Regional Domestic Security Task Force (RDSTF) and the Miami-Fort Lauderdale Urban Areas Security Initiative (UASI) through the facilitation of Department of Homeland Security target capabilities.

FY 2019 Major Accomplishments

- Conducted a pilot for hard drive encryption of laptops to give added security for laptops that have sensitive law enforcement data on them.
- Continued the upgrade for the access control system at the Police Department and City Hall.
- Initiated consolidation of Citywide Access Control, eliminating multiple, failing systems and implementing a new, enterprise class access system throughout the City.
- Installed security cameras in the City Hall Parking Garage, Southside School and other select locations.
- Upgraded current security cameras at prioritized locations across the City and repaired cameras previously damaged during Hurricane Irma.
- Replaced the public safety subscriber two-way radios, component and accessories. This project supports public safety operations and provides current digital technology and meets Broward County specification to access its new 700 MHz Public Safety Radio System.
- Completed the Hazmat Emergency Trailer Communications Upgrade project which supports the core capability of operational communications and operational coordination to ensure continuous flow of information and effective communication. This project was a grant awarded by the Department of Homeland Security (DHS) Urban Area Security Initiative (UASI) This project also supports the Miami/Fort Lauderdale UASI Area Hazmat Response Teams.
- Upgraded the Emergency Operations Center (EOC) audio visual system to current technology. The project provides funding for upgrading the center audio components and visuals (i.e., monitor, projector, smartboard). This project affords Emergency Management staff the capabilities to effectively coordinate and disseminate real-time information that is critical during incident and emergency operations. This project funded by DHS UASI grant award.
- Upgraded the Diagnostic X System to meet the digital standard of the current subscriber fleet.

Information Technology Services

Police Information Technology Services, continued

- Implemented the required communications infrastructure (i.e., Fire Alerting, and CERT system) for the new Fire Station #54.
- Completed the Regional Domestic Security Task Force (RDSTF) 7 interoperable communications trailer enhancement communications capabilities. This was a regional project awarded to the City's Radio Shop to support its core capability of operational communications by further sustaining and increasing capabilities of the interoperable communications trailer with ability of PBX system. The enhancement provided additional capabilities to ensure critical communications resources are available to effectively communicate, coordinate and disseminate information during a local emergency or multijurisdictional incident.

FY 2020 Major Projects & Initiatives

- Commence with the Fire Alerting System Project. This project is per Regional 9-1-1 Con Agreement with Broward County mandate which requires the City to replace its current Zetron Fire Alerting System with the County's new Phoenix G2 Alerting System by US Digital Design. This will ensure that the City continues to receive Fire Rescue dispatch services that are provided by Broward County
- Implement the required communications infrastructure (i.e., Fire Alerting, and CERT system) for new Fire Station #8.
- Implement the Uniformed County-wide Law Enforcement & Fire Rescue Service Radio Template. Broward County Police & Fire Chief Association adopted a Uniformed Regional Radio Template Programming for Public Safety in Broward County. This allows for departments to have similar platforms and enable interoperability.
- Implement the Radio Management System. This project is a phase of the Public Safety Subscriber Radio Project. The management system enables staff to manage radio assets, radio IDs, firmware, programming code plugs, and services tickets. The management suites also provide staff with analytical data.
- Implement the Global Traffic Technologies (GTT) Upgrade & Replacement. Fire Rescue services utilize Opticom GPS Priority Control System to preempt traffic light signals. This system gives priority to emergency vehicles which aides in better response times and safer responses. This project will provide firmware upgrades to Emergency Vehicles Preemption (EVP) devices and commence with the replacement of some legacy devices. The firmware upgrade and replacement will support the new analytical platform and address technical parameters.
- Continue Citywide Access Control consolidation to implement an advanced, enterprise class access system throughout the City.
- Roll-out hard drive encryption to additional users providing added security for laptops.
- Continue installation of security cameras at prioritized locations throughout the City.



Information Technology Services

Police Information Technology Services, continued

- Deploy Automatic Vehicle Location (AVL) System for remaining Police and City vehicles to allow tracking of City assets.
- Continue upgrades of existing video recording and surveillance equipment at the Department of Sustainable Development facility. This will monitor lobby transactions with the public and the parking lots for security purposes.

Information Technology Services

Department Core Processes and Performance Metrics

	<p style="text-align: center; color: #0070C0; font-weight: bold;">STRATEGIC OBJECTIVES AND PERFORMANCE MEASURES</p> <ul style="list-style-type: none"> ➤ Continuously improve and innovate communication and service delivery ➤ Increase strategic and community desired information technology services ➤ Provide a reliable and progressive technology infrastructure ➤ Provide excellent technical support and training to internal customers ➤ Increase accessibility of City services and information via web and mobile devices ➤ Increase the reliability and efficiency of workforce and community communications
	<ul style="list-style-type: none"> ➤ Prevent and solve crime in all neighborhoods ➤ Provide excellent IT systems to facilitate 911 communications, and crime tracking and analysis ➤ Ensure sound fiscal management ➤ Reduce operational costs for mail and published materials ➤ Ensure reliable and interoperable communications using current industry standards and enhance and ensure accessibility and reliability of information via mobile devices

Department Core Process	Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Projection	FY 2020 Target
Provide effective and efficient IT customer service	Application Support Problem Resolution Repair: Percent Corrected within 24 hours	52%	20%	75%	25%	50%
	Number of Hours Technical Strategists Spend on Application Support	784	455	1,800	408	1200
	Percentage of Mobile Problem Work Orders Completed within 24 Hours	69%	40%	80%	35%	60%
	Quality of General IT Services: Overall Satisfaction	94%	92% ¹	95%	95%	95%
	Percentage of Help Desk Repair Calls Resolved at Time of Call	56%	70% ²	62%	60%	62%
	Percentage of Help Desk Repair Calls Resolved within 24 Hours	80%	76%	83%	75%	78%

¹ The annual survey conducted by the Information Technology Services Department was conducted for CY 2018

² Data for this measure was not collected in Quarter 3 of FY 2018. The value reported is a fiscal year to date average excluding Quarter 3.

