

NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT

RESOLUTION NO. 124

A RESOLUTION OF THE BOARD OF THE NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT, APPROVING THE FISCAL YEAR 2018-2019 BUDGET; PROVIDING FOR AUTOMATIC ADJUSTMENTS; PROVIDING FOR EFFECTIVE DATE.

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BE IT RESOLVED BY THE BOARD OF THE NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT:


**SECTION 1:** That the Board of the Northwest Focal Point Senior Center District ("District"), hereby approves the fiscal year 2018-2019 budget.

**SECTION 2:** That the budget shall automatically be adjusted for any federal, state or county grant for which the Board has approved the acceptance thereof.

**SECTION 3:** That the budget shall automatically be adjusted for any outstanding encumbrances as evidenced by an authorized purchase order, or a formal commitment by the Board, issued prior to the end of the fiscal year.

**SECTION 4:** That this Resolution shall become effective immediately upon its passage.

PASSED, ADOPTED AND APPROVED THIS 5 day of SEPTEMBER, 2018.

  
ARLENE R. SCHWARTZ  
BOARD PRESIDENT

RECORD OF VOTE

Peerman \_\_\_\_\_  
Simone \_\_\_\_\_  
Ruzzano \_\_\_\_\_  
Caggiano \_\_\_\_\_  
Schwartz \_\_\_\_\_



**Agenda Fact Sheet**

**File Number:ID 2018-455**

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**File #: ID 2018-455, Version: 2**

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**TO:** Northwest Focal Point Senior Center District Board

**FROM:** Karin Díaz, Project Director

**DATE:** September 5, 2018

A RESOLUTION OF THE BOARD OF THE NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT, APPROVING THE FISCAL YEAR 2018-2019 BUDGET; PROVIDING FOR AUTOMATIC ADJUSTMENTS.

**BACKGROUND:** Proposed Budget for the Northwest Focal Point Senior Center District for Fiscal Year starting on October 1, 2018 through September 30, 2019.

This budget proposal reflects:

- a. Additional staff member for the Adult Day Care area due to the increased demand for this service. Position: CNA (Certified Nursing Assistant)

**RECOMMENDATION:** TO APPROVE

**FISCAL IMPACT:** \$1,080,198

**CONTACT PERSON:** Karin Díaz, Project Director



**CITY OF MARGATE**

**NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT**

Interoffice Memorandum

**DATE: September 5, 2018**

**TO:** Board Chair and Members of the Northwest Focal Point Senior Center District Board

**VIA:** Sam May, City Manager

**FROM:** Karin Díaz, Project Director

**RE: NW Focal Point Senior Center District Budget**

The following budget proposal is necessary to enhance operations of NW Focal Point Senior Center District for fiscal year 2019.

**1. PT CNA (Certified Nursing Assistant) Position: Budget proposal**

The NW Focal Point Senior Center is hiring an additional CNA due to the increased demand for Adult Daycare services. One of the license requirements by the Agency of Health Care Administration AHCA, is to maintain a 1/6 ratio in the Adult Daycare; one staff member per 6 ADC seniors.

**Projected salary for PT CNA position: \$14,000**

**2. Other equipment: Budget Proposal**

The purchase of more patio furniture. The patio area is used throughout the day by our seniors. They enjoy socializing and eating their lunch there as well. The current furniture is not enough, 3 round tables with umbrella and chairs. The Center will purchase another 3 tables, umbrellas and chairs.

The furniture cost shall not exceed \$3,000.

**3. Vehicle replacement:**

NW Focal Point Senior Center would like to replace the current Admin vehicle, used by staff to make Outreach visits to shut-in seniors (Outreach Service Program), attend off-site meetings and transport passengers for the Physician Taxi Service program when a van is not available due to maintenance or repair.

The current Admin vehicle, a 2001 Mercury, Grand Marquis is no longer safe to drive and is parked in PW. This vehicle was donated by the City in 2009 to the Senior Foundation of NW Broward/ Senior Center.

I would like to respectfully request that the Commission approve the Admin vehicle to be auctioned and consider replacing it with a used city vehicle or similar.

*Karin Díaz 9/5/2018*

## NORTHWEST FOCAL POINT

### SENIOR CENTER DISTRICT

#### PROGRAM DEFINITION AND GOALS

The Northwest Focal Point (NWFP) Senior Center serves adults age 60 and over. The Goal is to improve the quality of life through recreational, educational and social activities; and by providing support services for all older adults including special services for those with physical and/or cognitive impairments. The NWFP Senior Center is a dependent Special District of the City of Margate and receives funding through federal, state, and local grants in addition to donations and contributions by the public.

