To: Honorable Mayor and Village Council

From: Edward Silva, Village Manager

Date: August 18, 2015

Re: Budget Amendment – Fiscal Year 2014-2015

AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO THE FISCAL YEAR 2014-2015 BUDGET; AMENDING ORDINANCE NUMBER 2014-06; AMENDING THE VILLAGE'S BUDGET FOR THE 2014-2015 FISCAL YEAR; AUTHORIZING THE VILLAGE MANAGER TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS:

Last September, the Village Council approved and adopted the Village's operating and capital budget for fiscal year 2014-15, through the adoption of Ordinance No. 2014-06. In addition to the required financial information, the adopted budget also includes a staffing summary, which lists the positions approved by the Council for the fiscal year, and the departments to which each position corresponds.

At this point, the reorganization of certain positions and departments is recommended to improve levels of service and efficiency in operations. The changes mainly include the transfer of code compliance functions from the Planning and Zoning Department to the Building and Capital Projects Department, the transfer of all maintenance functions from Parks & Recreation to Public Works, the addition of a part-time grantwriter, the addition of a part time architectural renderer and the addition of a Special Events Coordinator. The functional transfers are intended to centralize complimentary services, such as code compliance with building and parks maintenance with general maintenance, with the ultimate goal of improving efficiencies. The addition of the two positions are recommended to provided needed assistance and support in the areas of grant writing and special events, since there has been an increase in these activities, which are expected to continue through the fiscal year.

The changes proposed are as follows, by department:

Office of the Village Manager

- Eliminate (1) Assistant to the Village Manager position (full-time)
- Reinstate (1) Executive Assistant position (full-time)

Building and Capital Projects

- Transfer (1) Planning & Zoning Admin. Coord. (full-time) from Planning & Zoning Dept.
- Transfer (2) Code Compliance Officers (full-time) from Planning and Zoning
- Transfer (1) Permit Zoning Technician from Planning & Zoning
- Eliminate (1) Code Compliance Officer position in Building & Capital Projects (full-time)
- Eliminate (1) Assistant to the Building Official Position (full-time)
- Eliminate (1) Administrative Aide Position (part-time)
- Eliminate (1) part time receptionist position
- Reinstate (1) Permit Clerk II position (full-time)
- Add(1) part time architectural renderer

Planning & Zoning

- Transfer (2) Code Compliance Officers (full-time) to Building & Capital Projects
- Transfer (1) Planning & Zoning Admin. Coord. (full-time) to Building & Capital Projects
- Transfer (1) Permit Zoning Tech. (full-time) to Building & Capital Projects

Human Resources Department

- Add (1) Grantwriter (part-time)

Parks & Recreation

- Add (1) Special Events Coordinator (full-time)
- Transfer (1) Grounds/ Facility Maintenance Supervisor to Public Works (full-time)
- Transfer (1) Maintenance Technician to Public Works (full-time)
- Transfer (3) Parks Maint. Workers to Public Works (full-time)
- Transfer (5) Parks Maintenance Workers to Public Works (part-time)

Public Works Department

- Transfer (1) Grounds/ Facility Maint. Supervisor from Parks & Recreation (full-time)
- Transfer (1) Maint. Technician from Parks & Recreation (full-time)
- Transfer (3) Parks Maint. Workers from Parks & Recreation (full-time)
- Transfer (5) Parks Maint. Workers from Parks & Recreation (part-time)

Title Updates

- Code Compliance Coordinator; formerly Planning & Zoning Admin. Coordinator
- Zoning Administrator; formerly Permit Zoning Tech. & Associate Planner

An amended Staffing Summary detailing all adjustments is included as Exhibit A to the Ordinance.

The recommended changes will not have a financial impact on the General Fund or the Special Revenue Fund for Building. The adjustments will not increase or decrease the expenditures under each fund, as approved by the Village Council through the adoption of Ordinance 2014-06.

