



BOARD OF COUNTY COMMISSIONERS

DATE: January 27, 2015

AGENDA ITEM NO. 7c.

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:

Bill Berger, Director

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) RECEIVE AND FILE THE REPORT ON ADMINISTRATIVE BUDGET AMENDMENTS FOR OCTOBER 1, 2014 THROUGH DECEMBER 31, 2014.

Summary Explanation/Background:

In accordance with Chapter 129.06, F.S., the Board may establish procedures by which the designated Budget Officer may authorize certain budget amendments (Administrative Amendments) without Board approval. The Board 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 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, 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 Fiscal Year (FY) 2015, 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 (FY 2014) – October 1, 2014 through December 31, 2014
2. Administrator Approved Budget Amendments (FY 2015) – October 1, 2014 through December 31, 2014

EXHIBIT 1

FY2014 ADMINISTRATOR APPROVED

BUDGET AMENDMENTS

ADMINISTRATIVE BUDGET AMENDMENTS - FY2014

FY2014 NO.	CATS	Department	Approved Date	Fund	Amount
				0001	45,000
17	45968	Environment and Infrastructure	11/07/14	1001	35,000
18	45486	Safety and Emergency Services	11/12/14	0001	49,960
19	46088	Environment and Infrastructure-Solid Waste	11/21/14	4021	6,460
20	45507	Health and Community Services	11/25/2014	0001	1,648,000
21	46128	Tourist Development Council	11/24/14	1040	19,990

PINELLAS COUNTY, FLORIDA
FY2014 ADMINISTRATIVE BUDGET AMENDMENT

Administrative Budget Amendment No. A - 17

FUND: Various

BUDGETARY CHANGES

FUND/ CENTER/ PROGRAM	ACCOUNT NUMBER	DESCRIPTION	CURRENT BUDGET as of 11/03/14	INCREASE/ (DECREASE)	AMENDED BUDGET
0001		General Fund			
436051		Stormwater Management			
2206		Environmental Services			
	5120001	Regular Salaries & Wages	510,110	(45,000)	465,110
		Total		(45,000)	
1001		Transportation Trust			
436051		Stormwater Management			
2206		Environmental Services			
	5120001	Regular Salaries & Wages	328,450	(35,000)	293,450
		Total		(35,000)	
0001		General Fund			
431470		CIP Planning & Design			
2206		Environmental Services			
	5110001	Executive Salaries	305,220	45,000	350,220
		Total		45,000	
1001		Transportation Trust			
431474		Survey and Mapping			
2202		Streets and Bridges			
	5110001	Executive Salaries	26,630	35,000	61,630
		Total		35,000	

EXPLANATION:

This FY14 budget amendment realigns funding within the Department of Environment and Infrastructure in the General Fund and the Transportation Trust Fund. Appropriations are needed in the CIP Planning and Design and the Survey and Mapping cost centers due to staff charging less labor to projects than was anticipated in the FY14 budget. Funding is available in the Stormwater Management cost center in both funds due to several positions being reassessed and reallocated to the Surface Water Fund during FY14. There is no net fiscal impact to the General Fund and the Transportation Trust Fund.

This allocation is consistent with the FY14 estimates provided during the FY15 budget development process.

Analyst: Burton Blum
Peer Review: Carl M. ...
Director: 11/5/14

Administrator/Assistant: Mark A. Woodard
Approval Date: 11/7/14
Filed with Board: _____

PINELLAS COUNTY, FLORIDA
FY2014 ADMINISTRATIVE BUDGET AMENDMENT

General Fund

Administrative Budget Amendment No. A-18

FUND: 0001

BUDGETARY CHANGES

CENTER/ PROGRAM	ACCOUNT NUMBER	DESCRIPTION	CURRENT BUDGET as of 10/30/14	INCREASE/ (DECREASE)	AMENDED BUDGET
271210		EOC/CIC Computer Replacement			
1501		Comprehensive Emergency Management Plan			
	5520099	PC Purchases under \$1,000	76,400	(49,960)	26,440
		Total		(49,960)	
271110		Comprehensive Emergency Management Plan			
1501		Comprehensive Emergency Management Plan			
	5620001	Buildings	0	49,960	49,960
		Total		49,960	

EXPLANATION:

This amendment realigns appropriations within Safety and Emergency Services. The reallocation is needed to fund final electrical costs for the Emergency Operations Center in the new Public Safety Campus. Funds are available for reallocation between the Emergency Management cost centers because the planned replacement of the EOC computers became a more comprehensive project with the acquisition of Thin Clients. Business Technology Services (BTS) managed the EOC Thin Client acquisition, and appropriation for this project was approved and included in the BCC Strategic Projects cost center within the BTS Fund. This amendment was not anticipated in the FY14 estimates provided during the FY15 budget development process.

