

AGENDA
MEMORANDUM

TO:	Honorable Mayor and City Council Members
FROM:	Kathryn Breazeale, City Manager 
DATE:	November 21, 2011
SUBJECT:	Resolution No. 2453-11, FY 2011 Year-End Budget Amendment

Introduction: This is a request for City Council to approve year-end budget amendments that involve appropriations approved by City Council during the previous fiscal year, to recognize unanticipated revenues and expenses received or incurred during FY 10-11, and to provide formal budget authority for certain budget transfers not included in the adopted FY 10-11 budget.

Background: City financial policies require Council approval of budget amendments for all interfund transfers regardless of the amount, increases or decreases in appropriated fund balance, and for any increase in the total approved appropriation level of a fund. To the extent that year-end actual expenses exceed the approved appropriation level, the City Council must provide formal budget authority that recognizes the unanticipated revenues and expenses.

Discussion: The budget amendment will affect the fund total of thirteen (13) funds. The changes within each of the affected funds reflect the total increase or decrease to the fund and the amendment or change to revenues, expenses, inter-fund transfers, and reserves and appropriated fund balance.

GENERAL FUND

Revenue Adjustments (total increase of \$585,645)

- Recognize overtime grants of \$6,000 (High Intensity Drug Trafficking Areas \$3,616, City/County Investigation Bureau \$1,205 and Multi Agency Gang Task Force \$1,179) for Police Department in FY 10-11.
- Recognize Department of Justice grant of \$5,718 for Police Department equipment purchases made in FY 10-11.
- Recognize grant of \$10,691 for Police Department Domestic Violence training in FY 10-11.
- Recognize Department of Agriculture grant for reforestation of \$17,997 of in FY 10-11.
- Transfer from Building Fund 120 of \$35,000 for residual revenue / fund balance to the General Fund.
- Reduce appropriated fund balance by \$27,701 to balance amended revenues and expenses (reduced from original appropriation of \$214,366) due to transfer to Storm Water Fund of \$7,299 and Building transfer of \$35,000, above.

- Recognize transfer of net fund balance from Economic Development Fund 116 to General Fund of \$537,940 due to it no longer qualifying as a Special Revenue Fund per GASB 54.

Expenditure Adjustments (total increase of \$585,645)

- Increase the transfer to the Stormwater Maintenance Fund by \$7,299 (from \$34,323 to \$41,622) for the City's payment of stormwater utility fees.
- Increase Police Overtime for grant awards \$6,000 in FY 10-11.
- Increase Police Training expenditures for grant awards \$10,691 in FY 10-11.
- Increase Plant & Tree expenditures for Dept. of Agriculture grant award of \$17,997.
- Increase Professional Services by \$537,940 for closure of Fund 116 as it no longer qualifies as a Special Revenue Fund per GASB 54.

SPECIAL REVENUE FUNDS

Administrative Impact Fee Fund (101) - \$1,265

- Increase transfer from 08 Revenue Bond - Fund 335 to cover reimbursement of prior year bond payment with a corresponding decrease in fund reserves.

Federal Law Enforcement Trust Fund (106) - Total increase of \$2,161

- Increase budget for Other Machinery & Equipment by \$23,885 for install of Security System at PD. This was funded mostly by budget reduction in Reserves of \$21,724 and an increase of Prior appropriations of \$2,161.

Solid Waste Fund (115) - \$24,000

- Increase expenditures in Contractual Services covered by increased Recycling Revenue in the amount of \$24,000.

Economic Development Fund (116) - \$200,940

- Increase Budget Appropriations and Transfer to General Fund to accommodate the closing of net position of \$200,940. The reason for the closing of this fund is that it no longer meets the definition of a Special Revenue Fund per GASB 54.

Building Services Fund (120) - \$48,000

- Increase Building revenue and a corresponding increase to Contract Services of \$13,000 for excess expenditures in the FY 10-11 Fiscal Year.
- Increase Transfer to General Fund from Appropriated Fund Balance for \$35,000 to reduce balance in Building Fund.

Stormwater Maintenance Fund (138) – No change in fund total

- Increase transfer from General Fund by \$7,299 for the City's payment of stormwater utility fees for City facilities (from \$34,323 to \$41,622). The revenue increase is offset by a corresponding decrease in appropriated fund balance.

CAPITAL PROJECT FUNDS

Vehicle Replacement Fund (302) - Total increase of \$368,101

- Appropriate \$368,101 for lease purchased arrangement. There is a corresponding decrease in the reserve for contingency from \$368,101.

Local Option Gas Tax Fund (309) - Total increase of \$4,500,000

- Increase Aid to other Governments by \$4,500,000 for a Local Funding Agreement with the State of Florida Dept. of Transportation. The project is for the SR 426 / CR 419 project. There is a corresponding use of Prior Fund Balance of \$4,500,000 to fund the project contribution.

Technology Improvements Fund (320) - Total increase of \$126,449

- Recognize lease proceeds agreement with an increase of Lease Proceeds Revenues amount of \$122,696 and Budget Appropriations in the amount of \$3,753 for Police laptops and PC's. Increase budget for Repairs & Maintenance by \$25,680 and Small Tools by \$100,769.

2008 Revenue Bond Construction Fund (335) - Total increase of \$1,265

- Increase the Transfer to the Administrative Impact Fee Fund 101 to cover prior year bond payment in excess of amount already budgeted with use of Prior Year Fund Balance of \$1,265.

ENTERPRISE FUNDS

Water/Wastewater Operating Fund (401) - Total increase of \$2,000

- Increase Transfer to Fund 402 by \$2,000 to cover Civil Engineering expense shortage in Fund 402 and a corresponding increase in Prior Year Fund Balance.

