



**BOARD OF COUNTY COMMISSIONERS**

**DATE:** January 15, 2013

**AGENDA ITEM NO.** 18a.

**Consent Agenda**



**Regular Agenda**



**Public Hearing**



**County Administrator's Signature**

**Subject:**

Receipt and File - Quarterly Report on Administrative Budget Amendments

**Department:**

Office of Management and Budget

**Staff Member Responsible:**

Eric Naughton, Director

**Recommended Action:**

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS RECEIVE AND FILE THE REPORT ON ADMINISTRATIVE BUDGET AMENDMENTS FOR OCTOBER 1, 2012 THROUGH DECEMBER 31, 2012.

**Summary Explanation/Background:**

In accordance with Chapter 129.06, F.S., the Board of County Commissioners may establish procedures by which the designated Budget Officer may authorize certain budget amendments (Administrative Amendments) without Board approval. The Board of County Commissioners adopted Resolution 04-62 (superseding Resolution 89-425) that set forth the following criteria:

- 1) The designated County Budget Officer may authorize certain intradepartmental budget amendments, not to exceed fifty percent (50%) of the total Department budget, provided the total appropriation of the Department shall not be changed, for Departments under the purview of the County Administrator.
- 2) For capital budgets, departments as noted above shall be defined as the functional classification pursuant to the State of Florida Uniform Accounting System.
- 3) The procedure by which the designated Budget Officer may authorize these amendments is, subject to Chapter 129, Florida Statutes and other applicable provisions of law, as follows:
  - A. The Departments shall submit their proposed intradepartmental budget amendments to the County Administrator as the designated Budget Officer.
  - B. The designated Budget Officer will review and approve or reject the proposed amendments within fifteen (15) days of their submission to the Budget Officer.
  - C. If the amendments are approved, they will be provided to the Clerk's office within seven (7) days of approval.
  - D. The designated Budget Officer will file with the Board of County Commissioners a quarterly report of all intradepartmental budget amendments for the preceding quarter within four (4) weeks of the close of the quarter, which shall be filed in the Official Records of the Board of County Commissioners, as a public record.

For your information, the attached schedule reflects the County Administrator approved amendments (Administrative Budget Amendments) processed during the first quarter of FY2013, together with copies of the amendments.

Budgetary control is maintained at the cost center level in accordance with the criteria set forth in Resolution 04-62 authorizing Administrative budget amendments approved by the County Administrator.

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

Administrative amendments reallocate previously budgeted funds. These amendments do not change the total appropriation amount for a department in operating funds or for the function and activity total in capital funds.

**Exhibits/Attachments Attached:**

1. Administrator Approved Budget Amendments (FY2012) – October 1, 2012 through December 31, 2012
2. Administrator Approved Budget Amendments (FY2013) – October 1, 2012 through December 31, 2012

## **EXHIBIT 1**

### **FY2012 ADMINISTRATOR APPROVED BUDGET AMENDMENTS**

**ADMINISTRATOR APPROVED BUDGET AMENDMENTS - FY2012**

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CATS # FY2012		Dept	Approved	Fund	Amount
	NO.		Date		
40792	6	<u>Community Development</u>	10/03/12	1009	250,000
40791	7	<u>DEI</u>	10/03/12	4051	150,000
40949	8	<u>DEI</u>	10/25/12	0001	250,000
41036	9	<u>Community Development</u>	10/30/12	1009	215,000
41085	10	<u>Fleet</u>	11/14/12	5002	300,000
41124	11	<u>Community Development</u>	11/20/12	1009	60,000
41353	12	<u>Tourist Development Council</u>	12/17/12	1040	112,520
41180	13	<u>Planning</u>	11/20/12	0001	118,640