Information Technology Services

Department Core Processes and Performance Metrics

Department Core Process	Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY 2019 Projection	FY 2020 Target
Provide effective and efficient IT customer service	Percentage of Radio Repair Service Tickets Completed within 24 Hours	61%	44%	80%	50%	80%
	Customer Satisfaction with Help Desk Ticket Survey: Overall Support	99%	98%	97%	97%	97%
	Percent of Telephone Repair Calls Resolved within 24 Hours	76%	67%	80%	80%	80%
	Help Desk Open Requests Work Order Aging (> 120 days)	16	472	68	68	75
	Percentage of Network Repair Calls Resolved within 24 Hours	76%	67%	80%	80%	80%
Manage projects collaboratively that implement technology across the City	Average monthly visits to GIS applications and GIS website	18,499	19,279	25,000	18,378	18,500
	Percent of Police Servers Virtualized	59%	61%	65%	65%	65%
Foster an environment for technology advancement	Savings from Utilizing Electronic Certified Mail in Place of Traditional Certified Mail	\$15,907	\$17,589	\$17,000	\$18,000	\$18,000

Budget Modifications



FY 2020 BUDGET MODIFICATION SUMMARY

Information Systems - 581 Central Services Operation

Priority #	Request Type	Title of Request	# of Pos	Net Cost	Page #
1	Program - New	Data Center Co-Location Services	0.00	162,000	24
2	Program - Revised	Enterprise Resource Platform (ERP) and ACCELA Implementation	0.00	389,192	25
3	Program - Revised	Firmware Upgrade of APX Series Subscriber Radios to meet County Mandate	0.00	156,000	27
4	Program - New	Maintenance Support for New Fire Alerting System	0.00	75,000	28
5	Program - Revised	Replacement of 3M GTT Opticom Emergency Vehicle Preemption (EVP)	0.00	31,000	29
6	Program - Revised	Replacement of Subscriber Radio Batteries	0.00	90,270	30
			0.00	\$ 903,462	

FY 2020 BUDGET MODIFICATION FORM

Information Systems - 581 Central Services Operations

Priority No: 1

Title of Request: Data Center Co-Location Services

Request Type: Program - New

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

The City Hall data center is one of four (4) data centers operated and managed by the City's Information Technology Services (ITS) department. The others are located at the Emergency Operations Center (EOC) Police Head Quarters and Public Works Administration. The Public Works data center is in the process of closing and moving the equipment to the EOC. The City Hall data center houses critical applications from the current payroll system to the new Enterprise Resource Planning (ERP) platform. The air conditioning system is over 40 years old and no longer provides sufficient and consistent cooling for the critical systems, the space is surrounded by non-impact windows, which will not adequately provide protection from hurricane force winds, and the flooring is unstable due to several moves and changes over the fifty plus (50+) years life span.

Over the last two years, cloud services and shared (co-location) data center space have become more affordable. Information Technology Services (ITS) would like to move as many applications as possible to the cloud and relocate the others not appropriate for cloud services to a co-location data center facility. This co-location data center facility is also used by the Broward County and Broward Sheriff's Office Information Technology Departments. Co-location is defined as space within a building that is assigned per square foot and are sectioned off and locked down for the specific use of one agency. The procurement for the lease of the space was competitively bid by Broward County, including language allowing any government agency in Broward County to use it. This is a more sustainable, cost effective and secure method of maintaining the City's critical IT assets. We have approximated the monthly cost for co-locations fees to be \$13,500 creating an annual expense of \$162,000.

(For New Position Request) Can this function be better / more efficiently performed by a third party? Why or Why Not?

N/A

Performance Measures:

Measure Type	Request Description	FY 2019 Target	FY 2020 Target	FY 2020 Target with Modification
Workload	Data Center Daily Power Consumption kVA - Kilovolt-amp	73.53 kVA	73.53 kVA	58.8 kVA

Strategic Connections:

Cylinder: Internal Support

Goal: Be a leader government organization, managing resources wisely and sustainably

Objective: Achieve excellent procurement services through technological advancements, improved procedures, and outreach programs

Source of Justification: 2035 Vision Plan: Fast Forward Fort Lauderdale

Expenditure Amounts:

One Time Expense	Expenditure Amt. Requested:	Job Description	Index Code	Sub Object	SubObject Title
<input type="checkbox"/>	162,000	<i>Monthly Co-Location Facility</i>	ITS110101	3322	OTHER FACIL RENT
	\$162,000	Total Expenditure			

Status:

FY 2020 BUDGET MODIFICATION FORM

Information Systems - 581 Central Services Operations

Priority No: 2

Title of Request: Enterprise Resource Platform (ERP) and ACCELA Implementation

Request Type: Program - Revised

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

Information Technology Services is responsible for budgeting for the annual maintenance and support for City-wide applications. This year we have two (2) large projects underway which will require additional funds. The Enterprise Resource Platform (ERP) will require annual maintenance going forward, however, the City will also reduce maintenance costs for the systems that the ERP will replace.

The Land Management System used by the Department of Sustainable Development and various other departments. Annual Maintenance support & Licenses this year will require additional funds.

Performance Measures:

Measure Type	Request Description	FY 2019 Target	FY 2020 Target	FY 2020 Target with Modification
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Strategic Connections:

Cylinder: Internal Support

Goal: Be a well-trained, innovative, and neighbor-centric workforce that builds community

Objective: Provide reliable and progressive technology infrastructure

Source of Justification: Press Play Fort Lauderdale 2018, A Five-Year Strategic Plan

Expenditure Amounts:

One Time Expense	Expenditure Amt. Requested:	Job Description	Index Code	Sub Object	SubObject Title
<input type="checkbox"/>	280,092	ERP - Maintenance Cost	ITS040101	3401	COMPUTER MAINT
<input checked="" type="checkbox"/>	(27,000)	IBM Hardware Support	ITS040101	3401	COMPUTER MAINT
<input checked="" type="checkbox"/>	(85,000)	IBM Server & OS Support	ITS040101	3401	COMPUTER MAINT
<input checked="" type="checkbox"/>	(1,000)	Acorn - Check Printer	ITS040101	3401	COMPUTER MAINT
<input checked="" type="checkbox"/>	(225,000)	Cogsdale Holdings - FAMIS/BPREP	ITS040101	3401	COMPUTER MAINT
<input checked="" type="checkbox"/>	(9,900)	SurePay - Ecenter check	ITS040101	3401	COMPUTER MAINT
<input checked="" type="checkbox"/>	(137,000)	SumTotal - Payroll	ITS040101	3401	COMPUTER MAINT
<input type="checkbox"/>	594,000	ACCELA License & Maintenance	ITS040101	3401	COMPUTER MAINT

\$389,192 *Total Expenditure*

Status:

FY 2020 BUDGET MODIFICATION FORM

Information Systems - 581 Central Services Operations

Priority No: 3

Title of Request: Firmware Upgrade of APX Series Subscriber Radios to meet County Mandate

Request Type: Program - Revised

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

Broward County requires that all subscriber radios accessing its new 700 MHz P25 Regional Radio System must meet its standards and requirements i.e., Radio Authentication. The Radio Authentication solution provides an extra level of verification from duplication of Radio ID and an added layer of protection of unauthorized accessing of the system without correct keys. Also, provides system manager with alerts of attempted unauthorized access.

The City's current APX fleet doesn't meet the requirement, thus, a Firmware upgrade is needed for our entire fleet of radios. Broward County's Subscriber Migration Plan calls for all subscriber radios to be ready by 12/30/2018. That date has since been extended to 3rd quarter in FY19. Our request is based on 1,300 APX series subscriber radios @ \$120.00 per unit which will total \$156,000.

(For New Position Request) Can this function be better / more efficiently performed by a third party? Why or Why Not?

