

TAB 4



City of Palmetto Agenda Item

Meeting Date

10/17/11

Presenter: Jim Freeman

Department: City Clerk

Title:

Budget Amendment for Carry-Forward Encumbrances

PROBLEM: The FY2011-2012 budget does not include the carry-over purchase orders from FY2011.

BACKGROUND: Each year, the city carries forward the purchase orders which were outstanding at September 30. The accounting system also carries forward sufficient budget, unspent in FY2011, to support these purchase orders. This process amends the approved FY2012 budget and requires Commission's formal approval.

Attachment A lists, by fund and account number, the outstanding purchase orders carried forward into FY2012. The attachment also lists separate, the operating, operating capital projects, and CIP purchase orders. The total amount is \$3,256,608 of which \$282,168 is for operating, \$2,174,996 for operating capital projects, and \$799,444 is for CIP projects. Overall, the total amount is \$1,952,398.97 more than FY2010 carry-forward amount however, the operating encumbrances are only \$30,574.85 more than FY2011 .

Resolution 2011-34 includes funding for these purchase orders per Section 5E in the proposed Budget Policy. This section states that Fund Balance may be used as funding only if the fund meets the minimum requirements of the Fund Balance Policy or by approval of City Commission. Attachment B outlines the funding from fund balance for each fund as relates to the Budget Policy.

Budgeted Amount: **Budget Page No(s):** **Available Amount:** **Expenditure Amount:**

Additional Budgetary Information:

Funding Source(s): **Sufficient Funds Available:** Yes No **Budget Amendment Required:** Yes No **Source:**

City Attorney Reviewed: Yes No N/A **Advisory Board Recommendation:** For Against N/A **Consistent With:** Yes No N/A

Potential Motion/Direction Requested:

Staff Contact: Karen Simpson Finance

Attachments: Attachment A and Attachment B

RESOLUTION NO. 2011-34

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, AMENDING RESOLUTION NO. 2011-31, WHICH RESOLUTION ADOPTED THE BUDGET FOR FISCAL YEAR 2011-2012, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, from time to time it is necessary to increase or decrease revenues and expenditures in certain accounts, and;

WHEREAS, it is necessary to provide budgetary authorization for the expenditure of these funds;

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA:

Section 1: That appropriate line items of the fiscal year ending September 30, 2012 be amended by carry forward amounts of open Purchase Orders in the grand total of Three Million Two Hundred Fifty-Six Thousand Six Hundred Eight dollars (\$3,256,608), as evidenced in Attachment A as listed by department and purchase order number.

Section 2: That appropriate line items of the fiscal year ending September 30, 2012 be amended for the funding of Section 1 as evidenced in Attachments A and B.

Section 3: This Resolution shall become effective immediately upon its passage.

Section 4: All Resolutions and parts of Resolutions in conflict herewith are repealed.

Passed by the City Commission of the City of Palmetto, Florida in regular session with a quorum present and voting this 17th day of October, 2011.

