



City of Largo Agenda Item 10

Meeting Date
09/18/18

Presenter: Meridy Semones, OMB Manager

Department: AD – Administration

TITLE:

RESOLUTION NO. 2222 - ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2019

The City Charter requires that the annual budget be adopted by resolution and approved at a public hearing. State Statutes require that the City conduct two public hearings on the budget. This Budget was shaped by the direction provided in the City's Strategic Plan, fund balance policies, and by the City Commission at the Budget Work Session. At the first public hearing on September 4, 2018, the City Commission approved a Tentative Budget (7-0).

At the second public hearing the City Commission must adopt a Final Budget. The FY 2019 Final Budget for expenditures in all funds is \$164,173,700, of which \$79,479,300 is in the General Fund. No expenditure changes were made at first reading of the budget and no further changes have been proposed by staff. There is, however, one correction to the total authorized Full-Time Equivalent (FTE) position count that is included the Final Budget materials. Upon final reconciliation of personnel changes, staff found that a mid-year FY 2018 FTE increase in the Recreation, Parks and Arts (RPA) Department for the After School Program at the Southwest Recreation complex was not included on the personnel changes summary or in the RPA Department budget pages. This change was approved by the City Commission via a budget amendment (Ordinance No. 2018-27). The funding was included in the FY 2019 Proposed Budget, however, the total FTE amount did not reflect this position. The Budget Summary section of the budget document has been updated to include this position in the total FTE count for FY 2019.

Budgeted Amount: \$0.00 Budget Page No(s): N/A Available Amount: \$0.00 Expenditure Amount: \$0.00

Additional Budgetary Information: N/A

Funding Source(s): N/A Sufficient Funds Available: Yes No Budget Amendment Required: Yes No Source: N/A

City Attorney Reviewed: Yes No N/A Advisory Board Recommendation: For Against N/A Consistent With: Yes No N/A Strategic Plan

Potential Motion/ Direction Requested: I MOVE TO APPROVE/DISAPPROVE RESOLUTION NO. 2222 - ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2019.

Staff Contact: Meridy Semones, OMB Manager x7600 msemones@largo.com

Attachments: Resolution No. 2222 & Replacement Budget Summary Pages 32-35.

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RESOLUTION NO. 2222

**A RESOLUTION OF THE CITY OF LARGO, FLORIDA, ADOPTING A
FINAL ANNUAL OPERATING AND CAPITAL IMPROVEMENTS BUDGET
FOR THE CITY OF LARGO FOR THE FISCAL YEAR COMMENCING
OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019; PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, an annual budget, including the estimate of anticipated revenues and expenditures of the City of Largo, Florida, for the fiscal year commencing October 1, 2018 and ending September 30, 2019 (FY 2019), has been submitted to the City Commission by the City Manager in accordance with Article V of the City Charter; and

WHEREAS, said annual budget delineates all operating funds in accordance with generally accepted accounting principles; and

WHEREAS, the City Commission has adopted Ordinance No. 2018-66 establishing a property tax rate of 5.7413 mills for FY 2019; and

WHEREAS, having observed all due process and appropriate procedures required by the City Charter and Florida Statutes, including notice and public hearing, the City Commission now deems it necessary, proper, and in the best interest of the public to approve said budget.

NOW, THEREFORE, THE CITY COMMISSION OF THE CITY OF LARGO HEREBY RESOLVES:

Section 1. That the City Manager's proposed budget, as revised by the City Commission, and incorporated herein by reference be and the same is hereby approved as the final operating and capital improvements budget for the City of Largo, Florida, for the fiscal year beginning October 1, 2018 and ending September 30, 2019.

Section 2. That a summary of the amounts of money appropriated in each fund is as follows:

General Fund	\$79,479,300
<i>Enterprise Funds:</i>	
Golf Course	1,269,500
Solid Waste	13,114,800
Wastewater	<u>25,632,200</u>
	\$40,016,500
<i>Special Revenue Funds:</i>	
CDBG	1,117,400
Construction Services	1,955,800
Community Redevelopment Agency	2,511,400
County Gas Tax	2,536,000
HOME	690,400
Housing Trust Fund	1,000
Local Option Sales Tax	9,166,200
Mobility Impact Fee	0
Parkland Impact Fee	0
SHIP	433,000
Stormwater	8,582,400
Transportation Impact Fee	290,000
Tree Impact Fee	<u>586,000</u>
	\$27,869,600

60	<i>Internal Service Funds:</i>	
61	Fleet Services	2,540,900
62	Risk Management	<u>13,899,700</u>
63		\$16,440,600
64		
65	Trust Funds	\$367,700
66		
67	Total - All Funds	\$164,173,700
68	Less Inter-fund Transfers	<u>-\$20,425,800</u>
69	NET TOTAL	\$143,747,900

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71 **Section 3.** That in accordance with accepted budgeting and accounting principles and Section 5.01 of the
72 City of Largo Charter, all encumbered purchase orders, executory contracts, and uncompleted work orders as of
73 the close of business on September 30, 2018 shall carry forward to FY 2019 as a reserve of fund balance or
74 retained earnings from FY 2018 appropriations.