N/A

Performance Measures:

Measure Type	Request Description	FY 2019 Target	FY 2020 Target	FY 2020 Target with Modification
Workload	Number of Radios Upgraded	0	0	1,300

Strategic Connections:

Cylinder: Public Safety

Goal: Be the safest urban coastal City in South Florida through preventive and responsive police and fire protection

Objective: Provide quick and exceptional fire, medical, and emergency response

Source of Justification: 2035 Vision Plan: Fast Forward Fort Lauderdale

Expenditure Amounts:

One Time Expense	Expenditure Amt. Requested:	Job Description	Index Code	Sub Object	SubObject Title
<input checked="" type="checkbox"/>	156,000	<i>Upgrade Firmware</i>	ITS070102	3404	COMPONENTS/PARTS
	\$156,000	Total Expenditure			

Status:

FY 2020 BUDGET MODIFICATION FORM

Information Systems - 581 Central Services Operations

Priority No: 4

Title of Request: Maintenance Support for New Fire Alerting System

Request Type: Program - New

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

In 2014, the City executed an Agreement with Broward Board of County Commissioner's to participate in the County Regional E911 Consolidation System. In 2017, Broward County advised all municipalities of its intent to upgrade its aging fire alerting system. Broward County prepared a public solicitation for a fire alerting system which was granted to Keylite Power & Lighting Corp., for a Phoenix G2 Alerting System by US Digital Design (USDD) of Phoenix, AZ.

To continue participation in County's Regional E911 Consolidation System, the City was required to replace its Zetron Fire Alerting System (ZFAS). The City is estimated to invest approximately \$1.3 million to replace its current Zetron Fire Alerting System infrastructure to USDD G2 Phoenix Alerting System.

This request is seeking reoccurring funding for service and maintenance for the G2 Fire Alerting System in all City fire stations. The cost of each station's maintenance will vary as costs are dependent on the amount of equipment at the fire station. The City has a total of 10 fire stations strategically located throughout the City that will require this maintenance and support. This request for \$75,000 based on current contract costs and will be subject to change each year with a CPI increase.

If, funding is not provided; the City will be required to pay per each service call and replacement/repair of equipment if needed.

(For New Position Request) Can this function be better / more efficiently performed by a third party? Why or Why Not?

N/A

Performance Measures:

Measure Type	Request Description	FY 2019 Target	FY 2020 Target	FY 2020 Target with Modification
Efficiency	Number of Stations in Compliance	4.0	4.0	8.0

Strategic Connections:

Cylinder: Public Safety
Goal: Be the safest urban coastal City in South Florida through preventive and responsive police and fire protection
Objective: Provide quick and exceptional fire, medical, and emergency response
Source of Justification: 2035 Vision Plan: Fast Forward Fort Lauderdale

Expenditure Amounts:

One Time Expense	Expenditure Amt. Requested:	Job Description	Index Code	Sub Object	SubObject Title
<input type="checkbox"/>	75,000	Maint & Support Fire Alert	ITS070102	3401	COMPUTER MAINT
	\$75,000	Total Expenditure			

Status:

FY 2020 BUDGET MODIFICATION FORM

Information Systems - 581 Central Services Operations

Priority No: 5

Title of Request: Replacement of 3M GTT Opticom Emergency Vehicle Preemption (EVP)

Request Type: Program - Revised

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

The 3M GTT Opticom Electronic Voice Phenomena (EVP) is a Global Positioning System (GPS) and highly secured radio communication technology system integrated into the County traffic intersection's equipment. The EVP system gives the public safety unit that is responding top priority at intersections. The EVP GPS calculates vehicle speed, direction, longitude and latitude information and sends via the radio component to the traffic intersection phase equipment. This enables the EVP system to prioritize intersection traffic lights in the direction vehicle is traveling. The system features/benefits reduce intersection accidents, improves response time, avoids line-of-sight conflicts, active signal preemption based on estimated time of arrival or distance, and manage authorization automatically based on vehicle priority and first come, first served.

The manufacturer has improved technology and its analytic platform together with same limited support for older models. Cost is based on Broward County's Contract.

This request is for 10 existing Fire-Rescue emergency vehicles @ \$3,100 per device.

(For New Position Request) Can this function be better / more efficiently performed by a third party? Why or Why Not?

N/A

Performance Measures:

Measure Type	Request Description	FY 2019 Target	FY 2020 Target	FY 2020 Target with Modification
Efficiency	Numbers of Emergency Vehicles Fitted	0.00	0.00	10.00

Strategic Connections:

Cylinder: Public Safety

Goal: Be the safest urban coastal City in South Florida through preventive and responsive police and fire protection

Objective: Provide quick and exceptional fire, medical, and emergency response

Source of Justification: 2035 Vision Plan: Fast Forward Fort Lauderdale

Expenditure Amounts:

One Time Expense	Expenditure Amt. Requested:	Job Description	Index Code	Sub Object	SubObject Title
<input checked="" type="checkbox"/>	31,000	Opticom EVP	ITS070102	3404	COMPONENTS/PARTS
	\$31,000	Total Expenditure			

Status:

FY 2020 BUDGET MODIFICATION FORM

Information Systems - 581 Central Services Operations

Priority No: 6

Title of Request: Replacement of Subscriber Radio Batteries

Request Type: Program - Revised

New Position(s) Requested:	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:
0.00	0.00	0.00	0.00

Basis of justification: Improvement, revenue generating, mandated, cost reduction, workload change. Please state what will be the consequence if this request is not funded?

The City has approximately 1,850 handheld subscriber radios (public safety & local government) that utilize rechargeable batteries. The average life cycle of a battery is Twelve (12) months depending on the usage, demand, environment (Fire Rescue & Ocean Rescue is much harsher on battery performance) and charging method. The batteries must maintain proper amp to enable subscriber radios to function. In addition, batteries assigned to Fire Rescue must be UL rating to meet the National Fire Protection Association (NFPA) requirement. Current batteries have exceeded life cycle and must be replaced. In addition, the City started a replacement plan in 2017, but only replaced one quarter of batteries in both public safety and local government.

In past years funding for battery replacement has been inadequate. It's imperative that the proper funding be made available for replacement of batteries. Battery replacement is critical to public safety operations and end-user's safety. This budget modification only focuses on replacing public safety batteries.

Estimated cost is based on 1,062 APX series Public Safety radios @ \$85 per unit.

(For New Position Request) Can this function be better / more efficiently performed by a third party? Why or Why Not?

This will be an equipment purchase, therefore N/A.