Analyst: V. Ethel

Peer Review: B. J.

Director: L. 11/6/14

Administrator/Assistant: Mark Woodard

Approval Date: 11/12/14

Filed with Board: _____

PINELLAS COUNTY, FLORIDA
FY2014 ADMINISTRATIVE BUDGET AMENDMENT

Solid Waste Revenue and Operating

Administrative Budget Amendment No. A19

FUND: 4021

BUDGETARY CHANGES

CENTER/ PROGRAM	ACCOUNT NUMBER	DESCRIPTION	CURRENT BUDGET as of 10/30/14	INCREASE/ (DECREASE)	AMENDED BUDGET
4021		Solid Waste Revenue and Operating			
431020		Financial Reporting			
2221		Landfill and Site Operations			
	5349000	Contract Services-Other	8,170	(6,460)	1,710
		Total		(6,460)	
4021		Solid Waste Revenue and Operating			
431330		Supervisory Control and Data Acquisition (SCADA)			
2221		Landfill and Site Operations			
	5349000	Contract Services-Other	0	6,460	6,460
		Total		6,460	

EXPLANATION:

This amendment realigns appropriations between cost centers within the Solid Waste Revenue and Operating Fund. The Supervisory Control and Data Acquisition (SCADA) cost center needs an additional appropriation of \$6,460 to cover temporary labor services. The cost of temporary labor services was underestimated resulting in the current budgetary shortfall. This appropriation is available in the Financial Reporting cost center because no temporary labor services were needed in the budget preparation season or for year-end closing. There is no net fiscal impact to the Solid Waste Revenue and Operating Fund. This amendment was not anticipated in the FY14 estimates provided during the FY15 budget development process.

Analyst: Lori Sullivan
Peer Review: Rinda Bennett
Director: 2 11/18/14

Administrator/Assistant: Tamara Guarni
Approval Date: 11/21/14
Filed with Board: _____

for Mark S. Woodard,
County Administrator

PINELLAS COUNTY, FLORIDA
FY2014 ADMINISTRATIVE BUDGET AMENDMENT

General Fund

Administrative Budget Amendment No. A20

FUND: 0001

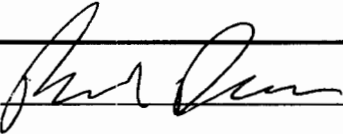
BUDGETARY CHANGES

CENTER/ PROGRAM	ACCOUNT NUMBER	DESCRIPTION	CURRENT BUDGET as of 18-NOV-14	INCREASE/ (DECREASE)	AMENDED BUDGET
301436		Homeless Prevention and Self-Sufficiency			
1565		Homeless Prevention & Self-Sufficiency			
	5830001	Other Grants And Aids	3,803,350	(1,648,000)	2,155,350
		Total		(1,648,000)	
301113		Administration, Coordination, and Quality Assurance			
1001		Administration			
	5340001	Other Contractual Svcs	5,000	7,000	12,000
301210		Health Services - GF			
1561		Mobile Medical Unit			
	5496521	Intgv Sv-Fleet-Op & Maint	11,310	4,000	15,310
301215		Healthcare Services - GF			
1569		Pinellas County Health Program			
	5310013	Pharmacy	4,395,620	1,437,000	5,832,620
	5310017	Inpatient Hosp-Non-Contra	3,000,000	30,000	3,030,000
301220		State Mandate - Medicaid Match			
1572		State Mandates - Medicaid Match			
	5310001	Professional Services	17,950,000	170,000	18,120,000
		Total		1,648,000	

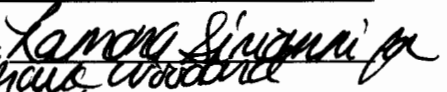
EXPLANATION:

