

M E M O R A N D U M

TO: Town Commission
FROM: Tom Harmer, Town Manager
REPORT DATE: November 5, 2019
MEETING DATE: December 2, 2019
SUBJECT: Resolution 2019-17, Amending the FY20 General Fund Budget to Carryover Open Purchase Orders from the Prior Year

Recommended Action

Pass Resolution 2019-17.

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

The Financial Accounting System (BS&A) has an automated process at year-end close, which will amend the new year's 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 2019-17, increases the General Fund budget in the following Departments as shown in Exhibit A by \$71,672.87 for open purchase orders at September 30, 2019:

I.T. Department	
Callahan Associates - Contracted IT Services	\$12,500.00
VC3, Inc - Security Assessment	10,274.30
MCCI LLC - Laserfiche Support Renewal	11,695.95
Ronco Communications - Cisco Annual renewal	5,559.72
Granicus - Website Design and Implementation	6,000.00
United Data Technologies - Additional doors badge security system	<u>3,000.00</u>
IT Department Budget Increase	\$49,029.97

The I.T. Department is requesting the carryover of the above purchase orders to cover Laserfiche and Cisco annual renewals that are usually renewed near the end of the fiscal year. Granicus, who is handling the design and implementation of the Town's new website was planned to be completed by FY19, but was extended into FY20. The Town also has implemented a new employee badge and security system which enhances security to servers and entrances through

RESOLUTION 2019-17

A RESOLUTION AMENDING THE GENERAL FUND BUDGET OF THE TOWN OF LONGBOAT KEY, FLORIDA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; TRANSFERRING FUNDS FROM FUND BALANCE TO VARIOUS GENERAL FUND BUDGETS FOR ENCUMBERED, UNSPENT PURCHASE ORDERS OPEN AS OF SEPTEMBER 30, 2019; 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, 2019 that were encumbered, but unspent and move them forward to the fiscal year 2020 budget; and,

WHEREAS, the Town's ERP 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 General Fund - fund balance reserves 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 2020 General Fund budget a total of Seventy-One Thousand, Six Hundred Seventy-Two and 87/100 dollars (\$71,672.87), as detailed on Exhibit A.

SECTION 3. This Resolution shall become effective immediately upon adoption. Adopted at a meeting of the Town Commission held on the 2nd day of December, 2019.

ATTEST:

Trish Shinkle, Town Clerk

George L. Spoll, Mayor

Attachment:
Exhibit "A": Open Purchase Order Listing

Exhibit A – Resolution 2019-17

<i>PO #</i>	<i>DEPT</i>	<i>ACCOUNT</i>	<i>VENDOR</i>	<i>DESCRIPTION</i>	<i>INCREASE</i>
19-00606	I.T.	001-10-15-546.4605	MCCI LLC	Laserfiche Support Renewal	\$11,695.95
19-00640	I.T.	001-10-15-546.4605	Ronco Communications & Electrical	Cisco Annual renewal	\$5,559.72
19-00595	I.T.	001-10-15-552.5212	Granicus LLC	Website Design & Implementation	\$6,000.00
19-00594	I.T.	001--10-15-564.6403	United Data Technologies	Add'l doors for badge security system	\$3,000.00
19-00641	I.T.	001-10-15-531.3104	VC3, Inc.	Security Assessment	\$10,274.30
19-00669	I.T.	001-10-15-531-3104	Callahan Associates	Contracted IT Services	\$12,500.00

Total I.T Budget Amendment **\$49,029.97**

<i>PO #</i>	<i>DEPT</i>	<i>ACCOUNT</i>	<i>VENDOR</i>	<i>DESCRIPTION</i>	<i>INCREASE</i>
19-00492	P&Z	001-10-25-531.3104	Image One Corporation	Digital Scanning	\$8,041.40
19-00608	P&Z	001-10-25-531.3105	Mark Westbrook	Design & Formatting New Zoning Code	\$3,825.00
19-00609	P&Z	001-10-25-531.3106	Glenn Graves Design	Preparation of Zoning Code Exhibits	\$2,520.00
19-00632	P&Z	001-10-25-531.3107	Longboat Key Turtle Watch	Contribution for Education Materials	\$2,098.00

Total P&Z Budget Amendment **\$16,484.40**

<i>PO #</i>	<i>DEPT</i>	<i>ACCOUNT</i>	<i>VENDOR</i>	<i>DESCRIPTION</i>	<i>INCREASE</i>
19-00672	Fire	001-20-20-552.5216-18FDWCI	FY18 WCIND	Agreement S-344 Grant Match	\$1,611.00
19-00672	Fire	001-20-20-552.5216-19FDWCI	FY19 WCIND	Agreement S-367 Grant Match	\$4,547.50

Total Fire Budget Amendment **\$6,158.50**

Total Budget Amendment **\$71,672.87**

End of Agenda Item