

M E M O R A N D U M

To: Tom Harmer, Town Manager
From: Susan Smith, Finance Director
Report Date: October 7, 2021
Meeting date: November 1, 2021
Subject: Resolution 2021-25, Amending the FY21 General Fund Budget in the Amount of \$30,000 to Cover COVID-19 Expenses and Amending the Facilities Fire Stations Capital Fund \$1,570 to Establish Account for the Longboat Key Garden Club Donation

Recommended Action

Hold public hearing, and pass Resolution 2021-25.

Background

The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed the appropriations), per Town Charter is at the department level. This means that departments may go over or under budget on individual line items, but they are not allowed to exceed the expenditures appropriated for their department budget in total.

For transfers between departments or programs, Article V, Section 9 (d), of the Town Charter, states that the Town Manager may transfer up to \$20,872 (\$20,000.00 adjusted for CPI US City Average measured each year on 09/30) between line items within or between departments or among programs. Transfers greater than \$20,872 require Town Commission approval.

The occurrences which cause an overage in the departmental line items are communicated on a regular basis to the Town Manager by Department Heads and Finance staff. In some circumstances, the Town waits until the close of the year end to finalize the process. There is also the possibility that additional approvals may be required as a result of the year-end audit adjustments.

Based on the explanation above, the requested budget adjustments are detailed below:

Fund 001 General Fund

Due to the continued public health response associated with COVID-19, the Town purchased face masks, disinfecting wipes, alcohol wipes, signage, temperature readers, disinfectant sprayers and other minor equipment during the year. The Fire Department also purchased Air Purification Systems for apparatus. As a result, the Emergency Management Department expenses exceed budget by \$30,000.

Resolution 2021-25 transfers \$30,000 from General Fund Contingency to cover unbudgeted costs associated with the Town's response to COVID-19 in the Emergency Management department budget as detailed below. The current Contingency balance

(General and Red Tide) remaining after the proposed transfer is \$209,980. Finance continues to seek FEMA reimbursement for eligible expenses throughout the pandemic for as long as the program is active.

Account number	Account Description	Increase (Decrease)
001-20-21-552.5208-COVID19	Miscellaneous Operating Supplies	\$12,547
001-20-21-564.6403-COVID19	Other Equipment	11,655
001-20-21-552.5210-COVID19	Minor Equipment	<u>5,798</u>
Total Emergency Management		\$30,000
001-10-31-599.9901	Contingency	<u>\$(30,000)</u>
Total Contingency		\$(30,000)

Fund 300 Facilities – Fire Stations

During the year, the Longboat Key Garden Club donated \$1,570 for landscaping at the two Fire Stations. Resolution 2021-25 establishes a separate line item to track the restricted funds within the Capital Project Fund as shown below:

Account number	Account Description	Increase (Decrease)
300-00-20-366-0001-GRDNCLB	Contribution / Longboat Key Garden Club	<u>\$1,570</u>
Total Revenue		\$1,570
300-20-20-563.6301-GRDNCLB	Landscaping Improvements	<u>\$1,570</u>
Total Expense		\$1,570

Staff Recommendation

Hold public hearing, and pass Resolution 2021-25.

Attachments

Resolution 2021-25

RESOLUTION 2021-25

A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE FISCAL YEAR ADOPTED BUDGET BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; TRANSFERRING FUNDS FROM REVENUES, OTHER FINANCING SOURCES OR OTHER EXPENSE LINES TO COVER OVERAGES IN OPERATING DEPARTMENT EXPENSES WITHIN ADOPTED FUND BUDGETS, PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, throughout the fiscal year individual department expenditure accounts may go over budget requiring a budget transfer to be made; and

WHEREAS, the legal level of budgetary control (i.e., the level at which expenditures may not legally exceed the appropriations), pursuant to Town Charter is at the Department level; and,

WHEREAS, the Town Manager has the authority to transfer appropriations up to \$20,872 between or within departments within the same fund; and,

WHEREAS, budget transfers greater than \$20,872, or amendments which change the original budget in total or amendments requiring the use of unappropriated fund balance, require Town Commission approval; and,

WHEREAS, the Emergency Management Department, within the General Fund, exceeded budgetary appropriations by \$30,000, due to the continued public health response expenses associated with COVID-19; and,

WHEREAS, the Town desires to utilize General Fund Contingency to increase the Emergency Management budget by \$30,000; and,

WHEREAS, the amount remaining in General Fund Contingency after this transfer is \$209,980.00; and,

WHEREAS, the Finance Director certifies that there are available and unallocated funds in the Fiscal Year (FY) 2020-2021 budget in the General Fund Contingency account to make the above referenced transfer; and,

WHEREAS, the Town received a donation of \$1,570 from the Longboat Key Garden Club for landscaping at the two Fire Stations; and,

WHEREAS, the Town desires to amend the Facilities Fire Station Capital Project Fund to establish budget line items to record the revenue and track the restricted expenses within the Facilities Fire Station Capital Project Fund; and,

WHEREAS, Article V, Section 9 of the Town Charter provides for such budget amendments; and,

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, confirmed and fully incorporated by reference.

SECTION 2. The General Fund of the Town of Longboat Key for the fiscal year beginning October 1, 2020, and ending September 30, 2021, as adopted pursuant to Resolution 2020-14 is hereby amended to transfer a total of Thirty Thousand and 00/100 dollars (\$30,000.00) as shown below.

Account number	Account Description	Increase (Decrease)
001-20-21-552.5208-COVID19	Miscellaneous Operating Supplies	\$12,547
001-20-21-564.6403-COVID19	Other Equipment	11,655
001-20-21-552.5210-COVID19	Minor Equipment	<u>5,798</u>
Total Emergency Management		\$30,000
001-10-31-599.9901	Contingency	<u>\$(30,000)</u>
Total Contingency		\$(30,000)

SECTION 3. The Facilities Fire Stations Capital Project Fund of the Town of Longboat Key for the fiscal year beginning October 1, 2020, and ending September 30, 2021, as adopted pursuant to Resolution 2020-14 is hereby amended for a total of One Thousand Five Hundred Seventy and 00/100 dollars (\$1,570.00) as shown below.

Account number	Account Description	Increase (Decrease)
300-00-20-366-0001-GRDNCLB	Contribution / Longboat Key Garden Club	<u>\$1,570</u>
Total Revenue		\$1,570
00-20-20-563.6301-GRDNCLB	Landscaping Improvements	<u>\$1,570</u>
Total Expense		\$1,570

SECTION 4. If any section, subsection, sentence, clause, or provision of this Resolution is held invalid, the remainder of the Resolution shall not be affected.

SECTION 5. This Resolution shall become effective immediately upon adoption.

Passed, following public hearing, by the Town Commission of the Town of Longboat Key, Florida this 1st day of November, 2021.

Kenneth Schneier, Mayor

ATTEST:

Trish Shinkle, Town Clerk

End of Agenda Item