Performance Measures:

Measure Type	Request Description	FY 2019 Target	FY 2020 Target	FY 2020 Target with Modification
ClearPoint	Number of Radios Receiving Preventative Maintenance Annually	200	400	400
ClearPoint	Percentage of Radio Repair Service Tickets Completed Within 24 Hours	50%	80%	80%

Strategic Connections:

Cylinder: Public Safety
Goal: Be the safest urban coastal City in South Florida through preventive and responsive police and fire protection
Objective: Provide quick and exceptional fire, medical, and emergency response
Source of Justification: 2035 Vision Plan: Fast Forward Fort Lauderdale

Expenditure Amounts:

One Time Expense	Expenditure Amt. Requested:	Job Description	Index Code	Sub Object	SubObject Title
<input type="checkbox"/>	90,270	1,062 New Radio Batteries	ITS070102	3999	OTHER SUPPLIES
	\$90,270	Total Expenditure			

Status:

Descriptions & Line Items By Division



Information Technology Services - Central Services

Information Technology Services Administration - Expenditures

Subobject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	1,133,897	1,391,581	1,391,581	1,337,570	1,452,277	1,452,277	60,696	4%	
1107 Part Time Salaries	60,130	87,140	87,140	79,907	91,497	91,497	4,357	5%	
1110 Sick Conv to Cash	387	-	-	-	-	-	-	0%	
1113 Vac Mgmt Conv	12,934	-	-	-	-	-	-	0%	
1119 Payroll Accrual	(4,582)	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	9,617	9,617	9,617	2,534	2,534	(7,083)	(74%)	
1201 Longevity Pay	8,851	15,390	15,390	15,369	15,390	15,390	-	0%	
1401 Car Allowances	4,680	9,360	9,360	21,160	26,520	26,520	17,160	183%	
1407 Expense Allowances	10,680	10,080	10,080	7,372	5,760	5,760	(4,320)	(43%)	
1413 Cellphone Allowance	6,210	6,480	6,480	6,120	7,320	7,320	840	13%	
1501 Overtime 1.5X Pay	3,350	200	200	450	210	210	10	5%	
1509 O/T - Reimbursable - 1.5X Pay	-	-	-	77	-	-	-	0%	
1604 Direct Labor Credits	(2,792)	-	-	-	-	-	-	0%	
1701 Retirement Gifts	250	-	-	-	-	-	-	0%	
1801 Core Adjustments	-	70,000	113,500	-	-	-	(70,000)	(100%)	
2104 Mileage Reimburse	728	1,000	1,000	1,000	1,500	1,500	500	50%	
2119 Wellness Incentives	2,000	-	-	-	-	-	-	0%	
2204 Pension - General Emp	73,780	68,057	68,057	68,057	53,525	53,525	(14,532)	(21%)	
2299 Pension - Def Cont	90,256	93,846	93,846	89,534	105,776	105,776	11,930	13%	
2301 Soc Sec/Medicare	85,413	106,203	106,203	86,557	112,471	112,471	6,268	6%	
2304 Supplemental FICA	-	-	-	-	-	7,000	7,000	0%	
2307 Year End FICA Accr	(86)	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	935	935	935	0%	
2404 Health Insurance	152,550	189,923	189,923	189,923	198,030	198,030	8,107	4%	
2405 Post Employment Health Obligation	659,943	-	-	-	-	-	-	0%	
2410 Workers' Comp	19,592	19,592	19,592	19,592	19,592	19,592	-	0%	
9237 Transfer To Special Obligations	631,634	561,333	561,333	561,333	563,593	563,593	2,260	0%	
Personal Services	2,949,804	2,639,802	2,683,302	2,493,638	2,656,930	2,663,930	24,128	1%	
3198 Backflow Program	-	145	145	145	145	145	-	0%	
3199 Other Prof Serv	76,664	170,000	398,550	398,550	398,550	170,000	-	0%	Contractual service for Payment Card Industry (PCI) audit providing a Report on Compliance (ROC) certification
3216 Costs/Fees/Permits	305	435	435	435	435	315	(120)	(28%)	Business Passes and Permit renewals
3231 Food Services	1,195	1,000	1,000	1,000	1,000	500	(500)	(50%)	Meetings and Presentations
3249 Security Services	663	660	660	110	660	660	-	0%	Funding for burglar/fire alarm monitoring at the print shop's stand alone building
3299 Other Services	27,878	25,000	25,000	25,000	25,000	25,000	-	0%	Funding is used for a variety of services such as: Accurate Foil; Print Dynamics; Unique Impressions; Art Press; Bradley Spec.; Signs Flash; SW Binding; Office D; Rline Antique; Folder Store; Every Door Direct Mail (EDDM) and Mail Fulfillment
3304 Office Equip Rent	71,876	55,000	55,000	75,915	70,850	71,000	16,000	29%	Printing Press lease
3310 Other Equip Rent	6,554	7,095	7,095	-	7,095	7,095	-	0%	Postage Machine rental
3401 Computer Maint	262,013	287,527	287,527	287,527	287,527	250,000	(37,527)	(13%)	Annual software maintenance and support for Citywide security software and E-certified software.
3404 Components/Parts	3,731	1,600	1,600	1,600	1,600	1,600	-	0%	Maintenance of printing equipment
3407 Equip Rep & Maint	3,814	5,200	5,200	5,200	5,200	4,000	(1,200)	(23%)	Repair and Maintenance for Print Shop machines
3428 Bldg Rep & Maint	1,129	2,300	2,300	2,300	2,300	500	(1,800)	(78%)	Building maintenance for print shop
3504 Dupl Paper/Supplies	73,114	75,000	75,000	75,000	75,000	75,000	-	0%	Various paper types for job completion included NCR paper, Over sized 13 x 19 paper, colored paper, card stock, vellum, Coated papers and card stocks, poster boards, wide format paper etc.
3507 Lithograph Services	237	1,600	1,600	1,600	1,600	750	(850)	(53%)	Prepress production of plates for printing of brochures, fliers, booklets, postcards, etc.
3516 Printing Serv - Ext	22,776	32,500	32,500	32,500	32,500	23,000	(9,500)	(29%)	Exterior services for die cutting, embossing, foil stamping, mylar tabbing, tab cutting etc., occasional 4 color work, rush work, emergency work, posters, etc. Vinyl Labels / Die Cutting / Raffle Tickets / Presentation Folders / Door Hangars / Magnets / Tab Cutting / Large Format and Specialty Products
3601 Electricity	3,186	4,256	4,256	4,256	4,256	7,760	3,504	82%	Electricity allocation for print shop
3613 Special Delivery	1,476	1,500	1,500	1,500	1,500	1,500	-	0%	FedEx Charges
3616 Postage	229,817	195,000	195,000	195,000	220,000	220,000	25,000	13%	Postage for mail services
3628 Telephone/Cable TV	9,587	10,400	10,400	10,400	10,400	9,700	(700)	(7%)	Telephone and TV for 24hr Helpdesk
3634 Water/Sew/Storm	3,149	2,336	2,336	2,336	3,471	3,471	1,135	49%	Water services for print shop
3801 Gasoline	2,288	2,457	2,457	2,457	2,457	2,523	66	3%	Gasoline for mail van for citywide interoffice, US Mail and package delivery and pickup
3907 Data Proc Supplies	55,808	550	550	805	1,500	550	-	0%	Various small data processing supplies
3916 Janitorial Supplies	743	600	600	600	600	600	-	0%	Print Shop cleaning and maintenance supplies.

