



# CITY OF FORT LAUDERDALE FY 2021 DEPARTMENT REQUEST

## Finance Department



# Finance Department

## Department Description

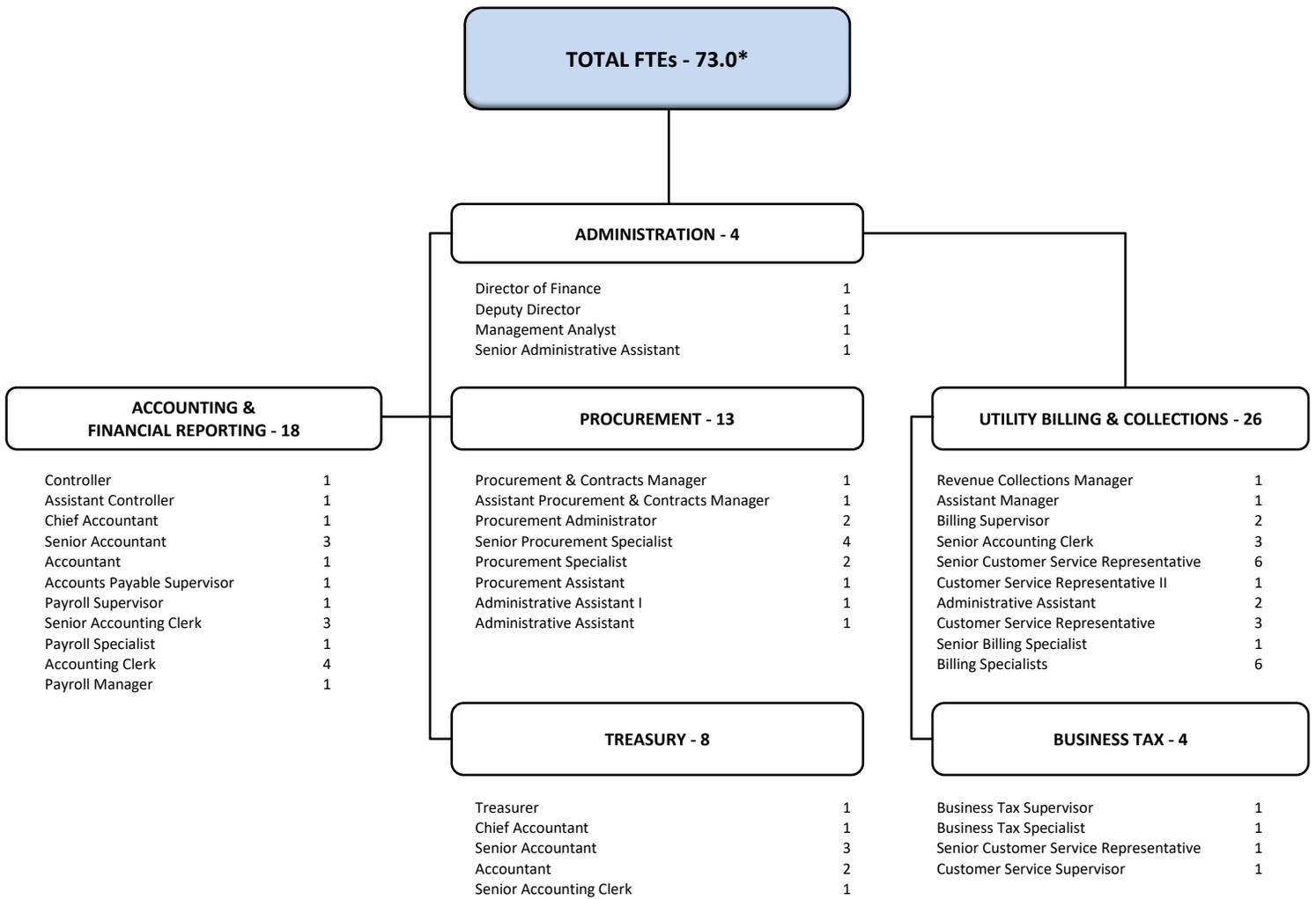
The mission of the Finance Department is to safeguard the City's assets and financial affairs, provide for the long-term financial stability, integrity, and accountability of the City's financial resources, and ensure expenditure of City funds are conducted in a manner that will instill our neighbors' 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 2020 Adopted Budget Organizational Chart



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

Adopted FY 2019	Adopted FY 2020	Difference
73.0	73.0	0.0



# 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 \$900 million.

### FY 2020 Major Accomplishments

- Oversight of the issuance of \$80 million General Obligation Bonds to finance the acquisition, construction, renovation and improvement of various parks and recreation facilities.
- Oversight of the issuance of \$100 million General Obligation Bonds to finance the acquisition, construction, renovation and improvement of police and public safety facilities.
- Oversight of the issuance of \$70.5 million Stormwater Line of Credit.
- Oversight of the issuance of \$7.7 million Special Obligation Bonds to finance the cost of undergrounding overhead utilities for benefiting neighborhoods.
- Oversight of the issuance of \$170 million taxable pension obligation refunding bonds, resulting in net present value savings of over \$11 million, and annual savings of over \$1 million.
- Conducted all necessary steps in order to go live with Florida Retirement System (FRS) pension plan on October 1, 2020.

### FY 2021 Major Projects and Initiatives

- Evaluate the effectiveness of the Procurement Card Policy and recommend changes to maximize organizational efficiency.
- 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.
- Continue with post go-live implementation of Florida Retirement System (FRS).
- Convert paper files to electronic format and upload into document management system.
- Oversee issuance of \$200 million Stormwater Revenue Bonds to finance the acquisition, construction, renovation and improvements in key areas of the City vulnerable to flooding.

# 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 2020 Major Accomplishments

- Implemented the following mandatory GASB Statements:
  - GASB Statement No. 84 - Fiduciary Activities
  - GASB Statement No. 89 – Accounting for Interest Cost Incurred Before the End of a Construction Period
- Successfully received the Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) Awards for FY 2019

### FY 2021 Major Projects and Initiatives

- Implement the following mandatory GASB Statement:
  - GASB Statement No. 87 – Leases
- Implement process improvements to reduce cycle time for CAFR production
- Revamp quarterly financial reporting

# 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 2020 Major Accomplishments

- Completed the citywide Disparity Study. The results of the study determine if the allocation of the City's expenditures match the corresponding ethnic, gender and size distribution of vendors in the local area.
- Implemented Job Order Contracting (JOC) to expedite the procurement process for construction projects.