FISCAL/BUDGETARY IMPACT:
None; there will be no increase or decrease to the expenditure levels approved by the Village Council through the adoption of Ordinance No. 2014-06, for the General Fund and the Special Revenue Fund.

RECOMMENDATION
Approval.

ORDINANCE NO. _____

AN ORDINANCE OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO THE FISCAL YEAR 2014-2015 BUDGET; AMENDING ORDINANCE NUMBER 2014-06; AMENDING THE VILLAGE'S BUDGET FOR THE 2014-2015 FISCAL YEAR; AUTHORIZING THE VILLAGE MANAGER TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Village Council adopted Ordinance 2014-06, which approved and adopted the Village's Operating and Capital Budget for Fiscal Year (FY) 2014-2015; and,

WHEREAS, the adopted Operating and Capital Budget for FY 2014-2015 incorporated the Staffing Summary, which shows all the positions approved by the Council, and the departments to which such positions correspond; and,

WHEREAS, the Village desires to adjust the current organizational structure and transfer certain operational functions between departments in an effort to improve efficiencies, and include other positions which are necessary to maintain a high level of service, without increasing the overall number of positions; and,

WHEREAS, the Mayor and Village Council of the Village of Palmetto Bay desire to amend the budget and adopt the amended Staffing Summary for FY 2014-15, as set forth in the attached Exhibit "A", based upon the review and analysis of the Finance Director and based upon the recommendation of the Village Manager.

BE IT ENACTED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. *Recitals.* The recitals are true and correct and are incorporated herein by this reference.

Section 2. *Budget Amendment.* The Village Council authorizes and approves the amendment of Ordinance Number 2014-06, which adopted the Village's Capital and Operating Budget for Fiscal Year 2014-2015. The budget adopted by Ordinance Numbers 2014-06 is hereby amended to authorize the changes in personnel, as further detailed on the amended Staffing Summary, attached hereto as Exhibit A.

Section 3. *Authorization of Village Manager.* The Village Manager is hereby authorized to take all actions necessary to implement the terms and conditions of this Ordinance.

Section 4. *Severability.* If any section, clause, sentence, or phrase of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, the holding shall not affect the validity of the remaining portions of this Ordinance.

Section 5. *Effective Date.* This ordinance shall take effect immediately upon adoption on second reading.

PASSED AND ENACTED this ____ day of August, 2015.

First Reading: July 13, 2015

Second Reading: August 18, 2015

Attest: _____ _____

Meighan Alexander — Eugene Flinn
Village Clerk — Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:

_____
Dexter W. Lehtinen
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Karyn Cunningham _____

Council Member Tim Schaffer _____

Council Member Larissa Siegel-Lara _____

Vice-Mayor John DuBois _____

Mayor Eugene Flinn _____

POSITIONS BY DEPARTMENT		FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 14-15 Adopted	FY 14-15 Adopted
HUMAN RESOURCES						
Full Time	Human Resources Director	1.0	1.0	1.0	1.0	1.0
	Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Part Time	Grantwriter	0.0	0.0	0.0	1.0	1.0
	Sub-Total	2.0	2.0	2.0	3.0	3.0
PARKS & RECREATION						
Full Time	Parks and Recreation Director	1.0	1.0	1.0	1.0	1.0
	Parks and Recreation Manager	1.0	1.0	1.0	1.0	1.0
	Parks & Recreation Supervisor	2.0	2.0	3.0	3.0	3.0
	Special Events Supervisor	1.0	1.0	0.0	0.0	0.0
	Special Events & Programs Coordinator	1.0	1.0	1.0	2.0	2.0
	Park Attendant	0.0	0.0	1.0	1.0	1.0
	Grounds/ Facility Maint. Supervisor	1.0	1.0	1.0	0.0	0.0
	Maintenance Technician	0.0	0.0	1.0	0.0	0.0
	Parks Maintenance Worker	3.0	3.0	3.0	0.0	0.0
	Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Part Time	Parks Maintenance Worker	3.0	6.0	5.0	0.0	0.0
	Tennis Center Attendant	3.0	3.0	3.0	3.0	3.0
	Tennis Coach	5.0	0.0	0.0	0.0	0.0
	Park Service Aide	22.0	19.0	18.0	18.0	18.0
	Sub-Total	44.0	39.0	39.0	30.0	30.0
PUBLIC WORKS DEPARTMENT						
Full Time	Public Works Director*	1.0	1.0	1.0	1.0	1.0
	Administrative Assistant*	1.0	1.0	1.0	1.0	1.0
	Field Operations Supervisor*	1.0	1.0	1.0	1.0	1.0
	Grounds Maintenance Worker*	2.0	2.0	2.0	2.0	2.0
	Stormwater Engineering Technician*	1.0	1.0	1.0	1.0	1.0
	Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0
	Janitorial/ Facilities Maint. Worker	2.0	2.0	2.0	2.0	2.0
	Grounds/ Facility Maint. Supervisor	0.0	0.0	0.0	1.0	1.0
	Maintenance Technician	0.0	0.0	0.0	1.0	1.0
	Parks Maintenance Worker	0.0	0.0	0.0	3.0	3.0
	Bus Operator*	0.0	0.0	1.0	1.0	1.0
Part Time	Bus Operator*	3.0	3.0	1.0	1.0	1.0
	Parks Maintenance Worker	0.0	0.0	0.0	5.0	5.0
	Sub-Total	12.0	12.0	11.0	21.0	21.0
TOTAL AUTHORIZED POSITIONS	**FULL-TIME**	**49.0**	**49.0**	**53.0**	**53.0**	**53.0**
	PART-TIME	**38.0**	**33.0**	**30.0**	**30.0**	**30.0**

*Positions funded through Special Revenue funds

** Position funded 70% by Special Revenue Fund and 30% by General Fund

Personnel Reorganization and Adjustments

Office of the Village Manager

Eliminate (1) Assistant to the Village Manager position (full-time)
Reinstate (1) Executive Assistant position (full-time)

Building and Capital Projects

Transfer (1) Planning & Zoning Admin. Coord. (full-time) from Planning & Zoning Dept.
Transfer (2) Code Compliance Officers (full-time) from Planning and Zoning
Transfer (1) Permit Zoning Technician from Planning & Zoning
Eliminate (1) Code Compliance Officer position in Building & Capital Projects (full-time)

EXHIBIT A

Eliminate (1) Assistant to the Building Official position (full-time)
Eliminate (1) Administrative Aide position (part-time) Reinstate
(1) Permit Clerk II position (full-time)
Eliminate (1) Receptionist position (part-time)
Add (1) Architectural Renderer position (part-time)

Planning & Zoning

Transfer (2) Code Compliance Officers (full-time) to Building & Capital Projects
Transfer (1) Planning & Zoning Admin. Coord. (full-time) to Building & Capital Projects
Transfer (1) Permit Zoning Tech. (full-time) to Building & Capital Projects

Human Resources Department

Add (1) Grantwriter (part-time)

Parks & Recreation

Add (1) Special Events Coordinator (full-time)
Transfer (1) Grounds/ Facility Maintenance Supervisor to Public Works (full-time)
Transfer (1) Maintenance Technician to Public Works (full-time)
Transfer (3) Parks Maint. Workers to Public Works (full-time)
Transfer (5) Parks Maintenance Workers to Public Works (part-time)

Public Works Department

Transfer (1) Grounds/ Facility Maint. Supervisor from Parks & Recreation (full-time)
Transfer (1) Maint. Technician from Parks & Recreation (full-time)
Transfer (3) Parks Maint. Workers from Parks & Recreation (full-time)
Transfer (5) Parks Maint. Workers from Parks & Recreation (part-time)

