

**DRAFT**



# CITY OF FORT LAUDERDALE FY 2025 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 trust in neighbors and provide the best value to the City.

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

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

The Finance Department's resource allocation and initiatives described in this section advance and achieve the following guiding principle to become the "City you never want to leave."

### PRESS PLAY FORT LAUDERDALE 2029 STRATEGIC PLAN

Guiding Principle: Fiscal Responsibility

### HIGHLIGHTED PROGRAMS

- Finance Administration
- Central Accounting
- Treasury Accounts Receivable
- Utility Billing and Collections
- Procurement

# Finance Department

## FY 2025 Projected Organizational Chart

**Total FTEs - 70**

### ADMINISTRATION - 4

Director - Finance	1
Deputy Director - Finance	1
Assistant to the Director	1
Senior Management Analyst	1

### ACCOUNTING AND FINANCIAL REPORTING - 18

Controller	1
Assistant Controller	2
Chief Accountant	1
Accountant	1
Accounting Clerk	3
Accounts Payable Supervisor	1
Payroll Specialist	3
Payroll Supervisor	1
Program Manager I	1
Senior Accountant	2
Senior Accounting Clerk	2

### PROCUREMENT - 14

Assistant Director	1
Assistant Procurement and Contracts Manager	1
Administrative Assistant	1
Procurement Administrator	2
Procurement Assistant	1
Procurement Specialist	1
Senior Administrative Assistant	1
Senior Procurement Specialist	6

### TREASURY - 8

Treasurer	1
Chief Accountant	1
Accountant	2
Senior Accountant	3
Senior Accounting Clerk	1

### UTILITY BILLING AND COLLECTIONS - 26

Revenue Collections Manager	1
Assistant Manager	1
Administrative Assistant	1
Billing Coordinator	2
Billing Specialist	6
Customer Service Representative	3
Senior Accounting Clerk	3
Senior Administrative Assistant	1
Senior Billing Specialist	1
Senior Customer Service Representative	7

**FY 2024  
Adopted**

**FY 2025  
Projected**

**Difference**

70

70

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 over \$1.4 billion.

### FY 2024 Major Accomplishments

- Oversaw the issuance of \$575 million in Water and Sewer Revenue Bonds to finance the construction of a new water treatment plant
- Developed and implemented a paperless process for check requests and reimbursement of travel expenses
- Developed and implemented a process to pass along merchant card fees to customers
- Oversaw the issuance of \$119 million in financing for the stormwater system through the United States Environmental Protection Agency Water Infrastructure Finance and Innovation Act (WIFIA) Program, which provides long-term, low-cost supplemental loans for regionally and nationally significant projects
- Secured financing for the replacement of water meters Citywide to the new Advanced Metering Infrastructure system (AMI)

### FY 2025 Major Projects and Initiatives

- Oversee financing for the Parking Revenue Bonds – Federal Courthouse Parking Garage
- Secure interim financing for Water and Sewer Consent Order projects

# **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 bi-weekly for employees and issues 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 several audiences using a variety of reporting mechanisms: 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 Annual Comprehensive Financial Report (ACFR) are developed by this Division.

### **FY 2024 Major Accomplishments**

- Implementation of mandatory GASB Statement No. 100 – Accounting Changes and Error Corrections
- Implementation of Pattern Stream, a publishing tool that assists with the preparation of the ACFR
- Modernized financial systems with the implementation of Phase II of the Enterprise Resource Planning (ERP) system, which includes the Payroll and Human Resource modules

### **FY 2025 Major Projects and Initiatives**

- Implement mandatory GASB Statement No. 101 – Compensated Absences
- Implement electronic vendor invoice processing

# Finance Department

## Procurement

### Division Description

The Procurement Services Division manages and conducts the City's procurement of goods, general services, professional services, and construction in accordance with all applicable laws, ordinances, policies, and procedures, incorporating in its practices the values and guiding principles of maximizing competition in a fair, transparent, ethical, and professional manner. 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 2024 Major Accomplishments

- Optimized the ERP system and related procurement processes
- Revised the Procurement Manual to address organizational conflicts of interest

### FY 2025 Major Projects and Initiatives

- Implement punchout contracts
- Update and modernize the Procurement website
- Automate contract award postings on the City's website utilizing the ERP platform

# Finance Department

## Treasury

### Division Description

The Treasury Division manages the City's estimated \$1.4 billion investment portfolio, which includes an average of \$76 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. Treasury Division staff work 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. The Treasury Division is also responsible for assisting with financial management of various state, local, and federal grants.

### FY 2024 Major Accomplishments

- Coordinated financing for the \$575 million Water and Sewer Revenue Bonds – Water Treatment Plant
- Coordinated financing for the replacement of water meters Citywide to the new Advanced Metering Infrastructure system (AMI)
- Conducted a review of current processes to increase efficiency, improve accuracy, and ensure the timeliness of revenue posting

### FY 2025 Major Projects and Initiatives

- Coordinate financing for the Parking Revenue Bonds – Federal Courthouse Parking Garage
- Transition the City's debt management software from SymPro to DebtBook

# Finance Department

## Utility Billing and Collection

### 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 monthly. The Division also provides the accurate posting of the City's monetary collections and the timely input to the City's financial accounting system. Additional responsibilities include property lien searches and applying liens to properties with delinquent utility balances. The Division strives to deliver excellent customer support to neighbors paying for utility services.

### FY 2024 Major Accomplishments

- Coordinated with Public Works and Information Technology Services for the procurement of the new Advanced Metering Infrastructure system (AMI)

### FY 2025 Major Projects and Initiatives

- Assist with implementation and training of employees on the new Advanced Metering Infrastructure system (AMI)



# Finance Department

## Department Performance Measures

Strategic Plan Goal	Performance Measure	FY 2022 Actual	FY 2023 Actual	FY 2024 Projected	FY 2024 Target	FY 2025 Target
Guiding Principle: Fiscal Responsibility	Number of accounts payable checks issued	12,916	10,860	10,400	≤10,000	≤9,500
	Percent of total payments that are electronic	71%	75%	76%	≥75%	≥80%
	General fund cash and investments as a percentage of current liabilities	504.5%	493.2%	500.0%	≥500.0%	≥500.0%
	Percent of 2020A (Parks) bond proceeds spent/committed	41.7%	46.0%	85.0%	100.0%	100.0%
	General obligation bond debt per Capita	\$975	\$1,237	\$1,141	≤\$1,142	≤\$1,142
	Benchmark returns for City's surplus cash	273 bps above benchmark	31 bps above benchmark	5 bps above benchmark	≥5 bps above benchmark	≥5 bps above benchmark
	Benchmark returns for City's long-term portfolio	15 bps above benchmark	52 bps above benchmark	5 bps above benchmark	≥5 bps above benchmark	≥5 bps above benchmark
	Governmental debt as a percentage of total governmental expenditures	9.9%	10.0% <sup>1</sup>	9.9%	≤9.0%	≤9.0%
	P-card volume as a percentage of all purchases	25%	14%	8%	≥25%	≥20%
	P-card purchase dollar amounts (includes E- payable payments)	\$79,247,589	\$81,156,746	\$70,000,000	≥\$70,000,000	≥\$70,000,000
	Net P-card rebates	\$932,500	\$995,188	\$900,000	≥\$900,000	≥\$900,000
	Percent of uncollected utility bills	44.6%	40.7%	40.0%	≤20.0%	≤20.0%

<sup>1</sup>Final FY 2023 data is unavailable until post Annual Comprehensive Financial Report (ACFR) completion in June of 2024. Thus, the FY 2023 Actual amount remains a projection.