CITY OF PALMETTO, FLORIDA
BY AND THROUGH THE CITY
COMMISSION OF THE CITY OF
PALMETTO

By: _____
SHIRLEY GROOVER BRYANT,
MAYOR

ATTEST: JAMES R. FREEMAN

By: _____
City Clerk

**2011 CARRY-FORWARD ENCUMBRANCES
RESOLUTION 2011 - 34
ATTACHMENT A**

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	ORDERED	DESCRIPTION	OPEN AMT	VENDOR NO/NAME
GENERAL FUND						
0015125223	Operating Expenses	1011075	10/1/2010	CITY HALL COFFEE SERVICES	178	19510 SNACKWORKS
0015126449	CH Capital Leases	1011305	12/21/2010	MITEL 5000 PHONE SYSTEM	40,824	9439 MITEL NETWORKS INC.
0015133101	Consulting	1011071	10/1/2010	REGULAR & SPECIAL IT CONTRACT LABOR	4,250	23423 BI IT CONSULTING SERVICES
0015135242	Small Tools/Equipment	1011943	9/27/2011	HP 2140 Fax Machine	60	8237 HEWLETT-PACKARD COMPANY
0015154405	Operating Lease	1011467	3/11/2011	CANON IR ADVANCED C5051 MNTC	81	30580 CANON BUSINESS SOLUTIONS,
0015155223	Operating Expenses	1011904	9/8/2011	SHIPPING & HANDLING	15	21253 BB&T FINANCIAL, FSB
0015155513	Technical/Training	1011904	9/8/2011	PROFESSIONAL PURCHASING GUIDE	330	21253 BB&T FINANCIAL, FSB
0015213421	Employee Testing	1011016	10/1/2010	PD DRUG/ALCOHOL SCREENING	80	9297 INDUSTRIAL MEDICAL MANAGEME
0015214405	Operating Lease	1011256	12/9/2010	CANON IMAGERUNNER 3235I F/PD	67	30580 CANON BUSINESS SOLUTIONS,
0015215513	Technical/Training	1011030	10/1/2010	CRM JUST GUN RANGE FEE	500	137900 MANATEE TECHNICAL INSTITU
0015403116	Contract Services	1011016	10/1/2010	DRUG SCREENING PROGRAM	158	9297 INDUSTRIAL MEDICAL MANAGEME
0015404405	Operating Lease	1011259	12/9/2010	CANON IMAGERUNNER IR C5035	88	30580 CANON BUSINESS SOLUTIONS,
0015404634	Repair & Maintenance	1011914	8/31/2011	PAINT VEHICLE #16723 THOE	644	60070 FASCO DISTRIBUTORS
0015405223	Operating Expenses	1011106	10/1/2010	COFFEE SERVICES - ADMIN	20	19510 SNACKWORKS
0015405401	Non-Capitalized Equipment	1011947	9/29/2011	LG 47LW5300 3D 1080P 120HZ LED	1,000	21253 BB&T FINANCIAL, FSB
0015423211	Engineering - PD Pond	1011460	3/1/2011	INSTALL MONITORING WELL & LAB ANALYSIS	1,282	167275 ATKINS
0015424405	Operating Lease	1011551	4/13/2011	CANON IMAGERUNNER 2535I F/ENG	5	30580 CANON BUSINESS SOLUTIONS,
0015425223	Operating Expenses	1011106	10/1/2010	COFFEE SERVICES - ENGINEERING	30	19510 SNACKWORKS
0015496401	Machinery & Equipment	1011920	9/8/2011	275 GAL DBL WALL HORZ TANK	9,948	175399 QUALITY AIR TOOL
0015724634	Repair & Maintenance	1011860	8/18/2011	Glidden Premium Latex Paint	214	8430 HOME DEPOT CREDIT SERVICES
0015724634	Repair & Maintenance	1011914	8/31/2011	paint spray bed veh.#116	644	60070 FASCO DISTRIBUTORS