### FY 2021 Major Projects and Initiatives

- Revise Procurement Ordinance to include action items from Disparity Study.
- Revise Procurement Code to allow for Non-Active Emergency procedures for competition inclusion in Emergency Procurement where possible.
- Work collaboratively with requesting departments such as Public Works, Parks and Recreation and Police to address needs of increased procurement staffing through bond proceeds.

# Finance Department

## Treasury

### Division Description

The Treasury division manages the City's estimated \$900 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 2020 Major Accomplishments

- Coordinated issuance of \$80 million General Obligation Bonds to finance the acquisition, construction, renovation and improvement of various parks and recreation facilities.
- Coordinated issuance of \$100 million General Obligation Bonds to finance the acquisition, construction, renovation and improvement of public safety facilities.
- Coordinated issuance of \$70.5 million Stormwater Line of Credit.
- Coordinated issuance of \$7.7 million Special Obligation Bonds to finance the cost of undergrounding overhead utilities for benefiting neighborhoods.
- Coordinated issuance of \$ 170 million taxable pension obligation refunding bonds, resulting in net present value savings of over \$11 million, and annual savings of over \$1 million.
- Completed update of:
  - Internal Controls Manual and Operational Procedures for Investments
- Implemented SymPro Software to streamline investment management operations by providing complete investment portfolio accounting, reporting and analysis.

### FY 2021 Major Projects and Initiatives

- Secure a capital lease to finance the acquisition, construction and installation of energy and water conservation measures, which will replace all potable water meters with an Advanced Metering Infrastructure system that will generate operational savings for the City.
- Coordinate the issuance of \$200 million Stormwater Revenue Bonds to finance the acquisition, construction, renovation and improvements in key areas of the City vulnerable to flooding.
- Implement possible new provider(s) for Plan 457 /401a Deferred Compensation services.
- Deploy Phase 1 of the ERP which includes modules for Accounts Receivables, Billing, Cash Management, Grant Management, and Reconciliation Management.

# 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 2020 Major Accomplishments

- Provided electronic billing for Business Tax renewals with the option to print the tax certificate on-line, after the full payment is made.
- Added a queue callback feature to the phone system. It would allow neighbors the option to continue to wait in the queue or request a callback from a representative.
- Implemented an online lien search process to improve service delivery.
- Implemented recommendations from the independent review of the water metering and billing system.

### FY 2021 Major Projects and Initiatives

- Upgrade current utility billing software system to increase efficiency.
- Simplify water and sewer ordinances relating to credits adjustments.
- Study and recommend business tax rate adjustments.
- Partner with Public Works Utilities and Information Technology to initiate replacement of water meters citywide to the new advanced metering infrastructure system (AMI).

# Finance Department

## Department Core Processes and Performance Measures

	<p><b>STRATEGIC GOALS</b></p> <p><b>Goal 8: Build a leading government organization that manages all resources wisely and sustainably.</b></p>
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Department Core Process	Performance Measures	Objective	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Projection	FY 2021 Target
Ensure accurate and prompt financial reporting	Number of accounts payable checks issued	Decrease	11,847	19,062	19,062	13,000	13,000
	Percent of total payments that are electronic	Increase	18.99%	13.17%	19.20%	18.00%	18.00%
Manage and administer the City's cash management and investment strategies	General obligation bond debt per Capita	Monitor	\$163.40*	\$153.51	\$1,102.47 <sup>1</sup>	\$1,086.74	\$1,046.22
	Benchmark returns for City's surplus cash	Exceed	***	***	5 basis points (bps)	5bps	5bps
	Benchmark returns for City's long-term portfolio	Exceed	***	***	5 basis points (bps)	5bps	5bps
	Governmental debt as a percentage of total governmental expenditures	Monitor	7.65%	7.54%	9.22%	8.85%	9.18%
Maintain records of utility billing revenue collections	Number of Neighbors walking into the lobby	Decrease	43,458 <sup>2</sup>	37,239	23,000	33,936	30,000
	Percent of uncollected utility bills	Decrease	3.99%	3.03%	3.20%	3.20%	3.00%

\* Data correction

\*\*\*This is a newly identified performance measure. Historical data may not be available.

<sup>1</sup> The target for FY2020 includes anticipation of up to \$180 million general obligation bonds being issued for Parks Improvements and a new Public Safety Facility.

<sup>2</sup> The number of walk-ins increased as the drive-thru window was closed due to construction.

# Finance Department

## Department Core Processes and Performance Measures, continued

Department Core Process	Performance Measures	Objective	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Projection	FY 2021 Target
Ensure purchases are made with efficiency, compliance, and due diligence	P-card volume as a percentage of all purchases	Increase	34%	26%	30%	20%	20% <sup>3</sup>
	P-card purchase dollar amounts (includes E-payable payments)	Increase	\$71,840,578*	\$66,623,779	\$60,000,000	\$60,000,000	\$60,000,000 <sup>3</sup>
	Net P-card rebates	Increase	\$909,317*	\$922,374	\$750,000	\$750,000	\$750,000 <sup>3</sup>
Ensure sound fiscal management	General fund cash and investments as a percentage of current liabilities <sup>4</sup>	Monitor	332.43%	296.41%	505.00%	450%	430%
	Percent of 2020A (Parks) bond proceeds spent	Monitor	***	***	***	***	45%
	Percent of 2020B (Public Safety) bond proceeds spent	Monitor	***	***	***	***	10%
	Bond rating evaluation by National Bond Rating Agency: General Obligation <sup>5</sup>	Maintain	AA+	AA+	AA+	AAA	AAA
	Bond rating evaluation by National Bond Rating Agency: Revenue <sup>5</sup>	Maintain	AA+	AA+	AA+	AA+	AA+

\* Data Correction

\*\*\* This is a newly identified performance measure. Historical data may not be available.

<sup>3</sup> Finance anticipates changes in the P-Card program that would adversely affect the volume, purchase amounts and rebates. The targets are recalibrations of the current environment.

<sup>4</sup> This measure is benchmarked by the Florida Auditor General. The FY 2017 reported average is 419.04% for municipalities with a population greater than 150,000.

