MEMORANDUM

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

the use of magnetic card readers. An additional entrance door was planned but not completed by the end of FY19. Christine Callahan, who services as our contracted I.T. service provider is still finalizing enhancements to the Human Resources and Payroll Department's software programs that were to be completed prior to the end of the fiscal year.

Planning & Zoning Department

\$2,098.00
2,520.00
3,825.00
<u>8,041.40</u>

P&Z Department Budget Increase \$16,484.40

The Planning, Zoning & Building Department is requesting the carryover of the above active purchase orders to cover: Glenn Grave Designs Zoning Code exhibits development, which is finalizing improved graphic representations of Zoning Code; Mark Westbrook's work in improving the graphic readability of the Zoning Code work, which is anticipated to completed in the next couple of months; Image One Corporation's, which is completing the planned digital scanning in FY19 of building permit files to reduce long-term storage needs and improve accessibility; and the Longboat Key Turtle Watch, which is a pending commitment to a tri-party funding arrangement in which the Town will be contributing toward replenishing educational materials for Sea Turtle protection under the "Flip A Switch Make Move" banner. The Town's contribution is awaiting approval of the Longboat Key Turtle Watch Board.

Fire Department

WCIND Grant Match - Agreement Match S-344	\$1,611.00
WCIND Grant Match - Agreement Match S-367	<u>4,547.50</u>
Fire Department Budget Increase	\$6,158.50

The Fire Department FY19 budget contained matching funds for two West Coast Inland Navigation District (WCIND) grants approved on December 13, 2017 and January 3, 2018. Grant extensions were requested and approved by the granting agency to use the unused grant funding in the upcoming year. This request allows us to carryforward the Town's related matching funds.

Staff Recommendation

Pass Resolution 2019-17.

Attachments

- A. Resolution 2019-17
- B. Exhibit A -Open Purchase Order Listing (Available in Town Clerk's Office)

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

PO #	DEPT	ACCOUNT	VENDOR	DESCRIPTION	INCREASE
					* 4 4 995 95
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.	00110-15-564.6403	United Data Technologies	Add'I doors for badge security system	\$3,000.00
19-00641	I.T.	001-10-15-531.3104	VC3, Inc.	Security Assessment	\$10,274.30
<u>19-00669</u> Total I.T Вι	I.T. Idaet Ar	001-10-15-531-3104	Callahan Associates	Contracted IT Services	\$12,500.00 \$49,029.97

PO # ACCOUNT VENDOR DESCRIPTION INCREASE DEPT P&Z Image One Corporation 19-00492 001-10-25-531.3104 **Digital Scanning** \$8,041.40 Design & Formatting New Zoning 19-00608 P&Z 001-10-25-531.3105 Mark Westbrook Code \$3,825.00 Preparation of Zoning Code 19-00609 P&Z Glenn Graves Design Exhibits \$2,520.00 001-10-25-531.3106 Contribution for Education 19-00632 P&Z 001-10-25-531.3107 Longboat Key Turtle Watch Materials \$2,098.00 Total P&Z Budget Amendment \$16,484.40

PO #	DEPT	ACCOUNT	VENDOR	DESCRIPTION	INCREASE
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