## PINELLAS COUNTY, FLORIDA

## FY2012 ADMINISTRATIVE BUDGET AMENDMENT

Budget Amendment

Number A 6

BUDGETARY CHANGES

FUND	CENTER	ACCOUNT	PROGRAM	CURRENT BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
Community Development Grant Fund 1009	Neighborhood Stabilization Program 3 242295	Grants and Aids 5800001	Target Area Improvements 1356	3,770,110	(250,000)	3,520,110
				Total	(250,000)	
Community Development Grant Fund 1009	Community Development Block Grant 242220	Grants and Aids 5800001	Target Area Improvements 1356	3,030,060	250,000	3,280,060
				Total	250,000	

EXPLANATION:

This amendment realigns appropriation from the Neighborhood Stabilization Program 3 (NSP3) cost center to the Community Development Block Grant (CDBG) cost center in the Community Development Department within the Community Development Block Grant Fund. Appropriation is required in the CDBG center due to an increase in spending activity for hurricane mitigation and facilities to ensure CDBG timeliness requirements were met. Appropriation is available in the NSP3 center due to single family rehabilitation activity in NSP3 being reduced in an effort to meet grant deadline requirements for CDBG and NSP2. This amendment is consistent with the FY2012 projections submitted as part of the FY2013 budget development process.

Analyst: J. T. [Signature]

Manager: \_\_\_\_\_

Director: [Signature] 10/2/12Administrator/Asst: [Signature]Approval Date: 10/3/12

Filed with BCC Finance: \_\_\_\_\_

## PINELLAS COUNTY, FLORIDA

## FY2012 ADMINISTRATIVE BUDGET AMENDMENT

Budget Amendment

Number A 7

BUDGETARY CHANGES

FUND	CENTER	ACCOUNT	PROGRAM	CURRENT BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
Sewer Revenue & Operating 4051	Water & Sewer 431440	Repair & Maint-Wtr/Swr Line 5463000	Water & Sewer General Maintenance 2909	910,000	(150,000)	760,000
				Total	(150,000)	
Sewer Revenue & Operating 4051	DEI Office 431005	General Consulting 5310033	Administration 1001	59,800	150,000	209,800
				Total	150,000	

EXPLANATION:

This amendment realigns appropriation from the Water & Sewer cost center to the Department of Environment and Infrastructure (DEI) Office cost center in DEI within the Sewer Revenue and Operating Fund. Appropriation is required in the Administration program for unanticipated costs for refinancing the Sewer bonds. As reported in a memo to the Board dated July 5, 2012, this refinancing resulted in present value savings of \$6.7 million and annual cash flow savings of approximately \$460,000 in fiscal years 2013 through 2031. Appropriation is available in the Water & Sewer General Maintenance program due to additional resources focused on the Water system for water line maintenance rather than sewer lines. This amendment is consistent with the FY2012 projections submitted as part of the FY2013 budget development process.

Analyst: J. Kanner

Manager: \_\_\_\_\_

Director: R 10/3/12Administrator/Asst: Mark J. WoodwardApproval Date: 10/3/12

Filed with BCC Finance: \_\_\_\_\_

## PINELLAS COUNTY, FLORIDA

## Budget Amendment

## FY2012 ADMINISTRATIVE BUDGET AMENDMENT

Number A 8

BUDGETARY CHANGES

FUND	CENTER	ACCOUNT	PROGRAM	CURRENT BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
General Fund 0001	Infrastructure Maintenance/Operations 437030	Other Contractual Services 5340001	Permitted Facilities & Stormwater Maintenance 2082	310,910	(50,000)	260,910
0001	437030	Utility Service 5430001	Permitted Facilities & Stormwater Maintenance 2082	219,040	(200,000)	19,040
				Total	(250,000)	
General Fund 0001	Mosquito Control Management 437040	Inv Purch - Highway 5520111	Mosquito Control 2086	0	250,000	250,000
				Total	250,000	

EXPLANATION:

This amendment realigns appropriation from the Infrastructure Maintenance/Operations cost center to the Mosquito Control cost center in the Department of Environment and Infrastructure (DEI) within the General Fund. Appropriation is required in the Mosquito Control program for additional chemicals required to control unforeseen mosquito outbreaks. Appropriation is available in the Permitted Facilities & Stormwater Maintenance program due to realignment of year end expenditures and services not used during FY2012. This amendment is not consistent with the FY2012 projections submitted as part of the FY2013 budget development process as the need for additional chemicals was unknown at that time.