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76 **Section 4.** That this resolution shall take effect immediately upon its adoption.

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79 PASSED AND ADOPTED ON THIS _____ day of _____, 2018.

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82 CITY OF LARGO, FLORIDA

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85 _____
86 Louis L. Brown, Mayor

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88 REVIEWED AND APPROVED:

89 ATTEST:

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91 _____
92 Alan S. Zimmet, City Attorney

Diane Bruner, City Clerk

PERSONNEL POSITIONS BY DEPARTMENT

Department	Budget FY 2016 (FTE)	Budget FY 2017 (FTE)	Budget FY 2018 (FTE)	Budget FY 2019 (FTE)
Administration	16.88	24.58	25.58	25.58
Community Development	63.75	66.25	47.25	47.25
Engineering Services	0.00	0.00	22.00	22.00
Environmental Services	87.25	86.25	87.25	87.25
Finance	12.60	12.60	14.60	14.50
Fire Rescue	145.00	146.00	152.00	152.00
General Operating	6.70	0.00	0.00	0.00
Human Resources	11.00	11.00	11.00	12.50
Information Technology	25.00	27.00	28.00	28.00
Legislative	8.00	8.00	8.00	8.00
Library	41.70	41.20	40.20	40.30
Police	200.81	203.81	203.81	208.31
Public Works	142.50	142.83	143.83	144.83
Recreation, Parks & Arts	121.08	129.88	130.55	133.36
Total	882.27	899.40	914.07	923.88

UNFUNDED PERSONNEL POSITIONS BY DEPARTMENT

Department	Budget FY 2016 (FTE)	Budget FY 2017 (FTE)	Budget FY 2018 (FTE)	Budget FY 2019 (FTE)
Police				
Crime Analyst	1.00	1.00	1.00	1.00
Public Works				
Streets & Stormwater Tech. II	.00	1.00	1.00	1.00
Total	1.00	2.00	2.00	2.00

FTE = Full-Time Equivalent

PERSONNEL POSITIONS BY FUND

Fund Type / Fund	Budget FY 2016 (FTE)	Budget FY 2017 (FTE)	Budget FY 2018 (FTE)	Budget FY 2019 (FTE)
General	637.40	653.45	664.72	671.98
Enterprise	165.70	165.30	168.10	169.88
Special Revenue	59.59	61.07	61.67	62.02
Internal Services	19.58	19.58	19.58	20.00
Total	882.27	899.40	914.07	923.88

UNFUNDED PERSONNEL POSITIONS BY FUND

Fund Type / Fund	Budget FY 2016 (FTE)	Budget FY 2017 (FTE)	Budget FY 2018 (FTE)	Budget FY 2019 (FTE)
General Fund				
Crime Analyst	1.00	1.00	1.00	1.00
Stormwater Fund				
Streets & Stormwater Tech. II	.00	1.00	1.00	1.00
Total	1.00	2.00	2.00	2.00

