

**BOARD OF COUNTY COMMISSIONERS**

**DATE:** January 15, 2013  
**AGENDA ITEM NO.** 3

**Consent Agenda** ☐

**Regular Agenda** ☐

**Public Hearing** ☒

**County Administrator's Signature** 

**Subject:**

Public Hearing for Adoption of Resolution Appropriating Unanticipated Fund Balance and Realigning Appropriation in the FY13 Business Technology Services Fund Budget.

**Department:**

Office of Management & Budget

**Staff Member Responsible:**

Eric Naughton, Director

**Recommended Action:**

AS REQUESTED BY THE BUSINESS TECHNOLOGY SERVICES DEPARTMENT, I RECOMMEND THAT THE BOARD OF COUNTY COMMISSIONERS ADOPT THE ATTACHED RESOLUTION TO APPROPRIATE UNANTICIPATED FUND BALANCE IN THE FY13 BUSINESS TECHNOLOGY SERVICES FUND BUDGET.

**Summary Explanation/Background:**

The Business Technology Services Fund has unanticipated carry-forward fund balance and requires the re-appropriation of these funds in the FY13 Budget. Generally, unanticipated carry-forward fund balance results when prior year actual expenditures are less than anticipated and/or actual revenues exceed those anticipated. Also, unexpected changes in project scheduling could contribute to unanticipated fund balance. In accordance with Section 129.06(2)(f), Florida Statutes, if the source of unanticipated receipts is not specifically associated with a particular purpose such as grants, donations or reimbursements, this budgetary action requires a public hearing. The attached resolution is processed as a public hearing item in accordance with Section 129.06(2)(f), F.S. Notice of this public hearing was published in the Tampa Bay Times on January 11, 2013.

The Business Technology Services (BTS) Department has requested re-appropriation of \$4,088,190 to support the operating and multi-year project expenditure components within this fund. Of this amount, \$928,480 is associated with carry forward of unexpended funds from core operations, Enterprise License and Maintenance, and unexpended capital. A total of \$415,980 is associated with the self-balancing PC lease program. The balance of \$2,743,730 is associated with the revised scheduling of multi-year projects for BCC Strategic Projects, Utilities Enterprise Projects, Oracle Project Unified Solution (OPUS), Justice Consolidated Case Management System (CCMS) Project, and Mainframe Retirement Project.

The \$928,480 consists of appropriation of \$150,000 for BTS core operations for contractual and professional services in support of enterprise services; \$414,520 for Enterprise Licenses and Maintenance to fund enterprise-wide software and hardware maintenance including street-level oblique aerial photography in support of the enterprise GIS service and a security vulnerability assessment; and \$363,960 for the BTS Enterprise Capital Plan to continue with maintaining the BTS Capital improvement plan.

The \$415,980 for the PC lease program is associated with excess revenues received in FY12 that were not anticipated during the development of the FY13 Budget. The Board adopted resolution 12-75 on September 6, 2012, to recognize and appropriate a portion of these revenues into the FY12 BTS Budget. The resolution below applies to the FY13 Budget and would be consistent with the Board's actions on September 6. The PC lease program is self-balancing on a multi-year basis, but typically experiences revenues and expenditures that are not balanced within a specific fiscal year.

The \$2,743,730 for the revised scheduling of multi-year projects consists of: \$392,290 for BCC Strategic Projects to continue funding of projects as approved by the BCC Technology Steering Committee which includes the Enterprise Asset Management project for BCC Departments; \$422,440 for BTS DEI Enterprise to fund the completion of technology projects for the Department of Environment and Infrastructure as approved by the BCC Technology Steering Committee, which includes partial funding for the Enterprise Asset Management project and technology related operating expenses specific to the Department of Environment and Infrastructure (DEI). Appropriation of \$338,870 is needed for OPUS for continued development of business intelligence reporting; \$1,401,880 for the Justice Criminal Case Management System (CCMS) for continued funding of the CCMS project; and \$188,250 for the Mainframe Retirement Project that represents annual recurring costs associated with the mainframe that will be retired at the conclusion of the Justice CCMS project.