Analyst: J. ThannerManager: [Signature] 10/22/12Director: [Signature] 10/25/12Administrator/Asst: [Signature]Approval Date: 10/25/12

Filed with BCC Finance: \_\_\_\_\_

## PINELLAS COUNTY, FLORIDA

## FY2012 ADMINISTRATIVE BUDGET AMENDMENT

Budget Amendment

Number A 9

BUDGETARY CHANGES

FUND	CENTER	ACCOUNT	PROGRAM	CURRENT BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
Community Development Grant Fund 1009	Neighborhood Stabilization Program 3 242295	Grants and Aids 5800001	Target Area Improvements 1356	3,520,110	(215,000)	3,305,110
				Total	(215,000)	
Community Development Grant Fund 1009	Home Investment Partnerships Program 242250	Grants and Aids 5800001	Target Area Improvements 1356	2,266,170	85,000	2,351,170
Community Development Grant Fund 1009	Neighborhood Stabilization Program 1 242280	Grants and Aids 5800001	Target Area Improvements 1356	300,000	130,000	430,000
				Total	215,000	

EXPLANATION:

This amendment realigns appropriation from the Neighborhood Stabilization Program 3 (NSP3) cost center to the Home Investment Partnerships Program (HOME) and Neighborhood Stabilization Program 1 (NSP1) cost centers in the Community Development Department within the Community Development Grant Fund. Appropriation is required in the HOME center due to an increase in activities such as single family rehabilitation and down payment assistance in order to meet the grant deadline of October 31. Appropriation is required in the NSP1 center due to an increase in Housing Finance Authority reimbursement requests. Appropriation is available in the NSP3 center due to a reduction in activities in an effort to meet grant deadline requirements for HOME and NSP1. This amendment is consistent with the FY2012 projections submitted as part of the FY2013 budget development process.

Analyst: [Signature]Manager: [Signature] 10/26/12Director: [Signature] 10-26-12Administrator/Asst: [Signature]Approval Date: 10/30/12

Filed with BCC Finance: \_\_\_\_\_



## PINELLAS COUNTY, FLORIDA

## FY2012 ADMINISTRATIVE BUDGET AMENDMENT

Budget Amendment

Number A 10

BUDGETARY CHANGES

FUND	CENTER	ACCOUNT	PROGRAM	CURRENT BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
Fleet Management Fund 5002	Fleet Vehicle Replacement 361920	Machinery and Equipment 5640001	Fleet Vehicle Replacement Division 1544	6,277,580	(300,000)	5,977,580
				Total	(300,000)	
Fleet Management Fund 5002	Fleet Operating & Maintenance 361910	Operating Supplies Exp 5520001	Fleet Fuel 1541	7,954,620	300,000	8,254,620
				Total	300,000	

EXPLANATION:

This amendment realigns appropriation from the Fleet Vehicle Replacement cost center to the Fleet Operating & Maintenance cost center in the Real Estate Management Department within the Fleet Management Fund. Appropriation is required in the Operating & Maintenance center due to an increase in costs for fuel, parts, and contracted repair services. Appropriation is available in the Vehicle Replacement center due to a deferral of most of the vehicle and equipment purchases planned for FY12. This amendment is consistent with the FY2012 projections submitted as part of the FY2013 budget development process.