0015724634	Repair & Maintenance	1011935	9/19/2011	3 OFFICES; CONFERENCE ROOM, RECEPTION AR	5,743	13135 MANASOTA FLOORING, INC
0015725223	Operating Expenses	1011106	10/1/2010	COFFEE SERVICES - PARKS	10	19510 SNACKWORKS
0015725242	Small Tools/Equipment	1011898	8/30/2011	2 GB MEMORY CARD W/READER	30	220204 VERIZON WIRELESS
00170431019013	FECC - Consulting	1011508	3/30/2011	ECCBG GRANT ADMINISTRATION	4,984	31574 CLARK COMMUNITIES, INC.
00170446349013	FECC - Repair and Maint	1011781	7/14/2011	LIGHTING SYSTEM RETROFIT	8,022	194844 SYNERGY LIGHTING SUPPLY
				TOTAL GENERAL FUND - OPERATING AS FUNDED FROM FUND BALANCE	79,207	
				TOTAL GENERAL FUND	79,207	
CRA FUND						
1905593101	Consulting	1011829	8/5/2011	LAMB/SUTTON PARK CONCEPT PLAN	1,563	131229 MOORE 2 DESIGN
1905593101	Consulting	1011887	8/30/2011	CONCEPTUAL GATEWAY MURAL	3,000	169999 PALMETTO ART CENTER
1905593116	Contract Services	1011020	10/1/2010	Security System for CRA Office	24	19020 DEVCON SECURITY SERVICES C
1905593116	Contract Services	1011022	10/1/2010	Weekly cleaning CRA Office	120	140040 NEAT & BRIGHT CLEANING SE
1905593116	Contract Services	1011023	10/1/2010	Monthly water service CRA Offc	12	23142 WATER BOY, INC.
1905594111	Communications	1011416	2/22/2011	MAINT AGREEMENT	1,290	209600 TEN DIGIT PUBLISHING, IN
1905594405	Operating Lease	1011724	6/22/2011	CRA FINANCE CANON COPIER LEASE	406	30585 CANON FINANCIAL SERVICES I
1905594405	Operating Lease	1011725	6/22/2011	CANON IR ADVANCED C5035 MNTC	404	30580 CANON BUSINESS SOLUTIONS,
1905594405	Operating Lease	1011726	6/22/2011	NETWORK SURGE PROTECTOR	96	30580 CANON BUSINESS SOLUTIONS,
1905595223	Operating Expenses	1011944/1	9/27/2011	FORECAST PRO XE SOFTWARE	3,310	25050 BUSINESS FORECAST SYSTEMS
1905596300	Imprvmts not Buildings	910277/4	1/7/2010	GEOTECHNICAL & CONSTRUCTION SERVICES	13,193	29660 ZNS ENGINEERING L.C.
1905598211	Commercial Renovation	1011815	7/27/2011	SFG#11-07, LEO MILLS	3,392	13790 LEO MILLS & ASSOCIATES, IN
1905598212	Community Renovation Program	60288	11/30/2004	HABEN BLVD IMPROVEMENTS	5,184	29660 ZNS ENGINEERING L.C.
1905598214	CRA Community	910186	12/2/2009	Public art project CRA Murals	2,100	169999 PALMETTO ART CENTER
1905598221	Residential Revitalization Program	1011817	8/3/2011	PILOT PROJECT 304 11TH ST WEST	7,702	102402 MANATEE CO HABITAT FOR HU
				TOTAL CRA FUND - OPERATING AS FUNDED FROM FUND BALANCE	41,796	
19055963001101	MLK Park	1011907	9/8/2011	WORK ASSNMT#001	12,500	13790 LEO MILLS & ASSOCIATES, IN
