

M E M O R A N D U M

Date: May 26, 2015

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

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 resigned effective May 15, 2015, which provided 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.

The Town Commission forwarded Resolution 2015-12 to the June 1, 2015 Regular Meeting from the May 18, 2015 Regular Workshop for formal action.

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.

Jack G. Duncan, Mayor

ATTEST:

Trish Granger, Town Clerk



End of Agenda Item