

M E M O R A N D U M

To: Tom Harmer, Town Manager
From: Sue Smith, Finance Director
Report date: November 3, 2021
Meeting date: December 6, 2021
Subject: Resolution 2021-26, Amending the FY22 General Fund, and Water and Wastewater Fund Adopted Budgets, to Carryover Open Purchase Orders (PO's) from the Prior Year

Recommended Action

Pass Resolution 2021-26.

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 FY21 Budget for year-end close, we review all the accounts to determine where transfers may be required to balance the FY21 Budget and review open purchase orders that need to be carried over to the FY22 Budget.

The Financial Accounting System (BS&A) has an automated process at year-end close, which will amend the FY22 Operating Budgets, 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.

General Fund. Resolution 2021-26, increases the General Fund Budget for FY22 in the following Departments as shown in Exhibit A by \$99,628.43 for open purchase orders at September 30, 2021:

I.T. Department

Vendor	Description	Amount
Callahan Group, LLC.	I.T. Consulting Services	10,000.00
Vtech	Switch	4,177.37
MCCI LLC	Laserfiche License	3,990.00
Comdesign	Badge Security Doors	<u>8,177.95</u>
Total	I.T. Department Budget Increase	26,345.32

The I.T. Department is requesting the carryover of various PO's issued during FY21. Callahan Group, LLC is working to finish the conversion of General and Police

employees onto the same payroll timekeeping system used for the Fire Department. A switch ordered for the Police Department from Vtech is on backorder. I.T. required additional licenses for the Laserfiche software, ordered from MCCI and Comdesign is finishing up the final doors with badge security on the South Fire Station.

General Services

Vendor	Description	Amount
Aptim Environment	Sea Level Rise Phase 2 (Task A2-A5)	1,950.20
Aptim Environment	Sea Level Rise Phase 2 (Task B1-C)	<u>40,772.61</u>
Total	General Services Budget Increase	42,722.81

Aptim Environment was originally engaged in 2018 for an assessment to address sea level rise and recurrent flooding. To date, we have issued three work assignments, each addressing specific tasks of Phase 2 of the assessment. The balances shown above are amounts owed on purchase orders for the completion of Phase 2 tasks.

Water and Wastewater Fund. Resolution 2021-26, increases the Water and Wastewater Fund Budget for FY22 in the following Department as shown in Exhibit A by \$281,881.68 for an open purchase order at September 30, 2021:

Wastewater Department

Vendor	Description	Amount
Environmental Science Assoc	UMAM Assessment	5,000.00
Carolla Engineers.	Consent Order corrective actions	<u>276,881.68</u>
Total	Water and Wastewater Fund Budget Increase	281,881.68

The Public Works Director requests the carryover of the above purchase order balance for contracted services related to Consent Order corrective actions in progress.

Staff Recommendation

Pass Resolution 2021-26.

Attachments

- A. Resolution 2021-26
- B. Exhibit A -Open Purchase Order Listing

RESOLUTION 2021-26

A RESOLUTION AMENDING THE GENERAL FUND BUDGET OF THE TOWN OF LONGBOAT KEY, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; TRANSFERRING FUNDS FROM GENERAL FUND BALANCE TO VARIOUS GENERAL FUND DEPARTMENT BUDGETS FOR ENCUMBERED, UNSPENT PURCHASE ORDERS OPEN AS OF SEPTEMBER 30, 2021; AMENDING THE WATER AND WASTEWATER FUND BUDGET OF THE TOWN OF LONGBOAT KEY, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; TRANSFERRING FUNDS FROM WATER AND WASTEWATER FUND BALANCE TO VARIOUS UTILITY DEPARTMENT BUDGETS FOR ENCUMBERED, UNSPENT PURCHASE ORDERS OPEN AS OF SEPTEMBER 30, 2021; 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, 2021, that were encumbered, but unspent and move them forward to the fiscal year 2022 budget; and

WHEREAS, the Town desires to amend the Water and Wastewater Fund Budget to account for open purchase orders as of September 30, 2021, that were encumbered, but unspent and move them forward to the fiscal year 2022 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 Adopted Budgets of the designated Funds referenced above of the Town of Longboat Key for the fiscal year beginning October 1, 2021, and ending September 30, 2022, as adopted pursuant to Resolution 2021-10 are hereby amended.

SECTION 3. The Town Commission hereby increases the fiscal year 2022 General Fund budget a total of Seventy-Five Thousand Five Hundred Sixty-Three Dollars and 13/100 dollars (\$75,563.13), as detailed on Exhibit A.

SECTION 4. The Town Commission hereby increases the fiscal year 2022 Water and Wastewater Fund budget a total of Two Hundred Eighty-one Thousand, Eight Hundred Eighty-One and 68/100 dollars (\$281,881.68), as detailed on Exhibit A.

SECTION 5. If any section, subsection, sentence, clause, or provision of this Resolution is held invalid, the remainder of the Resolution shall not be affected.

SECTION 6. This Resolution shall become effective immediately upon adoption.

Passed, following public hearing, by the Town Commission of the Town of Longboat Key on the 6th day of December, 2021.

Kenneth Schneier, Mayor

ATTEST:

Trish Shinkle, Town Clerk

Attachment:
Exhibit "A": Open Purchase Order Listing

Exhibit A- Open Purchase Order Listing

General Fund

PO#	Department	Account	Vendor	Description	Increase
21-01020	I.T.	001-10-15-531-3104	Callahan Group LLC	I.T. Consulting Services	10,000.00
21-00955	I.T.	001-10-15-541.4101	Vtech.	Switch on back order	4,177.37
21-01000	I.T.	001-10-15-552.5212	MCCI LLC	Laserfiche Licenses	3,990.00
21-01023	I.T.	001-10-15-564.6403	ComDesign	Badge Security Doors	8,177.95
20-00802	General Services	001-10-30-531.3104	Aptim Environment & Infrastructure	Sea Level Rise Study	1,950.20
21-00943	General Services	001-10-30-531.3104	Aptim Environment & Infrastructure	Sea Level Rise Study	40,772.61
21-00925	Public Works	001-30-22-531.3104	CDM Smith	St Regis billable work	6,495.00
Total General Fund					75,563.13

Water and Wastewater Fund

PO#	Department	Account	Vendor	Description	Increase
21-00876	Wastewater	401-30-53-531.3104	Environmental Science Associates	UMAM Assessment	5,000.00
21-00912	Wastewater	401-30-53-531.3122	Carollo Engineers.	Consent Order corrective actions	276,881.68
Total Water and Wastewater Fund					281,881.68

End of Agenda Item