				TOTAL CRA FUND - CAPITAL PROJECTS AS FUNDED FROM FUND BALANCE	12,500	
				TOTAL CRA FUND	54,296	
CAPITAL PROJECTS FUND						
30160763007573	Sidewalk Rplmt - Expenses	1011933	9/1/2011	PEDESTRIAN IMP PROJECT 11-631	51,288	112124 KUXHAUSEN CONSTRUCTION IN
				TOTAL CAPITAL PROJECTS FUND - CIP AS FUNDED FROM FUND BALANCE	51,288	
30160731207554	7th St Ext Eng Road and Bridge	77406	7/16/2007	7th Street Extension Project	11,627	12607 LOMBARDO, FOLEY & KOLARIK I
30160763007555	10th & 10th Project	89642	4/1/2009	10TH ST-10TH AVE IMPROVEMENT	2,455	12607 LOMBARDO, FOLEY & KOLARIK I
30160763007576	10th & 14th Project	89641	4/1/2009	10TH ST-14TH AVE IMPROVEMENT	433	12607 LOMBARDO, FOLEY & KOLARIK I
30160763009601	23rd St Realignment	1011236	11/1/2010	23RD STREET PRE-CONSTRUCTION	837	85311 HEIDT DESIGN LLC.
				TOTAL CAPITAL PROJECTS FUND - CIP AS FUNDED FROM LOAN FUNDS	15,352	
30170163007555	FDOT 10th St W and 10th Ave	1011895/1	8/16/2011	CONSTRUCTION 10TH & 10TH AV	189,103	81559 HIGHWAY SAFETY DEVICES INC
				TOTAL CAPITAL PROJECTS FUND - CIP AS FUNDED FROM GRANT FUNDS	189,103	
				TOTAL CAPITAL PROJECTS FUND	255,743	
ROAD AND BRIDGE FUND						
3075414634	Repair & Maintenance	1011572	4/13/2011	Utility Pole Stabilizing	750	6460 FPL
3075414634	Repair & Maintenance	1011926	9/6/2011	15824-6 rebuild kit	272	16510 PATS PUMP & BLOWER
3075415223	Operating Expenses	1011106	10/1/2010	COFFEE SERVICES - STREETS	13	19510 SNACKWORKS
3075415242	Small Tools/Equipment	1011898	8/30/2011	2 GB MEMORY CARD W/READER	15	220204 VERIZON WIRELESS
3075415302	Materials-Road Repairs&Maint	1011946	9/27/2011	RELOCATE SCHOOL FLASHER,SIGNS	1,524	137261 MANATEE COUNTY
				TOTAL ROAD & BRIDGE FUND - OPERATING AS FUNDED FROM FUND BALANCE	2,574	
30754163001107	Improvement Not Bldg - Haben	1011764	7/5/2011	CONSTRUCTION - DRAINAGE	14,409	7105 GATOR GRADING & PAVING, LLC
30754163109014	Ward 1 Phase 2	1011599	5/3/2011	WARD 1 PHASE 2 PART A R/B	430,140	7105 GATOR GRADING & PAVING, LLC
30754163129014	Ward 1 Phase 2	1011599	5/3/2011	WARD 1 PHASE 2 PART B R/B	159,267	7105 GATOR GRADING & PAVING, LLC
				TOTAL ROAD & BRIDGE FUND - CAPITAL PROJECTS AS FUNDED FROM FUND BALANCE	603,816	
30770163001107	FDOT - Haben Blvd Roundabout	1011764	7/5/2011	HABEN BLVD ROUNDABOUT C/GRADE	367,000	7105 GATOR GRADING & PAVING, LLC
30770163009014	Ward 1 Phase 2 CDBG (R & B)	1011599	5/3/2011	STREET IMPROV-REPAVING PART B	267,946	7105 GATOR GRADING & PAVING, LLC
				TOTAL ROAD & BRIDGE FUND - CAPITAL PROJECTS AS FUNDED FROM GRANTS	634,946	
				TOTAL ROAD & BRIDGE FUND	1,241,336	