# General Fund





**Finance Department - General Fund**

**Department Fund Financial Summary**

**Financial Summary - Funding Source**

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Estimate	FY 2025 Budget Recommended	FY 2024 Adopted Budget vs FY 2025 Budget Recommended	Percent Difference
General Fund - 001	\$ 7,063,419	7,488,899	7,435,559	7,759,628	270,729	3.6%
<b>Total Funding</b>	<b>7,063,419</b>	<b>7,488,899</b>	<b>7,435,559</b>	<b>7,759,628</b>	<b>270,729</b>	<b>3.6%</b>

**Financial Summary - Program Expenditures**

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Estimate	FY 2025 Budget Recommended	FY 2024 Adopted Budget vs FY 2025 Budget Recommended	Percent Difference
Administration	1,838,064	1,018,160	1,032,069	1,113,951	95,791	9.4%
Accounting and Financial Reporting	2,200,370	2,657,227	2,666,985	2,727,505	70,278	2.6%
Treasury	1,395,082	1,762,060	1,701,984	1,803,776	41,716	2.4%
Procurement	1,629,902	2,051,452	2,034,521	2,114,396	62,944	3.1%
<b>Total Expenditures</b>	<b>7,063,419</b>	<b>7,488,899</b>	<b>7,435,559</b>	<b>7,759,628</b>	<b>270,729</b>	<b>3.6%</b>

**Financial Summary - Category Expenditures**

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Estimate	FY 2025 Budget Recommended	FY 2024 Adopted Budget vs FY 2025 Budget Recommended	Percent Difference
Personnel Services	5,400,912	6,023,050	5,971,544	6,299,835	276,785	4.6%
Operating Expenses	1,662,507	1,465,849	1,464,015	1,459,793	(6,056)	(0.4%)
<b>Total Expenditures</b>	<b>\$ 7,063,419</b>	<b>7,488,899</b>	<b>7,435,559</b>	<b>7,759,628</b>	<b>270,729</b>	<b>3.6%</b>
Full Time Equivalents (FTEs)	43	44	44	44	-	0.0%

**FY 2025 Major Variances**

No Major Variances



# Descriptions & Line Items by Division







**Finance Department**

**Administration - General Fund**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
10-1101 - Permanent Salaries	451,497	543,438	543,438	-	601,288	601,288	57,850	10.65%	Increase is due to staff turnover within the Department
10-1110 - Sick Conv to Cash	2,392	-	-	-	-	-	-	0.00%	
10-1113 - Vac Mgmt Conv	7,227	-	-	-	10,008	10,008	10,008	100.00%	
10-1201 - Longevity Pay	2,560	2,824	2,824	-	3,088	3,088	264	9.35%	
10-1401 - Car Allowances	12,380	15,360	15,360	-	15,360	15,360	-	0.00%	
10-1407 - Expense Allowances	120	-	-	-	-	-	-	0.00%	
10-1413 - Cellphone Allowance	2,350	1,800	1,800	-	3,120	3,120	1,320	73.33%	
20-2119 - Wellness Incentives	500	500	500	-	500	500	-	0.00%	
20-2204 - Pension - General Emp	12,991	18,098	18,098	-	18,944	18,944	846	4.67%	
20-2210 - Pension - FRS	35,779	50,644	50,644	-	74,395	74,395	23,751	46.90%	
20-2299 - Pension - Def Cont	7,372	7,651	7,651	-	-	-	(7,651)	(100.00%)	
20-2301 - Soc Sec/ Medicare	30,236	39,182	39,182	-	41,974	41,974	2,792	7.13%	
20-2307 - Year End FICA Accr	1,595	-	-	-	-	-	-	0.00%	
20-2401 - Disability Insurance	181	267	267	-	200	200	(67)	(25.09%)	
20-2402 - Life Insurance	760	123	123	-	523	523	400	325.20%	
20-2404 - Health Insurance	47,714	65,349	65,349	-	72,059	72,059	6,710	10.27%	
20-2410 - Workers' Comp	634	634	634	-	634	634	-	0.00%	
90-9237 - Transfer Out to Special Obligation Bonds	353,347	-	-	-	-	-	-	0.00%	
90-9239 - Transfer Out to Special Obligation Bonds Refinance	93,380	35,408	35,408	-	35,163	35,163	(245)	(0.69%)	
<b>Personnel Services</b>	<b>1,063,014</b>	<b>781,278</b>	<b>781,278</b>	<b>-</b>	<b>877,256</b>	<b>877,256</b>	<b>95,978</b>	<b>12.28%</b>	
30-3216 - Costs/Fees/ Permits	40	80	80	-	80	80	-	0.00%	TAM Parking Placards for executive leadership
30-3231 - Food Services	659	500	500	-	500	500	-	0.00%	Audit Advisory Board and working lunches
30-3243 - Prizes & Awards	-	1,500	1,500	-	1,500	1,500	-	0.00%	Neighbor Support Night
30-3299 - Other Services	2,400	3,500	3,500	-	3,500	3,500	-	0.00%	Citywide Amazon Prime Business account
30-3628 - Telephone/ Cable TV	838	1,304	1,304	-	900	900	(404)	(30.98%)	

**Finance Department**

**Administration - General Fund**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
30-3904 - Books & Manuals	300	-	-	-	500	500	500	100.00%	New editions of the GFOA Governmental Accounting, Auditing, and Financial Reporting (GAAFR)   2024 Blue Book
30-3907 - Data Proc Supplies	209	-	-	-	-	-	-	0.00%	
30-3925 - Office Equip < \$5000	1,744	800	800	-	800	800	-	0.00%	Chairs and computer monitors
30-3928 - Office Supplies	104	-	-	-	-	-	-	0.00%	
30-3931 - Periodicals & Mag	107	925	925	-	642	642	(283)	(30.59%)	Periodicals such as the Sun Sentinel & Wall Street Journal
30-3949 - Uniforms	-	200	200	-	200	200	-	0.00%	Division shirts and uniforms for the Finance Administration Team
30-3999 - Other Supplies	1,812	100	100	-	100	100	-	0.00%	Miscellaneous supplies
40-4113 - Memberships/Dues	65	-	-	-	-	-	-	0.00%	
40-4119 - Training & Travel	3,981	10,800	10,800	-	10,800	10,800	-	0.00%	
40-4322 - Servchg-Cent Serv	-	1,507	1,507	-	1,507	1,507	-	0.00%	
40-4343 - Servchg-Info Sys	739,609	206,009	206,009	-	206,009	206,009	-	0.00%	
40-4355 - Servchg-Print Shop	194	100	100	-	100	100	-	0.00%	Business cards
40-4361 - Servchg-Pub Works	4,187	-	-	-	-	-	-	0.00%	
40-4404 - Fidelity Bonds	6,675	13	13	-	13	13	-	0.00%	
40-4407 - Emp Proceedings	519	446	446	-	446	446	-	0.00%	
40-4410 - General Liability	6,261	2,237	2,237	-	2,237	2,237	-	0.00%	
40-4416 - Other Ins Charges	2,388	2,748	2,748	-	2,748	2,748	-	0.00%	
40-4428 - Prop/Fire Insurance	2,958	4,113	4,113	-	4,113	4,113	-	0.00%	
<b>Operating Expenses</b>	<b>775,050</b>	<b>236,882</b>	<b>236,882</b>	<b>-</b>	<b>236,695</b>	<b>236,695</b>	<b>(187)</b>	<b>(0.08%)</b>	
<b>Administration - General Fund Total</b>	<b>1,838,064</b>	<b>1,018,160</b>	<b>1,018,160</b>	<b>-</b>	<b>1,113,951</b>	<b>1,113,951</b>	<b>95,791</b>	<b>9.41%</b>	

**Finance Department**

**Accounting and Financial Reporting - General Fund**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
10-1101 - Permanent Salaries	1,353,251	1,529,917	1,529,917	-	1,565,497	1,565,497	35,580	2.33%	
10-1110 - Sick Conv to Cash	9,342	-	-	-	-	-	-	0.00%	
10-1113 - Vac Mgmt Conv	12,678	-	-	-	17,866	17,866	17,866	100.00%	Funding for annual management vacation conversion payouts
10-1199 - Other Reg Salaries	16,889	7,981	7,981	-	15,284	15,284	7,303	91.50%	Funding for one-time merit payouts for employees at the top of the pay range
10-1201 - Longevity Pay	15,738	11,346	11,346	-	9,045	9,045	(2,301)	(20.28%)	
10-1401 - Car Allowances	29,110	30,840	30,840	-	31,920	31,920	1,080	3.50%	
10-1407 - Expense Allowances	1,200	1,440	1,440	-	1,440	1,440	-	0.00%	
10-1413 - Cellphone Allowance	3,960	3,960	3,960	-	3,960	3,960	-	0.00%	
10-1501 - Overtime 1.5X Pay	3,655	-	-	-	-	-	-	0.00%	
10-1707 - Sick Termination Pay	3,243	-	-	-	-	-	-	0.00%	
10-1710 - Vacation Term Pay	6,891	-	-	-	-	-	-	0.00%	
20-2119 - Wellness Incentives	4,500	4,000	4,000	-	4,000	4,000	-	0.00%	
20-2204 - Pension - General Emp	63,096	70,733	70,733	-	56,790	56,790	(13,943)	(19.71%)	
20-2210 - Pension - FRS	82,478	106,158	106,158	-	133,070	133,070	26,912	25.35%	
20-2299 - Pension - Def Cont	32,971	36,219	36,219	-	33,536	33,536	(2,683)	(7.41%)	
20-2301 - Soc Sec/ Medicare	102,165	121,042	121,042	-	124,458	124,458	3,416	2.82%	
20-2307 - Year End FICA Accr	3,981	-	-	-	-	-	-	0.00%	
20-2401 - Disability Insurance	834	1,265	1,265	-	900	900	(365)	(28.85%)	
20-2402 - Life Insurance	2,169	444	444	-	1,361	1,361	917	206.53%	
20-2404 - Health Insurance	223,289	233,066	233,066	-	262,817	262,817	29,751	12.77%	
20-2410 - Workers' Comp	1,691	1,785	1,785	-	1,785	1,785	-	0.00%	
90-9239 - Transfer Out to Special Obligation Bonds Refinance	-	138,388	138,388	-	105,425	105,425	(32,963)	(23.82%)	
<b>Personnel Services</b>	<b>1,973,132</b>	<b>2,298,584</b>	<b>2,298,584</b>	<b>-</b>	<b>2,369,154</b>	<b>2,369,154</b>	<b>70,570</b>	<b>3.07%</b>	
30-3101 - Acct & Auditing	75,429	80,600	80,600	-	75,400	75,400	(5,200)	(6.45%)	
30-3119 - Legal Services	2,100	-	-	-	-	-	-	0.00%	