<sup>5</sup> Standard & Poor's Bond Rating Agency



# Finance General Fund





**Finance - General Fund**  
**Department - Fund Financial Summary**

**Financial Summary - Funding Source**

	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	Percent Difference
General Fund - 001	\$ 6,444,115	6,860,000	7,086,929	226,929	3.3%
<b>Total Funding</b>	<b>6,444,115</b>	<b>6,860,000</b>	<b>7,086,929</b>	<b>226,929</b>	<b>3.3%</b>

**Financial Summary - Program Expenditures**

	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	Percent Difference
Administration	1,619,169	1,633,975	1,691,802	57,827	3.5%
Business Tax	295,434	373,524	359,557	(13,967)	(3.7%)
Central Accounting	1,766,124	2,015,996	2,028,556	12,560	0.6%
Procurement	1,430,903	1,485,502	1,584,657	99,155	6.7%
Treasury	1,332,485	1,351,003	1,422,357	71,354	5.3%
<b>Total Expenditures</b>	<b>6,444,115</b>	<b>6,860,000</b>	<b>7,086,929</b>	<b>226,929</b>	<b>3.3%</b>

**Financial Summary - Category Expenditures**

	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	Percent Difference
Personal Services	5,046,519	5,493,060	5,667,836	174,776	3.2%
Operating Expenses	1,397,597	1,366,940	1,419,093	52,153	3.8%
<b>Total Expenditures</b>	<b>\$ 6,444,115</b>	<b>6,860,000</b>	<b>7,086,929</b>	<b>226,929</b>	<b>3.3%</b>

**Financial Summary - Category FTE**

	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	Percent Difference
FTE	47.0	47.0	47.0	-	0.0%
<b>Total FTE</b>	<b>47.0</b>	<b>47.0</b>	<b>47.0</b>	<b>-</b>	<b>0.0%</b>

**FY 2021 Major Variances**

**Personal Services**

Increase in wage adjustments	\$ 5,974
Increase in car allowances	4,080
Increase in pension costs	78,907
Increase in health insurance costs	34,689
Increase in special obligation bonds	29,883

## Finance - General Fund

### Department - Fund Financial Summary

#### Operating Expenses

Decrease in external audit fees	\$ (15,886)
Increase in banking services related to other post employment benefits (OPEB)	9,600
Decrease in financial & banking services for commercial bank analysis fees	(14,805)
Increase for investment management services	17,000
Increase for financial advisor services	24,500
Increase in software expenses related to Bid Sync	26,650

# Finance

## Administration - General Fund

### Division-Fund Budget by SubObject - Expenditures

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
1101 - Permanent Salaries	463,103	494,831	494,831	493,965	493,965	(866)	(0.18%)	
1113 - Vac Mgmt Conv	1,340	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	(8,707)	-	-	-	-	-	0.00%	
1201 - Longevity Pay	11,313	6,830	6,830	1,848	1,848	(4,982)	(72.94%)	
1401 - Car Allowances	9,750	9,360	9,360	9,360	9,360	-	0.00%	
1407 - Expense Allowances	2,680	2,880	2,880	2,880	2,880	-	0.00%	
1413 - Cellphone Allowance	3,350	3,120	3,120	3,600	3,600	480	15.38%	
1501 - Overtime 1.5X Pay	57	-	-	-	-	-	0.00%	
1701 - Retirement Gifts	207	-	-	-	-	-	0.00%	
1707 - Sick Termination Pay	2,595	-	-	-	-	-	0.00%	
1710 - Vacation Term Pay	20,225	-	-	-	-	-	0.00%	
2119 - Wellness Incentives	1,500	1,500	1,500	1,500	1,500	-	0.00%	
2204 - Pension - General Emp	34,598	34,661	34,661	14,104	14,104	(20,557)	(59.31%)	
2210 - Pension - FRS	-	-	-	48,159	48,159	48,159	100.00%	
2299 - Pension - Def Cont	26,296	27,564	27,564	22,808	22,808	(4,756)	(17.25%)	
2301 - Soc Sec/Medicare	31,740	38,377	38,377	33,169	33,169	(5,208)	(13.57%)	
2307 - Year End FICA Accr	(268)	-	-	-	-	-	0.00%	
2401 - Disability Insurance	612	-	-	1,387	1,387	1,387	100.00%	
2402 - Life Insurance	-	319	319	356	356	37	11.60%	
2404 - Health Insurance	45,474	37,689	37,689	51,389	51,389	13,700	36.35%	
2410 - Workers' Comp	10,614	5,642	5,642	5,642	5,642	-	0.00%	
9237 - Tr to Special Obligation Bonds	300,447	308,268	308,268	338,151	338,151	29,883	9.69%	
<b>Personal Services</b>	<b>956,928</b>	<b>971,041</b>	<b>971,041</b>	<b>1,028,318</b>	<b>1,028,318</b>	<b>57,277</b>	<b>5.90%</b>	
3216 - Costs/Fees/Permits	160	120	120	240	120	-	0.00%	Parking Permits
3231 - Food Services	6	200	200	100	100	(100)	(50.00%)	Audit Advisory Board Meetings
3616 - Postage	15	-	-	-	-	-	0.00%	
3628 - Telephone/Cable TV	828	1,100	1,100	900	900	(200)	(18.18%)	
3904 - Books & Manuals	-	-	-	800	800	800	100.00%	Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Books
3907 - Data Proc Supplies	893	-	-	-	-	-	0.00%	
3925 - Office Equip < \$5000	-	800	800	800	800	-	0.00%	
3928 - Office Supplies	116	-	-	-	-	-	0.00%	
3931 - Periodicals & Mag	466	500	500	700	700	200	40.00%	Wall Street Journal & Sun-Sentinel
3999 - Other Supplies	33	250	250	100	100	(150)	(60.00%)	
4104 - Conferences	886	-	-	-	-	-	0.00%	
4110 - Meetings	20	-	-	-	-	-	0.00%	
4113 - Memberships/Dues	265	-	-	-	-	-	0.00%	
4116 - Schools	1,745	-	-	-	-	-	0.00%	
4119 - Training & Travel	-	10,400	10,400	10,400	10,400	-	0.00%	
4343 - Servchg-Info Sys	558,448	569,872	569,872	569,872	569,872	-	0.00%	

**Finance**

**Administration - General Fund**

**Division-Fund Budget by SubObject - Expenditures**

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
4355 - Servchg-Print Shop	35	-	-	-	-	-	0.00%	
4404 - Fidelity Bonds	12,521	5,647	5,647	5,647	5,647	-	0.00%	
4407 - Emp Proceedings	8,388	6,338	6,338	6,338	6,338	-	0.00%	
4410 - General Liability	24,697	19,685	19,685	19,685	19,685	-	0.00%	
4416 - Other Ins Charges	24,651	19,693	19,693	19,693	19,693	-	0.00%	
4428 - Prop/Fire Insurance	23,257	25,054	25,054	25,054	25,054	-	0.00%	
4431 - Pub Officials Liab	4,811	3,275	3,275	3,275	3,275	-	0.00%	
<b>Operating Expenses</b>	<b>662,242</b>	<b>662,934</b>	<b>662,934</b>	<b>663,604</b>	<b>663,484</b>	<b>550</b>	<b>0.08%</b>	
<b>Administration - General Fund Total</b>	<b>1,619,169</b>	<b>1,633,975</b>	<b>1,633,975</b>	<b>1,691,922</b>	<b>1,691,802</b>	<b>57,827</b>	<b>3.54%</b>	