#### REVENUES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Amended	FY 2019 Budget	\$ Change	% Change
Senior Center Funds	\$ 988,862	\$ 1,015,271	\$ 1,076,217	\$ 1,080,198	\$ 3,981	0.37%
<b>TOTAL</b>	<b>\$ 988,862</b>	<b>\$ 1,015,271</b>	<b>\$ 1,076,217</b>	<b>\$ 1,080,198</b>	<b>\$ 3,981</b>	<b>0.37%</b>

#### BUDGET EXPENDITURES/EXPENSES

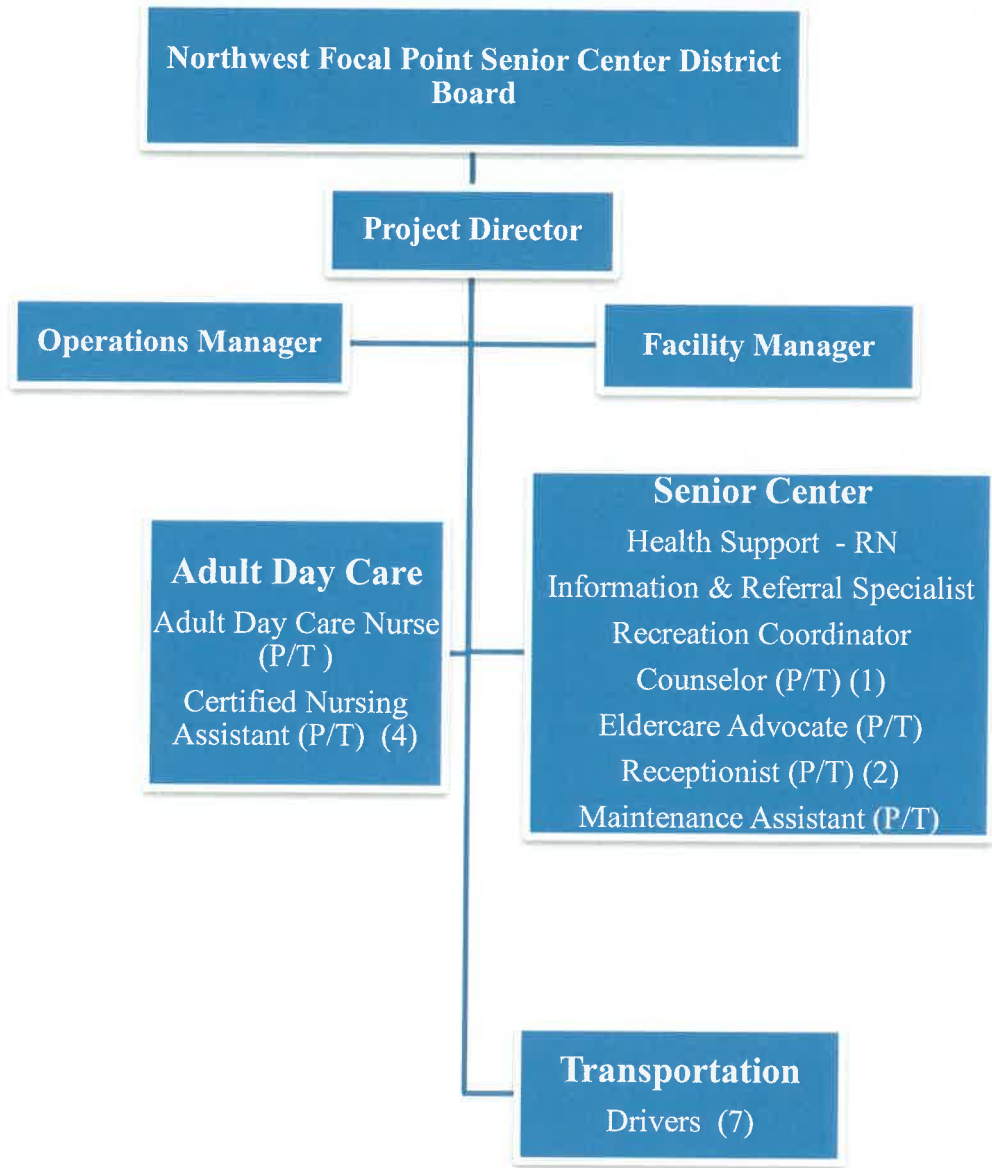
	FY2016 Actual	FY2017 Actual	FY 2018 Amended	FY 2019 Budget	\$ Change	% Change
Personal Services	\$ 777,529	\$ 779,199	\$ 825,843	\$ 848,576	\$ 22,733	2.75%
Operating Expenses	166,266	179,394	201,926	199,740	(2,186)	-1.08%
Capital	28,898	14,376	20,000	10,000	(10,000)	0.00%
Other	16,169	14,094	28,448	21,882	(6,566)	-23.08%
<b>TOTAL</b>	<b>\$ 988,862</b>	<b>\$ 987,063</b>	<b>\$ 1,076,217</b>	<b>\$ 1,080,198</b>	<b>\$ 3,981</b>	<b>0.37%</b>