This amendment realigns appropriations within Health and Community Services (HCS) by \$1,648,000. The Healthcare Services increase is needed to cover the first quarter charges of the LIP 6 agreements and cover overages in Pharmacy Costs. The LIP 6 contracts were anticipated in the FY15 budget, but align with the State fiscal year resulting in the first quarter payment of \$1.1 million being applied to the County's FY14 budget. This agreement is anticipated to continue into future years, and allows the County to increase funding for health costs incurred supporting uninsured County citizens. Pharmacy costs exceeded budgeted amounts by \$1.4 million because the anticipated savings of integrating the compassionate drug services into the Health Department Contract were not realized due to lower than anticipated enrollment in the program. The State Mandate - Medicaid Match cost center needs an additional appropriation of \$170,000 to cover Medicaid charges for the final payment of FY14. The State calculated monthly Medicaid charges increased from \$1,492,908 to \$1,533,882 for the final five months of FY14, resulting in the budgetary shortfall. The Administration, Coordination, and Quality Assurance center needs an additional \$7,000 for contractual services which exceeded anticipated amounts. Appropriations for two contracts totaling \$127,950 for services related to applying for the 330(e) Grant and work on the Lealman area were not included in the FY14 budget. It was originally anticipated that the Administration cost center would be able to cover these expenditures with savings from vacant positions, but expenditures were higher than anticipated. The Health Services center requires an additional \$4,000 for unanticipated fleet charges. In the FY14 budget \$11,310 was planned for Operation & Maintenance, but actual expenditures were \$25,232.66. The unanticipated costs were associated with a number of mechanical repairs to the mobile unit. Funding for this realignment is available in the Homeless Prevention and Self-Sufficiency cost center due to programmatic changes earlier in FY14. These changes occurred during the July 16, 2014 BCC work session where the Homeless Prevention program was redirected from the purchase of property to focus on the Family Housing Assistance Program (FHAP). This new focus reduced the anticipated expenditures of the Homeless program while the FHAP program continues to develop. This amendment is not consistent with the FY14 estimates provided during the FY15 budget development process.

Analyst: _____



Administrator/Assistant: _____



Peer Review : _____

Approval Date

11/25/14

Director: _____



Filed with Board _____

PINELLAS COUNTY, FLORIDA
FY2014 ADMINISTRATIVE BUDGET AMENDMENT

Tourist Development Council

Administrative Budget Amendment No. *A2i*

FUND: 1040

BUDGETARY CHANGES

CENTER/ PROGRAM	ACCOUNT NUMBER	DESCRIPTION	CURRENT BUDGET as of 11/21/14	INCREASE/ (DECREASE)	AMENDED BUDGET
381255 1998	5110001	Education Tourism Support Executive Salaries	132,750	(19,990)	112,760
Total				(19,990)	
381120 1998	5919980	CVB Transfers and Reserves Tourism Support Trans To Tax Collector	463,760	19,990	483,750
Total				19,990	

EXPLANATION:

This amendment realigns appropriations between cost centers in the Tourist Development Council Fund. Appropriation is required to support increased Tax Collector Fees based on Tourist Development Tax revenue which was higher than originally budgeted. Appropriation is available in the Education cost center due to lapse from unfilled positions. This amendment is consistent with the FY14 estimates provided during the FY15 budget development process.

Analyst: *[Signature]*

Peer Review : _____

Director: *[Signature]*

Administrator/Assistant: *[Signature]*

Approval Date *11/24/14*

Filed with Board _____

EXHIBIT 2

FY2015 ADMINISTRATOR APPROVED

BUDGET AMENDMENTS

ADMINISTRATIVE BUDGET AMENDMENTS - FY2015

FY 2015 NO.	CATS #	DEPARTMENT	Approved Date	Fund	Amount
1	45796	Business Technology Services	10/13/14	5001	186,350
2	46218	Human Services	12/16/14	0001	338,240

PINELLAS COUNTY, FLORIDA
FY2015 ADMINISTRATIVE BUDGET AMENDMENT

Business Technology Services

Administrative Budget Amendment No. 1

FUND: 5001

BUDGETARY CHANGES

CENTER/ PROGRAM	ACCOUNT NUMBER	DESCRIPTION	CURRENT BUDGET as of 10/08/2014	INCREASE/ (DECREASE)	AMENDED BUDGET
647110		Entprs Licenses&Maint Support Svcs			
7021		Enterprise IT Services			
	5460001	Repair & Maintenance Svcs	4,830,940	(186,350)	4,644,590
		Total		(186,350)	
649010		Retire Mainframe Project			
7004		Retire Mainframe Project			
	5340001	Other Contractual Svcs	0	46,460	46,460
	5444000	Rental&Leases-Equipment	0	87,500	87,500
	5440001	Rentals And Leases	0	18,760	18,760
	5460001	Repair & Maintenance Svcs	0	33,630	33,630
		Total		186,350	

EXPLANATION:

Business Technology Services (BTS) requests a budget amendment to temporarily reallocate appropriation Enterprise License & Maintenance to the Retire Mainframe Project in support of extending the production term of the Mainframe through December 31, 2014. Extending the retirement of the Mainframe from September 30, 2014 to December 31, 2014 was approved at the August 21, 2014 BTS Board meeting at the request of the Clerk of the Court in support of needed audit functions to validate legacy CJIS system data that was transitioned to the new Justice CCMS system.