Finance

Central Accounting - General Fund

Division-Fund Budget by SubObject - Expenditures

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
1101 - Permanent Salaries	1,124,199	1,333,444	1,333,444	1,339,325	1,339,325	5,881	0.44%	
1104 - Temporary Salaries	4,081	-	93,600	-	-	-	0.00%	
1107 - Part Time Salaries	7,196	-	-	-	-	-	0.00%	
1110 - Sick Conv to Cash	4,524	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	9,019	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	(35,189)	-	-	-	-	-	0.00%	
1199 - Other Reg Salaries	8,080	11,561	11,561	8,463	8,463	(3,098)	(26.80%)	
1201 - Longevity Pay	10,381	10,381	10,381	11,443	11,443	1,062	10.23%	
1316 - Upgrade Pay	2,462	-	-	-	-	-	0.00%	
1401 - Car Allowances	23,350	26,760	26,760	30,840	30,840	4,080	15.25%	
1407 - Expense Allowances	2,400	2,400	2,400	1,440	1,440	(960)	(40.00%)	
1413 - Cellphone Allowance	2,520	3,360	3,360	3,360	3,360	-	0.00%	
1501 - Overtime 1.5X Pay	3,503	-	-	-	-	-	0.00%	
1504 - Overtime 1X Pay	9	-	-	-	-	-	0.00%	
2119 - Wellness Incentives	4,500	4,500	4,500	4,500	4,500	-	0.00%	
2204 - Pension - General Emp	111,211	81,318	81,318	96,775	96,775	15,457	19.01%	
2299 - Pension - Def Cont	60,777	79,689	79,689	79,836	79,836	147	0.18%	
2301 - Soc Sec/Medicare	87,264	103,687	110,847	106,112	106,112	2,425	2.34%	
2307 - Year End FICA Accr	(2,877)	-	-	-	-	-	0.00%	
2401 - Disability Insurance	1,348	-	-	2,874	2,874	2,874	100.00%	
2402 - Life Insurance	-	859	859	965	965	106	12.34%	
2404 - Health Insurance	183,230	187,701	187,701	188,573	188,573	872	0.46%	
<b>Personal Services</b>	<b>1,611,987</b>	<b>1,845,660</b>	<b>1,946,420</b>	<b>1,874,506</b>	<b>1,874,506</b>	<b>28,846</b>	<b>1.56%</b>	
3101 - Acct & Auditing	113,612	102,786	102,786	86,900	86,900	(15,886)	(15.46%)	External Audit Fees
3199 - Other Prof Serv	2,975	2,500	2,500	2,000	2,000	(500)	(20.00%)	Governmental Accounting Standards Board (GASB) Statement 68 report and actuarial reports for audit
3216 - Costs/Fees/Permits	-	1,320	1,320	1,320	1,320	-	0.00%	Award fees for Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR)
3299 - Other Services	12,826	15,000	15,000	13,500	13,500	(1,500)	(10.00%)	Payperless Pay (electronic pay advices & W-2's \$6,500). Paper 1099-R, W-2s & envelopes (\$600). Advance Solutions (Scanning for Laserfiche \$6,400)
3304 - Office Equip Rent	2,531	2,730	2,730	2,730	2,730	-	0.00%	Toshiba
3628 - Telephone/Cable TV	718	900	900	800	800	(100)	(11.11%)	
3904 - Books & Manuals	95	-	-	800	800	800	100.00%	Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Books
3907 - Data Proc Supplies	332	800	800	800	800	-	0.00%	Printer Materials
3925 - Office Equip < \$5000	203	3,600	3,600	-	3,600	-	0.00%	Replacement of office equipment such as chairs, stand-up desks and monitors
3928 - Office Supplies	8,413	13,500	13,500	13,500	13,500	-	0.00%	
3949 - Uniforms	156	-	-	200	200	200	100.00%	City Polo Shirts

Finance

Central Accounting - General Fund

Division-Fund Budget by SubObject - Expenditures

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
3999 - Other Supplies	1,032	-	-	600	600	600	100.00%	KAPOW/ Neighbor Support Night/ Take Your Child to Work Day/ Misc. Events
4101 - Certification Train	1,219	-	-	-	-	-	0.00%	
4104 - Conferences	1,734	-	-	-	-	-	0.00%	
4110 - Meetings	120	-	-	-	-	-	0.00%	
4113 - Memberships/Dues	5,162	-	-	-	-	-	0.00%	
4116 - Schools	620	-	-	-	-	-	0.00%	
4119 - Training & Travel	-	24,200	24,200	24,800	24,800	600	2.48%	
4355 - Servchg-Print Shop	2,389	3,000	3,000	2,500	2,500	(500)	(16.67%)	CAFR & PAFR print shop charges
<b>Operating Expenses</b>	<b>154,138</b>	<b>170,336</b>	<b>170,336</b>	<b>150,450</b>	<b>154,050</b>	<b>(16,286)</b>	<b>(9.56%)</b>	
<b>Central Accounting - General Fund Total</b>	<b>1,766,124</b>	<b>2,015,996</b>	<b>2,116,756</b>	<b>2,024,956</b>	<b>2,028,556</b>	<b>12,560</b>	<b>0.62%</b>	