**Fiscal Impact/Cost/Revenue Summary:**

Approval of this resolution provides for the recognition of \$4,088,190 in unanticipated fund balance and increases appropriations in the BTS Fund by a corresponding amount.

**Exhibits/Attachments Attached:**

1. Resolution
2. Resolution 12-75 adopted by Board on September 6, 2012

**RESOLUTION NO. 13-****SUPPLEMENTING FY13 BUDGET**

**WHEREAS**, the Business Technology Services Fund has unanticipated funds in Fund Balance and these funds are to be appropriated and expended for the purpose for which received, pursuant to Section 129.06(2)(f); and

**WHEREAS**, the Board of County Commissioners did, on January 11, 2013, advertise the date, time, place and purpose of the Public Hearing to amend the FY13 Budget pursuant to Section 129.06(2)(f), F.S., in the TAMPA BAY TIMES, a newspaper of general circulation in the County; and

**THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Pinellas County, Florida, in a public meeting duly assembled this 15<sup>th</sup> day of January 2013, that receipts from a source not anticipated and received for a particular purpose are to be appropriated and added to the proper Business Technology Services Fund and the total County budget for FY13 as follows:

**BUSINESS TECHNOLOGY SERVICES FUND (5001)**

| <b>Account<br/>Number</b>    |         |                                     | <b>Current<br/>Budget</b> | <b>Increase/<br/>(Decrease)</b> | <b>Amended<br/>Budget</b> |
|------------------------------|---------|-------------------------------------|---------------------------|---------------------------------|---------------------------|
| <b><u>Receipts</u></b>       |         |                                     |                           |                                 |                           |
| Center                       | 100100  | <u>Balance Sheet</u>                |                           |                                 |                           |
| Program                      | 0000    |                                     |                           |                                 |                           |
|                              | 2710201 | Fund Balance-Unrsv-Budgetary        | \$8,459,160               | <u>\$4,088,190</u>              | \$12,547,350              |
| <b>Total</b>                 |         |                                     |                           | <u>\$4,088,190</u>              |                           |
| <b><u>Appropriations</u></b> |         |                                     |                           |                                 |                           |
| Center                       | 641105  | <u>BTS Enterprise Capital Plan</u>  |                           |                                 |                           |
| Program                      | 7021    | Enterprise IT Services              |                           |                                 |                           |
|                              | 5310001 | Professional Services               | \$0                       | \$75,000                        | \$75,000                  |
|                              | 5640001 | Machinery and Equipment             | \$1,762,310               | <u>\$288,960</u>                | \$2,051,270               |
| <b>Subtotal</b>              |         |                                     |                           | <u>\$363,960</u>                |                           |
| Center                       | 641110  | <u>Business Technology Services</u> |                           |                                 |                           |
| Program                      | 7021    | Enterprise IT Services              |                           |                                 |                           |
|                              | 5310001 | Professional Services               | \$105,000                 | \$40,000                        | \$145,000                 |
|                              | 5340001 | Other Contractual Services          | \$646,120                 | <u>\$110,000</u>                | \$756,120                 |
| <b>Subtotal</b>              |         |                                     |                           | <u>\$150,000</u>                |                           |
| Center                       | 642110  | <u>BTS-BCC Strategic Projects</u>   |                           |                                 |                           |
| Program                      | 7005    | BCC Strategic Projects              |                           |                                 |                           |
|                              | 5310001 | Professional Services               | \$550,000                 | \$392,290                       | \$942,290                 |
| Center                       | 643110  | <u>BTS-DEI Enterprise</u>           |                           |                                 |                           |
| Program                      | 7006    | DEI Enterprise                      |                           |                                 |                           |
|                              | 5460001 | Repair & Maintenance Services       | \$766,300                 | \$211,220                       | \$977,520                 |
|                              | 5640001 | Machinery and Equipment             | \$929,880                 | <u>\$211,220</u>                | \$1,141,100               |
| <b>Subtotal</b>              |         |                                     |                           | <u>\$422,440</u>                |                           |
| Center                       | 644110  | <u>BTS - OPUS Project</u>           |                           |                                 |                           |
| Program                      | 7007    | OPUS Project                        |                           |                                 |                           |
|                              | 5310001 | Professional Services               | \$505,050                 | \$338,870                       | \$843,920                 |