This temporary reallocation is needed immediately to process and track FY15 payables and payroll accurately. After FY14 is closed, the appropriate corrective action to restore funding to Enterprise License & Maintenance will be determined.

Analyst: [Signature] 10/10/14

Peer Review: _____

Director: [Signature] 10/10/14

Administrator/Assistant: [Signature]

Approval Date 10/13/14

Filed with Board _____

PINELLAS COUNTY, FLORIDA
FY2015 ADMINISTRATIVE BUDGET AMENDMENT

General Fund

Administrative Budget Amendment No. A - 15 - 2

FUND: 0001

BUDGETARY CHANGES

CENTER/ PROGRAM/ PROJECT	ACCOUNT NUMBER	DESCRIPTION	CURRENT BUDGET as of 12/09/14	INCREASE/ (DECREASE)	AMENDED BUDGET
301215		Healthcare Services - GF			
1569		Pinellas County Health Program			
	5310026	Health Services	3,789,440	(338,240)	3,451,200
		Total		(338,240)	.
301211		Safe Harbor Clinic - GF			
1569		Pinellas County Health Program			
002373A		Health Care for the Homeless 2015			
	5310001	Professional Services	0	328,240	328,240
	5310021	Lab&Radiology Fee-Non-Con	0	10,000	10,000
		Total		338,240	

EXPLANATION:

This budget amendment realigns appropriations within the Human Services Department between the Healthcare Services and new Safe Harbor Clinic cost centers. Funding for the clinic was originally included in the FY15 budget within the Pinellas County Health Program in the Healthcare Services cost center as part of the medical home encounter funding through the Florida Department of Health (DOH). This amendment transfers the clinic funding to the Safe Harbor Clinic cost center in order to better track expenditures associated with its operations and is consistent with the Pinellas County Health Program interlocal agreement between Pinellas County and the DOH. There is no net fiscal impact to the Human Services Department with this amendment.

Analyst: [Signature]
Peer Review: [Signature]
Director: [Signature] 12/11/14

Administrator/Assistant: [Signature]
Approval Date: 12/16/14
Filed with Board: _____

PINELLAS COUNTY, FLORIDA
FY2015 BOARD BUDGET AMENDMENT

Information Technology

Board Budget Amendment Number No. 2

FUND: 5001

BUDGETARY CHANGES

CENTER/ PROGRAM	ACCOUNT NUMBER	DESCRIPTION	CURRENT BUDGET as of 12/19/14	INCREASE/ (DECREASE)	AMENDED BUDGET
647110 7021	5460001	Entprs Licenses&Maint Support Svcs Enterprise IT Services Repair & Maintenance Svcs	4,830,940	(186,350)	4,644,590
Total				<u>(186,350)</u>	
649010 7004	5340001	Retire Mainframe Project Retire Mainframe Project Other Contractual Svcs	0	46,460	46,460
	5444000	Rental&Leases-Equipment	0	87,500	87,500
	5440001	Rentals And Leases	0	18,760	18,760
	5460001	Repair & Maintenance Svcs	0	33,630	33,630
Total				<u>186,350</u>	

EXPLANATION:

Business Technology Services (BTS) requests a budget amendment to temporarily reallocate appropriation from Enterprise License & Maintenance to the Retire Mainframe Project in support of extending the production term of the Mainframe through December 31, 2014. Extending the retirement of the Mainframe from September 30, 2014 to December 31, 2014 was approved at the August 21, 2014 BTS Board meeting at the request of the Clerk of the Court in support of needed audit functions to validate legacy CJIS system data that was transitioned to the new Justice CCMS system.

This temporary reallocation is needed immediately to process and track FY15 payables and payroll accurately. After FY14 is closed, the appropriate corrective action to restore funding to Enterprise License & Maintenance will be determined.

All BTS amendments require Board approval. This Board Amendment corrects Administrative Amendment # 15-01, containing the same transaction, that was processed in error on October 13, 2014.

Analyst: _____

Administrator/Assistant: _____

Peer Review: _____

Approval Date _____

Director: _____

Filed with Board _____