



Town Commission Agenda Item Report

Meeting Date: March 23, 2021

Submitted By: Lucila Lang, Director of Finance & Budget

Submitting Department: Administration

Item Type: Resolutions

Agenda Section: RESOLUTIONS - PUBLIC COMMENTS

Subject Title: Resolution 2021-19 - A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, AMENDING THE 2020/2021 FISCAL YEAR BUDGET IN ACCORDANCE WITH THE ATTACHED EXHIBIT "A"; AUTHORIZING APPROPRIATIONS AND EXPENDITURES IN ACCORDANCE WITH THE 2020/2021 FISCAL YEAR BUDGET AS AMENDED; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND AN EFFECTIVE DATE. (Lucila Lang, Director of Finance & Budget)

Explanation: Over the past two months, the Interim Town Manager, along with the Finance staff and the Public Works Director, has carefully scrutinized the FY21 budget to determine if amendments are necessary to implement the Town Commission's directive. To that end, staff is recommending amendments to the General, Sewer, Parking and Capital funds:

General Fund Amendments

Town staff is requesting the following amendments whose descriptions are included in the table below.

Table 1 – General Fund Proposed Amendments

Line Item	Amount	Description
Recycling/Solid Waste	\$25,000	The Town has maintained a consultant to help administer the Solid Waste Contract. She serves as a liaison between the public and Waste Pro and is particularly helpful with the businesses. She will also be very helpful in reviewing the contract as it is scheduled for renewal later this year. This position was underfunded in the original FY21 budget.
Contingency	\$100,000	Historically, the Town's budget has included \$100K to allow amendments throughout the year without having to complete transfers from unappropriated funds. Interim Town Manager is recommending that a contingency account be established for the remainder of the year.
Vacation Payouts	\$11,000*	At their March 9 th meeting, the Commission authorized a vacation payout for calendar year 2020 for employees that had in excess of 120 hours and were not able to take

		vacation due to COVID-19. The resolution formalizing this authorization is on tonight's agenda.
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*This figure is slightly higher as FRS contributions were not included in the original calculations presented at the March 9th Commission meeting.

The current General fund has approximately \$8.3 million of unappropriated funds and these requests, which total \$136,000 will be funded from this amount.

Sewer Fund

Resolution 2021-19 includes the budget amendment for a \$100,000 allocation to fund lining of the sewer laterals. This will be an ongoing project and was addressed at the FY21 discussion on March 9th. The unappropriated fund balance in this account is currently \$1.3 million.

Parking Fund

The approved FY21 budget included quarterly transfers from the Parking Fund to both the General and Capital Improvement Project (CIP) Funds. The approved allocation to the CIP was \$3.8 million to be transferred in quarterly installments (approximately \$950K each quarter). A large part of the transferred funds was to be spent on El Mar project which will not be completed this fiscal year. At their March 9th Special Meeting, the Commission approved several additional projects (see CIP information below) totaling \$910,000 (\$930,000 including the additional \$20K for the Visitor's Center) to replace the funds not being spent on El Mar this year.

The allocation from the Parking fund was to be done quarterly and only one transfer of \$949,490 had been completed before the Commission made the decision to reduce the FY21 CIP budget. Therefore, the staff is suggesting that the three remaining quarterly transfers be cancelled. The first transfer was completed and will fund the previously approved FY21 CIP and the unappropriated funds from the General Fund will make up the difference (\$751K).

Capital Improvement Parking (CIP) Fund

As a reminder, the Commission approved the following additions to the CIP at their March 9th Special Commission meeting. The proposed Resolution 2021-19 completes the transfers necessary to fund these projects.

Table 2 – CIP Fund Amendments

Project	Amount
Visitor's Center	\$20,000
Bel Air Seawall	\$225,000
Canal Dredging	\$50,000
A1A Hibiscus Crosswalk	\$50,000
Street Project-Design (Codrington)	\$120,000
Street Project-Design (Bougainvilla/Poinciana)	\$240,000
Street Sufficiency Study	\$25,000
Town Hall-Paint	\$25,000
Town Hall-Roof Replacement	\$100,000
Pedestrian Amenities	\$75,000

In summary, Resolution 2021-19 authorizes the fund transfers to enact the changes discussed above.

For your information, the following table includes the unappropriated fund balances of the General, Sewer, CIP, and Parking funds. This information is provided so that the Commission has an understanding of the funds available at this time to accommodate any proposed budget amendments.

Table 3 – Fund Balances

Fund	Estimated Current Fund Balance	Estimated Proposed Fund Balance
General Fund	\$8.3 million	\$7.4 million
Sewer Fund	\$1.3 million	\$1.2 million
Capital Improvement Project Fund	\$3.5 million	\$500K
Parking Fund	\$4.6 million	\$4.6 million

At the next Commission meeting, staff will propose further amendments to transfer the \$1.6 million received in fines from FDG that are incorporated within the General Fund balance and the transfer made from the Parking Fund to the CIP fund in December 2020.

Recommendation: Adopt Resolution 2021-19 (**Exhibit 1**) amending the FY21 budget to adopt the proposed amendments for CIP projects and proposed general fund amendments.

Attachments:

- Ex1 - Resolution 2021-19
- Ex2 – Budget Amendment