Analyst:

Kenda Bennett 11/5/12

Manager:

BZ 11/5/12

Director:

Administrator/Asst:

Sandra J. Woodard

Approval Date:

11/14/12

Filed with BCC Finance:

## PINELLAS COUNTY, FLORIDA

## FY2012 ADMINISTRATIVE BUDGET AMENDMENT

Budget Amendment

Number A 11

BUDGETARY CHANGES

FUND	CENTER	ACCOUNT	PROGRAM	CURRENT BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
Community Development Grant Fund 1009	Neighborhood Stabilization Program 3 242295	Grants and Aids 5800001	Target Area Improvements 1356	3,305,110	(60,000)	3,245,110
				Total	(60,000)	
Community Development Grant Fund 1009	Home Investment Partnerships Program 242250	Grants and Aids 5800001	Target Area Improvements 1356	2,351,170	60,000	2,411,170
				Total	60,000	

EXPLANATION:

This amendment realigns appropriation from the Neighborhood Stabilization Program 3 (NSP3) cost center to the Home Investment Partnerships Program (HOME) cost center in the Community Development Department within the Community Development Grant Fund. Appropriation is required in the HOME center due to an increase in activities such as single family rehabilitation and down payment assistance in order to meet the grant deadline of October 31. Several amendments have been requested at year end as the department modifies procedures for the new Projects Accounting system to allocate expenditures to various projects within the HOME center. Appropriation is available in the NSP3 center due to a reduction in activities in an effort to meet grant deadline requirements for HOME. This amendment is consistent with the FY2012 projections submitted as part of the FY2013 budget development process.

Analyst: Dr. Davis  
 Manager: 2 11/15/12  
 Director: \_\_\_\_\_

Administrator/Asst: Charles J. Woodward  
 Approval Date: 11/20/12  
 Filed with BCC Finance: \_\_\_\_\_

## PINELLAS COUNTY, FLORIDA

Budget Amendment

## FY2012 ADMINISTRATIVE BUDGET AMENDMENT

Number A 12

BUDGETARY CHANGES

FUND	CENTER	ACCOUNT	PROGRAM	CURRENT BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
Tourist Development Council 1040	Tourist Promotional Programs 381110	Promotional Activities 5480001	Direct Sales 1971	1,130,290	(112,520)	1,017,770
				Total	(112,520)	
Tourist Development Council 1040	Intergovernmental Services 381120	Other Debt Service Cost 5730001	Debt Service Program 1007	6,882,180	112,520	6,994,700
				Total	112,520	

EXPLANATION:

This amendment realigns appropriation from the Tourist Promotional Programs cost center to the Intergovernmental Services cost center within the Tourist Development Council Fund. Appropriation is required in the Intergovernmental Services cost center to provide appropriation for the posting of FY 11 debt payments that were inadvertently posted in FY12. The payments included the August 2011 debt payments to St. Petersburg, Clearwater and Dunedin and the September 2011 debt payment to Dunedin (total additional expense of \$449,520.63 in FY12). The required appropriation of \$112,520 is available in the Tourist Promotional Programs center from savings that resulted from not replacing the contracted Washington D.C Representative until FY13. This amendment is not consistent with the FY2012 debt payment expenditure projections submitted as part of the FY2013 budget development process.

Analyst:

Manager:

Director:

Administrator/Asst:

Approval Date:

Filed with BCC Finance:

*Vernica Effel* 12/13/12  
*John Karampulis* 12-13-12  
*[Signature]*

*Mark L. Woodward*  
 12/12/12

## PINELLAS COUNTY, FLORIDA

## FY2012 ADMINISTRATIVE BUDGET AMENDMENT

Budget Amendment

Number A 13

BUDGETARY CHANGES

FUND	CENTER	ACCOUNT	PROGRAM	CURRENT BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
General Fund 0001	Metropolitan Planning Organization 332110	Executive Salaries 5110001	Metropolitan Planning Organization 1771	337,180	(54,430)	282,750
General Fund 0001	Metropolitan Planning Organization 332110	Regular Salaries & Wages 5120001	Metropolitan Planning Organization 1771	566,670	(12,470)	554,200
General Fund 0001	Metropolitan Planning Organization 332110	Employee Benefits 5200000	Metropolitan Planning Organization 1771	298,470	(21,400)	277,070
General Fund 0001	Metropolitan Planning Organization 332110	Communication Services 5410001	Metropolitan Planning Organization 1771	16,500	(15,360)	1,140
General Fund 0001	Metropolitan Planning Organization 332110	Office Supplies 5510001	Metropolitan Planning Organization 1771	11,600	(9,870)	1,730
General Fund 0001	Metropolitan Planning Organization 332110	Operating Supplies <del>5540001</del> 5520001	Metropolitan Planning Organization 1771	8,200	(5,110)	3,090
				Total	(118,640)	
General Fund 0001	Planning 331110	Executive Salaries 5110001	Administration 1001	73,010	39,300	112,310
General Fund 0001	Planning 331110	Executive Salaries 5110001	Local Planning Agency 1773	10,060	49,000	59,060
General Fund 0001	Planning 331110	Employee Benefits 5200000	Administration 1001	38,740	13,500	52,240
General Fund 0001	Planning 331110	Employee Benefits 5200000	Local Planning Agency 1773	14,170	16,840	31,010
				Total	118,640	

EXPLANATION:

This amendment realigns appropriation from the Metropolitan Planning Organization (MPO) cost center to the Planning cost center in the Planning Department within the General Fund. Appropriation is required in the Planning cost center and programs due to an increase in Personal Services costs associated with hiring a new bureau director, payout costs of the former director, and the reassignment of the responsibilities between the Planning and the MPO cost centers and programs in FY12. Appropriation is available in the MPO cost center and programs since Personal Services costs were less than anticipated due to the reassignment of responsibilities between the cost centers and the resulting lower operating costs in the MPO program. This amendment is consistent with the FY2012 projections submitted as part of the FY2013 budget development process.

Analyst:

*Katherine B. ...*

Manager:

*... 11-15-12*

Director:

*...*

Administrator/Asst:

*Mark J. Woodward*

Approval Date:

*11/20/12*

Filed with BCC Finance:

## **EXHIBIT 2**

### **FY2013 ADMINISTRATOR APPROVED BUDGET AMENDMENTS**

**ADMINISTRATOR APPROVED BUDGET AMENDMENTS - FY2013**

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CATS # FY2013		Approved			
	NO.	Dept	Date	Fund	Amount
41111	1	<u>HHS</u>	12/07/12	0001	30,000

## PINELLAS COUNTY, FLORIDA

## Budget Amendment

## FY2013 ADMINISTRATIVE BUDGET AMENDMENT

Number A 1

BUDGETARY CHANGES

FUND	CENTER	ACCOUNT	PROGRAM	CURRENT BUDGET	INCREASE/ (DECREASE)	AMENDED BUDGET
General Fund 0001	Homeless and Self-Sufficiency 301436	Repair & Maintenance Services 5460001	Homeless Prevention & Self-Sufficiency 1565	43,870	(30,000)	13,870
				Total	(30,000)	
General Fund 0001	Administration, Coordination and Quality Assurance 301113	Machinery and Equipment 5640001	Administration Program 1001	7,000	30,000	37,000
				Total	30,000	

EXPLANATION:

This amendment moves funding from the Homeless Prevention & Self-Sufficiency program to the Administration program within the Department of Health and Human Services (HHS). The funds being moved were originally budgeted within Homeless Prevention & Self-Sufficiency to pay for potential configuration changes to CHEDAS if HHS needed to change business processes. The funds are not anticipated to be needed for this purpose in FY13, while additional funding is needed in Administration to pay for the build-out of office space to accommodate the reorganization currently underway in HHS. Additional office furniture and equipment are necessary to accommodate the reconfiguration. If configuration changes are necessary for CHEDAS, the remaining budget will be sufficient.

Analyst: [Signature] 11-19-12Manager: [Signature] 11/19/12Director: [Signature] 11-20-12Administrator/Asst: [Signature]Approval Date: 12/7/12

Filed with BCC Finance: \_\_\_\_\_