

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Budget Change Requests, Budget Amendment Requests and Special Items

DEPARTMENT: Fiscal Services **DIVISION:** Budget

AUTHORIZED BY: Lisa H. Spriggs **CONTACT:** Amanda Mays **EXT.** 7175

Agenda Date 11/18/03 **Regular** **Consent** **Work Session** **Briefing**
Public Hearing – 1:30 **Public Hearing – 7:00**

MOTION/RECOMMENDATION:

Approval and authorization for the Chairman to execute the following:

BACKGROUND:

FY: 2002/03

13 **Budget Amendment Request, \$381,952 – Community Services: 00100 – General Fund.** Medicaid Billings to the County increased significantly during FY 02/03 due to changes in State legislation. Billings for FY 02/03 have ceased and a transfer is necessary to replenish the account line (the budgets for FY 03/04 and FY 04/05 were adjusted during the budget planning process to accommodate the future increases). A portion of the transfer (\$161,147) will be needed from General Fund Reserves resulting in a FY 02/03 reserve balance of \$7,445,958 after the transfer.

14 **Budget Amendment Request, \$50,080 – Judicial: 00100 – General Fund.** Requesting the following budget increase to recognize an increase in revenue due to filing fees coming in higher than expected and accommodate the final annual expenditures for the Legal Aid Office. Legal Aid is supported through a \$16 filing fee per Florida Statute section 28.2401 and their budget is based on revenues received each fiscal year.

FY: 2003/04

15 **Budget Amendment Request, \$12,676 – Judicial: 00100 – General Fund.** Due to State budget shortfalls, grant-in-aid funding for Civil Traffic Infraction Court has been modified. Therefore, in-kind service will be reduced. The grant was decreased to \$16,183 of which \$6,659 was expended in the 2002/03 fiscal year (the State fiscal year runs from July 1 – June 30), leaving a balance of \$9524 to be budgeted to the current fiscal year. As of the current fiscal year the County will be matching this grant with

Reviewed by:

Co Atty: _____

DFS: _____

Other: _____

DCM: _____

CM: _____

File No. CF5B00

in-kind services provided through the salaries of one Deputy from the Sheriff's Office and one Trial Clerk from County Court. This transaction will result in a transfer of \$12,676 to the General Fund Contingency account line.

16 Budget Amendment Request, \$1,165,000 – Public Works: 11541 – 2001 Sales Tax Fund. This transfer will provide construction funds for Minor Roads projects required due to unanticipated changes in scope and final construction cost estimates and provide for a study to determine the feasibility of intersection improvements for a project. Funds are available in Contingency account lines and the Reserve for Capital Improvement account line. After this transfer, the balance remaining in the Reserves for Capital Improvement will be \$ 4,217,641.

17 Budget Amendment Request, \$25,000 – Public Safety: 00100 – General Fund. The Emergency Management Division of Public Safety received a Citizens Corps/CERT (Community Emergency Response Team) grant under FEMA funding from the Department of Community Affairs, Division of Emergency Management, for the amount of \$25,000. The purpose of the grant is to prepare program managers and instructional teams to initiate and expand the CERT training program.

2003-R- **BUDGET AMENDMENT REQUEST**

TO: Seminole County Board of County Commissioners
 FROM: Department of Fiscal Services
 SUBJECT: **Budget Amendment Resolution**
 Department: **Community Services**
 Fund(s): **General Fund (00100)**
 FY: **2002/03**

DFS Recommendation	
Crockett Hunter <i>AKM</i>	11/04/03
Analyst <i>LS</i>	Date <i>11/4/03</i>
Director	Date

PURPOSE: Medicaid Billings to the County increased significantly during FY 02/03 due to changes in State legislation. Billings for FY 02/03 have ceased and a transfer is necessary to replenish the account line (the budgets for FY 03/04 and FY 04/05 were adjusted during the budget planning process to accommodate the future increases). A portion of the transfer (\$161,147) will be needed from General Fund Reserves resulting in a FY 02/03 reserve balance of \$7,445,958 after the transfer.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.
 In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
069100-00100-53034000			Contracted Services	\$218,305
069100-00100-53031000			Professional Services	\$2,500
999901-00100-59099998			Reserves for Contingency	\$161,147
Total Sources				\$381,952

Uses:

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
069100-00100-53049000			Other Charges/Obligations	\$381,952
Total Uses				\$381,952

BUDGET AMENDMENT RESOLUTION

This Resolution, 2003-R-_____ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida _____ as reflected in the minutes of said meeting.