Finance

Treasury - General Fund

Division-Fund Budget by SubObject - Expenditures

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
1101 - Permanent Salaries	628,486	647,819	647,819	650,292	650,292	2,473	0.38%	
1110 - Sick Conv to Cash	5,899	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	2,989	-	-	-	-	-	0.00%	
1116 - Comp Absences	(3,306)	-	-	-	-	-	0.00%	
1199 - Other Reg Salaries	6,038	3,165	3,165	5,615	5,615	2,450	77.41%	
1201 - Longevity Pay	21,977	8,485	8,485	12,085	12,085	3,600	42.43%	
1401 - Car Allowances	14,150	16,080	16,080	16,080	16,080	-	0.00%	
1407 - Expense Allowances	3,440	2,880	2,880	2,880	2,880	-	0.00%	
1413 - Cellphone Allowance	1,620	1,680	1,680	1,680	1,680	-	0.00%	
1501 - Overtime 1.5X Pay	98	-	-	-	-	-	0.00%	
1710 - Vacation Term Pay	3,306	-	-	-	-	-	0.00%	
2119 - Wellness Incentives	3,000	3,000	3,000	3,000	3,000	-	0.00%	
2204 - Pension - General Emp	78,697	94,521	94,521	112,251	112,251	17,730	18.76%	
2299 - Pension - Def Cont	9,372	11,112	11,112	11,311	11,311	199	1.79%	
2301 - Soc Sec/Medicare	50,091	50,449	50,449	52,680	52,680	2,231	4.42%	
2307 - Year End FICA Accr	(253)	-	-	-	-	-	0.00%	
2401 - Disability Insurance	236	-	-	407	407	407	100.00%	
2402 - Life Insurance	-	418	418	469	469	51	12.20%	
2404 - Health Insurance	57,710	81,724	81,724	88,348	88,348	6,624	8.11%	
<b>Personal Services</b>	<b>883,550</b>	<b>921,333</b>	<b>921,333</b>	<b>957,098</b>	<b>957,098</b>	<b>35,765</b>	<b>3.88%</b>	
3101 - Acct & Auditing	667	-	-	-	-	-	0.00%	
3113 - Fin & Bank Serv	49,870	23,600	23,600	31,200	31,200	7,600	32.20%	Wells Custody, Other Postemployment Benefits (OPEB) and deposit tickets
3114 - Bank Analysis Fees	102,540	115,000	115,000	100,195	100,195	(14,805)	(12.87%)	Wells Fargo commercial banking analysis fees
3115 - Lien Search Services	-	90,000	90,000	90,000	90,000	-	0.00%	Lien Search Services
3116 - Invest Mgmt Serv	209,838	175,000	175,000	191,844	192,000	17,000	9.71%	Consultant Fees (Based on Jan bill)
3199 - Other Prof Serv	8,288	2,500	2,500	27,500	27,500	25,000	1,000.00%	Financial Advisor contract
3201 - Ad/Marketing	167	-	-	-	-	-	0.00%	
3216 - Costs/Fees/Permits	-	105	105	80	-	(105)	(100.00%)	
3616 - Postage	1,165	1,365	1,365	1,164	1,164	(201)	(14.73%)	Large User Bills
3628 - Telephone/Cable TV	580	600	600	600	600	-	0.00%	
3904 - Books & Manuals	-	300	300	800	800	500	166.67%	Governmental Accounting, Auditing, and Financial Reporting (GAAFR) Books
3907 - Data Proc Supplies	-	400	400	-	-	(400)	(100.00%)	
3925 - Office Equip < \$5000	377	1,600	1,600	-	1,600	-	0.00%	Replacement of office equipment such as chairs, stand-up desks and monitors
3928 - Office Supplies	4,229	2,500	2,500	3,500	3,500	1,000	40.00%	Color toner
3999 - Other Supplies	(30)	-	-	250	-	-	0.00%	Neighbor Support Night and T-Shirts
4101 - Certification Train	3,259	-	-	-	-	-	0.00%	
4104 - Conferences	832	-	-	-	-	-	0.00%	

Finance

Treasury - General Fund

Division-Fund Budget by SubObject - Expenditures

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
4110 - Meetings	130	-	-	-	-	-	0.00%	
4113 - Memberships/Dues	1,525	-	-	-	-	-	0.00%	
4116 - Schools	1,551	-	-	-	-	-	0.00%	
4119 - Training & Travel	-	16,600	16,600	16,600	16,600	-	0.00%	
4355 - Servchg-Print Shop	54	100	100	100	100	-	0.00%	
5604 - Writeoff A/R & Other	63,893	-	-	-	-	-	0.00%	
<b>Operating Expenses</b>	<b>448,935</b>	<b>429,670</b>	<b>429,670</b>	<b>463,833</b>	<b>465,259</b>	<b>35,589</b>	<b>8.28%</b>	
<b>Treasury - General Fund Total</b>	<b>1,332,485</b>	<b>1,351,003</b>	<b>1,351,003</b>	<b>1,420,931</b>	<b>1,422,357</b>	<b>71,354</b>	<b>5.28%</b>	

## Finance

### Procurement - General Fund

#### Division-Fund Budget by SubObject - Expenditures

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
1101 - Permanent Salaries	1,025,277	1,058,593	1,058,593	1,078,308	1,078,308	19,715	1.86%	
1113 - Vac Mgmt Conv	6,814	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	(16,995)	-	-	-	-	-	0.00%	
1199 - Other Reg Salaries	5,016	8,654	8,654	8,730	8,730	76	0.88%	
1201 - Longevity Pay	8,997	8,995	8,995	10,032	10,032	1,037	11.53%	
1401 - Car Allowances	14,300	14,760	14,760	14,760	14,760	-	0.00%	
1407 - Expense Allowances	9,400	9,600	9,600	9,600	9,600	-	0.00%	
1413 - Cellphone Allowance	3,000	3,120	3,120	3,120	3,120	-	0.00%	
1501 - Overtime 1.5X Pay	834	-	-	-	-	-	0.00%	
1504 - Overtime 1X Pay	186	-	-	-	-	-	0.00%	
1701 - Retirement Gifts	-	-	-	100	100	100	100.00%	Planned Retirement
1799 - Other Term Pay	-	-	-	9,600	9,600	9,600	100.00%	Planned Retirement
2119 - Wellness Incentives	5,000	4,500	4,500	5,000	5,000	500	11.11%	
2204 - Pension - General Emp	56,645	55,194	55,194	65,186	65,186	9,992	18.10%	
2299 - Pension - Def Cont	54,066	57,539	57,539	69,737	69,737	12,198	21.20%	
2301 - Soc Sec/Medicare	78,787	82,334	82,334	86,029	86,029	3,695	4.49%	
2307 - Year End FICA Accr	(1,294)	-	-	-	-	-	0.00%	
2401 - Disability Insurance	1,220	-	-	2,508	2,508	2,508	100.00%	
2402 - Life Insurance	-	682	682	776	776	94	13.78%	
2404 - Health Insurance	122,736	142,731	142,731	152,571	152,571	9,840	6.89%	
<b>Personal Services</b>	<b>1,373,988</b>	<b>1,446,702</b>	<b>1,446,702</b>	<b>1,516,057</b>	<b>1,516,057</b>	<b>69,355</b>	<b>4.79%</b>	
3201 - Ad/Marketing	258	-	-	-	-	-	0.00%	
3216 - Costs/Fees/Permits	671	600	600	600	600	-	0.00%	
3231 - Food Services	165	600	600	600	600	-	0.00%	
3299 - Other Services	30,802	-	15,000	30,000	30,000	30,000	100.00%	Bid Sync discounted in FY 2020 due to ERP
3304 - Office Equip Rent	1,372	1,800	1,800	1,800	1,800	-	0.00%	
3404 - Components/Parts	1,230	-	-	-	-	-	0.00%	
3607 - Nat/Propane Gas	26	-	-	-	-	-	0.00%	
3628 - Telephone/Cable TV	1,801	2,200	2,200	1,900	1,900	(300)	(13.64%)	
3907 - Data Proc Supplies	76	500	500	-	-	(500)	(100.00%)	
3925 - Office Equip < \$5000	-	2,600	2,600	2,600	2,600	-	0.00%	
3928 - Office Supplies	4,020	4,000	4,000	4,000	4,000	-	0.00%	
3946 - Tools/Equip < \$5000	32	-	-	-	-	-	0.00%	
3999 - Other Supplies	384	500	500	500	500	-	0.00%	
4101 - Certification Train	(8)	-	-	-	-	-	0.00%	
4104 - Conferences	9,347	-	-	-	-	-	0.00%	
4110 - Meetings	40	-	-	-	-	-	0.00%	
4113 - Memberships/Dues	3,231	-	-	-	-	-	0.00%	
4116 - Schools	2,935	-	-	-	-	-	0.00%	
4119 - Training & Travel	-	25,600	25,600	25,600	25,600	-	0.00%	
4355 - Servchg-Print Shop	532	400	400	1,000	1,000	600	150.00%	Additional materials for vendor outreach
<b>Operating Expenses</b>	<b>56,914</b>	<b>38,800</b>	<b>53,800</b>	<b>68,600</b>	<b>68,600</b>	<b>29,800</b>	<b>76.80%</b>	

