

## M E M O R A N D U M

Date: January 27, 2015

**TO:** Town Commission  
**FROM:** Dave Bullock, Town Manager  
**SUBJECT:** Resolution 2015-01, Budget Transfer in the Amount of \$66,315.00 Within the Utility Capital Fund for New Utility Capital Manager Position

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The Town Commission considered this request at their January 20, 2015 Regular Workshop Meeting and forwarded Resolution 2015-01 to the February 2, 2015 Regular Meeting for formal action. As explained during Workshop discussion this position will augment the ability of the Public Works Utility Division to manage the various significant capital and operational projects. Discussion by the Town Commission centered on the Sliplining/Inflow and Infiltration program and whether this could better be handled through outside consultants instead of hiring a full time manager. It is my recommendation that operationally the Town would be better served with this new position. If approved this staff member would be an integral member of the management team of the Public Works Department. The specific projects and duties of this new position are enumerated below.

The Utility Department has a need for a new position to oversee and administer both current and future capital projects related to water and sewer infrastructure. As you know, two years ago the Town Engineer position was split between Utilities Division and Town Manager's Office. Anne Ross continues to manage certain aspects of the utility operations and capital projects. Her current duties as Assistant Town Manager have shifted her attention to other activities that prevent her from daily involvement in the Utilities Division of the Public Works Department.

The work load and capital projects within the Utilities Divisions are increasing and will dramatically increase in the coming years. It is for this reason that I am recommending that a new position be created to assist the Public Works Director in managing the day-to-day projects within the Utility Division. The funding for this full time position will be from the Utility Fund and can be funded from the current Capital Projects Fund.

This new position will, among other things, oversee the following major capital projects:

- Rehab of lift station 8-D
- Sliplining/ Inflow and Infiltration (I&I) Program
- GMD Gravity Crossing
- Minor and Intermediate lift stations
- SCADA Upgrade
- Wetwell and Manhole Repairs
- Large Meter Replacement Program
- Potable Water Main Valve Exercise Program

Resolution 2015-01 transfers the estimated cost of \$66,315.00, for this new position, including benefits, for the period effective February 15, 2015 through September 30, 2015. The amount will be funded from one of the projects the new position will manage, Slipline Gravity Capital program in the Fiscal Year (FY) 2014-2015 budget. There is currently \$600,000 in the Slipline Gravity Capital line item leaving a balance of \$533,685.

Please don't hesitate to contact me if you have any questions.

**RESOLUTION 2015-01**

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY,  
FLORIDA, AMENDING THE FISCAL YEAR 2014-2015 UTILITY  
CAPITAL FUND BUDGET TO PROVIDE FOR A NEW UTILITY  
MANAGER; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Longboat Key has budgeted, in the Utility Capital Fund unencumbered and unexpended funds for Slipline Gravity Sewer Lines; and,

**WHEREAS**, the Utility Department has requested the Town hire a utility manager to perform administrative and oversight functions related to utility capital and operations; and,

**WHEREAS**, the Town desires to use Fiscal Year (FY) 2015 remaining balances in Slipline Gravity Sewer Lines in the amount of \$66,315.00 toward the utility manager position, and

**WHEREAS**, a budget transfer of available funds must occur in the FY 2014-2015 budget; and,

**WHEREAS**, the Town of Longboat Key, Town Charter, Article V, Section 9(d) provides for such action.

**NOW, THEREFORE**, be it resolved by the Town Commission of the Town of Longboat Key, Florida, that:

SECTION 1. The above Whereas clauses are true and correct and are hereby ratified and confirmed.

SECTION 2. The Town Commission hereby transfers, in the FY 2014-2015 budget, Sixty-six thousand, three hundred fifteen and No/100 Dollars (\$66,315.00) from account 404.5301.536.6356, Slipline Gravity Sewer Lines, to the following accounts:

Transfers to:	
404.5401.536.1201 Wages Regular	\$48,500.00
404.5401.536.2101 FICA Taxes	3,710.00
404.5401.536.2204 Town Contrib Def Comp /ICMA 401A	4,400.00
404.5401.536.2301 Insurance/Medical	8,600.00
404.5401.536.2302 Insurance/Disability	235.00
404.5401.536.2304 Insurance/Life	140.00
404.5401.536.2401 Workers Compensation	<u>730.00</u>
	\$66,315.00

SECTION 3. This Resolution shall become effective immediately upon adoption.

Passed by the Town Commission of the Town of Longboat Key on the \_\_\_\_\_ day  
of \_\_\_\_\_, 2015.

ATTEST:

\_\_\_\_\_  
James L. Brown, Mayor

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Trish Granger, Town Clerk



**End of Agenda Item**