Title Updates

Code Compliance Coordinator; formerly Planning & Zoning Admin. Coordinator
Zoning Administrator; formerly Permit Zoning Tech. & Associate Planner

POSITIONS BY DEPARTMENT		FY 12-13 Adopted	FY 13-14 Adopted	FY 14-15 Adopted	FY 14-15 Adjustments	FY 14-15 Adjustments (Update)
VILLAGE MANAGER						
Full Time	Village Manager	1.0	1.0	1.0	1.0	1.0
	Assistant to the Village Manager	0.0	0.0	1.0	0.0	0.0
	Executive Assistant	1.0	1.0	0.0	1.0	1.0
	Communications Mgr/PIO	1.0	1.0	1.0	1.0	1.0
	Admin. Aide/Receptionist	1.0	1.0	1.0	1.0	1.0
Part Time	TV & Camera Technician	0.0	0.0	1.0	1.0	1.0
	Sub-Total	4.0	4.0	5.0	5.0	5.0
VILLAGE CLERK						
Full Time	Village Clerk	1.0	1.0	1.0	1.0	1.0
	Administrative Assistant	1.0	1.0	1.0	1.0	1.0
	Sub-Total	2.0	2.0	2.0	2.0	2.0
FINANCE DEPARTMENT						
Full Time	Finance Director	1.0	1.0	1.0	1.0	1.0
	Sr. Accountant	1.0	1.0	1.0	1.0	1.0
	Procurement Specialist	1.0	1.0	1.0	1.0	1.0
	Accountant	1.0	1.0	1.0	1.0	1.0
	Cashier	1.0	1.0	1.0	1.0	1.0
	Accounting Clerk*	1.0	1.0	1.0	1.0	1.0
	Sub-Total	6.0	6.0	6.0	6.0	6.0
BUILDING & CAPITAL PROJECTS						
Full Time	Building & Capital Projects Director*	1.0	1.0	1.0	1.0	1.0
	Assistant to the Building Official*	0.0	0.0	1.0	0.0	0.0
	Chief Building Inspector*	1.0	1.0	1.0	1.0	1.0
	Office Manager*	1.0	1.0	1.0	1.0	1.0
	Code Compliance Coordinator	0.0	0.0	0.0	1.0	1.0
	Code Compliance Inspector*	0.0	1.0	1.0	1.0	1.0
	Code Compliance Officer*	0.0	0.0	1.0	2.0	2.0
	Zoning Administrator Permit	0.0	0.0	0.0	1.0	1.0
	Clerk I*	1.0	1.0	1.0	1.0	1.0
	Permit Clerk II*	1.0	1.0	0.0	1.0	1.0
	Permit Clerk I/ Receptionist*	0.0	0.0	1.0	1.0	1.0
	Plans Processing Clerk*	1.0	1.0	1.0	1.0	1.0
	Receptionist*	1.0	1.0	0.0	0.0	0.0
Part Time	Plans Processing Clerk*	1.0	1.0	0.0	0.0	0.0
	Administrative Aide*	0.0	0.0	1.0	0.0	0.0
	Receptionist*	1.0	1.0	1.0	1.0	0.0
	Architectural Renderer**	0.0	0.0	0.0	0.0	1.0
	Sub-Total	9.0	10.0	11.0	13.0	13.0
PLANNING & ZONING						
Full Time	Planning & Zoning Director	1.0	1.0	1.0	1.0	1.0
	Planning & Zoning Administrator	1.0	1.0	1.0	1.0	1.0
	Administrative Assistant	1.0	1.0	1.0	1.0	1.0
	Permit Zoning Technician	1.0	1.0	1.0	0.0	0.0
	Sr. Code Compliance Officer	1.0	0.0	0.0	0.0	0.0
	Code Compliance Officer	2.0	2.0	2.0	0.0	0.0
	Sub-Total	8.0	7.0	7.0	3.0	3.0