**Finance**

**Procurement - General Fund**

**Division-Fund Budget by SubObject - Expenditures**

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
Procurement - General Fund Total	1,430,903	1,485,502	1,500,502	1,584,657	1,584,657	99,155	6.67%	

Finance

Business Tax - General Fund

Division-Fund Budget by SubObject - Expenditures

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
1101 - Permanent Salaries	144,116	220,419	220,419	199,190	199,190	(21,229)	(9.63%)	
1119 - Payroll Accrual	(2,565)	-	-	-	-	-	0.00%	
1199 - Other Reg Salaries	1,774	-	-	-	-	-	0.00%	
1201 - Longevity Pay	2,200	2,200	2,200	3,112	3,112	912	41.45%	
1407 - Expense Allowances	480	1,440	1,440	1,440	1,440	-	0.00%	
1501 - Overtime 1.5X Pay	1,862	6,880	6,880	7,190	7,190	310	4.51%	
1504 - Overtime 1X Pay	78	-	-	-	-	-	0.00%	
2119 - Wellness Incentives	1,500	1,500	1,500	1,500	1,500	-	0.00%	
2204 - Pension - General Emp	11,622	11,718	11,718	14,187	14,187	2,469	21.07%	
2299 - Pension - Def Cont	7,252	14,091	14,091	11,960	11,960	(2,131)	(15.12%)	
2301 - Soc Sec/Medicare	10,864	17,030	17,030	15,586	15,586	(1,444)	(8.48%)	
2304 - Supplemental FICA	-	-	-	560	560	560	100.00%	
2307 - Year End FICA Accr	(187)	-	-	-	-	-	0.00%	
2401 - Disability Insurance	165	-	-	431	431	431	100.00%	
2402 - Life Insurance	-	142	142	144	144	2	1.41%	
2404 - Health Insurance	40,904	32,904	32,904	36,557	36,557	3,653	11.10%	
<b>Personal Services</b>	<b>220,066</b>	<b>308,324</b>	<b>308,324</b>	<b>291,857</b>	<b>291,857</b>	<b>(16,467)</b>	<b>(5.34%)</b>	
3113 - Fin & Bank Serv	30,445	30,000	30,000	32,000	32,000	2,000	6.67%	Anticipate increased banking fees due to Inspector/Will see increase in revenue
3216 - Costs/Fees/Permits	1,310	1,300	1,300	1,300	1,300	-	0.00%	Post office box renewal fee
3299 - Other Services	-	4,200	4,200	2,350	2,350	(1,850)	(44.05%)	Collection Agency fee (11.75 per claim for 200 claims)
3616 - Postage	17,207	15,800	15,800	17,200	17,200	1,400	8.86%	Funding for the postage of renewal and delinquent letters
3628 - Telephone/Cable TV	790	800	800	800	800	-	0.00%	
3907 - Data Proc Supplies	148	-	-	450	450	450	100.00%	Monthly MiFi for Inspector
3925 - Office Equip < \$5000	681	800	800	-	800	-	0.00%	
3928 - Office Supplies	495	1,500	1,500	2,000	2,000	500	33.33%	Increased staff, increased collection methods will need more supplies
3999 - Other Supplies	541	-	-	-	-	-	0.00%	
4104 - Conferences	2,574	-	-	-	-	-	0.00%	
4113 - Memberships/Dues	150	-	-	-	-	-	0.00%	
4119 - Training & Travel	-	2,200	2,200	2,200	2,200	-	0.00%	
4355 - Servchg-Print Shop	8,074	8,600	8,600	8,600	8,600	-	0.00%	Print, Fold and Insert renewals and delinquent letters
5604 - Writeoff A/R & Other	12,953	-	-	-	-	-	0.00%	
<b>Operating Expenses</b>	<b>75,368</b>	<b>65,200</b>	<b>65,200</b>	<b>66,900</b>	<b>67,700</b>	<b>2,500</b>	<b>3.83%</b>	
<b>Business Tax - General Fund Total</b>	<b>295,434</b>	<b>373,524</b>	<b>373,524</b>	<b>358,757</b>	<b>359,557</b>	<b>(13,967)</b>	<b>(3.74%)</b>	



# FY 2021 Decision Package Requests





# FY 2021 Decision Package Summary

## Finance - 001 General Fund Fund

Priority	Request Type	Title of Request	# of Positions	Year 1 Net Cost	Year 2 Net Cost (Ongoing)
1	Capital Outlay	Vehicle for Business Tax Inspector	-	28,650	2,300
			-	<b>\$28,650</b>	<b>\$2,300</b>



# FY 2021 Decision Package Form

## Finance - 001 General Fund



**Priority Number:** 1  
**Title of Request:** Vehicle for Business Tax Inspector  
**Request Type:** Capital Outlay

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 Business Tax Division of the Finance Department hired a Business Tax Inspector to increase the division's efficiency and customer service to the City's business community. The Business Tax Inspector will assist in generating \$300,000 in additional revenue to the City by actively pursuing businesses that are delinquent and conducting field investigations to determine compliance with local and state Business Tax ordinances.

