

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. **20031039**

1. REQUESTED MOTION:

ACTION REQUESTED: Approve budget transfer in the amount of \$40,000 from Tourist Tax Debt Service Reserves to Visitor and Convention Bureau operating fund; adopt budget amendment resolution in the same amount accepting unanticipated revenue from reserves.

WHY ACTION IS NECESSARY: The Board of County Commissioner must approve all transfers and budget amendment resolutions.

WHAT ACTION ACCOMPLISHES: Transfers funds from reserves to cover the cost of relocating the visitor services office and the purchase of two portable booths.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #:**

CIA

3. MEETING DATE:

09-30-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Visitor & Conv. Bureau
- C. DIVISION
- BY: D.T. Minich, Executive Director

[Signature]

7. BACKGROUND:

As a result of increased airport security, the Visitor & Convention Bureau had to relocate the Visitor Services office and vacate one of the booths at the Southwest Florida International Airport. These expenses were not anticipated during the development of the FY 2002-03 VCB operating budget.

On July 11, 2003, the Lee County Tourist Development Council approved a request to transfer funds from reserves to cover recent expenses for the VCB office relocation and two portable visitor information booths at the airport.

Funds will be available in HB5520317400.505280 and HB5520317400.506410.

Attachments: Request for the Transfer of Funds
Budget Resolution

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services			County Manager
<i>[Signature]</i> 8-30-03				<i>Andrea Jaur</i> 9/3/03	OM 9/4/03	Risk 9/4/03	GC 9/4/03	<i>[Signature]</i> 9-4-03

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

REC'D.
by CO. ATTY.
9/2/03
11:35 AM
CO. ATTY. 9/2/03
FORWARDED TO:
Budget

RECEIVED BY
COUNTY ADMIN: *[Signature]*
9/3/03
9:25
COUNTY ADMIN
FORWARDED TO:
9/4/03

REQUEST FOR TRANSFER OF FUNDS

FUND NAME: Tourist Dev. Excess Rev. DATE: _____ BATCH NO.: _____

FISCAL YEAR: 02/03 FUND NO.: 22650 DOC. TYPE: YB LEDGER TYPE: BA

TO: Visitor & Convention Bureau Visitor & Convention Bureau
 (Division Name) (Program Name)

NOTE: Please list the account number below in the following order:
 Business Unit (dept/div, program, fund, subfund); Object Account; Subsidiary; Subledger
 (Example: BB 5120100100.503450)

<u>Account Number</u>	<u>Object Name</u>	<u>DEBIT</u>
GC5810122650.509110.T17400	Transfer to 17400	\$40,000
TOTAL TO:		\$40,000

FROM: Non-Departmental Reserves
 (Division Name) (Program Name)

<u>Account Number</u>	<u>Object Name</u>	<u>CREDIT</u>
GC5890122650.509921	Reserve for Future Debt Service	40,000
TOTAL FROM:		<u>\$40,000</u>

EXPLANATION: Transfer of funds to cover expenses related to relocation of offices and booths at the Southwest Florida International Airport.

[Signature] 8-30-03

DIVISION DIRECTOR SIGNATURE/DATE DBO: APPROVAL <input checked="" type="checkbox"/> DENIAL <input type="checkbox"/>	DEPARTMENT HEAD SIGNATURE/DATE <i>[Signature]</i> 9/3/03
OPS. ANALYST SIGNATURE DATE	
OPS. MGR.: APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/>	OPS. MGR. SIGNATURE DATE
CO. MGR.: APPROVAL <input type="checkbox"/> DENIAL <input type="checkbox"/>	CO. MANAGER SIGNATURE DATE
BCC APPROVAL DATE: _____	BCC CHAIRMAN SIGNATURE _____
BA. NO. _____	AUTH CODE _____ TRANS DATE _____

MEMORANDUM

LEE ISLAND COAST

VISITOR & CONVENTION BUREAU



RECEIVED BY
LEE CO. ATTORNEY

2003 AUG 33 AM 11:29

TO: Andrea Fraser
FROM: Tamara Pigott *twp*
DATE: September 2, 2003
RE: Blue Sheet #20031039

Please forward the attached blue sheet to Thelma Davis in Budget Services when you have signed off on it. Thelma will add the budget resolution once the blue sheet reaches her.

Due to the need to amend County Ordinance 01-16, this blue sheet will have to be on the BOCC agenda for September 30, 2003.

Thank you.

RESOLUTION

Amending the Budget of the Tourist Development Tax Trust, Fund #17400 to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2002-2003.

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the Tourist Development Tax Trust, Fund #17400 budget for \$40,000 of the unanticipated revenue from Tourist Dev Excess Debt Service, and an appropriation of a like amount for operating costs and;

WHEREAS, the Tourist Development Excess Debt Service, Fund 17400 budget shall be amended to include the following amounts which were previously not included.

ESTIMATED REVENUES

Prior Total:		\$17,428,561
Additions		
GC5810117400.381000.922650	Transfer from 22650	\$40,000
Amended Total Estimated Revenues		\$17,468,561

APPROPRIATIONS

Prior Total:		\$17,428,561
Additions		
HB5520317400.505280	Minor Equipment	\$25,000
HB5520317400.506410	Furniture & Equipment	\$15,000
Amended Total Appropriations		\$17,468,561

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lee County, Florida, that the Tourist Development Excess Debt Service, Fund 17400 budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this ___ day of _____, 2003.

ATTEST:
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS
LEE COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

CHAIRMAN

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

DOC TYPE YA
LEDGER TYPE BA