Attest:

 Maryanne Morse, Clerk to the Board of County Commissioners

By: _____
 Daryl G. McLain
 Chairman

Date: _____

Date: _____

Entered by County Finance Department

Date: _____

2003-R- **BUDGET AMENDMENT REQUEST**

TO: Seminole County Board of County Commissioners
FROM: Department of Fiscal Services
SUBJECT: **Budget Amendment Resolution**
Department: **Judicial – Legal Aid**
Fund(s): **General Fund (00100)**
FY: **2002/03**

DFS Recommendation	
Deborah Smith <i>AKM</i>	10/20/03
Analyst <i>LSB</i>	Date <i>11/4/03</i>
Director	Date

PURPOSE: Requesting the following budget increase to recognize an increase in revenue due to filing fees coming in higher than expected and accommodate the final annual expenditures for the Legal Aid Office. Legal Aid is supported through a \$16 filing fee per Florida Statute section 28.2401 and their budget is based on revenues received each fiscal year.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Account Number	Account Title	Amount
00100-34170100	Legal Aid - County	50,277
00100-34175000	Legal Aid – Circuit	2,179
00100-39999900	Beginning Fund Balance	(2,376)
Total Sources		50,080

Uses:

Account Number	Account Title	Amount
037000-53034000	Legal Aid – Contracted Services	50,080
Total Uses		50,080

BUDGET AMENDMENT RESOLUTION

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Attest:

Maryanne Morse, Clerk to the Board of County Commissioners

By: _____
Daryl G. McLain
Chairman

Date: _____

Date: _____

Entered by County Finance Department

Date: _____

2003-R- **BUDGET AMENDMENT REQUEST**

TO: Seminole County Board of County Commissioners
FROM: Department of Fiscal Services
SUBJECT: **Budget Amendment Resolution**
Department: **Judicial**
Fund(s): 00100 – General Fund
FY: 2003/04

DFS Recommendation	
Deborah Smith <i>AKM</i>	10/29/03
Analyst <i>AKM</i>	Date
Director	11/4/03
	Date

PURPOSE: Due to State budget shortfalls, grant-in-aid funding for Civil Traffic Infraction Court has been modified. Therefore, in-kind service will be reduced. The grant was decreased to \$16,183 of which \$6,659 was expended in the 2002/03 fiscal year (the State fiscal year runs from July 1 – June 30), leaving a balance of \$9524 to be budgeted to the current fiscal year. As of the current fiscal year the County will be matching this grant with in-kind services provided through the salaries of one Deputy from the Sheriff's Office and one Trial Clerk from County Court. This transaction will result in a transfer of \$12,676 to the General Fund Contingency account line.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
031700-00100-53031000			Professional Services	12,226
031700-00100-53040000			Travel and Per Diem	375
031700-00100-53051000			Office Supplies	75
Total Sources				12,676

Uses:

Account Number	AS400 CIP#	PENT CIP#	Account Title	Amount
999901-00100-59099998			Reserves for Contingency	12,676
Total Uses				12,676

BUDGET AMENDMENT RESOLUTION

This Resolution, 2003-R-_____ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida _____ as reflected in the minutes of said meeting.