Information Technology Services - Central Services

Information Technology Services Administration - Expenditures

Subobject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
3925 Office Equip < \$5000	66,770	13,200	13,200	13,200	13,200	1,200	(12,000)	(91%)	Various office equipment for staff
3928 Office Supplies	9,255	10,300	10,300	10,300	10,300	9,500	(800)	(8%)	Various office supplies
3931 Periodicals & Mag	-	50	50	50	50	-	(50)	(100%)	Magazines
3940 Safety Shoes	154	375	375	375	425	500	125	33%	Security shoes for Print shop and Mail
3946 Tools/Equip < \$5000	2,342	-	-	-	-	-	-	0%	
3949 Uniforms	885	800	800	800	800	800	-	0%	Uniforms for Administration/Mail/Publishing
3999 Other Supplies	8,544	12,000	12,000	12,000	12,500	12,000	-	0%	Various uncategorized purchases.
4101 Certification Train	1,038	-	-	-	-	-	-	0%	
4104 Conferences	24,559	20,000	20,000	20,000	20,000	-	(20,000)	(100%)	
4113 Memberships/Dues	24,899	30,940	30,940	28,446	30,940	-	(30,940)	(100%)	
4116 Schools	5,684	-	-	2,494	-	-	-	0%	
4119 Training and Travel	-	-	-	-	27,200	27,200	27,200	0%	Conferences for Administration and Security; Gartner Subscription and various membership
4213 Retiree Health Bene	4,800	4,800	4,800	4,800	4,800	4,800	-	0%	
4304 Indirect Admin Serv	1,057,197	1,067,418	1,067,418	1,067,418	1,102,579	1,102,579	35,161	3%	
4308 Overhead-Fleet	1,908	1,902	1,902	1,902	1,902	1,902	-	0%	
4355 Servchg-Print Shop	529	900	900	900	900	900	-	0%	Various print jobs
4373 Servchg-Fleet O&M	7,008	245	245	245	245	5,117	4,872	1989%	
4401 Auto Liability	4,423	4,423	4,423	4,423	4,423	4,423	-	0%	
4407 Emp Proceedings	9,883	9,883	9,883	9,883	9,883	9,883	-	0%	
4410 General Liability	32,677	32,677	32,677	32,677	32,677	32,677	-	0%	
4416 Other Ins Charges	33,996	33,996	33,996	33,996	33,996	33,996	-	0%	
4431 Pub Officials Liab	1,961	1,961	1,961	1,961	1,961	1,961	-	0%	
5604 Writeoff A/R & Other	(5)	-	-	-	-	-	-	0%	
Operating Expenses	2,156,510	2,128,031	2,356,581	2,370,106	2,462,427	2,125,107	(2,924)	(0%)	
6405 Computer Software	-	100,000	100,000	100,000	-	-	(100,000)	(100%)	
Capital Outlay	-	100,000	100,000	100,000	-	-	(100,000)	(100%)	
Division Total	5,106,315	4,867,833	5,139,883	4,963,744	5,119,357	4,789,037	(78,796)	(2%)	

Information Technology Services - Central Services

Application Services - Expenditures

Subsubject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	1,355,881	2,859,860	2,859,860	2,624,420	3,004,220	3,004,220	144,360	5%	
1107 Part Time Salaries	43,765	56,472	56,472	30,905	59,296	59,296	2,824	5%	
1110 Sick Conv to Cash	4,701	-	-	2,967	-	-	-	0%	
1113 Vac Mgmt Conv	9,963	-	-	1,609	-	-	-	0%	
1119 Payroll Accrual	(4,206)	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	26,330	26,330	26,330	8,480	8,480	(17,850)	(68%)	
1201 Longevity Pay	38,018	39,872	39,872	28,984	27,929	27,929	(11,943)	(30%)	
1310 Shift Differential	390	392	392	390	390	390	(2)	(1%)	
1401 Car Allowances	3,000	3,000	3,000	50,900	66,480	66,480	63,480	2116%	
1407 Expense Allowances	13,520	30,240	30,240	13,846	10,080	10,080	(20,160)	(67%)	
1413 Cellphone Allowance	3,520	9,600	9,600	11,360	13,680	13,680	4,080	43%	
1501 Overtime 1.5X Pay	2,750	2,080	2,080	13,603	2,184	2,184	104	5%	
1707 Sick Termination Pay	3,124	-	-	-	-	-	-	0%	
1710 Vacation Term Pay	941	-	-	1,196	-	-	-	0%	
2104 Mileage Reimburse	2,364	100	100	445	350	350	250	250%	
2107 Moving Expense	1,922	-	-	-	-	-	-	0%	
2119 Wellness Incentives	1,000	-	-	-	-	-	-	0%	
2204 Pension - General Emp	200,158	139,556	139,556	139,556	263,400	263,400	123,844	89%	
2299 Pension - Def Cont	46,388	88,904	88,904	86,282	115,399	115,399	26,495	30%	
2301 Soc Sec/Medicare	108,358	226,447	226,447	201,005	232,640	232,640	6,193	3%	
2304 Supplemental FICA	-	-	-	-	-	4,536	4,536	0%	
2307 Year End FICA Accr	(390)	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	1,939	1,939	1,939	0%	
2404 Health Insurance	140,211	335,155	335,155	335,155	348,873	348,873	13,718	4%	
Personal Services	1,975,377	3,818,008	3,818,008	3,568,953	4,155,340	4,159,876	341,868	9%	
3199 Other Prof Serv	122,842	35,000	148,600	148,600	148,600	35,000	-	0%	Contractual services to provide support for mainframe servers and Microsoft Office 365 software
3201 Ad/Marketing	525	-	-	-	-	-	-	0%	
3216 Costs/Fees/Permits	20	40	40	40	40	40	-	0%	Business Permit
3231 Food Services	209	-	-	-	-	-	-	0%	
3299 Other Services	398	-	-	160	-	-	-	0%	
3304 Office Equip Rent	1,370	3,434	3,434	3,434	3,434	3,434	-	0%	Toshiba Copier lease
3322 Other Facil Rent	2,390	1,000	1,000	241	1,000	2,520	1,520	152%	Offsite storage fees
3401 Computer Maint	1,235,078	1,453,523	1,339,923	1,339,923	1,520,073	1,231,191	(222,332)	(15%)	Annual software maintenance and support for Citywide Applications
3404 Components/Parts	1,668	15,000	15,000	15,000	16,000	1,700	(13,300)	(89%)	Components and Parts for Information Technology Services Helpdesk
3407 Equip Rep & Maint	225	500	500	500	500	250	(250)	(50%)	General Repairs
3428 Bldg Rep & Maint	291	-	-	-	-	-	-	0%	
3616 Postage	39	-	-	-	-	-	-	0%	
3628 Telephone/Cable TV	7,065	7,100	7,100	7,100	7,100	7,200	100	1%	
3904 Books & Manuals	415	500	500	500	500	250	(250)	(50%)	Books & Manuals
3907 Data Proc Supplies	406,032	450,000	450,000	460,826	450,000	450,000	-	0%	Citywide Sharepoint License renewals - over 2,200 annual subscription licenses for Microsoft Office 365 at \$204/license
3916 Janitorial Supplies	-	850	850	850	850	-	(850)	(100%)	Cleaning supplies used by GIS division at Fiveash Water Treatment Facility
3922 Medical Supplies	25	-	-	-	-	-	-	0%	
3925 Office Equip < \$5000	348,109	388,100	388,100	388,100	388,100	385,600	(2,500)	(1%)	Citywide computer replacement plan
3926 Furniture <\$5000	-	750	750	750	750	-	(750)	(100%)	Rearranging Office Space for WFH
3928 Office Supplies	7,730	8,000	8,000	8,000	8,000	5,000	(3,000)	(38%)	General Office Supplies
3931 Periodicals & Mag	147	300	300	300	300	150	(150)	(50%)	Magazines
3946 Tools/Equip < \$5000	19,800	-	-	-	-	-	-	0%	
3949 Uniforms	310	700	700	700	700	325	(375)	(54%)	Uniforms
3999 Other Supplies	466	500	500	500	500	475	(25)	(5%)	Various Supplies
4101 Certification Train	1,900	-	-	-	-	-	-	0%	
4104 Conferences	17,912	7,000	-	300	7,000	-	(7,000)	(100%)	
4113 Memberships/Dues	475	-	-	-	-	-	-	0%	
4116 Schools	5,727	25,100	32,100	31,800	32,100	-	(25,100)	(100%)	
4119 Training and Travel	0	-	0	0	64,400	64,400	64,400	0%	Schools for ITS staff; ITS related conferences
4213 Retiree Health Bene	10,400	-	-	-	-	-	-	0%	
4299 Other Contributions	982	-	-	-	-	-	-	0%	
4355 Servchg-Print Shop	267	250	250	250	250	250	-	0%	
Operating Expenses	2,192,816	2,397,647	2,397,647	2,407,874	2,650,197	2,187,785	(209,862)	(9%)	
6404 Computer Equipment	60,490	40,000	40,000	40,000	-	40,000	-	0%	Infrastructure Plan
6405 Computer Software	58,518	136,086	136,086	136,086	-	-	(136,086)	(100%)	

