

Meeting Date: October 25, 2011

Agenda Item 1

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration Workshop

SHORT TITLE OR MOTION: Approval of budget adjustment to appropriate and rollover funding totaling \$829,452 from Fiscal Year 2011 to Fiscal Year 2012 for capital outlay, operating, and special projects.

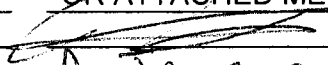
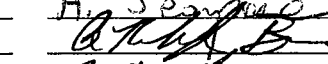


Summary of Purpose and Why:


The annual budget adoption resolutions authorize staff to fund all purchases that have been ordered by a valid purchase order document but not yet received by the close of the fiscal year. In those cases, the financial system, via the purchase order document, will encumber and roll forward the required budget to pay for the item upon its receipt. In some cases, however, bids have not been awarded and funding has not been encumbered via a purchase order. For these items, the budget must be reappropriated in the new fiscal year because a financial system encumbrance did not exist on the date at which new purchases were forbidden to be entered into the financial system. There are also instances where special projects were initiated and accrued during the previous fiscal year, but the cost would not be realized until FY 12. Finally, additional appropriations will be provided for certain capital acquisitions.

Attached is an explanation of the items being considered for appropriation.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Budget Office
- (2) Primary staff contact: Brian Donovan, Assistant to the City Manager Ext. 4601
- (3) Expiration of contract, if applicable: NA
- (4) Fiscal impact and source of funding: Funding comes from prior year appropriations and special purpose revenue. The impact is to reduce funds that would otherwise fall to fund balance or retained earnings.

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE OR ATTACHED MEMO NUMBER
Budget Office	10/13/11	Approval	
Finance	10/13/11	Approved	
Utilities	10/19/11	Approved	
Planning & Zoning	10/12/11	Approval	



City Manager

ACTION TAKEN BY COMMISSION:

Ordinance	Resolution	Consideration	Workshop
1st Reading _____	1st Reading _____	Results: _____	Results: _____
2nd Reading _____	_____	_____	_____

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Pompano Beach, FL 33061



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MEMORANDUM

October 12, 2011

TO: Dennis Beach, City Manager
FROM: Brian J. Donovan, Assistant to the City Manager
SUBJECT: FY 2012 Rollover Requests.

Attached is a spreadsheet that identifies requests for the rollover of budget funds from FY 2011 to FY 2012. Most of the items are for operational and capital expenditures that were not executed or encumbered by September 28, 2011. Other requests for carrying forward funds are to pay for expenses that are budgeted on a calendar year basis, and to pay for special projects whose costs will not be realized until Fiscal Year 2012. Please find below a summary of all requested rollovers and appropriations detailed by fund and department/division.

General Fund - \$113,054

Finance [\$1,350]

Several employees in Finance hold a CPA license. One of the requirements in maintaining the license is to earn 80 hours of continuing education credits every two years. Due to scheduling, staff had to defer taking certain classes; the unspent funds will be rolled and used in FY 2012.

Budget [\$59,500]

The City Commission approved a Fire/EMS data study in late FY 2011. The funds that were appropriated for that project will be re-appropriated in the current fiscal year.

Planning & Zoning [\$21,148]

- a) \$424 – these unspent funds will be rolled over and used to reimburse staff for classes taken during the Fall Semester.
- b) \$724 – Funding in FY 11 were to be used to purchase two scanners and a computer monitor. The funds were not encumbered in time and therefore will be re-appropriated to the current fiscal year.

- c) \$20,000 – vacancy money left over from the previous fiscal year will be rolled over and used to update the goals, objectives, and policies of the City’s Comprehensive Plan; this is a condition on the approval of the City’s Transit Oriented Plan Amendment.

***Non-Departmental/General Administration* [\$31,056]**

- a) Children in the Arts [\$4,488] – unspent funds from the previous fiscal year as well as donations that were received, but not appropriated, will be rolled over and recognized for FY 2012.
- b) Council on the Aging [\$20,403] – the Agency is putting together its 4th quarter FY 2011 invoice and report for the City. Once the report is received and verified, the funds will be distributed.
- c) Early Childhood Development [\$6,165]- the Agency is putting together its 4th quarter FY 2011 invoice and report for the City. Once the report is received and verified, the funds will be distributed.