Attest:

Maryanne Morse, Clerk to the Board of County Commissioners
Date: _____

By: _____
Daryl G. McLain
Chairman
Date: _____

Entered by County Finance Department

Date: _____

2003-R- **BUDGET AMENDMENT REQUEST**

TO: Seminole County Board of County Commissioners
FROM: Department of Fiscal Services
SUBJECT: **Budget Amendment Resolution**
Department: Public Works - Engineering
Fund(s): 11541 2001 Sales Tax – Seminole County
FY: 2003/04

DFS Recommendation	
Analyst <i>JMS</i>	Date <i>10/30/03</i>
Director	Date <i>11/4/03</i>

PURPOSE: (See Attached for Project Details). This transfer will provide construction funds for Minor Roads projects required due to unanticipated changes in scope and final construction cost estimates and provide for a study to determine the feasibility of intersection improvements for a project. Funds are available in Contingency account lines and the Reserve for Capital Improvement account line. After this transfer, the balance remaining in the Reserves for Capital Improvement will be \$ 4,217,641.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Account Number	Account Title	Amount
077541-11541-56065000	1920-11 PE51317Z CIP Collector Safety/Enhanc. Conting.	200,000
077541-11541-56061000	1916-27 PE51308Z Land Minor Rd. Contingency	66,667
077541-11541-56067000	1916-27 PE51308Z Const. Minor Rd. Contingency	66,667
077541-11541-56068000	1916-27 PE51308Z Design Minor Rd. Conting.	66,667
999941-11541-59099994	Reserve for Capital Improvement	764,999
Total Sources		1,165,000

Uses:

Account Number	Account Title	Amount
077541-11541-56067000	1916-09 PE70082X Const. SR46@Orange Blvd.	200,000
077541-11541-56067000	1916-15 PE70088X Const. Longwood/Markham Rd.	270,000
077541-11541-56067000	1916-19 PE70109X Const. SR46@Rinehart Rd.	125,000
077541-11541-56067000	1920-01 PE70062X Const. Markham Woods Rd.	550,000
077541-11541-56068000	1920-12 PE70133X Design Lake Mary Blvd	20,000
Total Uses		1,165,000

BUDGET AMENDMENT RESOLUTION

This Resolution, 2003-R-_____ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida _____ as reflected in the minutes of said meeting.

Attest:

Maryanne Morse, Clerk to the Board of County Commissioners

By: _____
Daryl G. McLain
Chairman

Date: _____

Date: _____

Entered by County Finance Department

Date: _____

**Need for Funding Changes
2001 Renewed Sales Tax Fund 11541
Department of Public Works - Engineering**

<u>To</u>	<u>Project</u>	<u>Pentamation / AS400</u>	<u>Amount</u>	<u>Description</u>
Minor Road Projects 077541-56067000	SR 46 @ Orange Intersection Improvement	PE 70082X 1916-09	\$200,000	Increased cost is due to Signal conversion to Mast Arm and Const Cost. Estimate update based on final design.
Minor Road Projects 077541-56067000	Lngwd/Mrkhm Rd Road rebuilding From Markham To SR46	PE70088X 1916-15	\$270,000	Increased cost is due to Base Conditions that require rebuilding and incorporates the Traffic Engineering intersection safety improvements.
Minor Road Projects 077541-56067000	SR 46@ Rinehart Rd 2nd left turn lane with drainage improvements.	PE70109X 1916-19	\$125,000	Bids came in higher than preliminary construction estimate Increased cost is based on final design and specifications, including
Minor Road Projects 077541-56067000	Markham Woods Rd Three Laning From Springs LandingTo E.E. Williamson	PE70062 1920-01	\$550,000	ex-filtration systems and other changes recommended by Road Ops for increasing the life of the system
Minor Road Projects 077541-56068000	Lake Mary Blvd. PD&E Study Phase	PE70133X 1920-12	\$20,000	Determine the feasibility of intersection improvements that could be accommodated to improve the operations along Lake Mary Blvd. from Lake Emma Rd. to Rinehart Rd. The study will focus on working within the existing ROW and will be based on simulation of existing traffic patterns. Study is needed based on recent evaluation of 2003 data indicating increased traffic delays.
Total			\$1,165,000	



STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

*"Dedicated to making Florida a better place to call home"*JEB BUSH
GovernorCOLLEEN CASTILLE
Secretary

October 2, 2003

PLEASE SIGN & RETURN THE ENCLOSED CONTRACTS -VIA OVERNIGHT DELIVERY

Chairman Daryl McLain
 C/O Joe McCluan - Seminole Co. Emergency Management Manager
 150 Bush Boulevard
 Sanford, Fl. 32773

RE: FUND OFFERING LETTER

Dear Mr. McCluan:

We are pleased to inform you that your Citizen Corps/CERT (Community Emergency Response Team) grant application under the FEMA funding has been approved for an award in the amount of \$ 25,000.00. The Department of Community Affairs, Division of Emergency Management, is pleased to forward to you an Agreement for your recently awarded funds. Enclosed are four (4) copies to be executed by the proper official.

