

M E M O R A N D U M

To: Town Commission
From: Howard Tipton, Town Manager
Report date: June 16, 2023
Meeting date: June 30, 2023
Subject: Resolution 2023-22, Amending the Fiscal Year (FY) 23 Adopted Budget and Five-Year Capital Plan FY23-FY27, transferring funds from Revenues, Other Financing Sources or Unappropriated Fund Balance to cover Expenditures; Amending the General Fund, the Building Fund, and the Land Acquisition Fund

Recommended Action

Pass Resolution 2023-22.

Background

General Fund – Request for New Position-Grant Coordinator.

The Finance Department continues to do an excellent job overseeing the grant compliance and reporting, however certain grants have compliance requirements that are extremely complicated, time consuming and lengthy leaving less time for other duties. Town staff doesn't have the resources to research and apply for grants, which in itself can be unique talent. While we have hired lobbyists, who are actively seeking grants through the legislative process, there are still many other grant opportunities at the Federal and State level that we do not want to miss out on. Having someone full time and in house that can coordinate within our departments and representatives can only benefit the Town's initiatives.

The Town Manager recommends the hiring a Grant Coordinator under the general direction of the Finance Director. The person in this position is responsible in assisting the Finance Department in research, development, coordination and administration of the Town's grant writing programs. The individual will also be responsible for post award compliance, proper accounting in the Town's accounts and reporting. The position will have direct meetings with the Town Manager, Department Directors, third party consultants and lobbyists.

The Original FY23 Budget included a \$25,000 appropriation for a Grant Consultant in the General Services Department. We recommend a transfer from the General Services Department to the Finance Department to get someone on board as soon as possible and paid through the end of the fiscal year. The full-time position is included in the FY24 Budget being proposed.

General Fund (#001)

Account number	Account Description	Increase (Decrease)
001-10-14-512.1201	WAGES, REG	\$18,750
001-10-14-521.2101	FICA	\$1,434
001-10-14-522.2204	401A	\$1,688
001-10-14-523.2301	MEDICAL *	\$3,708
001-10-14-523.2302	DISABILITY *	\$76
001-10-14-523.2304	INSURANCE/LIFE *	\$51
001-10-14-524.2401	WORKERS COMP	\$28
001-10-30-531.3104	PROFESSIONAL SERVICES	(\$25,735)

General Fund – Request for IAFF Negotiations.

The Commission approved a Memorandum of Understanding between the Town and Firefighters’ Local 2546, amending the current Firefighters IAFF contract terminating on September 30, 2024. The terms provided for the following:

- Wage proposal (23% pay plan increase for Firefighter Paramedic; 37.3% pay plan increase for Lieutenants)
- Reduction of steps in the plan (from 12 – 10 for Firefighter Paramedics, from 9 – 5 steps for Lieutenants)
- Changes would be in effect for the remainder of FY23 and FY24.

It was estimated at that time that the current cost of the changes for FY23 would be \$115,000 and might require a budget amendment. The Florida Legislature also passed several benefit changes under FRS effective July 1, 2023 which increased the contribution rate by 4.84% to 32.67%. The Fire Department’s current budget is not sufficient to accommodate both the impact of the FRS changes in combination with the wage increases. A budget transfer from General Fund Contingency to the Fire Department is proposed as follows:

General Fund (#001)

Account number	Account Description	Increase (Decrease)
001-20-20-512.1201	WAGES, REG	\$115,000
001-20-20-512.1206	HOLIDAY PAY	\$7,000
001-20-20-514.1402	FLSA OVERTIME	\$2,250
001-20-20-522.2101	FICA	\$9,500
001-20-20-522.2202	FRS	\$60,200
001-20-20-523.2302	DISABILITY	\$500
001-20-20-523.2304	INSURANCE/LIFE	\$250
001-20-20-524.2401	WORKERS COMP	\$1,300
001-10-31-529-2906	CONTINGENCY	(\$196,000)

The Balance remaining in Contingency after the transfer is \$4,000

The Finance Department does not anticipate an amendment will be needed for the negotiated Police contract because of the number of vacancies the department has incurred during the year.

Building Fund – Request for Accela Software and Additional Position.

At the May 15, 2023 Budget Workshop for the upcoming fiscal year, Allen Parsons, the Planning Zoning & Building Director discussed his request to purchase Accela software, a State-of-the-Art Building Permitting and Plans Review software system. The system will provide excellent on-line solutions to the general public and contractors with improved efficiencies for the Department staff that the current system does not.

The Commission was informed that staff would be bringing the request to the June 30, 2023 Regular meeting to get an appropriation established in order to start the contract process. The total cost requested of \$450,000 includes \$102,831 for Accela Software and \$328,320 for a two-year implementation plus some contingency. Implementation will be handled by a third-party consultant and Town staff, fully paid for by the Building Enterprise Fund. Annual support cost for Accela, after implementation, is estimated at \$100,000 per year.