**Finance Department**

**Accounting and Financial Reporting - General Fund**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
30-3199 - Other Prof Serv	14,733	2,000	69,253	-	2,100	2,100	100	5.00%	Governmental Accounting Standards Board reporting requirement
30-3216 - Costs/Fees/Permits	2,063	1,010	1,010	-	1,010	1,010	-	0.00%	Award fees for Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR)
30-3243 - Prizes & Awards	106	-	-	-	-	-	-	0.00%	
30-3299 - Other Services	14,417	20,500	20,500	-	23,100	24,600	4,100	20.00%	Paperless Pay (E-Stubs), W-2s forms & envelopes, and FRS expenses
30-3304 - Office Equip Rent	2,138	3,600	3,600	-	3,600	3,600	-	0.00%	Toshiba copier/network printer
30-3401 - Computer Maint	39,379	15,000	15,000	-	15,000	15,000	-	0.00%	DebtBook software maintenance
30-3616 - Postage	248	50	50	-	50	50	-	0.00%	FedEx funds to send the Annual Comprehensive Financial Report (ACFR) to the Auditor General
30-3628 - Telephone/Cable TV	624	432	432	-	700	700	268	62.04%	
30-3904 - Books & Manuals	-	250	250	-	250	-	(250)	(100.00%)	
30-3907 - Data Proc Supplies	1,429	1,000	1,000	-	1,400	1,400	400	40.00%	AP & Payroll Printers and Microsoft Licenses
30-3925 - Office Equip < \$5000	2,988	3,600	3,600	-	3,830	3,600	-	0.00%	Miscellaneous office equipment such as chairs, stand-up desks, monitors, etc.
30-3928 - Office Supplies	9,809	13,500	13,500	-	13,500	13,500	-	0.00%	
30-3949 - Uniforms	146	270	270	-	360	360	90	33.33%	Division shirts and uniforms for the Accounting and Financial Reporting Team
30-3999 - Other Supplies	107	-	-	-	-	-	-	0.00%	
40-4113 - Memberships/Dues	2,453	-	-	-	-	-	-	0.00%	
40-4119 - Training & Travel	4,815	24,800	24,800	-	25,000	25,000	200	0.81%	
40-4343 - Servchg-Info Sys	-	148,086	148,086	-	148,086	148,086	-	0.00%	
40-4355 - Servchg-Print Shop	1,473	3,000	3,000	-	3,000	3,000	-	0.00%	Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR) printing charges
40-4404 - Fidelity Bonds	-	56	56	-	56	56	-	0.00%	

**Finance Department**

**Accounting and Financial Reporting - General Fund**

**Division - Fund Budget by Account**

<b>Account Name</b>	<b>FY 2023 Actuals</b>	<b>FY 2024 Adopted Budget</b>	<b>FY 2024 Amended Budget</b>	<b>FY 2024 Estimate</b>	<b>FY 2025 Department Requested</b>	<b>FY 2025 Budget Recommended</b>	<b>FY 2024 Adopted vs FY 2025 Budget Recommended</b>	<b>% Dif</b>	<b>Justification</b>
40-4407 - Emp Proceedings	2,336	2,008	2,008	-	2,008	2,008	-	0.00%	
40-4410 - General Liability	28,178	10,067	10,067	-	10,067	10,067	-	0.00%	
40-4416 - Other Ins Charges	8,956	10,306	10,306	-	10,306	10,306	-	0.00%	
40-4428 - Prop/Fire Insurance	13,311	18,508	18,508	-	18,508	18,508	-	0.00%	
<b>Operating Expenses</b>	<b>227,238</b>	<b>358,643</b>	<b>425,896</b>	<b>-</b>	<b>357,331</b>	<b>358,351</b>	<b>(292)</b>	<b>(0.08%)</b>	
<b>Accounting and Financial Reporting - General Fund Total</b>	<b>2,200,370</b>	<b>2,657,227</b>	<b>2,724,480</b>	<b>-</b>	<b>2,726,485</b>	<b>2,727,505</b>	<b>70,278</b>	<b>2.64%</b>	

**Finance Department**

**Treasury - General Fund**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
10-1101 - Permanent Salaries	530,279	713,995	713,995	-	747,297	747,297	33,302	4.66%	
10-1110 - Sick Conv to Cash	1,841	-	-	-	-	-	-	0.00%	
10-1113 - Vac Mgmt Conv	9,662	-	-	-	6,917	6,917	6,917	100.00%	
10-1199 - Other Reg Salaries	-	2,465	2,465	-	-	-	(2,465)	(100.00%)	
10-1201 - Longevity Pay	8,006	3,091	3,091	-	3,325	3,325	234	7.57%	
10-1401 - Car Allowances	12,830	16,080	16,080	-	16,080	16,080	-	0.00%	
10-1407 - Expense Allowances	1,560	2,880	2,880	-	2,880	2,880	-	0.00%	
10-1413 - Cellphone Allowance	1,200	1,200	1,200	-	1,200	1,200	-	0.00%	
10-1707 - Sick Termination Pay	8,696	-	-	-	-	-	-	0.00%	
10-1710 - Vacation Term Pay	20,272	-	-	-	-	-	-	0.00%	
20-2119 - Wellness Incentives	2,000	2,000	2,000	-	2,000	2,000	-	0.00%	
20-2204 - Pension - General Emp	66,825	66,836	66,836	-	52,126	52,126	(14,710)	(22.01%)	
20-2210 - Pension - FRS	20,649	43,052	43,052	-	71,628	71,628	28,576	66.38%	
20-2299 - Pension - Def Cont	4,863	6,351	6,351	-	-	-	(6,351)	(100.00%)	
20-2301 - Soc Sec/ Medicare	42,240	56,589	56,589	-	58,963	58,963	2,374	4.20%	
20-2307 - Year End FICA Accr	1,781	-	-	-	-	-	-	0.00%	
20-2401 - Disability Insurance	115	222	222	-	100	100	(122)	(54.95%)	
20-2402 - Life Insurance	762	201	201	-	650	650	449	223.38%	
20-2404 - Health Insurance	70,436	92,395	92,395	-	124,349	124,349	31,954	34.58%	
20-2410 - Workers' Comp	830	833	833	-	833	833	-	0.00%	
90-9239 - Transfer Out to Special Obligation Bonds Refinance	-	130,763	130,763	-	95,100	95,100	(35,663)	(27.27%)	
<b>Personnel Services</b>	<b>804,846</b>	<b>1,138,953</b>	<b>1,138,953</b>	<b>-</b>	<b>1,183,448</b>	<b>1,183,448</b>	<b>44,495</b>	<b>3.91%</b>	
30-3113 - Fin & Bank Serv	22,168	10,100	10,100	-	19,250	19,250	9,150	90.59%	Funding for Wells Fargo custody, deposit tickets
30-3114 - Bank Analysis Fees	113,620	107,000	107,000	-	118,700	118,700	11,700	10.93%	Bank Analysis Fees
30-3115 - Lien Search Services	141,000	170,000	170,000	-	105,000	141,000	(29,000)	(17.06%)	Funding for lien search services
30-3116 - Invest Mgmt Serv	249,660	215,000	215,000	-	215,000	215,000	-	0.00%	