Special Purpose Fund - \$61,030

Community Bus Program - Funds are being rolled over to cover the cost of the Community Bus Service Program for the remainder of the calendar year.

Utility Fund - \$655,368

- a) Water Treatment [\$25,000] – funding was appropriated in FY 2011 to purchase fluoride meters and analyzers. The item is currently out to bid and therefore will need to be purchased in the current fiscal year.
- b) Water Distribution [\$229,738]
 - 1) \$16,265 - funds are being rolled over to purchase an Air Compressor, which was budgeted in FY 11.
 - 2) \$66,813– funds were appropriated in the latter part of FY 2011 for a new Reuse Installation Program.
 - 3) \$147,290 – funds were appropriated in FY 11 in support of the Siemens Contract for anticipated repairs and adjustments for automatic meter readers.
- c) Reuse Treatment [\$60,000] - funding is being rolled over to purchase high pressure and transfer pumps. These items went out to bid in late September.

Rollover Memo

10/12/11

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- d) Sewer Transmission [\$340,000] – funding is being re-appropriated for a Jet Vac Truck that was budgeted last fiscal year.

Total rollovers and additional requests for all funds amount to \$829,452.

attachment

Budget Rollovers from Fiscal Year 2011 to Fiscal Year 2012

<u>Department</u>	<u>Account</u>	<u>Line Item Description</u>	<u>Amount</u>	<u>Explanation</u>	<u>Type</u>
General Fund					
Finance	001-1310-513-40-10	Travel & Education	\$ 1,350	Pay for continuing education credit classes for CPA licenses	Rollover
Budget	001-1360-513-31-60	Other Professional	\$ 59,500	Pay for ICMA Fire & EMS Study	Rollover
Planning & Zoning	001-1510-515-26-40	Travel & Education	\$ 424	Reimburse staff for classes enrolled in during FY 11	Rollover
Planning & Zoning	001-1510-515-52-15	Office Supplies	\$ 724	Purchase two scanners and computer monitor	Rollover
Planning & Zoning	001-1510-515-13-10	Temporary/Part-Time	\$ 20,000	Update all goals, policies, and objectives in the Comprehensive Plan	Rollover
Non-Dept.	001-9910-599-82-13	Children in the Arts	\$ 4,488	Recognize remaining FY 2011 funds and donations	Rollover
Non-Dept.	001-9910-599-82-20	Council on the Aging	\$ 20,403	FY 2011 4th Qt. payment	Rollover
Non-Dept.	001-9910-599-82-25	Early Childhood Development	\$ 6,165	FY 2011 4th Qt. payment	Rollover
		General Fund Total	\$ 113,054		
Special Purpose Fund					
Comm. Bus	112-1360-513-31-60	Other Professional	\$ 61,030	Pay for Community Bus Service for remainder of calendar year	New
		Special Purpose Fund Total	\$ 61,030		
Utilities Fund					
Water Treatment	412-3320-533-64-40	Light Machinery & Equipment	\$ 25,000	Fluoride meters and analyzers	Rollover
Water Distribution	412-3330-533-64-10	Heavy Machinery & Equipment	\$ 16,265	Air Compressor	Rollover
Water Distribution	412-3330-533-46-80	Repair & Maintenance - Reuse Meters	\$ 5,000	OASIS Reuse Installation Program	Rollover
Water Distribution	412-3330-533-64-70	Machinery & Equipment - Reuse Instl.	\$ 61,813	OASIS Reuse Installation Program	Rollover
Water Distribution	412-3330-533-46-70	Repair & Maintenance - Facility Maint.	\$ 147,290	Parts assoc. with automatic meter readers	Rollover
Reuse Treatment	412-3340-533-64-10	Heavy Machinery & Equipment	\$ 60,000	High pressure pump & transfer pump	Rollover
Sewer Transmission	412-3520-535-64-05	Motor Vehicles	\$ 340,000	Jet Vac truck	Rollover
		Utilities Fund Total	\$ 655,368		
		Total Re-appropriation	\$ 829,452		