According to the 2012 census, there were more than 15,000 businesses, within the City, operating without a business tax license in violation of City code. These numbers will decrease as the Business Tax Inspector conducts field inspections and work in tandem with the Community Inspections Division of the Department of Sustainable Development and the Fire Department to initiate the enforcement of citations on non-compliant businesses.

There are over 3,130 delinquent business license accounts totaling over \$700,000. The Department is requesting \$28,000 for a vehicle which will be either a Nissan Leaf (Electric Vehicle), chargers are available at City Hall and DSD or the Toyota Prius hybrid for the Business Tax Inspector, who will assist in reducing the delinquency rate from 27% to 14% with active enforcement within the first year. The enhanced enforcement will also save money by reducing the dependency on a collection agency to attempt to collect delinquent balances. If this request is not funded, the delinquency rate will continue to increase along with the loss of revenue totaling more than \$1,000,000.

**Performance Measures:**

Measure Description	Next Year Target	Next Year Target with Modification
Decrease in delinquent accounts	3,130	2,000

**Strategic Connections:**

Focus Area: Business Development  
 Goal: BD-1-Build an attractive global and local economic community marketplace  
 Objective: BD-2 Nurture and support existing local businesses  
 Source of Justification: 2035 Vision Plan: Fast Forward Fort Lauderdale

**Funding Requests:**

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
<b>Expenditures</b>					
FIN090909	3801	Gasoline	Gasoline	500	500
FIN090909	3949	Uniforms	Business Tax Inspector Uniform	150	100
FIN090909	4373	Servchg-Fleet O&M	Service Charges	-	1,200
FIN090909	4401	Auto Liability	Auto Insurance	-	500
FIN090909	6416	Vehicles	Vehicle for Business Tax Inspector	28,000	-
<b>Total Expenditures</b>				<b>28,650</b>	<b>2,300</b>
<b>Net</b>				<b>\$28,650</b>	<b>\$2,300</b>

**Funding Impacts (Net):**

Fund	Budget Request	Year 2 (Ongoing)
General Fund	28,650	2,300



# Finance Water and Sewer Fund





**Finance - Water And Sewer**  
**Department - Fund Financial Summary**

**Financial Summary - Funding Source**

	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	Percent Difference
Water and Sewer - 450	\$ 3,127,928	3,254,606	3,290,301	35,695	1.1%
<b>Total Funding</b>	<b>3,127,928</b>	<b>3,254,606</b>	<b>3,290,301</b>	<b>35,695</b>	<b>1.1%</b>

**Financial Summary - Program Expenditures**

	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	Percent Difference
Utility Billing and Collections	3,127,928	3,254,606	3,290,301	35,695	1.1%
<b>Total Expenditures</b>	<b>3,127,928</b>	<b>3,254,606</b>	<b>3,290,301</b>	<b>35,695</b>	<b>1.1%</b>

**Financial Summary - Category Expenditures**

	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	Percent Difference
Personal Services	1,692,055	1,911,868	1,862,212	(49,656)	(2.6%)
Operating Expenses	1,435,873	1,342,738	1,428,089	85,351	6.4%
<b>Total Expenditures</b>	<b>\$ 3,127,928</b>	<b>3,254,606</b>	<b>3,290,301</b>	<b>35,695</b>	<b>1.1%</b>

**Financial Summary - Category FTE**

	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	Percent Difference
FTE	26.0	26.0	26.0	-	0.0%
<b>Total FTE</b>	<b>26.0</b>	<b>26.0</b>	<b>26.0</b>	<b>-</b>	<b>0.0%</b>

**FY 2021 Major Variances**

**Personal Services**

Decrease in wages and pension costs associated with employee turnover in FY 2020	\$ (96,319)
Increase in health insurance costs	40,486

**Operating Expenses**

Increase in credit cards fees associated with online payments	\$ 74,905
Increase in computer maintenance contracts	10,268
Decrease in postage and print shop services due to increased online payments	(11,000)



## Finance

### Utility Billing and Collections - Water and Sewer

#### Division-Fund Budget by SubObject - Expenditures

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
1101 - Permanent Salaries	1,079,666	1,293,227	1,293,227	1,234,728	1,234,728	(58,499)	(4.52%)	
1107 - Part Time Salaries	4,778	-	-	-	-	-	0.00%	
1113 - Vac Mgmt Conv	2,810	-	-	-	-	-	0.00%	
1119 - Payroll Accrual	(21,011)	-	-	-	-	-	0.00%	
1199 - Other Reg Salaries	4,971	-	-	-	-	-	0.00%	
1201 - Longevity Pay	35,839	13,777	13,777	8,903	8,903	(4,874)	(35.38%)	
1316 - Upgrade Pay	1,454	-	-	-	-	-	0.00%	
1401 - Car Allowances	6,140	7,680	7,680	8,760	8,760	1,080	14.06%	
1407 - Expense Allowances	160	-	-	-	-	-	0.00%	
1413 - Cellphone Allowance	400	-	-	600	600	600	100.00%	
1501 - Overtime 1.5X Pay	3,658	11,466	11,466	11,980	11,980	514	4.48%	
1504 - Overtime 1X Pay	183	-	-	-	-	-	0.00%	
1701 - Retirement Gifts	1,180	-	-	500	100	100	100.00%	Planned Retirement
1707 - Sick Termination Pay	13,314	-	-	-	-	-	0.00%	
1710 - Vacation Term Pay	19,992	-	-	-	-	-	0.00%	
1799 - Other Term Pay	-	-	-	8,775	8,775	8,775	100.00%	Planned Retirement
2119 - Wellness Incentives	5,000	5,000	5,000	5,000	5,000	-	0.00%	
2204 - Pension - General Emp	86,700	79,490	79,490	56,559	56,559	(22,931)	(28.85%)	
2299 - Pension - Def Cont	63,196	77,303	77,303	87,338	87,338	10,035	12.98%	
2301 - Soc Sec/Medicare	85,861	99,988	99,988	95,851	95,851	(4,137)	(4.14%)	
2304 - Supplemental FICA	-	-	-	920	920	920	100.00%	
2307 - Year End FICA Accr	(1,601)	-	-	-	-	-	0.00%	
2401 - Disability Insurance	1,398	-	-	3,142	3,142	3,142	100.00%	
2402 - Life Insurance	-	834	834	890	890	56	6.71%	
2404 - Health Insurance	205,296	233,024	233,024	273,510	273,510	40,486	17.37%	
2410 - Workers' Comp	3,698	1,932	1,932	1,932	1,932	-	0.00%	
9237 - Tr to Special Obligation Bonds	88,974	88,147	88,147	63,224	63,224	(24,923)	(28.27%)	
<b>Personal Services</b>	<b>1,692,055</b>	<b>1,911,868</b>	<b>1,911,868</b>	<b>1,862,612</b>	<b>1,862,212</b>	<b>(49,656)</b>	<b>(2.60%)</b>	
3107 - Data Proc Serv	115,860	130,000	130,000	204,905	204,905	74,905	57.62%	Increase in online payments Invoice Cloud and other fees
3113 - Fin & Bank Serv	59,076	55,000	55,000	55,000	55,000	-	0.00%	Bill2Pay lockbox services
3199 - Other Prof Serv	197,591	-	-	-	-	-	0.00%	
3216 - Costs/Fees/Permits	8,010	13,000	13,000	13,000	13,000	-	0.00%	Lien and Lien Release Fees
3249 - Security Services	7,616	10,000	10,000	10,050	10,000	-	0.00%	Gloval armored car service and annual security monitoring contract
3299 - Other Services	205	13,455	13,455	15,275	15,275	1,820	13.53%	Collection agency fees (\$11.75 x 1,300 accounts)
3304 - Office Equip Rent	1,415	1,965	1,965	1,965	1,965	-	0.00%	
3316 - Building Leases	-	48,000	48,000	48,000	48,000	-	0.00%	
3401 - Computer Maint	191,841	157,235	157,235	167,503	167,503	10,268	6.53%	Annual maintenance contracts for various systems (Cayenta, Oracle, Cognos, etc.)
3407 - Equip Rep & Maint	-	850	850	821	821	(29)	(3.41%)	Money Counter Maintenance Agreement

