

Regular Workshop – January 19, 2016  
Agenda Item 11

Agenda Item: Proposed Resolution 2015-29, Amending the FY 2015-2016 General Fund Budget to Use Commission Contingency for Expense Related to Hiring of Assistant Town Manager

Presenter: Town Manager and Staff

Summary: The Town Manager is requesting additional funding in the Town Manager's budget required to meet the new allocation of salary for the recently hired Assistant Town Manager, Mike Hein. The former Assistant Town Manager, Anne Ross, was split 60% in the General Fund, Town Manager Budget and 40% in the Enterprise Fund, Utility Budget. Mr. Hein's salary will be allocated 100% to the Town Manager Budget. This change requires a budget transfer in the FY 2015-2016 General Fund Budget.

The Finance Director has prepared proposed Resolution 2015-29 to provide for budget transfers to various lines within the Town Manager's budget and the use of Town Commission Contingency.

Attachments: 1-9-16 Memo, Manager to Commission;  
Proposed Resolution 2015-29.

Recommended

Action: Pending discussion, forward Resolution 2015-29 to the January 19, 2016 Special Meeting for Commission consideration and formal action.

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

Date: January 9, 2016

**TO:** Town Commission

**FROM:** Dave Bullock, Town Manager

**SUBJECT:** Proposed Resolution 2015-29, Amending the FY 2015-2016 General Fund Budget to Use Commission Contingency for Expense Related to Hiring of Assistant Town Manager

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Throughout the fiscal year department heads are responsible for staying within their legally adopted budgets. 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 line item level vs. the departmental level. The Charter Article V, Section 9 (d), provision allows the Town Manager to transfer up to \$10,000 between line items within a department or among programs thereby, allowing department heads to overspend on some of their line items as long as they stay within the limits of their total department or program budget.

Transfers greater than \$10,000 for appropriations between departments, funds and use of unallocated funds amend the budget and require Town Commission approval.

The Town Manager is requesting additional funding in the Town Manager's budget required to meet the new allocation of salary for the recently hired Assistant Town Manager, Mike Hein. The former Assistant Town Manager, Anne Ross, was split 60% in the General Fund, Town Manager Budget and 40% in the Enterprise Fund, Utility budget. Mr. Hein's salary will be allocated 100% to the Town Manager Budget.

Based on Mr. Hein's annual salary of \$115,000.00 and a hire date of 12/14/2015, an additional transfer in the amount of \$42,436 to the Town Manager's budget is required.

A budget transfer in the amount of \$42,436 from account 001.3000.519.9901, General Services: Commission Contingency, to the following accounts is provided for in proposed Resolution 2015-29:

001.1200.512.1101 Executive Wages	\$33,231
001.1200.512.2101 FICA/Medicare	\$2,466
001.1200.512.2204 401A	<u>\$6,739</u>
	\$42,436

The amount remaining in Commission Contingency after this transfer is \$147,824.82.

Original Contingency Budget	\$225,000.00
60th Anniversary Celebration	(9,739.18)
Transfer to peafowl removal	(25,000.00)
Transfer to Town Manager wages/benefits	<u>(42,436.00)</u>
Remaining Contingency	\$147,824.82

Proposed Resolution 2015-29, is being presented at your January 19, 2016, Regular Workshop Meeting and will be forwarded to the January 19, 2016, Special Meeting for discussion and formal action.

Please contact me if you have any questions.

## RESOLUTION 2015-29

**A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE FISCAL YEAR 2015-2016 GENERAL FUND BUDGET BY TRANSFERRING UNALLOCATED, BUDGETED FUNDS FROM “GENERAL SERVICES: COMMISSION CONTINGENCY” TO “TOWN MANAGER: EXECUTIVE WAGES ACCOUNT”, “TOWN MANAGER: FICA/MEDICARE”, AND “TOWN MANAGER: TOWN CONTRIBUTION-401A”; 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 Town Manager has hired a new Assistant Town Manager effective December 14, 2015, at an annual salary of \$115,000; and

**WHEREAS**, the allocation of costs for this position has been changed from 60% General Fund/40% Utility Fund, to 100% General Fund; and

**WHEREAS**, based on the new allocation, an additional appropriation for the Town Manager’s budget must occur in the Fiscal Year (FY) 2015-2016 budget; and

**WHEREAS**, there are available and unallocated funds in the FY 2015-2016 budget in the Commission Contingency account; and

**WHEREAS**, the amount of remaining Commission Contingency funds after the transfer, provided for herein, is \$147,824.82.

**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 2015-2016 Budget, Forty Two Thousand, Four Hundred Thirty-six and No/100 Dollars (\$42,436.00) from account 001.3000.519.9901, General Services: Commission Contingency, to accounts 001.1200.512.1101-Executive Wages (\$32,231.00), 001.1200.512.2101 FICA/Medicare-(\$2,466.00), and 001.1200.512.2401 Town Contribution 401A - (\$6,739.00).

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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jack G. Duncan, Mayor

ATTEST:

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Trish Granger, Town Clerk



**End of Agenda Item**