**BUSINESS TECHNOLOGY SERVICES FUND (5001) - continued**

|         | <b>Account<br/>Number</b> |  | <b>Current<br/>Budget</b> | <b>Increase/<br/>(Decrease)</b> | <b>Amended<br/>Budget</b> |
|---------|---------------------------|--|---------------------------|---------------------------------|---------------------------|
| Center  | 645110                    | <u>Computer Replacement Program</u>                  |                           |                                 |                           |
| Program | 7008                      | Enterprise Computer Replacement Program              |                           |                                 |                           |
|         | 5520001                   | Operating Supplies Exp                               | \$782,800                 | \$415,980                       | \$1,198,780               |
| Center  | 646110                    | <u>Justice CCMS Project</u>                          |                           |                                 |                           |
| Program | 7009                      | Justice CCMS Project                                 |                           |                                 |                           |
|         | 5310001                   | Professional Services                                | \$203,410                 | \$1,401,880                     | \$1,605,290               |
| Center  | 647110                    | <u>Enterprise License &amp; Maint. Support Svcs.</u> |                           |                                 |                           |
| Program | 7021                      | Enterprise IT Services                               |                           |                                 |                           |
|         | 5310001                   | Professional Services                                | \$166,000                 | \$278,000                       | \$444,000                 |
|         | 5460001                   | Repair & Maintenance Services                        | \$3,661,430               | <u>\$136,520</u>                | \$3,797,950               |
|         |                           | <b>Subtotal</b>                                      |                           | <u>\$414,520</u>                |                           |
| Center  | 649010                    | <u>Retire Mainframe Project</u>                      |                           |                                 |                           |
| Program | 7004                      | Retire Mainframe Project                             |                           |                                 |                           |
|         | 5340001                   | Other Contractual Services                           | \$125,700                 | \$188,250                       | \$313,950                 |
|         |                           | <b>Total</b>   |                           | <u>\$4,088,190</u>              |                           |

Commissioner \_\_\_\_\_ offered the foregoing Resolution and moved its adoption, which was seconded by Commissioner \_\_\_\_\_, and upon roll call the vote was:

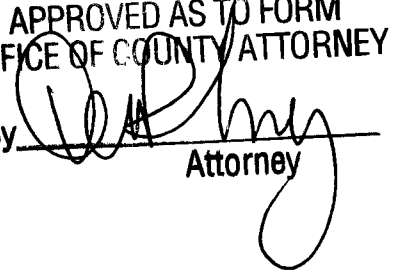
**AYES:**

**NAYS:**

**ABSENT AND NOT VOTING:**

APPROVED AS TO FORM  
OFFICE OF COUNTY ATTORNEY

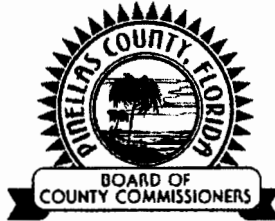
By

  
Attorney

No. 7a  
BCC 09-06-12  
2:22 P.M. SCHMIDT/Smitke

- # 7a Resolution No. 12-75 adopted supplementing the Fiscal Year 2012 Business Technology Services (BTS) Budget to appropriate earmarked receipts for a particular purpose (unanticipated revenues to the PC Lease Program in the amount of \$411,020.00) (Management and Budget).

In response to queries by Commissioner Welch, Gregory J. Carro, Business Technology Services, indicated that in order to satisfy unanticipated customer requests for computer and related peripheral equipment, Business Technology Services is requesting an increase to the Fiscal Year 2012 PC Lease Program budget; and that during the year, BTS had received several unanticipated expenses for which it did not have the opportunity to plan; whereupon, he indicated that matching revenue will be collected from customer operating budgets to offset expenses, and agreed to provide the members with a breakdown of the requesting departments and agencies.



