

## M E M O R A N D U M

**To:** Tom Harmer, Town Manager  
**From:** Sue Smith, Finance Director  
**Report date:** November 25, 2020  
**Meeting date:** December 7, 2020  
**Subject:** Resolution 2020-30, Amending the Fiscal Year 21 (FY21) General Fund, and Water and Wastewater Fund Adopted Budgets, to Carryover Open Purchase Orders (PO's) from the Prior Year

### Recommended Action

Pass Resolution 2020-30.

### Background

The Town Charter requires that every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered (amounts committed, but unspent).

As part of our annual housekeeping of the FY20 Budget for year-end close, we review all the accounts to determine where transfers may be required to balance the FY20 Budget and review open purchase orders that need to be carried over to the FY21 Budget.

The Financial Accounting System (BS&A) has an automated process at year-end close, which will amend the FY21 Budget, by increasing the line items for all open purchase orders that have not been liquidated or completed in the prior year. This Resolution provides an audit trail of the authorization for the automated budget amendment.

Resolution 2020-30, increases the General Fund Budget for FY21 in the following Departments as shown in Exhibit A by \$56,752.73 for open purchase orders at September 30, 2020:

### Planning & Zoning Department

FTE, Inc.	Buccaneer Traffic Impact Study	<u>5,094.92</u>
	P&Z Department Budget Increase	<b>5,094.92</b>

The Planning, Zoning & Building Department is requesting the carryover of FTE, Inc., a PO issued at the end of September to complete a traffic impact study for the proposed Buccaneer Restaurant. This cost is ultimately paid for by the applicant.

### General Services

JTA, Inc.	Property Values and Economic Analysis	3,500.00
Aptim Environment	Sea Level Rise Phase 2	<u>48,157.81</u>
	General Services Budget Increase	<b>51,657.81</b>

The Town Manager is requesting the carryover of JTA. Inc. (John Tucillo) who provided a real estate market and economic analysis associated with the decline in the Town's tax base which initiated in August and was presented at the October 19, 2020 Regular Workshop Meeting and billed subsequent to September 30, 2020. Aptim Environmental was engaged in September and issued a PO utilizing unappropriated consulting services to continue the Phase 2 Sea Level Rise study.

Resolution 2020-30, increases the Water and Wastewater Fund Budget for FY21 in the following Departments as shown in Exhibit A by \$24,447.95 for open purchase orders at September 30, 2020:

**Water and Wastewater Fund**

GovRates, Inc.	Utility Rate Study	6,670.95
Odyssey Manufacturing.	Mid Key South Tank Parts	14,493.00
PSI Technologies Inc.	16" Bermad Valve	<u>3,284.00</u>
Water and Wastewater Fund Budget Increase		<b>24,447.95</b>

The Public Works Director requests the carryover of the above purchase order balances for contracted services in progress and parts ordered near the end of the fiscal year.

**Staff Recommendation**

Pass Resolution 2020-30

**Attachments**

- A. Resolution 2020-30
- B. Exhibit A -Open Purchase Order Listing

**RESOLUTION 2020-30**

**A RESOLUTION AMENDING THE GENERAL FUND BUDGET OF THE TOWN OF LONGBOAT KEY, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; TRANSFERRING FUNDS FROM GENERAL FUND BALANCE TO VARIOUS GENERAL FUND DEPARTMENT BUDGETS FOR ENCUMBERED, UNSPENT PURCHASE ORDERS OPEN AS OF SEPTEMBER 30, 2020; AMENDING THE WATER AND WASTEWATER FUND BUDGET OF THE TOWN OF LONGBOAT KEY, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; TRANSFERRING FUNDS FROM WATER AND WASTEWATER FUND BALANCE TO VARIOUS UTILITY DEPARTMENT BUDGETS FOR ENCUMBERED, UNSPENT PURCHASE ORDERS OPEN AS OF SEPTEMBER 30, 2020; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Article V, Section 10 of the Town Charter requires that every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered; and

**WHEREAS**, the Town desires to amend the General Fund Budget to account for open purchase orders as of September 30, 2020 that were encumbered, but unspent and move them forward to the fiscal year 2021 budget; and

**WHEREAS**, the Town desires to amend the Water and Wastewater Fund Budget to account for open purchase orders as of September 30, 2020 that were encumbered, but unspent and move them forward to the fiscal year 2021 budget; and

**WHEREAS**, open Purchase Orders for each Fund are listed in Exhibit A, attached herein; and

**WHEREAS**, the amount of carryover shown in Exhibit A may be reduced for payments made paid subsequent to adoption of this Resolution that are required to be accrued in the prior fiscal year budget; and

**WHEREAS**, the Town's Financial Accounting System, automatically amends the new year's budget for any Purchase Orders that have not been liquidated or completed; and

**WHEREAS**, this Resolution serves to provide an audit trail of authorization for the Budget amendment set forth herein; and

**WHEREAS**, there are sufficient fund balance reserves in the respective Funds for these encumbrances; and

**WHEREAS**, Article V, Section 9 (d) of the Town Charter provides that the Town Commission may authorize such transfers and supplemental appropriations.

**NOW, THEREFORE**, be it resolved by the Town Commission of the Town of Longboat Key, Florida, that:

SECTION 1. The above Whereas clauses are true and correct, are hereby ratified and confirmed, and fully incorporated by reference.

SECTION 2. The Town Commission hereby increases the fiscal year 2021 General Fund budget a total of Fifty-Six Thousand Seven Hundred Fifty-Two Dollars and 73/100 dollars (\$56,752.73), as detailed on Exhibit A.

SECTION 3. The Town Commission hereby increases the fiscal year 2021 Water and Wastewater Fund budget a total of Twenty-Four Thousand, Four Hundred Forty-Seven and 95/100 dollars (\$24,447.95), as detailed on Exhibit A.

SECTION 4. If any section, subsection, sentence, clause, or provision of this Resolution is held invalid, the remainder of the Resolution shall not be affected.

SECTION 5. This Resolution shall become effective immediately upon adoption.

Passed, following public hearing, by the Town Commission of the Town of Longboat Key on the 7th day of December, 2020.

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Kenneth Schneier, Mayor

ATTEST:

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Trish Shinkle, Town Clerk

Attachment:  
Exhibit "A": Open Purchase Order Listing

**Exhibit A- Open Purchase Order Listing**

PO#	Department	Account	Vendor	Description	Increase
20-00830	PZB	001-10-25-531-3104	FTE, Inc	Buccaneer Traffic Impact Study	5,094.92
20-00795	General Services	001-10-30-531.3104	JTA, Inc.	Property Values and Economic Analysis	3,500.00
20-00802	General Services	001-10-30-531.3104	Aptim Environment	Sea Level Rise Phase 2	48,157.81
Total General Fund					56,752.73

PO#	Department	Account	Vendor	Description	Increase
20-00631	Water	401-30-52-531.3104	GovRates, Inc.	Utility Rate Study	3,335.48
20-00631	Wastewater	401-30-53-531.3104	GovRates, Inc	Utility Rate Study	3,335.47
20-00646	Water	401-30-52.546.4604	Odyssey Manufacturing	Mid Key South Tank Parts	14,493.00
20-00828	Water	401-30-52-546.4604	PSI Technologies	16" Bermad Valve	3,284.00
Total Water and Wastewater Fund					24,447.95

**End of Agenda Item**