Information Technology Services - Central Services

Application Services - Expenditures

Subobject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
6499 Other Equipment	58,141	-	-	-	-	-	-	0%	
Capital Outlay	177,149	176,086	176,086	176,086	-	40,000	(136,086)	(77%)	
Division Total	4,345,342	6,391,741	6,391,741	6,152,913	6,805,537	6,387,661	(4,080)	(0%)	

Information Technology Services - Central Services

Police ITS - Expenditures

Subsubject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	1,146,349	1,402,552	1,402,552	1,315,878	1,499,338	1,499,338	96,786	7%	
1107 Part Time Salaries	1,225	-	-	-	-	-	-	0%	
1110 Sick Conv to Cash	4,640	-	-	-	-	-	-	0%	
1113 Vac Mgmt Conv	6,555	-	-	-	-	-	-	0%	
1116 Comp Absences	(11,024)	-	-	-	-	-	-	0%	
1119 Payroll Accrual	8,800	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	15,661	15,661	15,661	-	-	(15,661)	-100%	
1201 Longevity Pay	9,639	10,188	10,188	10,188	10,188	10,188	-	0%	
1204 Longevity Accr	(31,196)	-	-	-	-	-	-	0%	
1401 Car Allowances	3,000	3,000	3,000	23,200	35,400	35,400	32,400	1080%	
1407 Expense Allowances	9,640	12,480	12,480	6,271	4,320	4,320	(8,160)	-65%	
1413 Cellphone Allowance	7,390	7,080	7,080	9,466	9,120	9,120	2,040	29%	
1501 Overtime 1.5X Pay	15,156	9,500	9,500	4,728	9,975	9,975	475	5%	
1504 Overtime 1X Pay	29	-	-	-	-	-	-	0%	
1505 O/T - Court - 1.5X Pay	605	-	-	-	-	-	-	0%	
1601 Direct Labor Charges	2,792	-	-	-	-	-	-	0%	
1707 Sick Termination Pay	1,313	-	-	-	-	-	-	0%	
1710 Vacation Term Pay	999	-	-	-	-	-	-	0%	
2104 Mileage Reimburse	930	1,000	1,000	1,000	1,000	1,000	-	0%	
2119 Wellness Incentives	1,500	-	-	-	-	-	-	0%	
2204 Pension - General Emp	130,190	121,622	121,622	121,622	127,021	127,021	5,399	4%	
2299 Pension - Def Cont	42,250	74,382	74,382	55,325	71,414	71,414	(2,968)	-4%	
2301 Soc Sec/Medicare	87,978	110,549	110,549	97,741	115,479	115,479	4,930	4%	
2307 Year End FICA Accr	(2,602)	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	969	969	969	0%	
2404 Health Insurance	174,731	193,188	193,188	178,262	198,389	198,389	5,201	3%	
2407 Unemployment Comp	-	5,000	5,000	5,000	5,000	5,000	-	0%	
Personal Services	1,610,888	1,966,202	1,966,202	1,844,342	2,087,613	2,087,613	121,411	6%	
3101 Acct & Auditing	5,456	5,456	5,456	5,456	5,456	6,814	1,358	25%	Auditing fees allocation
3199 Other Prof Serv	72,392	81,400	81,400	81,400	81,400	70,000	(11,400)	-14%	Contractual services for integrating law enforcement data security systems and improving operational equipment services
3216 Costs/Fees/Permits	75	200	200	200	200	100	(100)	-50%	Parking permits
3222 Custodial Services	1,524	1,500	1,500	1,524	1,850	1,524	24	2%	Janitorial Services
3231 Food Services	141	-	-	-	-	-	-	0%	
3299 Other Services	163,824	-	-	-	-	-	-	0%	
3304 Office Equip Rent	1,195	1,200	1,200	1,253	1,260	1,200	-	0%	Toshiba Copier Lease
3310 Other Equip Rent	3,249	-	-	439	-	-	-	0%	
3322 Other Facil Rent	21,331	22,500	22,500	21,374	22,500	22,625	125	1%	Contractual services with Playa del Sol for Radio Communication infrastructure
3401 Computer Maint	680,796	834,984	834,984	834,984	962,382	700,000	(134,984)	-16%	Annual Software Maintenance and Support for Citywide Applications
3404 Components/Parts	448,956	79,500	79,500	79,500	79,500	79,500	-	0%	Components and parts to maintain radio communications
3407 Equip Rep & Maint	27,395	5,500	5,500	8,081	8,100	8,100	2,600	47%	Service agreement to monitor radio equipment and repairs to GPS equipment
3410 Radio Rep & Maint	602,047	611,939	611,939	611,939	646,356	500,000	(111,939)	-18%	Motorola Annual Maintenance and Support Agreement/Contract; Motorola Hosted Master Site Service Agreement/Contract and DianosticX agreement
3425 Bldg Rep Materials	-	500	500	500	500	500	-	0%	General repairs for Radio Shop building and communication trailer
3428 Bldg Rep & Maint	4,005	4,000	4,000	4,000	4,000	4,000	-	0%	General repairs for Police Department and City Hall Security
3601 Electricity	16,395	21,100	21,100	21,100	21,100	37,571	16,471	78%	Electricity for Radio Shop and equipment rooms at tower sites
3607 Nat/Propane Gas	-	1,000	1,000	303	1,000	700	(300)	-30%	Propane Gas for generators located at Utilities Communication Site
3613 Special Delivery	1,064	1,045	1,045	1,045	1,045	1,045	-	0%	FedEx services
3616 Postage	29	-	-	47	-	-	-	0%	