**2011 CARRY-FORWARD ENCUMBRANCES
RESOLUTION 2011 - 34
ATTACHMENT A**

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	ORDERED	DESCRIPTION	OPEN AMT	VENDOR NO/NAME
SOLID WASTE FUND						
4035345242	Small Tools/Equipment	1011898	8/30/2011	2 GB MEMORY CARD W/READER	15	220204 VERIZON WIRELESS
TOTAL SOLID WASTE FUND - OPERATING AS FUNDED FROM FUND BALANCE					15	
WATER/SEWER FUND						
4325335223	Operating Expenses	1011013	10/1/2010	CALL TICKETS SERVICE - WATER	2	19781 SUNSHINE STATE ONE CALL
4325335223	Operating Expenses	1011106	10/1/2010	COFFEE SERVICES - WATER	22	19510 SNACKWORKS
4325335263	Water Purchased fr Resale	1011012	10/1/2010	CITY WATER FOR RESALE	89,615	13300 MANATEE COUNTY UTILITIES
4325336401	Machinery & Equipment-Wtr Lines	1011948	9/29/2011	HURCO SD250G SPIN DOCTOR	47,562	82466 HURCO TECHNOLOGIES, INC.
4325355223	Operating Expenses	1011013	10/1/2010	CALL TICKETS SERVICE- SEWER	101	19781 SUNSHINE STATE ONE CALL
4325355223	Operating Expenses	1011106	10/1/2010	COFFEE SERVICES - SEWER	22	19510 SNACKWORKS
4325374634	Repair & Maintenance	1011880	8/24/2011	repair all axle bearings&seals	2,600	23470 BOBCAT OF TAMPA BAY
4325376400	Machinery and Equipment	1011854	8/4/2011	REPLACE 40 HP HEADWORKS PUMP	18,630	2129 BARNEY'S PUMPS INC
TOTAL WATER/SEWER FUND - OPERATING AS FUNDED FROM FUND BALANCE					158,554	
43253363109014	Ward 1 Phase 2	1011599	5/3/2011	WARD 1 PHASE 2 PART A WATER	135,637	7105 GATOR GRADING & PAVING, LLC
43253363119014	Ward 1 Phase 2 - Admin	1011323	1/19/2011	CDBG PROJECT MANAGEMENT SERVIC	5,000	31574 CLARK COMMUNITIES, INC.
43253363129014	Ward 1 Phase II - Engineering	1011528	4/8/2011	WARD 1 PHASE II IMPROVEMENTS	10,644	12607 LOMBARDO, FOLEY & KOLARIK I
43253363129014	Ward 1 Phase II - Engineering	1011599	5/3/2011	WARD 1 PHASE 2 PART B WATER	11,256	7105 GATOR GRADING & PAVING, LLC
43253563109014	Ward 1 Phase 2	1011599	5/3/2011	WARD 1 PHASE 2 PART A SEWER	170,012	7105 GATOR GRADING & PAVING, LLC
43253563129014	Ward 1 Phase 2	1011599	5/3/2011	WARD 1 PHASE 2 PART B SEWER	7,192	7105 GATOR GRADING & PAVING, LLC
TOTAL WATER/SEWER FUND - CAPITAL PROJECTS AS FUNDED FROM FUND BALANCE					339,741	
43263231207554	7th St Ext Engineering Water	77406	7/16/2007	7th Street Extension Project	25,705	12607 LOMBARDO, FOLEY & KOLARIK I
43263331207554	7th St Ext Engineering Sewer	77406	7/16/2007	7th Street Extension Project	25,705	12607 LOMBARDO, FOLEY & KOLARIK I
43263363000621	WWTP Upgrades - Sewer	1011934	9/8/2011	CITY'S PORTION	31,627	17729 VEOLIA WATER NORTH AMERICA
TOTAL WATER/SEWER FUND - CIP PROJECTS AS FUNDED FROM LOAN FUNDS					83,037	
43270163339014	Ward 1 Phase 2 CDBG (Sewer)	1011599	5/3/2011	SEWER LINE REPLACEMENT PART B	17,567	7105 GATOR GRADING & PAVING, LLC
43270163359014	Ward 1 Phase 2 CDBG (Water)	1011599	5/3/2011	WATER LINE REPLACEMENT PART B	106,030	7105 GATOR GRADING & PAVING, LLC
43270431019013	FECC - Consulting	1011934	9/8/2011	GRANT CONSULTING - ENERGY EFFICIENCY	7,681	17729 VEOLIA WATER NORTH AMERICA
43270464019013	FECC - Equipment	1011934	9/8/2011	ENERGY EFFICIENT GRANT CONST.	86,178	17729 VEOLIA WATER NORTH AMERICA