PERSONNEL CHANGES SUMMARY FOR FY 2019

Dept / Position	Budget FY 2018 (FTE)	Change	Budget FY 2019 (FTE)	Net Impact FY 2019 (FTE)
Administration				
OMB Manager	1.00	Title Change OMB Manager to Performance & Budget Manager	1.00	0.00
Management Analyst	4.00	Delete 1.00 FTE Mgmt Analyst/Add Performance and Budget Director	3.00	-1.00
Contracts & Procurement Administrator	.00	Add 1.00 FTE to Performance and Budget Office	1.00	1.00
Performance & Budget Director	.00	Delete 1.00 FTE Mgmt Analyst/Add Performance and Budget Director	1.00	1.00
Assistant City Attorney	1.00	Delete 1.00 FTE / Transfer Funding to Contractual Services	0.00	-1.00
	6.00	Total	6.00	0.00
Community Development				
Permitting Services Supervisor	1.00	Re-class 1.00 FTE from Range IX to Range XI	1.00	0.00
Planner I,II,III	4.00	Delete/Add 1.00 FTE Planner (I/II) to Principal Planner	3.00	-1.00
Principal Planner	.00	Delete/Add 1.00 FTE Planner (I/II) to Principal Planner	1.00	1.00
	5.00	Total	5.00	.00
Finance				
Office Administrator	.60	Delete .60 FTE Office Administrator	0.00	-0.60
Office Specialist	.00	Add .50 FTE Office Specialist	0.50	0.50
	.60	Total	0.50	-0.10
Fire Rescue				
Firefighter EMT	39.00	Delete/Add 3.00 FTE Firefighter/EMT to Firefighter/Paramedic	36.00	-3.00
Firefighter Paramedic	66.00	Delete/Add 3.00 FTE Firefighter/EMT to Firefighter/Paramedic	69.00	3.00
	105.00	Total	105.00	.00
Human Resources				
HR Analyst	1.00	Delete/Add 2.00 FTE to Sr. HR Analyst	1.00	0.00
Senior HR Analyst	.00	Delete/Add 1.00 FTE to Sr. HR Analyst	1.00	1.00
Recruitment & Staffing Specialist	1.00	Delete/Add 1.00 FTE to Sr. HR Generalist	0.00	-1.00
Senior HR Generalist	.00	Delete/Add 1.00 FTE to Sr. HR Generalist	1.00	1.00
Benefits Supervisor	1.00	Delete/Add 1.00 FTE to HR/Benefits Supervisor	0.00	-1.00
HR/Benefits Supervisor	.00	Delete/Add 1.00 FTE to HR/Benefits Supervisor	1.00	1.00
Risk Technician	1.00	Delete/Add 1.00 FTE HR Generalist	0.00	-1.00
HR Generalist	.00	Delete/Add 1.00 FTE HR Generalist	2.00	2.00
HR Assistant	1.00	Delete/Add 1.00 FTE HR Analyst	0.00	-1.00
Benefits Specialist	1.00	Delete/Add 1.00 FTE HR Generalist	0.00	-1.00
HR Analyst – Comp. & Classification	.00	Add 1.00 FTE HR Analyst – Compensation & Classification	1.00	1.00
Office Specialist	.00	Add .50 FTE Office Specialist	0.50	0.50
	6.00	Total	7.50	1.50
Library				
Office Specialist	.50	Increase .50 FTE Office Specialist to 1.00 FTE	1.00	0.50
Office Administrator	.40	Delete .40 FTE Office Administrator	0.00	-0.40
Circulation Supervisor	1.00	Reclassification of 1.00 FTE to Library Services Manager	0.00	-1.00
Library Service Manager	2.00	Delete 1 FTE Library Services Manager / Add Borrower Svcs Mgr.	1.00	-1.00
Borrower Services Manager	.00	Delete 1 FTE Library Services Manager / Add Borrower Svcs Mgr.	1.00	1.00
Library Outreach Coordinator	.00	Reclassification of 1.00 FTE From Circulation Supervisor	1.00	1.00
	3.90	Total	4.00	.10
Police				
Police Officer	.00	Add 3.00 FTE Police Officers with Public Safety Staffing Plan	3.00	3.00
Reserve School Resource Officer	.00	Add 1.50 FTE (Two .75) Reserve School Resource Officers	1.50	1.50
	.00	Total	4.50	4.50
Public Works				
Solid Waste Supervisor	.00	Add 1.00 FTE Solid Waste Supervisor	1.00	1.00
Custodians	1.00	Delete two .50 FTE Custodian Positions / Add 1.00 FTE Custodian	1.00	0.00
Facility Maintenance Supervisor	1.00	Re-class 1.00 FTE from Range XI to Range XII	1.00	0.00
Construction Project Technician	1.00	Re-class 1.00 FTE to Construction Project Coordinator	0.00	-1.00
Construction Project Supervisor	1.00	Re-class 1.00 FTE to Construction Project Coordinator	0.00	-1.00
Construction Project Coordinator	.00	Re-class 2.00 FTE to Construction Project Coordinator	0.00	2.00
Solid Waste Worker	1.00	Delete/Add 1.00 FTE to Trades Worker I	1.00	0.00
	5.00	Total	4.00	1.00

PERSONNEL CHANGES SUMMARY FOR FY 2019

Dept / Position	Budget FY 2018 (FTE)	Change	Budget FY 2019 (FTE)	Net Impact FY 2019 (FTE)
Recreation, Parks & Arts				
Management Analyst III	1.00	Re-class 1.00 FTE to Business Manager	1.00	0.00
Rec Leader I	26.35	Add two .50 FTE Rec Leader I for SW Rec (FY18 Budget Amendment)	27.35	1.00
Rec Leader I	26.35	Delete/Add 1.00 FTE to Rec Leader II	25.35	-1.00
Rec Leader II	.00	Delete/Add 1.00 FTE to Rec Leader II	1.00	1.00
Grounds Maintenance Worker	17.98	Convert two PT positions into one 1.00 FTE Grounds Maint. Worker	18.04	0.06
Snack Bar Attendant	.50	Add .25 FTE Snack Bar Attendant for Golf Course	0.75	0.25
Snack Bar Operator	.25	Add two .50 FTE Snack Bar Operators for Golf Course	1.25	1.00
Temporary Worker/Summer Camp	9.21	Delete .88 FTE / Add Event Assistant	8.33	-0.88
Event Assistant	3.05	Add .50 FTE Event Assistant to the Performing Arts Center	4.43	1.38
	84.69	Total	87.50	2.81

Total Full Time Equivalent (FTE) Reductions:	-16.88
Total Full Time Equivalent (FTE) Additions:	25.69
Citywide Net FTE Impact:	9.81