

M E M O R A N D U M

To: Town Commission
From: Howard Tipton, Town Manager
Meeting date: November 15, 2023
Subject: Resolution 2023-33, Amending the FY23 General Fund Adopted Budget for overages in the Fire Department Overtime

Recommended Action

Following public hearing, pass Resolution 2023-33.

Background

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 department level. This means that departments may go over or under budget on individual line items, but they are not allowed to exceed the expenditures appropriated for their department budget in total.

For transfers between departments or programs, Article V, Section 9 (d), of the Town Charter, states that the Town Manager may transfer up to \$24,004 (\$20,000.00 adjusted for CPI US City Average measured each year on September 30) between line items within or between departments or among programs. Transfers greater than \$24,004 and amendments which change the original budget in total, or amendments requiring the use of unappropriated fund balance, require Town Commission approval.

At the November 6, 2023 Regular Meeting, year-end transfers were presented covering the Miscellaneous Grant Fund, the Utility Fund and the Undergrounding Assessment Funds. At that time there were no departments overbudget within the General Fund requiring Commission approval. Since then, additional accruals have been made causing the Fire Department to go over budget in an amount which exceeds the Town Manager's authority, requiring Commission approval.

The Fire Department, for the last year and a half, has had personnel issues ranging from vacant or unfilled positions to several members on Workers' Compensation as well as one member off on military leave for six months. The Fire Department's total overtime line was approximately \$310,492 for the fiscal year, exceeding the original budget by \$153,750.

All the personnel issues caused overtime almost daily with some days resulting in multiple overtime opportunities. The Fire Department has minimum manning requirements of 8 members on-duty daily. If this number goes below due to illness, injury, or vacancies, it results in overtime or mandates. In order to limit or reduce both overtime and mandates on the firefighters, the Fire Chief rearranged his schedule so he could work shift (24/48) for a couple months. This schedule continued until an Assistant Chief could be hired.

Along with all the above overtime, the department responded to Hurricane Idalia that resulted in all members of the department being called back with the majority on overtime. The total Hurricane Idalia overtime was \$65,500 including FICA and FRS, within the Fire

Department budget. Finance is currently working with FEMA to claim reimbursement for the Category B Emergency Preparedness costs, however the amount and timing of the reimbursement is not known.

The Finance Department is requesting to transfer surplus funds from the Police Budget to the Fire Department Budget to cover the overage. The Police Budget had several vacancies throughout the year which caused their budget to be underspent by \$109,000.

Resolution 2023-33 reduces the Police Budget and increases the Fire Department Budget shown below.

Recommended Transfer

Account Number	Account Description	Increase (Decrease)
001-20-20-514.1402	Fire Wages / Overtime	\$79,000
001-20-19-512.1201	Police Wages / Regular	(\$79,000)

As of the date of this report there were no other Funds or Departments requiring amendments, however, the Finance Department continues to process invoices and make accruals for the audit. The updated projected surplus for the fiscal year ending September 30, 2023 is estimated at \$2.3 – \$2.4 million. Additional adjustments may be required as a result of the year-end audit adjustments.

Staff Recommendation

Following public hearing, pass Resolution 2023-33.

Attachments

Resolution 2023-33

RESOLUTION 2023-33

A RESOLUTION OF THE TOWN OF LONGBOAT KEY, FLORIDA, AMENDING THE FISCAL YEAR ADOPTED BUDGET BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; TRANSFERRING FUNDS FROM REVENUES, OTHER FINANCING SOURCES OR OTHER EXPENDITURE LINES TO COVER OVERAGES IN OPERATING DEPARTMENT EXPENDITURES WITHIN ADOPTED FUND BUDGETS, PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE - DATE.

WHEREAS, throughout the fiscal year individual department expenditure accounts may go over budget requiring a budget transfer to be made; and

WHEREAS, the legal level of budgetary control (i.e., the level at which expenditures may not legally exceed the appropriations), pursuant to Town Charter is at the Department level; and,

WHEREAS, the Town Manager has the authority to transfer appropriations up to \$24,004 between or within departments within the same fund; and,

WHEREAS, in the Fiscal 2022-2023-year, budget transfers greater than \$24,004, or amendments which change the original budget in total or amendments requiring the use of unappropriated fund balance, require Town Commission approval; and,

WHEREAS, the Fire Department, for the last year and a half, has had personnel issues ranging from vacant or unfilled positions to several members on Workers' Compensation as well as one member off on military leave for six months; and,

WHEREAS, when the department's minimum manning requirement falls below 8 members on-duty daily, due to illness, injury, or vacancies, it results in overtime or mandates; and,

WHEREAS, the Fire Department responded to Hurricane Idalia that resulted in all members of the department being called back with the majority on overtime as a result of the storm; and,

WHEREAS, the Fire Department's total overtime line was approximately \$310,492 for the fiscal year, exceeding the original budget by \$153,750; and,

WHEREAS, the Fire Department responded to Hurricane Idalia that resulted in all members of the department being called back with the majority on overtime costing \$65,500 including FICA and FRS; and,

WHEREAS, the Fire Department exceeded its budget in total requiring a supplemental appropriation of \$79,000 for the fiscal year to be funded from the Police Department budget; and,

WHEREAS, the Finance Director certifies that there are available and unallocated funds in the Fiscal Year 2022-2023 budget to make the above referenced transfers; and,

WHEREAS, Article V, Section 9 of the Town Charter provides for such budget amendments; and,

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, confirmed and fully incorporated by reference.

SECTION 2. The Adopted Budgets of the designated Funds referenced above of the Town of Longboat Key for the fiscal year beginning October 1, 2022, and ending September 30, 2023, as adopted pursuant to Resolution 2022-15 are hereby amended as follows:

Account Number	Account Description	Increase (Decrease)
001-20-20-514.1402	Wages / Overtime	\$79,000
001-20-19-512.1201	Wages / Regular	(\$79,000)

SECTION 3. If any section, subsection, sentence, clause, or provision of this Resolution is held invalid, the remainder of the Resolution shall not be affected.

SECTION 4. This Resolution shall become effective immediately upon adoption.

Passed at a meeting of the Town Commission of Longboat Key, Florida, following public hearing, this 4th day of December, 2023.

Kenneth Schneier, Mayor

ATTEST:

Trish Shinkle, Town Clerk

End of Agenda Item