Information Technology Services - Central Services

Police ITS - Expenditures

Subsubject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
3628 Telephone/Cable TV	19,161	21,500	21,500	21,500	21,500	19,400	(2,100)	-10%	Data Service Charge for Satellite Phones (Voice & Data) (5) sites and (1) transportable very small aperture terminal (VSAT). Equipment that was previously covered by Urban Areas Security Initiative grant funds
3634 Water/Sew/Storm	535	573	573	573	590	590	17	3%	Water services at the radio shop
3801 Gasoline	1,556	3,054	3,054	3,054	3,054	1,435	(1,619)	-53%	Gasoline for radio vehicles
3804 Diesel Fuel	-	870	870	870	870	-	(870)	-100%	
3904 Books & Manuals	903	-	-	101	-	-	-	0%	
3907 Data Proc Supplies	49,298	58,050	58,050	58,050	58,050	8,050	(50,000)	-86%	Various Small data processing supplies
3913 Horticultural Sup	-	-	-	29	-	-	-	0%	
3925 Office Equip < \$5000	285,864	580,100	580,100	580,100	580,100	417,900	(162,200)	-28%	Based on department replacement plan to replace 85 desktops at \$1,100/each and 100 Police Patrol laptops are scheduled for replacement at \$2,519 each with docking stations at \$725 each
3928 Office Supplies	7,920	4,400	4,400	4,400	4,400	4,400	-	0%	Various office supplies
3940 Safety Shoes	771	750	750	750	750	750	-	0%	Safety Shoes
3946 Tools/Equip < \$5000	177,441	53,000	53,000	53,000	53,000	53,000	-	0%	Technology tools and equipment required for IT
3949 Uniforms	503	1,000	1,000	1,000	1,000	1,000	-	0%	Uniforms
3999 Other Supplies	64,915	56,000	56,000	56,000	56,000	56,000	-	0%	Subscriber Batteries (Radio)
4101 Certification Train	3,112	6,400	6,400	6,400	7,280	-	(6,400)	-100%	
4104 Conferences	12,772	300	300	1,124	900	-	(300)	-100%	
4113 Memberships/Dues	910	660	660	660	660	-	(660)	-100%	
4116 Schools	5,097	18,310	18,310	17,486	18,310	-	(18,310)	-100%	
4119 Training and Travel	-	-	-	-	31,600	31,600	31,600	0%	Training for IT staff for technologies, products, applications, and processes in use and supported at Police/Radio and Mobile; APCO, Motorola Users Group, NENA memberships for staff
4213 Retiree Health Bene	4,800	4,800	4,800	4,800	4,800	4,800	-	0%	
4308 Overhead-Fleet	3,180	3,176	3,176	3,176	3,176	3,176	-	0%	
4355 Servchg-Print Shop	119	200	200	200	200	200	-	0%	
4361 Servchg-Pub Works	-	1,570	1,570	1,570	1,570	1,570	-	0%	Annual Maintenance of Generators
4373 Servchg-Fleet O&M	11,700	5,480	5,480	5,480	5,480	11,276	5,796	106%	
4374 Servchg-Non Fleet	-	90	90	-	90	90	-	0%	
5604 Writeoff A/R & Other	(224)	-	-	-	-	-	-	0%	
Operating Expenses	2,700,209	2,492,107	2,492,107	2,493,468	2,690,029	2,048,916	(443,191)	-18%	
6404 Computer Equipment	-	364,000	364,000	364,000	-	-	(364,000)	-100%	
6416 Vehicles	-	24,000	24,000	-	-	-	(24,000)	-100%	
6499 Other Equipment	15,259	-	-	-	-	-	-	0%	
Capital Outlay	15,259	388,000	388,000	364,000	-	-	(388,000)	-100%	
7103 Loan Principal	1,308,044	1,339,984	1,339,984	1,339,984	1,372,703	1,372,703	32,719	2%	
7203 Loan Interest	191,560	159,620	159,620	159,620	126,901	126,901	(32,719)	-20%	
9243 Transfer to Special Obligations	397,259	396,790	396,790	396,790	-	-	(396,790)	-100%	
Debt Service	1,896,863	1,896,394	1,896,394	1,896,394	1,499,604	1,499,604	(396,790)	-21%	
Division Total	6,223,218	6,742,703	6,742,703	6,598,204	6,277,246	5,636,133	(1,106,570)	-16%	

Information Technology Services - Central Services

Infrastructure & Operations - Expenditures

Subsubject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
1101 Permanent Salaries	2,180,886	975,961	975,961	822,474	1,025,623	1,025,623	49,662	5%	
1107 Part Time Salaries	25,218	9,646	9,646	43,721	10,128	10,128	482	5%	
1110 Sick Conv to Cash	13,095	-	-	-	-	-	-	0%	
1113 Vac Mgmt Conv	21,228	-	-	1,599	-	-	-	0%	
1119 Payroll Accrual	(10,380)	-	-	-	-	-	-	0%	
1199 Other Reg Salaries	-	40,533	40,533	40,533	-	-	(40,533)	-100%	
1201 Longevity Pay	41,685	4,753	4,753	4,753	4,753	4,753	-	0%	
1310 Shift Differential	-	-	-	-	-	-	-	0%	
1316 Upgrade Pay	3,645	-	-	-	-	-	-	0%	
1401 Car Allowances	4,680	-	-	26,100	27,240	27,240	27,240	0%	
1407 Expense Allowances	23,880	12,000	12,000	1,760	1,440	1,440	(10,560)	-88%	
1413 Cellphone Allowance	10,690	4,800	4,800	7,440	4,080	4,080	(720)	-15%	
1501 Overtime 1.5X Pay	9,379	1,250	1,250	11,677	1,313	1,313	63	5%	
1505 O/T - Court - 1.5X Pay	64	-	-	-	-	-	-	0%	
1707 Sick Termination Pay	4,316	-	-	-	-	-	-	0%	
1710 Vacation Term Pay	15,851	-	-	-	-	-	-	0%	
2104 Mileage Reimburse	1,319	1,000	1,000	1,000	1,000	1,000	-	0%	
2119 Wellness Incentives	1,500	-	-	-	-	-	-	0%	
2204 Pension - General Emp	306,242	217,763	217,763	217,763	64,297	64,297	(153,466)	-70%	
2299 Pension - Def Cont	66,810	58,245	58,245	41,372	60,114	60,114	1,869	3%	
2301 Soc Sec/Medicare	174,277	79,412	79,412	69,901	78,823	78,823	(589)	-1%	
2304 Supplemental FICA	-	-	-	-	-	775	775	0%	
2307 Year End FICA Accr	(946)	-	-	-	-	-	-	0%	
2402 Life Insurance	-	-	-	-	662	-	662	0%	
2404 Health Insurance	213,177	82,377	82,377	82,377	107,586	107,586	25,209	31%	
Personal Services	3,106,614	1,487,740	1,487,740	1,372,470	1,387,059	1,387,834	(99,906)	-7%	
3199 Other Prof Serv	50,214	25,000	225,000	225,000	225,000	25,000	-	0%	Contractual services to support data center consolidation, network and system services
3216 Costs/Fees/Permits	40	-	-	-	-	-	-	0%	
3231 Food Services	-	-	-	148	-	-	-	0%	
3299 Other Services	536	1,900	1,900	1,900	1,900	-	(1,900)	-100%	
3304 Office Equip Rent	385	-	-	-	-	-	-	0%	
3322 Other Facil Rent	2,814	2,100	2,100	482	2,100	2,520	420	20%	Offsite storage unit for network equipment
3401 Computer Maint	693,849	650,000	650,000	650,000	650,000	650,000	-	0%	Annual Software Maintenance and Support for Citywide Applications
3404 Components/Parts	139,557	153,000	153,000	153,000	153,000	70,000	(83,000)	-54%	Components and parts to maintain Citywide Computers, telephone, and Internet communication networks and systems
3407 Equip Rep & Maint	2,303	-	-	-	-	-	-	0%	
3428 Bldg Rep & Maint	9,096	15,000	15,000	15,000	15,000	15,000	-	0%	Support of fiber optics and cabling for the internal network and telecommunications system which supports all City locations.
3628 Telephone/Cable TV	697,205	1,119,100	1,119,100	1,119,100	1,119,100	1,054,000	(65,100)	-6%	Communication charges for Suncom, Verizon, AT&T, and Comcast in support of the computer, telephone and Internet Communicaitons for all City locations. Additionally, this amount reflects the Music On Hold (MOH) service charge.
3904 Books & Manuals	140	280	280	280	280	280	-	0%	Books
3907 Data Proc Supplies	24,844	25,000	25,000	25,000	25,000	25,000	-	0%	Software license purchases and other technology supplies.
3925 Office Equip < \$5000	33,084	9,000	9,000	9,000	9,000	9,000	-	0%	Various phone sets, reader boards, upgrade network equipment.
3928 Office Supplies	2,061	1,200	1,200	1,200	1,200	1,200	-	0%	General office Supplies
3949 Uniforms	40	250	250	250	250	250	-	0%	Uniforms
3999 Other Supplies	166,247	10,000	10,000	10,000	10,000	10,000	-	0%	Expense used for replenishment of UPS systems and batteries for the City-wide computer, telephone and Internet communications networks and systems
4101 Certification Train	1,448	-	-	-	-	-	-	0%	
4104 Conferences	(785)	2,000	2,000	2,000	2,000	-	(2,000)	-100%	
4113 Memberships/Dues	154	200	200	200	200	-	(200)	-100%	
4116 Schools	8,492	10,000	10,000	10,000	10,000	-	(10,000)	-100%	