Reclaimed Water Construction Fund (402) - Total decrease of \$2,000

- Increase Transfer from Fund 401 by \$2,000 to cover expense shortage and a corresponding increase in Civil Engineering expenses.

Budget Impact: The total amount of the budget amendment inclusive of all interfund transfers is \$5,861,826.

Recommendation: It is recommended that City Council adopt Resolution No. 2453-11 that authorizes the FY 10-11 year-end budget amendment with a total increase of \$5,861,826 and a revised FY 10-11 total budget (net of interfund transfers and internal service charges) of \$70,782,693.

Attachment: Attachment 1 - Budget Amendment Detail

Prepared by: Jay C Maynard, Acting Finance Director

Reviewed by: Kathryn Breazeale, City Manager

FY 2010-11 YEAR-END BUDGET AMENDMENT BY APPROPRIATED FUND
--

"ATTACHMENT A"

<u>FUND NAME</u>	<u>Adopted Budget FY 10-11</u>	<u>Amended Budget FY 10-11</u>	<u>Adopted vs. Amended \$ Incr./ (Decr.)</u>
General Fund (001)	23,715,047	24,300,692	585,645
<u>SPECIAL REVENUE FUNDS</u>			
Administrative Impact Fee Fund (101)	270,774	272,039	1,265
Transportation Impact Fee Fund (102)	569,031	569,031	0
State/Local Law Enforcement Trust Fund (103)	42,443	42,443	0
Transportation Improvements Fund (105)	920,551	920,551	0
Federal Law Enforcement Trust Fund (106)	35,000	37,161	2,161
Police Impact Fee Fund (107)	363,624	363,624	0
Fire Impact Fee Fund (108)	168,751	168,751	0
Recreation Impact Fee Fund (109)	136,853	136,853	0
Solid Waste Fund (115)	2,407,460	2,431,460	24,000
Economic Development Fund (116)	348,500	549,440	200,940
Building Services Fund (120)	748,600	796,600	48,000
Stormwater Utility Fund (138)	<u>2,808,929</u>	<u>2,808,929</u>	<u>0</u>
Sub Total: Special Revenue Funds	8,820,516	9,096,882	276,366
<u>DEBT SERVICE FUNDS</u>			
Public Improvement Rev. Bond Sinking Fund (201)	2,052,465	2,052,465	0
General Obligation Bond Sinking Fund (203)	550,091	550,091	0
Lease Financing Fund (205)	<u>513,044</u>	<u>513,044</u>	<u>0</u>
Sub Total: Debt Service Funds	3,115,600	3,115,600	0
<u>CAPITAL PROJECT FUNDS</u>			
Vehicle Replacement Fund (302)	395,155	763,256	368,101
Evans St. Landfill Closure Fund (307)	12,100	12,100	0
Local Option Sales Tax Construction Fund (309)	1,157,171	5,657,171	4,500,000
Downtown Improvements Construction Fund (318)	8,110,577	8,110,577	0
Technology Improvements Fund (320)	131,872	258,321	126,449
OSC Extention Landfill Closure Fund (327)	29,354	29,354	0
General Facilities Improvements Fund (330)	1,153,928	1,153,928	0
2008 Revenue Bond Construction Fund (335)	1,388,104	1,389,369	1,265
Recreation Facilities Improvements Fund (340)	<u>178,438</u>	<u>178,438</u>	<u>0</u>
Sub Total: Capital Project Funds	12,556,699	17,552,514	4,995,815

FY 2010-11 YEAR-END BUDGET AMENDMENT BY APPROPRIATED FUND
--

"ATTACHMENT A"

<u>FUND NAME</u>	<u>Adopted Budget FY 10-11</u>	<u>Amended Budget FY 10-11</u>	<u>Adopted vs. Amended \$ Incr./ (Decr.)</u>
<u>ENTERPRISE FUNDS</u>			
Water/Sewer Utility Operating Fund (401)	11,989,983	11,991,983	2,000
Reclaimed Water Construction Fund (402)	1,383,660	1,385,660	2,000
Utility Sinking Fund (403)	3,793,958	3,793,958	0
Utility Renewal & Replacement Fund (406)	1,134,796	1,134,796	0
Vehicle and Equipment Replacement Fund (407)	108,553	108,553	0
Water System Impact Fee Fund (408)	478,871	478,871	0
Wastewater System Impact Fee Fund (409)	90,878	90,878	0
2007 Utility Rev. Note Construction Fund (415)	371,991	371,991	0
2010A Utility Rev. Bond Construction Fund (416)	911,014	911,014	0
2010B Utility Rev. Bond Construction Fund (417)	<u>5,527,055</u>	<u>5,527,055</u>	<u>0</u>
Sub Total: Enterprise Funds	<u>25,790,759</u>	<u>25,794,759</u>	<u>4,000</u>
<u>INTERNAL SERVICE FUNDS</u>			
Medical Insurance Fund (510)	<u>3,109,356</u>	<u>3,109,356</u>	<u>0</u>
TOTAL BUDGET APPROPRIATION	<u>77,107,977</u>	<u>82,969,803</u>	<u>5,861,826</u>
Less:			
Interfund Transfers (all funds combined)	(9,794,731)	(10,378,235)	(583,504)
Internal Service Charges (Medical Insurance Fund)	<u>(1,808,875)</u>	<u>(1,808,875)</u>	<u>0</u>
Sub Total	<u>(11,603,606)</u>	<u>(12,187,110)</u>	<u>(583,504)</u>
TOTAL NET BUDGET	<u>65,504,371</u>	<u>70,782,693</u>	<u>5,278,322</u>