**Finance Department**

**Treasury - General Fund**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
30-3199 - Other Prof Serv	22,000	12,500	54,500	-	18,000	18,000	5,500	44.00%	PFM Financial Advisor
30-3231 - Food Services	-	350	350	-	200	200	(150)	(42.86%)	
30-3616 - Postage	1,013	1,164	1,164	-	1,005	1,005	(159)	(13.66%)	
30-3628 - Telephone/Cable TV	469	400	400	-	500	500	100	25.00%	
30-3907 - Data Proc Supplies	10,255	-	-	-	450	-	-	0.00%	
30-3925 - Office Equip < \$5000	-	1,600	1,600	-	-	1,600	-	0.00%	
30-3928 - Office Supplies	922	3,500	3,500	-	3,500	3,500	-	0.00%	
30-3949 - Uniforms	99	320	320	-	400	400	80	25.00%	Division shirts and uniforms for the Treasury Team
30-3999 - Other Supplies	739	-	-	-	-	-	-	0.00%	
40-4113 - Memberships/Dues	1,145	-	-	-	-	-	-	0.00%	
40-4118 - Training	1,429	-	-	-	-	-	-	0.00%	
40-4119 - Training & Travel	2,584	16,600	16,600	-	16,600	16,600	-	0.00%	
40-4343 - Servchg-Info Sys	-	66,734	66,734	-	66,734	66,734	-	0.00%	
40-4355 - Servchg-Print Shop	73	100	100	-	100	100	-	0.00%	Business Cards; Annual Report to the Bond Holders printing
40-4404 - Fidelity Bonds	-	25	25	-	25	25	-	0.00%	
40-4407 - Emp Proceedings	1,038	892	892	-	892	892	-	0.00%	
40-4410 - General Liability	12,524	4,474	4,474	-	4,474	4,474	-	0.00%	
40-4416 - Other Ins Charges	3,582	4,122	4,122	-	4,122	4,122	-	0.00%	
40-4428 - Prop/Fire Insurance	5,916	8,226	8,226	-	8,226	8,226	-	0.00%	
<b>Operating Expenses</b>	<b>590,236</b>	<b>623,107</b>	<b>665,107</b>	<b>-</b>	<b>583,178</b>	<b>620,328</b>	<b>(2,779)</b>	<b>(0.45%)</b>	
<b>Treasury - General Fund Total</b>	<b>1,395,082</b>	<b>1,762,060</b>	<b>1,804,060</b>	<b>-</b>	<b>1,766,626</b>	<b>1,803,776</b>	<b>41,716</b>	<b>2.37%</b>	

**Finance Department**

**Procurement - General Fund**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
10-1101 - Permanent Salaries	1,083,113	1,241,739	1,241,739	-	1,276,562	1,276,562	34,823	2.80%	
10-1113 - Vac Mgmt Conv	10,418	-	-	-	12,855	12,855	12,855	100.00%	
10-1199 - Other Reg Salaries	641	-	-	-	-	-	-	0.00%	
10-1201 - Longevity Pay	8,445	5,668	5,668	-	2,750	2,750	(2,918)	(51.48%)	
10-1401 - Car Allowances	17,090	14,760	14,760	-	14,760	14,760	-	0.00%	
10-1407 - Expense Allowances	9,360	11,520	11,520	-	11,520	11,520	-	0.00%	
10-1413 - Cellphone Allowance	4,440	1,800	1,800	-	3,120	3,120	1,320	73.33%	
10-1501 - Overtime 1.5X Pay	839	-	-	-	-	-	-	0.00%	
10-1701 - Retirement Gifts	207	-	-	-	-	-	-	0.00%	
10-1707 - Sick Termination Pay	7,965	-	-	-	-	-	-	0.00%	
10-1710 - Vacation Term Pay	6,197	-	-	-	-	-	-	0.00%	
20-2104 - Mileage Reimburse	-	-	-	-	250	250	250	100.00%	
20-2119 - Wellness Incentives	2,500	2,500	2,500	-	2,500	2,500	-	0.00%	
20-2204 - Pension - General Emp	56,701	31,978	31,978	-	13,345	13,345	(18,633)	(58.27%)	
20-2210 - Pension - FRS	117,764	147,326	147,326	-	176,042	176,042	28,716	19.49%	
20-2301 - Soc Sec/ Medicare	81,774	96,191	96,191	-	98,924	98,924	2,733	2.84%	
20-2307 - Year End FICA Accr	3,049	-	-	-	-	-	-	0.00%	
20-2402 - Life Insurance	1,770	330	330	-	1,111	1,111	781	236.67%	
20-2404 - Health Insurance	146,352	186,498	186,498	-	230,105	230,105	43,607	23.38%	
20-2410 - Workers' Comp	1,294	1,361	1,361	-	1,361	1,361	-	0.00%	
90-9239 - Transfer Out to Special Obligation Bonds Refinance	-	62,564	62,564	-	24,772	24,772	(37,792)	(60.41%)	
<b>Personnel Services</b>	<b>1,559,920</b>	<b>1,804,235</b>	<b>1,804,235</b>	<b>-</b>	<b>1,869,977</b>	<b>1,869,977</b>	<b>65,742</b>	<b>3.64%</b>	
30-3107 - Data Proc Serv	-	355	355	-	450	450	95	26.76%	
30-3199 - Other Prof Serv	-	15,000	15,000	-	15,000	15,000	-	0.00%	Specification Writing Training
30-3201 - Ad/ Marketing	-	1,500	1,500	-	3,500	1,500	-	0.00%	Advertising and marketing on doing business with the City and Disadvantaged Business Enterprise (DBE) program



**Finance Department**

**Procurement - General Fund**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
30-3216 - Costs/Fees/Permits	-	2,000	2,000	-	2,000	2,000	-	0.00%	Application fees for Procurement award programs, such as National Procurement Institute and others
30-3231 - Food Services	-	600	600	-	600	600	-	0.00%	Refreshments for the Southeast Florida Chapter of NIGP/ Southeast Coop
30-3243 - Prizes & Awards	-	212	212	-	200	200	(12)	(5.66%)	Certificates, trophies, and plaques for trade shows
30-3299 - Other Services	18,499	35,000	35,000	-	35,000	36,750	1,750	5.00%	BidSync procurement software
30-3304 - Office Equip Rent	-	2,000	2,000	-	3,000	3,000	1,000	50.00%	Toshiba copier/ network printer
30-3322 - Other Facil Rent	716	-	-	-	-	-	-	0.00%	
30-3616 - Postage	77	100	100	-	300	300	200	200.00%	US Certified Mail - Executed agreements/ contracts, protest responses, appeal responses, correspondences, etc.
30-3628 - Telephone/ Cable TV	536	1,761	1,761	-	600	600	(1,161)	(65.93%)	
30-3907 - Data Proc Supplies	8,477	2,600	2,600	-	2,600	2,600	-	0.00%	Software subscriptions such as Adobe and Microsoft for Procurement team
30-3925 - Office Equip < \$5000	557	4,570	4,570	-	7,000	2,800	(1,770)	(38.73%)	Printers, scanners, office furniture
30-3926 - Furniture < \$5000	-	900	900	-	5,000	-	(900)	(100.00%)	
30-3928 - Office Supplies	1,183	4,200	4,200	-	6,000	4,200	-	0.00%	
30-3949 - Uniforms	435	-	-	-	-	-	-	0.00%	
30-3999 - Other Supplies	107	1,500	1,500	-	2,500	1,500	-	0.00%	Printed materials for presentations, conferences, trainings, workshops, meetings, etc.
40-4113 - Memberships/Dues	1,430	-	-	-	-	-	-	0.00%	
40-4119 - Training & Travel	315	28,000	28,000	-	28,000	28,000	-	0.00%	
40-4343 - Servchg-Info Sys	-	114,732	114,732	-	114,732	114,732	-	0.00%	
40-4355 - Servchg-Print Shop	28	2,500	2,500	-	-	500	(2,000)	(80.00%)	
40-4404 - Fidelity Bonds	-	41	41	-	41	41	-	0.00%	
40-4407 - Emp Proceedings	1,687	1,450	1,450	-	1,450	1,450	-	0.00%	
40-4410 - General Liability	20,351	7,271	7,271	-	7,271	7,271	-	0.00%	
40-4416 - Other Ins Charges	5,970	7,558	7,558	-	7,558	7,558	-	0.00%	

**Finance Department**

**Procurement - General Fund**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
40-4428 - Prop/Fire Insurance	9,613	13,367	13,367	-	13,367	13,367	-	0.00%	
<b>Operating Expenses</b>	<b>69,983</b>	<b>247,217</b>	<b>247,217</b>	<b>-</b>	<b>256,169</b>	<b>244,419</b>	<b>(2,798)</b>	<b>(1.13%)</b>	
<b>Procurement - General Fund Total</b>	<b>1,629,902</b>	<b>2,051,452</b>	<b>2,051,452</b>	<b>-</b>	<b>2,126,146</b>	<b>2,114,396</b>	<b>62,944</b>	<b>3.07%</b>	

# Water and Sewer Fund





**Finance Department - Water and Sewer Fund**

**Department Fund Financial Summary**

**Financial Summary - Funding Source**

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Estimate	FY 2025 Budget Recommended	FY 2024 Adopted Budget vs FY 2025 Budget Recommended	Percent Difference
Water and Sewer - 450	\$ 3,343,791	4,080,541	3,999,896	4,222,440	141,899	3.5%
<b>Total Funding</b>	<b>3,343,791</b>	<b>4,080,541</b>	<b>3,999,896</b>	<b>4,222,440</b>	<b>141,899</b>	<b>3.5%</b>