Ps 10FB 2011

#1 CITY OF POMPAÑO BEACH BUDGET ADJUSTMENT

ORIGINATING DEPT. Budget DATE 10/12/11

ACCOUNT DESCRIPTION	FND	DP	DV	SUB	EL	OB	AVAILABLE FUNDS	CURRENT BUDGET	* INCREASE	* DECREASE	REVISED BUDGET
Travel & Education	001	13	10	513	40	10			4,350		
Other Professional	001	13	60	513	31	60			59,500		
Travel & Education	001	15	10	515	26	40			424		
Office Supplies	001	15	10	515	52	15			724		
Temp. / Part-time	001	15	10	515	13	10			20,000		
Children in the Arts	001	99	10	599	82	13			4,488		
Council on Aging	001	99	10	599	82	20			20,403		
Early Child. Develop	001	99	10	599	82	25			6,165		
Fund Balance	001	00	00	392	10	00			113,054		
								TOTAL			

* USE WHOLE DOLLARS ONLY

REASON

Re-appropriate funds from FY 11 to FY 12

[Signature]
Department Head
Date 10/12/11

Adjustment is within total budget of department - Yes No
 Adjustment requires only City Manager approval - Yes No
 Adjustment requires City Commission approval - Yes No

Adjustment approved at City Commission Meeting of _____

Finance Director Date Budget Office Date City Manager Date City Manager Date

AUDITED BY [Signature] INPUT BY _____ CONTROL NO. _____



CITY OF POMPAÑO BEACH
BUDGET ADJUSTMENT

ORIGINATING DEPT.
Budget

DATE

10/12/11

ACCOUNT DESCRIPTION	FND	DP	DV	SUB	EL	OB	AVAILABLE FUNDS	CURRENT BUDGET	* INCREASE	* DECREASE	REVISED BUDGET
<i>Light Mach & Equip.</i>	<i>412</i>	<i>33</i>	<i>30</i>	<i>533</i>	<i>64</i>	<i>40</i>			<i>25,000</i>		
<i>Heavy Mach. & Equip.</i>	<i>412</i>	<i>33</i>	<i>30</i>	<i>533</i>	<i>64</i>	<i>10</i>			<i>14,265</i>		
<i>Repair & Maint.</i>	<i>412</i>	<i>33</i>	<i>30</i>	<i>533</i>	<i>46</i>	<i>80</i>			<i>5,000</i>		
<i>Machinery x Equip</i>	<i>412</i>	<i>33</i>	<i>30</i>	<i>533</i>	<i>64</i>	<i>70</i>			<i>64,813</i>		
<i>Repair x Maint.</i>	<i>412</i>	<i>33</i>	<i>30</i>	<i>533</i>	<i>46</i>	<i>70</i>			<i>147,790</i>		
<i>Heavy Mach. x Equip</i>	<i>412</i>	<i>33</i>	<i>40</i>	<i>533</i>	<i>64</i>	<i>10</i>			<i>60,000</i>		
<i>Motor Vehicles</i>	<i>412</i>	<i>35</i>	<i>20</i>	<i>535</i>	<i>64</i>	<i>05</i>			<i>340,000</i>		
<i>Retained Earnings</i>	<i>412</i>	<i>60</i>	<i>00</i>	<i>392</i>	<i>70</i>	<i>00</i>			<i>654,738</i>		
TOTAL											

* USE WHOLE DOLLARS ONLY

REASON

Re-appropriate funds from FY 11 into FY 12

[Signature]
Department Head
Date *10/12/11*

Adjustment is within total budget of department Yes No
 Adjustment requires only City Manager approval Yes No
 Adjustment requires City Commission approval Yes No

Adjustment approved at City Commission Meeting of _____

A. Teague
Finance Director
Date *10/13/11*

AUDITED BY *[Signature]* INPUT BY _____
 City Manager Date

CONTROL NO.