

M E M O R A N D U M

Date: January 9, 2016

TO: Town Commission

FROM: Dave Bullock, Town Manager

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

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

Resolution 2015-29 was presented at your January 19, 2016 Regular Workshop Meeting and 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:

Trish Granger, Town Clerk



End of Agenda Item