**Financial Summary - Program Expenditures**

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Estimate	FY 2025 Budget Recommended	FY 2024 Adopted Budget vs FY 2025 Budget Recommended	Percent Difference
Utility Billing and Collections	3,343,791	4,080,541	3,999,896	4,222,440	141,899	3.5%
<b>Total Expenditures</b>	<b>3,343,791</b>	<b>4,080,541</b>	<b>3,999,896</b>	<b>4,222,440</b>	<b>141,899</b>	<b>3.5%</b>

**Financial Summary - Category Expenditures**

	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Estimate	FY 2025 Budget Recommended	FY 2024 Adopted Budget vs FY 2025 Budget Recommended	Percent Difference
Personnel Services	1,695,842	2,016,804	1,901,128	2,121,142	104,338	5.2%
Operating Expenses	1,647,948	2,063,737	2,098,768	2,101,298	37,561	1.8%
<b>Total Expenditures</b>	<b>\$ 3,343,791</b>	<b>4,080,541</b>	<b>3,999,896</b>	<b>4,222,440</b>	<b>141,899</b>	<b>3.5%</b>
Full Time Equivalents (FTEs)	26	26	26	26	-	0.0%

**FY 2025 Major Variances**

No Major Variances



# Descriptions & Line Items by Division







**Finance Department**

**Utility Billing and Collections - Water and Sewer**

**Division - Fund Budget by Account**

<b>Account Name</b>	<b>FY 2023 Actuals</b>	<b>FY 2024 Adopted Budget</b>	<b>FY 2024 Amended Budget</b>	<b>FY 2024 Estimate</b>	<b>FY 2025 Department Requested</b>	<b>FY 2025 Budget Recommended</b>	<b>FY 2024 Adopted vs FY 2025 Budget Recommended</b>	<b>% Dif</b>	<b>Justification</b>
361-105 - Other Income (Penalty Charges)	12,673	10,000	10,000	-	14,160	14,160	4,160	41.60%	
361-108 - Penalties From Other Municipalities	(2,129)	150	150	-	-	-	(150)	(100.00%)	
369-900 - Other Miscellaneous Income	589	100	100	-	-	-	(100)	(100.00%)	
369-902 - Interfund Service Charge	537,782	494,558	494,558	-	537,782	537,782	43,224	8.74%	
<b>Revenue</b>	<b>548,915</b>	<b>504,808</b>	<b>504,808</b>	<b>-</b>	<b>551,942</b>	<b>551,942</b>	<b>47,134</b>	<b>9.34%</b>	

**Finance Department**

**Utility Billing and Collections - Water and Sewer**

**Division - Fund Budget by Account**

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
10-1101 - Permanent Salaries	1,146,378	1,357,865	1,357,865	-	1,440,046	1,440,046	82,181	6.05%	
10-1113 - Vac Mgmt Conv	3,125	-	-	-	-	-	-	0.00%	
10-1201 - Longevity Pay	2,712	2,976	2,976	-	3,240	3,240	264	8.87%	
10-1316 - Upgrade Pay	230	-	-	-	-	-	-	0.00%	
10-1401 - Car Allowances	8,760	8,760	8,760	-	8,760	8,760	-	0.00%	
10-1407 - Expense Allowances	1,320	1,440	1,440	-	2,880	2,880	1,440	100.00%	
10-1413 - Cellphone Allowance	600	600	600	-	600	600	-	0.00%	
10-1501 - Overtime 1.5X Pay	10,141	6,360	6,360	-	6,700	6,700	340	5.35%	
10-1504 - Overtime 1X Pay	492	-	-	-	-	-	-	0.00%	
10-1707 - Sick Termination Pay	476	-	-	-	-	-	-	0.00%	
10-1710 - Vacation Term Pay	3,760	-	-	-	-	-	-	0.00%	
20-2119 - Wellness Incentives	2,000	2,000	2,000	-	2,000	2,000	-	0.00%	
20-2204 - Pension - General Emp	19,111	23,445	23,445	-	24,147	24,147	702	2.99%	
20-2210 - Pension - FRS	98,670	134,084	134,084	-	160,110	160,110	26,026	19.41%	
20-2299 - Pension - Def Cont	18,517	18,772	18,772	-	19,837	19,837	1,065	5.67%	
20-2301 - Soc Sec/ Medicare	82,927	104,927	104,927	-	111,350	111,350	6,423	6.12%	
20-2304 - Supplemental FICA	-	487	487	-	500	500	13	2.67%	
20-2307 - Year End FICA Accr	3,607	-	-	-	-	-	-	0.00%	
20-2401 - Disability Insurance	458	656	656	-	500	500	(156)	(23.78%)	
20-2402 - Life Insurance	229	406	406	-	1,253	1,253	847	208.62%	
20-2404 - Health Insurance	248,083	306,572	306,572	-	292,813	292,813	(13,759)	(4.49%)	
20-2410 - Workers' Comp	1,475	1,584	1,584	-	1,584	1,584	-	0.00%	
90-9237 - Transfer Out to Special Obligation Bonds	33,830	-	-	-	-	-	-	0.00%	
90-9239 - Transfer Out to Special Obligation Bonds Refinance	8,940	45,870	45,870	-	44,822	44,822	(1,048)	(2.28%)	
<b>Personnel Services</b>	<b>1,695,842</b>	<b>2,016,804</b>	<b>2,016,804</b>	<b>-</b>	<b>2,121,142</b>	<b>2,121,142</b>	<b>104,338</b>	<b>5.17%</b>	

Finance Department

Utility Billing and Collections - Water and Sewer

Division - Fund Budget by Account

Account Name	FY 2023 Actuals	FY 2024 Adopted Budget	FY 2024 Amended Budget	FY 2024 Estimate	FY 2025 Department Requested	FY 2025 Budget Recommended	FY 2024 Adopted vs FY 2025 Budget Recommended	% Dif	Justification
30-3107 - Data Proc Serv	285,026	329,800	329,800	-	363,560	363,560	33,760	10.24%	Mailers (\$4,600), Invoice Cloud (\$336,000), Kiosk Gateway (\$960), Cayenta Modifications (\$22,000)
30-3113 - Fin & Bank Serv	6,250	22,500	22,500	-	45,000	-	(22,500)	(100.00%)	Transitioning merchant card fees to the user
30-3216 - Costs/Fees/Permits	5,435	11,000	11,000	-	7,500	7,500	(3,500)	(31.82%)	Lockbox and Liens/Releases
30-3231 - Food Services	269	150	150	-	450	150	-	0.00%	
30-3249 - Security Services	11,963	10,560	31,380	-	38,162	38,162	27,602	261.38%	Increase is due to enhanced armed security services associated with the transition of the Utility Billing location
30-3299 - Other Services	550	15,000	15,000	-	15,000	15,000	-	0.00%	Collection services
30-3304 - Office Equip Rent	1,500	1,965	1,965	-	1,965	1,965	-	0.00%	Toshiba copier/printer
30-3316 - Building Leases	59,400	59,400	59,400	-	59,400	59,400	-	0.00%	Rent contribution to building fund
30-3401 - Computer Maint	212,739	211,795	211,795	-	220,690	220,690	8,895	4.20%	Annual maintenance contract for various software systems
30-3407 - Equip Rep & Maint	2,321	1,630	1,630	-	2,000	2,000	370	22.70%	Currency counters maintenance contracts
30-3616 - Postage	175,438	184,800	184,800	-	184,800	184,800	-	0.00%	
30-3628 - Telephone/Cable TV	866	966	966	-	900	900	(66)	(6.83%)	
30-3907 - Data Proc Supplies	503	500	500	-	500	500	-	0.00%	
30-3925 - Office Equip < \$5000	3,875	5,200	5,200	-	5,200	5,200	-	0.00%	Computer monitors, printers, cash drawers
30-3926 - Furniture < \$5000	219	-	-	-	-	-	-	0.00%	
30-3928 - Office Supplies	31,300	39,000	39,000	-	31,000	31,000	(8,000)	(20.51%)	Mailing envelopes and basic office supplies
30-3949 - Uniforms	-	800	800	-	800	800	-	0.00%	Division shirts and uniforms for the Utility Billing Team
30-3999 - Other Supplies	451	-	-	-	-	-	-	0.00%	
40-4119 - Training & Travel	6,331	7,800	7,800	-	10,000	10,000	2,200	28.21%	
40-4304 - Indirect Admin Serv	527,732	674,116	674,116	-	674,116	674,116	-	0.00%	
40-4322 - Servchg-Cent Serv	-	34,241	34,241	-	34,241	34,241	-	0.00%	
40-4343 - Servchg-Info Sys	156,689	305,252	305,252	-	305,252	305,252	-	0.00%	
40-4355 - Servchg-Print Shop	33,185	37,200	37,200	-	36,000	36,000	(1,200)	(3.23%)	Printing, folding, and inserting bills