#### PERFORMANCE MEASURES

	FY 2016 Actual	FY 2017 Actual	FY 2018 Target	FY 2019 Target	% Change
Number of new registrants at the Northwest Focal Point Senior Center	425	312	300	300	0%
Number of recreational programs hosted by the Northwest Focal Point Senior Center	1,876	2,235	1,500	2,000	33%
Number of people assisted by the Eldercare Advocate (City-funded program)	756	2,690	1,000	1,000	0%
Number of trips provided through the Doctor-Taxi Program (City-funded program)	1,281	1,062	1,000	1,000	0%
Compliance with the Emergency Home Energy Assistance Program (EHEAP)	100%	100%	100%	100%	0%
Compliance with the Older American Act (OAA) Program funding through Aging and Disability Resource Center (ADRC)	100%	100%	100%	100%	0%

**NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT**

**13 FULL TIME, 10 PART-TIME - 23 TOTAL**



## NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT

### Position Summary

Position Title	FY 2016		FY 2017		FY 2018		FY 2019	
	Adopted		Adopted		Adopted		Proposed	
	FT	PT	FT	PT	FT	PT	FT	PT
Project Director	1		1		1		1	
Operations Manager	1		1		1		1	
Facilities Manager	1		1		1		1	
Health Support - RN	1		1		1		1	
Information & Referral Specialist	1		1		1		1	
Recreation Coordinator	1		1		1		1	
Drivers	7		7		7		7	
Adult Day Care Nurse-P/T		1		1		1		1
Certified Nursing Assistant - P/T		3		3		3		4
Counselor - P/T		2		1		1		1
Eldercare Advocate - P/T		1		1		1		1
Receptionist - P/T		3		2		2		2
Maintenance Assistant - P/T		1		1		1		1
<b>Total Positions</b>	<b>13</b>	<b>11</b>	<b>13</b>	<b>9</b>	<b>13</b>	<b>9</b>	<b>13</b>	<b>10</b>

**NORTHWEST FOCAL POINT SENIOR CENTER DISTRICT**

		<b>FY 2016 ACTUAL</b>	<b>FY2017 ACTUAL</b>	<b>FY 2018 AMENDED</b>	<b>FY2019 BUDGET</b>
<b>ESTIMATED REVENUES</b>					
191-0000-331.69-04	FEDERAL - OAA GRANT	\$ 217,671	\$ 223,546	\$ 223,785	\$ 220,800
191-0000-331.69-09	FEDERAL - EHEAP GRANT	25,910	20,312	35,900	28,446
191-0000-334.69-01	STATE - CCE GRANT	60,869	42,592	50,000	50,000
191-0000-334.69-10	STATE - LSP GRANT	98,023	124,488	113,413	100,292
191-0000-337.40-01	COUNTY - TOPS TRANSPORTATION	245,475	245,720	251,226	260,000
191-0000-337.60-02	LOCAL MATCH - OAA GRANT	40,059	40,408	41,482	43,913
191-0000-337.90-11	COUNTY - NDP(NON DEPT PRG)	70,991	89,476	70,000	75,000
191-0000-346.90-01	SERVICE CHARGE - MEDICAID ADC	18,624	23,636	15,000	40,000
191-0000-346.90-02	SERVICE CHARGE - ADC PRIVATE PAY	7,794	8,910	5,000	5,000
191-0000-346.90-03	SERVICE CHARGE - TRANS PRIVATE PAY	1,460	1,400	1,200	1,100
191-0000-361.10-01	INTEREST INCOME	799	9,059	400	4,000
191-0000-364.42-03	INSURANCE REIMBURSEMENT	1,773	2,984	-	-
191-0000-366.80-01	CONTRIB / OAA PROJECT INCOME	26,046	20,243	25,000	22,000
191-0000-366.90-06	DONATIONS - UNRESTRICTED	34,201	32,099	33,000	32,000
191-0000-366.90-56	CONTRIB MARGATE - TAXI SVC	37,700	37,700	37,700	37,700
191-0000-366.90-97	NWFPSC - FRS CONTRIBUTION	42,000	35,063	42,000	42,000
191-0000-366.90-98	NWFPSC - ECA & CNSL CONTRIB	53,300	53,300	53,300	53,300
191-0000-369.30-01	REFUND PRIOR YEAR EXPEND	-	4,335	-	-
191-0000-389.10-01	TRANS FROM FUND BALANCE	6,167	-	77,811	64,647
<b>TOTAL ESTIMATED REVENUES</b>		<b>\$ 988,862</b>	<b>\$ 1,015,271</b>	<b>\$ 1,076,217</b>	<b>\$ 1,080,198</b>