Information Technology Services - Central Services

Infrastructure & Operations - Expenditures

Subobject	FY 2018 Actual	FY 2019 Adopted	FY 2019 Amended	FY 2019 Estimate	FY 2020 Department Requested	FY 2020 Budget Recommended	FY 2019 Adopted vs. FY 2020 Recommended	FY 2019 Adopted vs. FY 2020 Recommended (% Different)	Basis of Expense
4119 Training and Travel	-	-	-	-	22,000	22,000	22,000	0%	Conferences; schools; memberships
4213 Retiree Health Bene	17,200	9,600	9,600	9,600	9,600	9,600	-	0%	
4355 Servchg-Print Shop	700	25	25	25	25	25	-	0%	
4361 Servchg-Pub Works	-	2,500	2,500	2,500	2,500	2,500	-	0%	Maintenance of Generators
4385 Servchg-Misc Grants	1,899	-	-	-	-	-	-	0%	
Operating Expenses	1,851,522	2,036,155	2,236,155	2,234,685	2,258,155	1,896,375	(139,780)	-7%	
6401 Communications Equip	57,600	-	-	-	-	-	-	0%	
6404 Computer Equipment	77,221	350,000	350,000	350,000	280,000	240,000	(110,000)	-31%	Infrastructure Plan
6405 Computer Software	86,076	223,692	223,692	223,692	-	-	(223,692)	-100%	
Capital Outlay	220,897	573,692	573,692	573,692	280,000	240,000	(333,692)	-58%	
Division Total	5,179,033	4,097,587	4,297,587	4,180,847	3,925,214	3,524,209	(573,378)	-14%	

Community Investment Plan (CIP)





FIRE ALERTING SYSTEM - REPLACEMENT

PROJECT#: 12344

Project Mgr: Troy Bailey **Department:** Information Systems **Address:** City-Wide
Fund: 331 CIP - General Fund **City:** Fort Lauderdale
District: I II III IV **State:** FL
Zip:

Description: In August of 2014, the City of Fort Lauderdale entered into an Inter-Local Agreement with Broward County for Regional 911 Communications Services. As part of the regional communications it provides fire alerting for Broward County and some municipalities through three Public Safety Answering Points (PSAP). The PSAP alerts 110 fire stations in Broward County.

Broward County awarded a competitive bid to replace its existing fire alerting system from Zetron to Phoenix G2 by US Design Digital. The award was given to Keylite Power & Lighting Corp.

Justification: As staff work with vendor, Keylite, on system designs of Fire Station 8 and Fire Station (FS) 54, it has been determined, from quotes received, the estimated cost of \$50,000.00 per station is not sufficient. The current quote for FS 54 is \$134,366.00. The current quote for FS 8 is \$130,686.00. These two stations are not covered under the Community Investment Plan Project but under General Obligation Fire Bond which does not impact the current funding. Staff has determined that additional funding will be needed to successfully retrofit the remaining fire stations with the same level of current technology and capabilities. Staff is seeking additional funds of \$300,000.00 for the overall project. This additional funding adjustment is for the increase to average cost of stations, additional cost for permitting, decommissioning, removal of old equipment, and unforeseen complications.

Source Of the Justification: Not identified in an approved plan **Project Type:** Fire

Project Funding Summary:

SOURCE	USAGE	AVAILABLE \$	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	BEYOND 5-YEAR HORIZON	TOTAL FUNDING
<i>CIP - General Fund OTHER EQUIPMENT</i>									
331	6499								\$0
<i>CIP - General Fund EQUIPMENT PURCHASES</i>									
331	6564	\$1,000,000	\$150,000	\$150,000					\$1,300,000
Total Fund 331:		\$1,000,000	\$150,000	\$150,000					\$1,300,000
GRAND TOTAL:		\$1,000,000	\$150,000	\$150,000					\$1,300,000

Comments: The Funding request is based on current quotes from alerting contractor. The estimated average cost of small fire station is \$ 112,000 and medium station is \$134,000. Currently, Staff has no quotes for larger station, so cannot provide the average cost.

Impact On Operating Budget:

IMPACT	AVAILABLE \$	BEYOND 5-YEAR HORIZON	TOTAL FUNDING
			\$0
TOTAL			\$0

Comments: Unknown at time of submission

Cost Estimate Justification:

This funding request is based on a recommendation from the Broward Fire Chief's Association and input from our IT/Communications members.

Strategic Connections:

Cylinder: Public Safety

Strategic Goals: Be the safest urban coastal City in South Florida through preventive and responsive police and fire protection

Objectives: Provide quick and exceptional fire, medical, and emergency response

Quarters To Perform Each Task:

Initiation / Planning: 1
Design / Permitting: 1
Bidding / Award: 2
Construction / Closeout: 2

~ Notes ~