

Regular Workshop – May 18, 2015  
Agenda Item 13

Agenda Item: Proposed Resolution 2015-12, Budget Transfer in the Amount of \$19,944 from Contingency to Finance Department for Purchasing Manager and Part-Time Position.

Presenter: Town Manager and Staff

Summary: The Town Manager is requesting a supplemental appropriation for wages and related employee benefits for a Purchasing Manager position within the Finance Department, and to fund a permanent, part-time position to perform other non-purchasing functions within the Finance Department.

Attachments: 5-5-15 Memo, Finance Director to Manager;  
Proposed Resolution 2015-12.

Recommended

Action: Pending discussion, provide direction to Manager.

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

Date: May 4, 2015

**TO:** Dave Bullock, Town Manager  
**FROM:** Sue Smith, Finance Director  
**SUBJECT:** Proposed Resolution 2015-12, Budget Transfer in the Amount of \$19,944 from Contingency to Finance Department for Purchasing Manager and Part-Time Position.

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The Finance Department is requesting an additional appropriation from Commission Contingency for additional wages and related employee benefits for Fiscal Year 2014-2015.

The Department's Financial Specialist who handled purchasing has resigned effective May 15, 2015 which provides an opportunity to reorganize the positions within the department. The Town Manager will replace the Financial Specialist position with a Purchasing Manager and move other (non-purchasing) functions to a part-time position.

This request is deemed necessary in light of the additional volume of purchasing matters, the increase of town legal fees associated with the position, and required level of expertise in procurement needed to fulfill the Town's needs.

The Purchasing Manager position will require certification as either a CPPO (Certified Public Purchasing Officer), CPPB (Certified Professional Public Buyer), and/or FCPM (Florida Certified Purchasing Manager) or an adequate number of years experience in purchasing.

We hope to fill the position by June 1, 2015, requiring a budget increase for wages at a higher rate, for the four months remaining in this fiscal year.

The budget transfer includes the Purchasing Manager; a part-time position for payroll, EMS billing and collections, and the transition to an outsourced billing service.

The detail of the transfer is as follows:

Transfers From:

001.3000.519.9901 Commission Contingency \$ 19,944

Transfers to:

001.1400.513.1201 Regular Wages	\$ 5,100
001.1400.513.1302 Wages /Temporary	\$ 13,000
001.1400.513.2204 Deferred Comp 401A	\$ 459
001.1400.513.2101 FICA Tax	\$ 1,385

The amount remaining in Commission Contingency after this transfer is \$ 37,056.

Finance Director Sue Smith is available to answer any of your questions.

## RESOLUTION 2015-12

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE FISCAL YEAR 2014-2015 BUDGET BY TRANSFERRING UNALLOCATED, BUDGETED FUNDS FROM “GENERAL SERVICES: COMMISSION CONTINGENCY” TO FINANCE DEPARTMENT WAGES AND RELATED EMPLOYEE BENEFITS; PROVIDING FOR AN AMOUNT OF THE TRANSFER; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Longboat Key has budgeted, in the Commission Contingency Account in General Services, unallocated funds to be used at the Town Commission’s discretion to provide for unexpected costs and projects in the Town of Longboat Key; and

**WHEREAS**, the Finance Department has a resignation in the department and wishes to reorganize personnel and job descriptions; and

**WHEREAS**, the Finance Department seeks to reorganize the department to add the position of Purchasing Manager that will serve to replace the Financial Specialist position; and

**WHEREAS**, the Finance Department also seeks to add a part-time position that will be utilized to handle other departmental matters that include payroll and EMS billing duties that were previously part of the Financial Specialist’s duties; and

**WHEREAS**, the Finance Department anticipates it will need an additional \$19,944 for additional wages and employee benefits associated with the above listed personnel changes by fiscal year end September 30, 2015; and

**WHEREAS**, there are available and unallocated funds in the Fiscal Year 2014-2015 budget in the Commission Contingency account to fund the above listed personnel changes; 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 Fiscal Year 2014-2015 Budget, Nineteen Thousand Nine Hundred Forty-Four and No/100 Dollars (\$19,944.00) from

account 001.3000.519.9901, General Services: Commission Contingency, to the following accounts:

001.1400.513.1201 Regular Wages	\$ 5,100
001.1400.513.1302 Wages /Temporary	\$ 13,000
001.1400.513.2204 Deferred Comp 401A	\$ 459
001.1400.513.2101 FICA Tax	\$ 1,385

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.

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Jack G. Duncan, Mayor

ATTEST:

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Trish Granger, Town Clerk



**End of Agenda Item**