**REQUESTED APPROPRIATION**

**PERSONAL SERVICES**

191-98XX-569.12-01	SAL & WAGES-REGULAR	\$ 617,579	\$ 612,261	\$ 636,523	\$ 651,241
191-98XX-569.15-09	SAL & WAGES-PHONE ALLOWANCE	5,460	5,460	6,240	6,240
191-98XX-569.21-01	CONTRIB-SS TAX(EMPLOYER)	38,631	38,366	40,264	40,765
191-98XX-569.21-02	CONTRIB-MED TAX(EMPLOYER)	9,035	8,973	9,416	9,535
191-98XX-569.22-01	RETIREMENT(EMPLOYER)	46,970	45,304	50,158	53,795
191-98XX-569.23-01	HEALTH & LIFE INS	46,225	54,478	66,242	70,000
191-98XX-569.24-01	WORKERS COMP	13,629	14,357	17,000	17,000
<b>TOTAL APPROPRIATION</b>		<b>\$ 777,529</b>	<b>\$ 779,199</b>	<b>\$ 825,843</b>	<b>\$ 848,576</b>

**OPERATING EXPENSES**

191-98XX-569.30-57	ADMIN - CITY OFFSETS	\$ 12,140	\$ 20,835	\$ 22,842	\$ 24,389
191-98XX-569.31-09	CONTRACTUAL SERVICES	169	-	100	400
191-98XX-569.32-01	ACCOUNTING & AUDITING	4,150	4,150	4,150	4,150
191-98XX-569.34-01	ADVERTISING	35	140	450	100
191-98XX-569.39-03	BANK FEES	277	639	150	500
191-98XX-569.40-03	TRAVEL & PER DIEM	1,822	899	3,200	2,000
191-98XX-569.41-01	COMMUNICATIONS SVCS	9,751	9,819	10,000	10,000
191-98XX-569.42-08	PRINTING	490	498	600	600
191-98XX-569.43-01	UTILITIES/ELECTRIC	32,474	30,963	29,184	32,000
191-98XX-569.44-03	RENTAL & LEASES - EQUIP	4,464	5,265	5,471	5,500
191-98XX-569.44-05	RENTAL & LEASES - BUILDING	-	-	1	1
191-98XX-569.45-03	INSUR-AUTOMOBILE	43,765	44,390	46,555	45,000
191-98XX-569.45-10	INSUR-GENERAL LIABILITY	24,433	24,433	26,176	27,000
191-98XX-569.46-08	REP & MAINT-VEHICLES	1,496	1,178	2,500	2,500
191-98XX-569.46-24	REP & MAINT-STRUCTURES	5,910	3,298	3,267	4,000
191-98XX-569.52-15	OPERATING SUPPLIES-OTHER	23,398	31,734	29,455	25,000
191-98XX-569.54-01	SUBSCRIPTION & MEMBERSHIP	1,492	1,153	1,525	1,200
191-98XX-569.54-05	EDUCATION & TRAINING	-	-	4,300	3,800
191-98XX-569.52-47	HURRICANE PREPAREDNESS FUND	-	-	2,000	2,000
191-98XX-569.30-01	OPERATING EXPENSE	-	-	10,000	9,600
<b>TOTAL APPROPRIATION</b>		<b>\$ 166,266</b>	<b>\$ 179,394</b>	<b>\$ 201,926</b>	<b>\$ 199,740</b>

**CAPITAL EXPENSES**

191-98XX-569.64-02	ACQUISITION OF VEHICLES	\$ 16,569	\$ 14,376	\$ -	\$ -
191-98XX-569.64-12	OTHER EQUIPMENT	12,329	-	20,000	10,000
<b>TOTAL APPROPRIATION</b>		<b>\$ 28,898</b>	<b>\$ 14,376</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>

**GRANTS & AID**

191-98XX-569.82-11	CONTRIBUTIONS-EHEAP ASSIST.	\$ 16,169	\$ 14,094	\$ 28,448	\$ 21,882
<b>TOTAL APPROPRIATION</b>		<b>\$ 16,169</b>	<b>\$ 14,094</b>	<b>\$ 28,448</b>	<b>\$ 21,882</b>
<b>TOTAL REQUESTED APPROPRIATION</b>		<b>\$ 988,862</b>	<b>\$ 987,063</b>	<b>\$ 1,076,217</b>	<b>\$ 1,080,198</b>