



Staff Report

File #: 15-231, **Version:** 1

Agenda Date: 10/20/2015

Subject:

Receipt and file report of Administrative Budget Amendments from July 1 through September 30, 2015.

Recommended Action:

Acceptance of receipt and file report of Administrative Budget Amendments from July 1 through September 30, 2015

Strategic Plan:

Deliver first class services to the public and our customers
5.2 Be responsible stewards of the public's resources

Summary:

In accordance with Chapter 129.06, F.S., the Board of County Commissioners (Board) may establish procedures by which the designated Budget Officer may authorize certain budget amendments (Administrative Budget Amendments) without Board approval. The attached schedule reflects the County Administrator approved amendments along with copies of the Administrative Amendments processed in the fourth quarter of Fiscal Year 2015.

Background Information:

The Board adopted Resolution 04-62 setting forth the following criteria for Administrative Budget Amendments:

- 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.

The attached schedule reflects the County Administrator approved Administrative Budget Amendments processed during the fourth quarter of Fiscal Year 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:

Administrative Budget 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.

Staff Member Responsible:

Bill Berger, Director, Office of Management and Budget

Partners:

N/A

ADMINISTRATIVE BUDGET AMENDMENTS - FY15 - 4th Quarter

CATS #	FY 15 NO.	DEPARTMENT	Approved Date	Fund	Amount
47289	8	Economic Development	07/14/15	0001	2,730

PINELLAS COUNTY, FLORIDA

FY2015 ADMINISTRATIVE BUDGET AMENDMENT

General Fund

Administrative Budget Amendment No. 8

FUND:

0001

BUDGETARY CHANGES

CENTER/ PROGRAM/ PROJECT	ACCOUNT NUMBER	DESCRIPTION	CURRENT BUDGET as of 06/01/15	INCREASE/ (DECREASE)	AMENDED BUDGET
261140 1485	5440001	Ed-Operations & Research Business Retention, Expansion & Attraction Rentals And Leases	48,200	(2,730)	45,470
Total				(2,730)	
261220 1486	5110001	Small Business Development Center Small Business Assistance Executive Salaries	112,690	1,640	114,330
261240 1486	5120001	SBDC State Small Business Assistance Regular Salaries & Wages	44,550	480	45,030
261310 1486	5120001	WorkNet Small Business Assistance Regular Salaries & Wages	19,160	610	19,770
Total				2,730	

EXPLANATION:

This amendment realigns appropriation from the Education-Operations & Research cost center to the Small Business Development Center, SBDC State, and WorkNet cost centers within the General Fund. Appropriations are needed in these cost centers to allow Economic Development to fully utilize funding agreements with WorkNet Pinellas (d/b/a CareerSource Pinellas), and The University of South Florida. During the FY15 budget process, the budgets of virtually all County departments were reduced by the equivalent of 1.0% of Personal Services as a strategy to provide appropriation for new funding priorities identified by the Board. The adopted budgets for these three cost centers, which contain only reimbursable expenditures, were reduced below the available level of funding provided by the funding partner. This amendment will allow Economic Development to claim maximum reimbursement. Appropriation is available in the Education-Operations & Research cost center. This amendment is consistent with the current year estimate submitted during the FY16 budget development process.

Analyst: Jim Albrecht

Administrator/Assistant: Mark D. Woodward

Peer Review: 3/1/15

Approval Date 7/14/15

Director: 7/1/15

Filed with Board