Prior to execution of this Agreement, you are asked to carefully review it in its entirety. **Section 10(c), Notice and Contact, page 8 must be completed on all copies before returning the Agreements to the Department.** Also, provisions under Section 16 (b) Funding/Consideration allows you to request an advance of funds. The advance of funds may not exceed the expected cash needs of the Recipient within the first three months of the agreement. If an advance payment is requested, the budget data on which the request is based and justification statement must be completed on Attachment F (Justification of Advance) on all copies.

ALL 4 COPIES NEED AN ORIGINAL SIGNATURE AND MUST BE SIGNED BY THE SAME AUTHORIZED OFFICIAL WHO SIGNED THE APPLICATION GRANT. ALL 4 COPIES NEED TO BE SIGNED AND RETURNED ASAP-PREFERABLY WITHIN 14 DAYS. PLEASE RETURN THE SIGNED CONTRACTS VIA OVERNIGHT DELIVERY.

If there are any questions contact Tom Weaver, CERT State Coordinator at 850-413-9891 or Ted Keith at 850-413-9817 (M-W) (who is covering Tom Magnuson's position Oct 1-20 while Tom is working Hurricane Isabel recovery). Tom Magnuson, CERT Grants Manager should be back on Oct. 20th and can be reached at 850-414-7768.

2555 SHUMARD OAK BOULEVARD • TALLAHASSEE, FLORIDA 32399-2100
 Phone: 850.488.8466/Suncom 278.8466 FAX: 850.921.0781/Suncom 291.0781
 Internet address: <http://www.dca.state.fl.us>

CRITICAL STATE CONCERN FIELD OFFICE
 2796 Overseas Highway, Suite 212
 Marathon, FL 33050-2227

COMMUNITY PLANNING
 2555 Shumard Oak Boulevard
 Tallahassee, FL 32399-2100

EMERGENCY MANAGEMENT
 2555 Shumard Oak Boulevard
 Tallahassee, FL 32399-2100

HOUSING & COMMUNITY DEVELOPMENT
 2555 Shumard Oak Boulevard
 Tallahassee, FL 32399-2100

2003-R- BUDGET AMENDMENT REQUEST

TO: Seminole County Board of County Commissioners
FROM: Department of Fiscal Services
SUBJECT: Budget Amendment Resolution
Department: Public Safety
Fund(s): 00100 - General Fund
FY: 2003/04

DFS Recommendation
Deborah Smith Analyst
Date 11/04/03
Date 11/4/03

PURPOSE: The Emergency Management Division of Public Safety received a Citizens Corps/CERT (Community Emergency Response Team) grant under FEMA funding from the Department of Community Affairs, Division of Emergency Management, for the amount of \$25,000. The purpose of the grant is to prepare program managers and instructional teams to initiate and expand the CERT training program.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

Sources:

Table with 3 columns: Account Number, Account Title, Amount. Row 1: 00100-33423000, Emergency Management Grant, 25,000. Total Sources: \$25,000.

Uses:

Table with 3 columns: Account Number, Account Title, Amount. Rows: 055600-00100-51014000 (Overtime, 1,250), 055600-00100-53034000 (Contracted Services, 2,476), 055600-00100-53040000 (Travel and Per Diem, 750), 055600-00100-53052000 (Operating Supplies, 20,524). Total Uses: \$25,000.

BUDGET AMENDMENT RESOLUTION

This Resolution, 2003-R-_____ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida _____ as reflected in the minutes of said meeting.

Attest:

Maryanne Morse, Clerk to the Board of County Commissioners

By: Daryl G. McLain, Chairman

Date: _____

Date: _____

Entered by County Finance Department

Date: _____