This purchase requires additional ongoing I.T. support from our I.T Department (.80 FTE), after the initial implementation and a Full-time Business Analyst is being requested in the FY24 Budget (split 80/20 with I.T.).

Some of the major benefits of the Accela software are shown below.

Digital permitting, Plan Review & Code Enforcement System Upgrade

- Allow all permits & Zoning application types online
- 24/7 Access to Applications Filing
- Improve resident & contractor access to info.
- Electronic applications/plans/documents review.
- Integration with GIS mapping system.
- Improved online Inspections scheduling
- Mobile Inspections capabilities
- Mobile Code Enforcement case management
- Improved reporting capabilities
- Improved builder productivity
- Improved resident satisfaction
- Reduced carbon footprint

Our contractors we do business with are familiar with the software as it is also being used in jurisdictions throughout southwest Florida including Hillsborough, Pinellas, Manatee, Sarasota, Charlotte and Lee Counties.

In addition, the Department is requesting the addition of another Building Inspector/Plans Examiner. The Department currently has two inspectors and one Plans Examiner on staff and regularly supplements with private outside contractors who perform inspections to meet excess demand and address licensing requirements that are not met by current Town staff, as needed. The Town continues to see major and robust building activity primarily in tear down and rebuilds and has the need for an

added Plans Examiner/Inspector to meet ongoing service demands. The Department is requesting an adjustment to the FY23 Budget in the amount of \$26,166, for the last quarter of the fiscal year to start the hiring process and is including the position in the proposed FY24 Budget. Until a Plans Examiner/Inspector is hired, the Department is using contracted services. These services have exceeded the budget for FY23 due to increased demands and position vacancies, and the department is requesting to add \$150,000 to cover existing and continue utilizing contracted building inspectors through the end of the fiscal year.

The Building Enterprise Fund budgeted ending Fund Balance for September 30, 2023 is \$4.6 million. If this amendment is adopted the ending Fund Balance will be \$3.9 million. The Building Department’s Reserve Policy, adopted as part of the FY23 Budget process, includes a 180-day Operating Reserve, a 180-day Economic Uncertainty Reserve and a \$500,000 Reserve for Demolition of Unfit Structures amounting to \$2.5 million based on budgeted expenditures for FY23, leaving \$1.5 million of Unassigned Reserves. The Building Fund has adequate reserves for this investment.

A transfer from Unappropriated Fund Balance is requested in the amount of \$626,166 to the lines shown below:

Building Fund (#402)

Account number	Account Description	Increase (Decrease)
402-10-55-564.6409-IT-ERP	COMPUTER SOFTWARE	\$450,000
402-10-55-531.3104	PROFESSIONAL SERVICES	\$150,000
402-10-55-512.1201	WAGES, REG	\$18,750
402-10-55-521.2101	FICA	\$1,434
402-10-55-522.2204	401A	\$1,688
402-10-55-523.2301	MEDICAL *	\$3,708
402-10-55-523.2302	DISABILITY *	\$76
402-10-55-523.2304	INSURANCE/LIFE *	\$51
402-10-55-524.2401	WORKERS COMP	\$459

Land Acquisition Fund – Request for Town Center Improvements.

Jon Swift is under contract for \$2.2 million for site development including a permanent stage. Site work is substantially complete and the stage is progressing towards completion by the end of June. There is a delay in obtaining the main electrical panel for the site, and that will push final completion to early August. Stage design and construction for a permanent stage, \$500,000, was donated by Paul and Sarah Karon. Additional donations promised through the Longboat Key Foundation totaled \$280,736 to complete the Stage construction. The remaining cost was funded with Land Acquisition fees charged by the Building Department.

There are an estimated \$148,000 of additional needs outside the original scope of the project requiring additional funding. Those include:

- Stage Audio/Video Equipment (\$11,516.73)
- Park Elements -- Benches, Trash Cans, Bike Racks, Etc. (\$21,832.90)

- Parking Lot Median improvements, Dumpster Pad, Promenade Shell Topping, other Misc. (\$93,331.04)
- Longboat Key Garden Club Landscaping and Contingency (\$21,000)

The Town has an existing budget remaining of \$68,000, with a balance of \$80,000 needed to complete purchase these elements. Town staff are requesting a transfer of \$80,000 from Unappropriated Fund Balance in the Land Acquisition Fund to fund additional site improvements. The estimated Fund Balance after the transfer is \$55,000.

Land Acquisition Fund (#302)

Account number	Account Description	Increase (Decrease)
302-30-22-563.6301-TWN-CTR	TOWN CENTER SITE DEVELOPMENT	\$80,000

Please contact me if you have any questions.

Staff Recommendation

Pass Resolution 2023-22.

Attachments

Resolution 2023-22 (Available in the Town Clerk's office)

End of Agenda Item