**Finance Department**

**Utility Billing and Collections - Water and Sewer**

**Division - Fund Budget by Account**

<b>Account Name</b>	<b>FY 2023 Actuals</b>	<b>FY 2024 Adopted Budget</b>	<b>FY 2024 Amended Budget</b>	<b>FY 2024 Estimate</b>	<b>FY 2025 Department Requested</b>	<b>FY 2025 Budget Recommended</b>	<b>FY 2024 Adopted vs FY 2025 Budget Recommended</b>	<b>% Dif</b>	<b>Justification</b>
40-4404 - Fidelity Bonds	137	81	81	-	81	81	-	0.00%	
40-4407 - Emp Proceedings	3,374	2,900	2,900	-	2,900	2,900	-	0.00%	
40-4410 - General Liability	40,702	14,541	14,541	-	14,541	14,541	-	0.00%	
40-4416 - Other Ins Charges	14,329	13,741	13,741	-	13,741	13,741	-	0.00%	
40-4428 - Prop/Fire Insurance	67,365	78,799	78,799	-	78,799	78,799	-	0.00%	
<b>Operating Expenses</b>	<b>1,647,948</b>	<b>2,063,737</b>	<b>2,084,557</b>	<b>-</b>	<b>2,146,598</b>	<b>2,101,298</b>	<b>37,561</b>	<b>1.82%</b>	
<b>Utility Billing and Collections - Water and Sewer Total</b>	<b>3,343,791</b>	<b>4,080,541</b>	<b>4,101,361</b>	<b>-</b>	<b>4,267,740</b>	<b>4,222,440</b>	<b>141,899</b>	<b>3.48%</b>	

# Decision Packages





# FY 2025 Decision Package Summary

## Finance Department - 001 General Fund

Priority	Request Type	Title of Request	# of Positions	Year 1 Net Cost	Year 2 Net Cost (Ongoing)
1	Position Request - New	Accounting Clerk (Accounts Payable)	1.00	81,570	79,321
2	Program - New	Grant Compliance Services	-	75,000	75,000
3	Program - New	Internal Audit and Professional Services	-	62,000	32,000
4	Program - New	Supplier Relations and Outreach Program	-	12,000	12,000
5	Program - New	Finance Department Reorganization: New Payroll Administration Division	-	31,271	32,207
			<b>1.00</b>	<b>\$261,841</b>	<b>\$230,528</b>





# FY 2025 Decision Package Form

## Finance Department

**Priority Number:** 1  
**Title of Request:** Accounting Clerk (Accounts Payable)  
**Request Type:** Position Request - New

New Position(s)	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:	Expected
1	0.00	0.00	1	12/2024

**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 Accounting and Financial Reporting Division (AFR) is requesting one (1) full-time Accounting Clerk position for the Accounts Payable (AP) area. This position will assist with invoice data entry, invoice processing, and daily bank transaction matching. AP is a value-adding function within the City and it is responsible for receiving, distributing, and processing payments for all vendor invoices. The implementation of Infor has created additional clerical needs in the AFR Division and added several new tasks that were not required with the old system.

Process improvement, error reduction and strategic analysis remain top objectives of the Finance Department. One of the goals for the AP Supervisor is to focus more on analytical strategic tasks but that is impossible with current staffing levels. With the emphasis being placed on payment processing, Accounting Clerks are not able to complete their other tasks including sending past due reminders to the departments and reconciling statements. The AP Supervisor has repeatedly assisted with clerical duties to ensure tasks are completed and to allow their team to focus on processing the payments that are due that week. In FY2023, the Accounts Payable Supervisor processed over 1,000 invoices. Last fiscal year, the AP team issued 26,581 check vouchers and 38,615 invoices totaling \$294,863,363.

According to a 2013 Accounts Payable Network benchmark report, median organizations in the Public Administration (Government) industry process 50,000 invoices per year with a median department staff size of 6 FTEs which equates to 695 invoices processed per FTE, per month. Best practices recommend that invoices are entered into the accounting system when received in order to track invoice to payment time and ensure compliance with the State of Florida's Prompt Payment Act. Current staffing capacity limits invoice processing capabilities as Accounting Clerks not only process approved invoices, but also answer emails and phone calls from internal and external customers.

Over the past 5 years, the City has experienced an increase in operating budgets and capital projects that translate into dollars spent/payments. In the last 5 fiscal years, the budget has increased by \$239 million.

The new process of daily bank transaction matching is a task that includes matching of bank transactions against cash receipts posted in Infor on a daily basis. On average, AFR receives between 150 - 300 daily bank transactions to match. Missing or unable to match transactions are sent to the departments for review. Finance has been using a full-time temporary employee to accomplish this task but in order to keep up with the volume a permanent position is needed to ensure that daily matching and that monthly reconciliations do not fall behind.

In addition, this position will allow for cross-training between Accounting Clerks, as well as between the Sr. Accounting Clerk and the Accounts Payable Supervisor, since the Sr. Accounting Clerk serves as the backup for the Supervisor.

**Will this request have space needs?**

No

### Performance Measures:

Measure Description	Current Year Projection	Next Year Without Funding Projection	Next Year Target with Funding Projection
Number of invoices processed per full-time Accounting Clerk employee	1,066	1,066	800
Percent of bank transactions reconciled within a day	2%	5%	70%

### Strategic Connections:

Focus Area: Fiscal Responsibility  
 Goal:  
 Source of Justification: Press Play Fort Lauderdale 2029, A 5-Year Strategic Plan

# FY 2025 Decision Package Form

## Finance Department

**Position Requests:**

Position Type	Job Code	Job Description	Count	Budgeted Salary and Benefits
Add Position	TM002	Accounting Clerk	1	\$78,215
<b>Totals</b>			<b>1</b>	<b>\$78,215</b>

**Funding Requests:**

Cost Center	Account	Activity Code	Account Title	Cost Description	Budget Request	Year 2 (Ongoing)
<b>Expenditures</b>						
Central Accounting	10-1101		Permanent Salaries	Accounting Clerk	50,515	50,906
Central Accounting	20-2210		Pension - FRS	Accounting Clerk	6,884	6,939
Central Accounting	20-2301		Soc Sec/Medicare	Accounting Clerk	3,864	3,894
Central Accounting	20-2404		Health Insurance	Accounting Clerk	16,952	16,952
Central Accounting	30-3107		Data Proc Serv	Software solutions such as Microsoft Office Suite (\$280 ongoing) and Adobe Acrobat (\$75 ongoing).	355	355
Central Accounting	30-3925		Office Equip < \$5000	Standard Laptop (\$1,300 one-time), Universal dock (\$180 one-time), Standard Office Phone (\$355 one-time), Monitor (\$890 one-time); Office equipment (\$200 per FTE, ongoing)	2,925	200
Central Accounting	30-3949		Uniforms	Accounts Payable Division uniforms.	75	75
<b>Total Expenditures</b>					<b>81,570</b>	<b>79,321</b>
<b>Net</b>					<b>\$81,570</b>	<b>\$79,321</b>

**Funding Impacts (Net):**

Fund	Budget Request	Year 2 (Ongoing)
General Fund	81,570	79,321

# FY 2025 Decision Package Form

## Finance Department

**Priority Number:** 2  
**Title of Request:** Grant Compliance Services  
**Request Type:** Program - New

New Position(s)	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:	Expected
0.00	0.00	0.00	0.00	12/2024

**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 Treasury Division is seeking funding for grant compliance professional services. Along with the departmental grant coordinators, the Treasury Division is responsible for the financial management of grants. Over the last 5 years, Treasury’s responsibilities as it relates to grants and grant management, particularly in the area of compliance, have increased. The Federal and State Financial Assistance amount has increased from \$16.9 million in FY 2018, to \$29.1 million in FY 2022. In fiscal year 2020, the total amount was \$46.7 million. The increases are marked by emergency events such as Hurricane Irma and Coronavirus-19 (COVID-19). The City currently has six open and active FEMA Event Claims dating back to 2017. By adding these services, the amount of time FEMA event claims remain open after the disaster has ended can be minimized, resulting in much faster reimbursement for out-of-pocket expenditures.

The Treasury Division is also responsible for compiling the Schedule of Expenditures of Federal Awards and State Financial Assistance (SEFA) and completing the Single Audit with the City’s external auditor. The Treasury staff is responsible for coordinating with departments to ensure that audit requests are fulfilled. Oftentimes, the same Treasury staff is also responsible for completing the financial audit simultaneously.

The City received a Single Audit finding in 2021 and two findings in 2022. This was mainly attributed to the lack of oversight on the SEFA preparation and non-compliance with subrecipient reporting. Additionally, the SEFA was not completed in a timely manner, making the City a high-risk auditee requiring larger audit samples and more work for the grant coordinators and Treasury staff. Being a high-risk auditee could affect the City’s ability to receive future grant awards. The consultant will coordinate the completion of the SEFA, avoiding future delays and mitigating potential audit findings, as well as optimizing the grants module within the City’s new ERP platform. The City will benefit from having assistance from a third party devoted solely to grant management and compliance.