**BOARD OF COUNTY COMMISSIONERS**

DATE: September 6, 2012

AGENDA ITEM NO. *7a.*

Consent Agenda ☒

Regular Agenda ☐

Public Hearing ☐

County Administrator's Signature:

**Subject:**

Adoption of a Resolution Supplementing the FY12 Business Technology Services Budget for Unanticipated Revenues in the PC Lease Program

**Department:**

Office of Management and Budget

**Staff Member Responsible:**

Bill Berger, Interim Director

**Recommended Action:**

AS REQUESTED BY BUSINESS TECHNOLOGY SERVICES, I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS ADOPT THE ATTACHED RESOLUTION TO APPROPRIATE EARMARKED RECEIPTS FOR A PARTICULAR PURPOSE IN THE FY12 BUSINESS TECHNOLOGY SERVICES BUDGET.

**Summary Explanation/Background:**

In order to satisfy unanticipated customer requests for computer and related peripheral equipment, Business Technology Services is requesting an increase to the FY12 PC Lease Program budget. These requests are primarily attributable to the Clerk of the Circuit Court state-funded operations (48%), State Attorney (19%), and Department of Environment & Infrastructure (18%). Matching revenue will be collected from customer operating budgets to offset expenses.

This resolution is not consistent with the FY2012 projections submitted as part of the FY2013 budget development process. However, the added expense to the Business Technology Services fund will be offset through contributions made by the requesting departments and agencies.

**Fiscal Impact/Cost/Revenue Summary:**

Adoption of this resolution provides for the receipt of \$411,020 in unanticipated revenue and increases the PC Lease Program budget in the Business Technology Services fund accordingly.

**Exhibits/Attachments Attached:**

1. Resolution
2. Request from Business Technology Services

**RESOLUTION NO. 12-75**

**SUPPLEMENTING FY12 BUDGET**

**WHEREAS**, Section 129.06(2)(d), F.S., provides that receipts of a nature from a source not anticipated in the FY12 Budget, and received for a particular purpose may, by Resolution of the Board of County Commissioners of Pinellas County, be appropriated and expended for that purpose; and

**WHEREAS**, revenues are to be received and are to be appropriated and expended for the purpose for which received.

**THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Pinellas County, Florida, in a public meeting duly assembled this 6<sup>th</sup> day of September 2012, that receipts from a source not anticipated and received for a particular purpose are to be appropriated and added to the proper Business Technology Services Fund and the total County budget for FY12 as follows:

**BUSINESS TECHNOLOGY SERVICES FUND (5001)**

| <u>Account<br/>Number</u>    |         |                              | <u>Current<br/>Budget</u> | <u>Increase/<br/>(Decrease)</u> | <u>Amended<br/>Budget</u> |
|------------------------------|---------|------------------------------|---------------------------|---------------------------------|---------------------------|
| <b><u>Receipts</u></b>       |         |                              |                           |                                 |                           |
| Center                       | 100200  | Revenues                     |                           |                                 |                           |
| Program                      | 7008    | Computer Replacement Program |                           |                                 |                           |
|                              | 3412103 | Int Sv-BTS-Lease PCs         | \$ 1,171,980              | \$ 411,020                      | \$ 1,583,000              |
| <b>Total</b>                 |         |                              |                           | <u>\$ 411,020</u>               |                           |
| <b><u>Appropriations</u></b> |         |                              |                           |                                 |                           |
| Center                       | 645110  | Computer Replacements        |                           |                                 |                           |
| Program                      | 7008    | Computer Replacement Program |                           |                                 |                           |
|                              | 5520001 | Operating Supplies Exp       | \$ 705,000                | \$ 411,020                      | \$ 1,116,020              |
| <b>Total</b>                 |         |                              |                           | <u>\$ 411,020</u>               |                           |

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Commissioner Welch offered the foregoing Resolution and moved its adoption, which was seconded by Commissioner Latvala, and upon roll call the vote was:


**AYES: Morrone, Welch, Bostock, Brickfield, Roche, Seel, and Latvala.**

**NAYS: None.**

**ABSENT AND NOT VOTING: None.**



APPROVED AS TO FORM  
OFFICE OF COUNTY ATTORNEY

By   
Attorney