Finance

Utility Billing and Collections - Water and Sewer

Division-Fund Budget by SubObject - Expenditures

Sub-Object - Name	FY 2019 Actuals	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2021 Department Requested	FY 2021 Budget Recommended	FY 2020 Adopted vs FY 2021 Budget Recommended	% Dif	Basis of Expenditures
3616 - Postage	179,253	217,800	217,800	211,800	211,800	(6,000)	(2.75%)	Postage and permit
3628 - Telephone/Cable TV	790	200	200	800	800	600	300.00%	
3907 - Data Proc Supplies	339	500	500	500	500	-	0.00%	
3925 - Office Equip < \$5000	6,666	5,200	5,200	6,000	6,000	800	15.38%	Currency counter; (3) EuroPay, MasterCard and Visa (EMV) Chip readers
3926 - Furniture < \$5000	146	-	-	4,500	-	-	0.00%	
3928 - Office Supplies	29,025	34,800	34,800	34,800	34,800	-	0.00%	
3999 - Other Supplies	877	-	-	-	-	-	0.00%	
4104 - Conferences	7,150	-	-	-	-	-	0.00%	
4119 - Training & Travel	-	5,400	5,400	5,600	5,600	200	3.70%	
4213 - Retiree Health Bene	14,800	19,200	19,200	19,200	19,200	-	0.00%	
4304 - Indirect Admin Serv	427,994	421,211	421,211	428,998	428,998	7,787	1.85%	
4343 - Servchg-Info Sys	129,558	144,094	144,094	144,094	144,094	-	0.00%	
4355 - Servchg-Print Shop	28,291	40,000	40,000	35,000	35,000	(5,000)	(12.50%)	Printing, folding, inserting bills
4407 - Emp Proceedings	4,846	3,506	3,506	3,506	3,506	-	0.00%	
4410 - General Liability	14,270	10,890	10,890	10,890	10,890	-	0.00%	
4416 - Other Ins Charges	9,882	10,087	10,087	10,087	10,087	-	0.00%	
4431 - Pub Officials Liab	370	345	345	345	345	-	0.00%	
<b>Operating Expenses</b>	<b>1,435,873</b>	<b>1,342,738</b>	<b>1,342,738</b>	<b>1,432,639</b>	<b>1,428,089</b>	<b>85,351</b>	<b>6.36%</b>	
<b>Utility Billing And Collections - Water And Sewer Total</b>	<b>3,127,928</b>	<b>3,254,606</b>	<b>3,254,606</b>	<b>3,295,251</b>	<b>3,290,301</b>	<b>35,695</b>	<b>1.10%</b>	

# FY 2021 Decision Package Requests





# FY 2021 Decision Package Summary

## Finance - 450 Water and Sewer Fund

Priority	Request Type	Title of Request	# of Positions	Year 1 Net Cost	Year 2 Net Cost (Ongoing)
1	Program - Revised	Utility Billing Software System Upgrade	-	146,200	-
			-	\$146,200	\$-



# FY 2021 Decision Package Form

## Finance - 450 Water and Sewer



**Priority Number:** 1  
**Title of Request:** Utility Billing Software System Upgrade  
**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?**

In an effort to be more efficient and provide the highest quality of public services to our neighbors, the Finance Department is requesting funding in the amount of \$146,200 to upgrade the utility billing software, Cayenta, from version 7.9.0 to 9.0.0. The current version of the software is outdated, and support will no longer be available for the version in use by the City.

The Finance Department is responsible for the monthly billing and collection of nearly 60,000 utility accounts. The division's workload has increased, due to the continuous development growth in the City; therefore, the enhanced functionality will allow users to be more effective in billing, collections, processing requests, retrieving reports, and other daily tasks.

The upgrade will not only help the Finance Department become more efficient, it will also help other City departments, who utilize the system for different reporting purposes.

If this request is not funded, the City will operate software without the support needed to repair issues as it pertains to billing and reports; decreased productivity as executed tasks take long to complete.

### Performance Measures:

Measure Description	Next Year Target	Next Year Target with Modification
Increase Collection Efficiency	80% On Time	90% On-Time

### Strategic Connections:

**Focus Area:** Internal Support  
**Goal:** IntSupp-2-Build a leading government organization that manages all resources wisely and sustainably.  
**Objective:** IS-8 Provide a reliable and progressive technology infrastructure  
**Source of Justification:** 2035 Vision Plan: Fast Forward Fort Lauderdale

### Funding Requests:

Index	Sub Object	SubObject Title	Cost Description	Budget Request	Year 2 (Ongoing)
<b>Expenditures</b>					
FIN100101	3407	Equip Rep & Maint	Utility Billing Software System Upgrade	146,200	-
<b>Total Expenditures</b>				<b>146,200</b>	<b>-</b>
<b>Net</b>				<b>\$146,200</b>	<b>\$-</b>

### Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
Water and Sewer	146,200	-

# ~ Notes ~