TOTAL WATER/SEWER FUND - CAPITAL PROJECTS AS FUNDED FROM GRANTS					217,456	
TOTAL WATER/SEWER FUND					798,788	
STORMWATER FUND						
4405385223	Operating Expenses	1011106	10/1/2010	COFFEE SERVICES - STORMWATER	22	19510 SNACKWORKS
TOTAL STORMWATER FUND - OPERATING AS FUNDED FROM FUND BALANCE					22	
44053863109014	Ward 1 Phase 2	1011599	5/3/2011	WARD 1 PHASE 2 PART A STORM	117,242	7105 GATOR GRADING & PAVING, LLC
44053863129014	Ward 1 Phase 2	1011599	5/3/2011	WARD 1 PHASE 2 PART B STORM	45,860	7105 GATOR GRADING & PAVING, LLC
TOTAL STORMWATER FUND - CAPITAL PROJECTS AS FUNDED FROM FUND BALANCE					163,103	
44070163009014	Ward 1 Phase 2 CDBG (Stormwater)	1011599	5/3/2011	FLOOD AND DRAINAGE PART B	77,218	7105 GATOR GRADING & PAVING, LLC
TOTAL STORMWATER FUND - CAPITAL PROJECTS AS FUNDED FROM GRANTS					77,218	
TOTAL STORMWATER FUND					240,343	
REUSE FUND						
46053963109014	Ward 1 Phase 2	1011599	5/3/2011	WARD 1 PHASE 2 PART A REUSE	100,659	7105 GATOR GRADING & PAVING, LLC
46053963129014	Ward 1 Phase 2	1011599	5/3/2011	WARD 1 PHASE 2 PART B REUSE	25,558	7105 GATOR GRADING & PAVING, LLC
TOTAL REUSE FUND - CAPITAL PROJECTS AS FUNDED FROM FUND BALANCE					126,217	
46066063001624	Golf Course Ponds RCW Storage	1011930	9/9/2011	TERRA CEIA RECLAIMED WATER	6,189	167275 ATKINS
46066063005904	ASR Improv not Bldgs	78479	3/26/2007	EXPLORATORY WELL	454,475	167275 ATKINS
TOTAL REUSE FUND - CIP PROJECTS AS FUNDED FROM LOAN FUNDS					460,664	
TOTAL REUSE FUND					586,881	
TOTAL CITY-WIDE CARRY FORWARD ENCUMBRANCES					3,256,608	
BREAKDOWN OF CITY-WIDE ENCUMBRANCES						
TOTAL OPERATING ENCUMBRANCES - FUNDED FROM FUND BALANCE					282,168	
TOTAL CAPITAL PROJECTS IN OPERATING FUNDS					2,174,996	
TOTAL CIP PROJECTS					799,444	
TOTAL ENCUMBRANCES CARRIED FORWARD FROM FISCAL YEAR 2011					3,256,608	
BREAKDOWN OF CATEGORIES						
FUNDED FROM FUND BALANCE					1,245,377	
FUNDED FROM GRANTS					929,620	
TOTAL CAPITAL PROJECTS IN OPERATING FUNDS					2,174,996	
FUNDED FROM FUND BALANCE					51,288	
FUNDED FROM GRANTS					189,103	
FUNDED FROM LOAN FUNDS					559,053	
TOTAL CIP PROJECTS					799,444	

**2011 CARRY-FORWARD ENCUMBRANCES
RESOLUTION 2011-34
ATTACHMENT B**

Outstanding Purchase Orders

<u>Fund Name</u>	<u>Projected Available Fund Balance at 9/30/2011</u>	<u>Number of Months of 2012 Expenses</u>	<u>Operating Encumbrances</u>	<u>Fund Balance within Policy?</u>	<u>Fund with FB or surplus?</u>	<u>Amount of Surplus</u>
General Fund	4,089,642	5.18	79,271	yes	Fund Balance	
CRA			41,796	N/A	Fund Balance	
Road and Bridge	1,418,517	9.50	2,574	yes	Fund Balance	
Solid Waste	510,245	2.95	15	no	Surplus	75,513
Water and Sewer	1,921,161	4.88	158,554	yes	Fund Balance	
Stormwater	(360,606)	(4.64)	22	no	Surplus	59,087
Reuse	(52,389)	(5.74)		no	N/A	
	<u>7,526,570</u>		<u>282,232</u>			

Notes:

Only operating PO's need be funded from fund balance or surplus.
Operating Capital Projects and CIP PO's are funded separately through the CIP process either by fund balance, loan funds or grants. Grants have matching revenue.