**Will this request have space needs?**

Yes

**Performance Measures:**

Measure Description	Current Year Projection	Next Year Without Funding Projection	Next Year Target with Funding Projection
Number of audit findings related to grant compliance	2	2	0

**Strategic Connections:**

Focus Area: Fiscal Responsibility  
 Goal:  
 Source of Justification: Press Play Fort Lauderdale 2029, A 5-Year Strategic Plan

**Funding Requests:**

Cost Center	Account	Activity Code	Account Title	Cost Description	Budget Request	Year 2 (Ongoing)
<b>Expenditures</b>						
Treasury Accounts Receivable	30-3199		Other Prof Serv	Funding for third-party contracting service.	75,000	75,000
<b>Total Expenditures</b>					<b>75,000</b>	<b>75,000</b>
<b>Net</b>					<b>\$75,000</b>	<b>\$75,000</b>

# FY 2025 Decision Package Form

## Finance Department

### Funding Impacts (Net):

Fund	Budget Request	Year 2 (Ongoing)
General Fund	75,000	75,000

# FY 2025 Decision Package Form

## Finance Department

**Priority Number:** 3  
**Title of Request:** Internal Audit and Professional Services  
**Request Type:** Program - New

New Position(s)	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:	Expected
0.00	0.00	0.00	0.00	12/2024

**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 Finance Administration Division is requesting professional services funding to hire third party auditors/consultants to perform tasks such as:

1. Internal controls / policy and procedures review and updates - With the implementation of the Enterprise Resource Planning (ERP) system, all processes, policies, and procedures need to be reviewed and updated. The consultant will proactively identify gaps in the City's financial controls and, leveraging the ERP, help to refresh and redesign those controls to better mitigate risks.
2. P-card program audit - Audit to assess that p-card purchases are being made in compliance with the p-card and travel policies. The p-card program is highly utilized by all City departments with nearly 29,000 card-in-hand transactions occurring in FY 2023.

**Can this function be better if performed by a third party? Why or why not?**

Yes. Hiring a third party to complete these tasks will allow Finance Department personnel to focus on high-level, critical projects that will enhance service delivery. Furthermore, a third-party contractor will bring an outside, impartial perspective and will increase accountability.

**Will this request have space needs?**

No

**Performance Measures:**

Measure Description	Current Year Projection	Next Year Without Funding Projection	Next Year Target with Funding Projection
Percentage of Transactions in Compliance with the City's P-card Policy (based on sample)	90%	90%	95%

**Strategic Connections:**

Focus Area: Fiscal Responsibility  
 Goal:  
 Source of Justification: Press Play Fort Lauderdale 2029, A 5-Year Strategic Plan

**Funding Requests:**

Cost Center	Account	Activity Code	Account Title	Cost Description	Budget Request	Year 2 (Ongoing)
<b>Expenditures</b>						
Finance Administration	30-3101		Acct & Auditing	P-card program audit (\$32,000); Internal controls / policy and procedures review and updates (\$30,000)	62,000	32,000
<b>Total Expenditures</b>					<b>62,000</b>	<b>32,000</b>
<b>Net</b>					<b>\$62,000</b>	<b>\$32,000</b>

**Funding Impacts (Net):**

Fund	Budget Request	Year 2 (Ongoing)
General Fund	62,000	32,000

# FY 2025 Decision Package Form

## Finance Department

**Priority Number:** 4  
**Title of Request:** Supplier Relations and Outreach Program  
**Request Type:** Program - New

New Position(s)	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:	Expected
0.00	0.00	0.00	0.00	10/2024

**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 Procurement Services Division is seeking funding to implement a Supplier Relations and Outreach Program with the aim of bolstering engagement with the business community and attracting a diverse range of businesses to work with the City of Fort Lauderdale. Through the Supplier Relations and Outreach Program, Procurement will play an active role in an array of business-centric gatherings, including procurement trade shows, reverse trades shows, seminars, and speaking events. By engaging with suppliers firsthand, Procurement seeks to build direct relationships with suppliers, foster in-person networking opportunities, and enhance visibility within the community.

With the addition of this Program, the Procurement Division believes the City can strategically increase the number of registered suppliers, including a focus on Disadvantaged Business Enterprises (DBEs), thereby fostering heightened competition and yielding substantial cost savings for the City.

This request encompasses ongoing funding for ad/marketing materials, branding supplies, registration fees, training fees, and office supplies.

**Can this function be better if performed by a third party? Why or why not?**

No.

**Will this request have space needs?**

No.

**Performance Measures:**

Measure Description	Current Year Projection	Next Year Without Funding Projection	Next Year Target with Funding Projection
Number of new registered suppliers within the fiscal year	50	50	75
Number of respondents per solicitation	1	1	3

**Strategic Connections:**

Focus Area: Fiscal Responsibility  
 Goal:  
 Source of Justification: Press Play Fort Lauderdale 2029, A 5-Year Strategic Plan

**Funding Requests:**

Cost Center	Account	Activity Code	Account Title	Cost Description	Budget Request	Year 2 (Ongoing)
<b>Expenditures</b>						
Procurement	30-3201		Ad/Marketing	Advertising and marketing supplies	3,500	3,500
Procurement	30-3928		Office Supplies	Office supplies and tradeshow branding materials	6,000	6,000
Procurement	40-4118		Training	Registration and training fees	2,500	2,500
<b>Total Expenditures</b>					<b>12,000</b>	<b>12,000</b>
<b>Net</b>					<b>\$12,000</b>	<b>\$12,000</b>

**Funding Impacts (Net):**

Fund	Budget Request	Year 2 (Ongoing)
General Fund	12,000	12,000

# FY 2025 Decision Package Form

## Finance Department

**Priority Number:** 5  
**Title of Request:** Finance Department Reorganization: New Payroll Administration Division  
**Request Type:** Program - New

New Position(s)	Position(s) Eliminated:	Change in Part-Time:	Total Change in FTEs:	Expected
5	(5)	0.00	0.00	10/2024

**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 Finance Department is requesting to create a new financial division, Payroll Administration, and reorganize a portion of the Accounting and Financial Reporting Division to streamline processes, eliminate duplication of efforts, and improve workflow efficiency within the Department. Overall, the Finance Department is responsible for processing payments for nearly 3,000 full-time employees, as well as for hundreds of part-time and seasonal staff. Additionally, Finance is responsible for implementing pay practices negotiated with bargaining units, withholding both mandatory and voluntary deductions, and withholding earnings payable to various creditors and agencies for garnishments, Federal and State tax levies and child support.

The City's payroll is processed on a bi-weekly basis, with the majority of employees receiving their pay via direct deposit. A separate Payroll Administration Division within Finance will create a more agile and responsive Department, better equipped to meet the daily challenges and foster communication and collaboration with other City functional units like Human Resources and the Benefits Division. Under the new financial division, the Department requests the creation of a new cost center, Payroll Administration, and the movement of the following five (5) full-time positions from the Accounting and Financial Reporting Division: one (1) Program Manager I, one (1) Payroll Supervisor, and three (3) Payroll Specialists.

The creation of a new financial division and cost center is efficient because the payroll function, currently under Accounting and Financial Reporting, operates in separate capacity from the daily accounting duties of the existing division. Additionally, the implementation of the payroll module in the City's Enterprise Resource Planning (ERP) system, Infor, combined with the unique pay structures of the City's seven Collective Bargaining Units, has led to an increase in the complexity of the payroll process. With the added complexity of the workload, the Division would benefit from more oversight into the day-to-day processes to ensure that issues and errors are addressed in a timely manner.

With the creation of a Payroll Administration Division, the Department also seeks to reclassify the following three (3) positions: M163, Program Manager I, into a Division Manager position; M019, Payroll Supervisor, into a Payroll Manager position; and M008, Payroll Specialist, into a Payroll Supervisor position.

This adjustment will have a \$31,271 impact on the FY 2025 budget.

**Can this function be better if performed by a third party? Why or why not?**

Not applicable.

