

# Memorandum

**To:** Town Commission  
**From:** Howard Tipton, Town Manager  
**Report date:** February 28, 2024  
**Meeting date:** March 4, 2024  
**Subject:** Resolution 2024-04, Amending the Fiscal Year (FY) 24 Adopted Budget and Five-Year Capital Plan FY24-FY28, transferring funds from Revenues, Other Financing Sources or Unappropriated Fund Balance to cover Expenditures; Amending the Sarasota Infrastructure Surtax Fund and the Streets Capital Project Fund

## Recommended Action

Pass Resolution 2024-04.

## Background

**Fire Truck and Ambulance Projects.** The original adopted budget for a new Fire Truck was erroneously budgeted net of a trade-in allowance for the old fire truck. In accordance with Generally Accepted Accounting Principles, the correct accounting requires us to include the proceeds of any trade-in or sale of assets in revenue and gross up the true cost of the vehicle on the expense side of the budget. Unknowingly, the Fire Department thought the \$850,000 would cover the cost of the fire truck and the equipment, net of trade-in.

The Fire Department has located a Pierce Manufacturing Saber Pumper for \$834,754 from Ten-8 Fire & Safety LLC. To equip the truck could cost in the range of an additional \$70,000 - \$100,000. A budget amendment is being requested to record the \$150,000 revenue for the trade-in with a \$100,000 allowance for equipment purchases. Any unspent money will revert to the Infrastructure Surtax Fund Balance for other projects.

In addition, the Fire Department desires to change the color scheme for their apparatus from white and red to black and red moving forward. In doing so, they would like to use \$18,000 of the proceeds to restripe the ambulance purchased on April 28, 2020. The remaining \$32,000 of proceeds will revert to the Infrastructure Surtax Fund Balance for other projects.

The budget amendment requested is shown below:

### Sarasota County Infrastructure Surtax (#102)

To record the revenue for estimated trade in value for the old fire truck:

Revenue Account	Account Description	Increase (Decrease)
102-00-33-364.0001	Sale of Fixed Assets	\$150,000

To increase Fire Truck Project budget to purchase required equipment and increase the Ambulance Project budget for paint striping modification:

<b>Expense Account</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
102-20-20-564.6401-FDTRUCK	Public Safety – Fire Truck	\$100,000
102-20-20-564.6401-FD-AMBL	Public Safety – Ambulance	\$18,000

**FDOT Center Turn Lane Project.** The State of Florida Department of Transportation (FDOT) is responsible for improvements made on State Road 789, Gulf of Mexico Drive (GMD), within the corporate limits of the Town of Longboat Key. In 2016, the Town embarked on designing a turn lane for about a 1-mile section of GMD along the frontage of Country Club Shores in an area that currently has no left-turn vehicle storage. The project originally only contemplated adding pavement to provide a new turn lane only, however, during FDOT review, the FDOT expanded the scope to include widening bicycle lanes, breaking up the single turn lane into multiple turn lanes with raised medians in between, and repaving the entire roadway width for the full segment length.

The improvement now includes widening the existing pavement width by 16 feet on the westbound side, creating a total pavement width of 44 feet wide. The widened pavement section consists of two (2) 11-foot travel lanes, 10-foot wide left turn lanes, two (2) six-foot wide buffered bike lanes, and incorporates appropriate drainage and roadway markings. There will be five (5) new, raised and landscaped medians as part of the project. Although the Town was not initially pursuing these other improvements at inception, the end result more resembles the Town’s recently finalized Complete Streets vision for the corridor.

The FDOT has agreed to fund \$1.4 million of construction for the Town’s Country Club Shores Left-Turn Lane project, and that agreement is being memorialized in a Joint Project Agreement (JPA) to be signed by the Town and the FDOT. This agreement is being presented under Resolution 2024-05 as a Consent Agenda Item at the March 4, 2024 Regular Meeting.

A budget amendment is requested to account for this project expenditure and the revenue source shown below:

**Streets Capital Project Fund (#301)**

To record the Grant Revenue Budget per FDOT Agreement:

<b>Revenue Account</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
301-50-32-334.4901	State Grants / FDOT	\$1,440,729

To increase Center Turn Lanes Project budget for construction.:

<b>Expense Account</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
301-50-32-565.6509	Center Turn Lanes	\$1,440,729

Please contact me if you have any questions.

**Staff Recommendation**

Pass Resolution 2024-04.