**Will this request have space needs?**

No

**Performance Measures:**

Measure Description	Current Year Projection	Next Year Without Funding Projection	Next Year Target with Funding Projection

**Strategic Connections:**

Focus Area: Fiscal Responsibility  
 Goal:  
 Source of Justification: Press Play Fort Lauderdale 2029, A 5-Year Strategic Plan

# FY 2025 Decision Package Form

## Finance Department

**Position Requests:**

Position Type	Job Code	Job Description	Count	Budgeted Salary and Benefits
Add Position	NB146	Payroll Manager	1	\$154,289
Removed Position	NB148	Payroll Supervisor	(1)	(\$144,527)
Add Position	NB148	Payroll Supervisor	1	\$105,965
Removed Position	NB147	Payroll Specialist	(1)	(\$96,234)
Add Position	NB104	Division Manager	1	\$189,288
Removed Position	NB214	Program Manager I	(1)	(\$177,510)
Add Position	NB147	Payroll Specialist	1	\$79,185
Removed Position	NB147	Payroll Specialist	(1)	(\$79,185)
Add Position	NB147	Payroll Specialist	1	\$76,195
Removed Position	NB147	Payroll Specialist	(1)	(\$76,195)
<b>Totals</b>			<b>0</b>	<b>\$31,271</b>

**Funding Requests:**

Cost Center	Account	Activity Code	Account Title	Cost Description	Budget Request	Year 2 (Ongoing)
<b>Expenditures</b>						
Central Accounting	10-1101		Permanent Salaries	Payroll Specialist	(192,631)	(198,395)
Central Accounting	10-1101		Permanent Salaries	Payroll Supervisor	(102,924)	(105,999)
Central Accounting	10-1101		Permanent Salaries	Program Manager I	(130,995)	(134,910)
Payroll Administration	10-1101		Permanent Salaries	Division Manager	141,084	145,300
Payroll Administration	10-1101		Permanent Salaries	Payroll Manager	111,285	114,611
Payroll Administration	10-1101		Permanent Salaries	Payroll Specialist	127,847	131,675
Payroll Administration	10-1101		Permanent Salaries	Payroll Supervisor	72,803	74,979
Central Accounting	10-1401		Car Allowances	Payroll Supervisor	(3,000)	(3,000)
Central Accounting	10-1401		Car Allowances	Program Manager I	(4,080)	(4,080)
Payroll Administration	10-1401		Car Allowances	Division Manager	4,080	4,080
Payroll Administration	10-1401		Car Allowances	Payroll Manager	3,000	3,000
Central Accounting	10-1413		Cellphone Allowance	Payroll Supervisor	(480)	(480)
Central Accounting	10-1413		Cellphone Allowance	Program Manager I	(600)	(600)
Payroll Administration	10-1413		Cellphone Allowance	Division Manager	600	600
Payroll Administration	10-1413		Cellphone Allowance	Payroll Manager	480	480



# FY 2025 Decision Package Form

## Finance Department

### Funding Requests:

Cost Center	Account	Activity Code	Account Title	Cost Description	Budget Request	Year 2 (Ongoing)
Central Accounting	20-2210		Pension - FRS	Payroll Specialist	(26,252)	(27,041)
Payroll Administration	20-2210		Pension - FRS	Payroll Specialist	17,423	17,947
Payroll Administration	20-2210		Pension - FRS	Payroll Supervisor	9,921	10,220
Central Accounting	20-2299		Pension - Def Cont	Payroll Supervisor	(9,263)	(9,540)
Central Accounting	20-2299		Pension - Def Cont	Program Manager I	(11,790)	(12,142)
Payroll Administration	20-2299		Pension - Def Cont	Division Manager	12,698	13,077
Payroll Administration	20-2299		Pension - Def Cont	Payroll Manager	10,016	10,315
Central Accounting	20-2301		Soc Sec/Medicare	Payroll Specialist	(14,737)	(15,177)
Central Accounting	20-2301		Soc Sec/Medicare	Payroll Supervisor	(8,140)	(8,375)
Central Accounting	20-2301		Soc Sec/Medicare	Program Manager I	(10,379)	(10,679)
Payroll Administration	20-2301		Soc Sec/Medicare	Division Manager	11,151	11,474
Payroll Administration	20-2301		Soc Sec/Medicare	Payroll Manager	8,780	9,034
Payroll Administration	20-2301		Soc Sec/Medicare	Payroll Specialist	9,781	10,073
Payroll Administration	20-2301		Soc Sec/Medicare	Payroll Supervisor	5,569	5,736
Central Accounting	20-2402		Life Insurance	Payroll Specialist	(167)	(172)
Central Accounting	20-2402		Life Insurance	Payroll Supervisor	(89)	(92)
Central Accounting	20-2402		Life Insurance	Program Manager I	(114)	(117)
Payroll Administration	20-2402		Life Insurance	Division Manager	123	126
Payroll Administration	20-2402		Life Insurance	Payroll Manager	97	100
Payroll Administration	20-2402		Life Insurance	Payroll Specialist	111	114
Payroll Administration	20-2402		Life Insurance	Payroll Supervisor	63	65
Central Accounting	20-2404		Health Insurance	Payroll Specialist	(17,827)	(17,827)
Central Accounting	20-2404		Health Insurance	Payroll Supervisor	(18,231)	(18,231)
Central Accounting	20-2404		Health Insurance	Program Manager I	(16,952)	(16,952)
Payroll Administration	20-2404		Health Insurance	Division Manager	16,952	16,952

# FY 2025 Decision Package Form

## Finance Department

**Funding Requests:**

Cost Center	Account	Activity Code	Account Title	Cost Description	Budget Request	Year 2 (Ongoing)
Payroll Administration	20-2404		Health Insurance	Payroll Manager	18,231	18,231
Payroll Administration	20-2404		Health Insurance	Payroll Specialist	218	218
Payroll Administration	20-2404		Health Insurance	Payroll Supervisor	17,609	17,609
Central Accounting	40-4119		Training & Travel	Payroll Supervisor	(2,400)	(2,400)
Central Accounting	40-4119		Training & Travel	Program Manager I	(2,600)	(2,600)
Payroll Administration	40-4119		Training & Travel	Division Manager	2,600	2,600
Payroll Administration	40-4119		Training & Travel	Payroll Manager	2,400	2,400
<b>Total Expenditures</b>					<b>31,271</b>	<b>32,207</b>
<b>Net</b>					<b>\$31,271</b>	<b>\$32,207</b>

**Funding Impacts (Net):**

Fund	Budget Request	Year 2 (Ongoing)
General Fund	31,271	32,207

# FY2025 Community Investment Plan Priorities



Community Investment Plan (CIP)

Adopted Budget

**NEW UTILITY BILLING SOFTWARE**

**PROJECT #: NEW-095129**

**Project Mgr:** Aarmondas Walker      **Department:** Finance Department      **Address:** Citywide  
**City:** Fort Lauderdale  
**District:**  I  II  III  IV      **State:** FL  
**Zip:** 33301

**Description:** The Finance Department is seeking cloud-based utility billing software, which is a digital platform that is hosted and accessed online to manage and automate billing processes. Cloud-based utility billing software is a software-as-a-service (SaaS) that simplifies billing operations and improves operational efficiency by storing data in the cloud where billing information is accessible from any location at any time, making it convenient when working on-site or remotely. A cloud-based utility billing software contains robust security measures, including advanced encryption and compliance with strict data protection regulations.

Some key objectives for cloud-based utility billing software are automatic system updates, scalability, improved efficiency, enhanced security, seamless integrations with other systems, and better customer experience.

**Justification:** The City's current utility billing software system is fourteen years old and integrates with multiple software and web-based systems from different vendors. System upgrades have been completed on the current application, but the rapid pace of technological advancements leaves the department with outdated software. The outdated software has led to costly system modifications and numerous issues that require extensive human intervention.

The current on-premises solution requires specific hardware, impacting network infrastructure and operational efficiency, thereby no longer meeting technological demands and highlighting the necessity for regular software updates and modernization. The City is seeking to reduce costs and become more efficient by utilizing a cloud-based system, which offers a scalable solution that can easily adapt to changing business needs, includes up-to-date software versions, without hardware constraints, enhances data security and improves operational efficiency.

**Source of the Justification:** Press Play Fort Lauderdale 2029, A 5-Year Strategic Plan      **Project Type:** Financial and Administrative

**Project Funding Summary:**

Source	Usage	Available \$	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL FUNDING
Water and Sewer - General Capital Projects   Computer Software								
Fund 454	60-6405	\$0	\$1,621,165	\$0	\$0	\$0	\$0	\$1,621,165
<b>Total Fund 454:</b>		<b>\$0</b>	<b>\$1,621,165</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,621,165</b>
<b>Grand Total:</b>		<b>\$0</b>	<b>\$1,621,165</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,621,165</b>

**Impact on Operating Budget:**

Impact	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL FUNDING
30 - Services & Materials	\$0	\$340,000	\$340,000	\$340,000	\$340,000	\$1,360,000
<b>GRAND TOTAL:</b>	<b>\$0</b>	<b>\$340,000</b>	<b>\$340,000</b>	<b>\$340,000</b>	<b>\$340,000</b>	<b>\$1,360,000</b>

**Operating Comments:**

Ongoing software subscription costs for the cloud-based utility billing software

**Strategic Connections:**

**Comp Plan:** None  
**Focus Area:** Technology Adaptation  
**Strategic Goals:** Business Growth & Support - Build a diverse and attractive economy

**Quarters to Perform Tasks:**

**Initiation/Planning:** 0  
**Design/Permitting:** 2  
**Bidding/Award:** 2  
**Construction/Closeout:** 8  
**Warranty:** 1



# ~ Notes ~