**Attachments** (Available in the Town Clerk's Office)

Resolution 2024-04

## RESOLUTION 2024-04

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE FISCAL YEAR ADOPTED BUDGET BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; APPROVING REVISIONS AND AMENDMENTS TO THE ADOPTED FIVE-YEAR CAPITAL PLAN FY 2024 – FY 2028 AS SET FORTH IN RESOLUTION 2023-19; TRANSFERRING FUNDS FROM REVENUES, OTHER FINANCING SOURCES OR UNAPPROPRIATED FUND BALANCE TO COVER EXPENDITURES; AMENDING THE SARASOTA INFRASTRUCTURE SURTAX FUND; AMENDING THE STREETS CAPITAL PROJECT FUND; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**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 \$25,012 between departments within the same fund; and,

**WHEREAS**, budget transfers greater than \$25,012, or amendments which change the original budget in total or amendments requiring the use of unappropriated fund balance, require Town Commission approval; and,

**WHEREAS**, on September 26, 2023, the Town Commission adopted Resolution 2023-19 (the Town's Fiscal Year 2023-2024 Budget and the Town's Five-Year Capital Plan for FY 2024-2028) both of which included line items for the funding of a Fire Truck, an Ambulance and Center Turn Lanes Projects; and

**WHEREAS**, the Fire Department has a \$850,000 existing budget for a new Fire Truck with related equipment net of a \$150,000 trade in allowance of the old fire truck, in the Sarasota County Infrastructure Surtax Fund; and,

**WHEREAS**, generally accepted accounting principles (GAAP) does not allow the netting of revenue proceeds from a trade-in or sale of town assets; and,

**WHEREAS**, the necessary accounting entries for the Fire Truck purchase will produce an overage in the Project budget when the equipment purchases are added to the cost of the apparatus; and,

**WHEREAS**, the Town desires to create a revenue budget line, within the Sarasota County Infrastructure Surtax Fund, in the amount of \$150,000 to account for the trade in allowance for the old Fire Truck; and,

**WHEREAS**, the Town desires to increase the Fire Truck Project, within the Sarasota County Infrastructure Surtax Fund, in the amount of \$100,000 for required fire truck equipment to be funded with proceeds from the trade in of the old Fire Truck; and,

**WHEREAS**, the Town desires to increase the Ambulance Project, within the Sarasota County Infrastructure Surtax Fund, in the amount of \$18,000 for paint striping modification to be funded with proceeds from the trade in of the old Fire Truck; and,

**WHEREAS**, The State of Florida Department of Transportation (FDOT) is responsible for improvements made on State Road 789, Gulf of Mexico Drive (GMD), within the corporate limits of the Town of Longboat Key; and,

**WHEREAS**, In 2016, the Town embarked on designing a turn lane for about a 1-mile section of GMD along the frontage of Country Club Shores in an area that currently has no left-turn vehicle storage; and,

**WHEREAS**, the FDOT expanded the scope to include widening bicycle lanes, breaking up the single turn lane into multiple turn lanes with raised medians in between, and repaving the entire roadway width for the full segment length; and,

**WHEREAS**, The FDOT has agreed to fund \$1.4 million of construction for the Town’s Country Club Shores Left-Turn Lane project, and that agreement is being memorialized in a Joint Project Agreement (JPA) to be signed by the Town and the FDOT; and,

**WHEREAS**, the Town desires to create a grant revenue budget line, within the Streets Capital Project Fund, in the amount of \$1,440,729 to account for the FDOT grant provided for in Florida, Department of Transportation Funding Agreement FM#446815-1-54-01 approved in Resolution 2024-05; and,

**WHEREAS**, the Town desires to increase the Center Turn Lanes Project Budget, within the Streets Capital Project Fund, in the amount of \$1,440,729 for the construction of center turn lanes from Channel Place to Longboat Club Rd on Gulf of Mexico Drive to be funded by a Florida, Department of Transportation Funding Agreement FM#446815-1-54-01; and

**WHEREAS**, Article V, Section 9 of the Town Charter provides for such a supplemental appropriation.

**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 Adopted Project Budgets of the General Fund and the Miscellaneous Capital Project Fund, as referenced above for the fiscal year beginning October 1, 2023, and ending September 30, 2024, as adopted pursuant to Resolution 2023-19 are hereby amended as follows:

Sarasota Infrastructure Surtax Fund (#102)

<b>Revenue Account</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
102-00-33-364.0001	Sale of Fixed Assets	\$150,000
<b>Expense Account</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
102-20-20-564.6401-FDTRUCK	Public Safety – Fire Truck	\$100,000
102-20-20-564.6401-FD-AMBL	Public Safety – Ambulance	\$18,000

Streets Capital Project Fund (#301)

<b>Revenue Account</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
301-50-32-334.4901	State Grants / FDOT	\$1,440,729

<b>Expense Account</b>	<b>Account Description</b>	<b>Increase (Decrease)</b>
301-50-32-565.6509	Center Turn Lanes	\$1,440,729

SECTION 3. The Town Commission hereby revises and amends the Five-Year Capital Improvement Plan for Fiscal Years 2024-2028, as adopted pursuant to Resolution 2023-19, to fully incorporate the adjustments set forth in this Resolution 2024-02.

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 on the 4th day of March, 2024.

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Kenneth Schneier, Mayor

ATTEST:

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Trish Shinkle, Town Clerk

**End of Agenda Item**