



Legislation Details (With Text)

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Title: Ordinance No. 2018-04, second reading, amending the Fiscal Year 2017-2018 Non-District Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Ordinance No 2018-04, 2. Ordinance 2018-04 Exhibit A-rev, 3. Ordinance 2018-04 Exhibit B, 4. Public Records Technician Job Description

Date	Ver.	Action By	Action	Result
2/13/2018	1	City Commission Regular Meeting	motion to approve	Pass

TO: Honorable Mayor & Members of the North Port Commission

FROM: Peter D. Lear, CPA, CGMA, City Manager

TITLE: Ordinance No. 2018-04, second reading, amending the Fiscal Year 2017-2018 Non-District Budget.

Recommended Action

Approve Ordinance No. 2018-04, amending the Fiscal Year 2017-2018 Non-District Budget.

Background Information

Non-District Funds are requesting an amendment to the FY 2018 Non-District budget for additional funding in the amount of \$222,450 to add four new positions to the 2018 budget which includes additional personnel, operating and capital costs. The amendment utilizes fund balance to provide the needed funding.

In the General Fund, the City Clerk’s Office is requesting two new positions. Due to the volume of public records request, the City Clerk is requesting two (2) Public Records Technicians. The new positions require personnel to have experience with public records requests and redacting. The two positions will provide the additional support to catch up and keep up with the growing public records requests. The job description for this position is attached as Attachment 4. This budget amendment includes all related personnel and operating costs for a total General Fund budget amendment of \$53,640.

Neighborhood Development Services is requesting two (2) Plans Examiner/Inspector positions fully funded by the Building Fund. Having the additional two inspector/plans examiners positions will allow the city to improve our ISO rating by lower the amount of inspections our inspectors do each day. Currently our inspectors are doing more inspections than is allowed by the ISO rating company, this results in the citizens of North Port, both residential and commercial, to pay more for their insurance every year. Also, the Braves Stadium project has notified City staff that the entire project will be completed in 12 months, a significant change from the original schedule of 18 months. Within four to six months, all buildings related to the project will be under construction. The construction will be partially covered with threshold inspectors, and the City Building Department will oversee the threshold inspector work. In conjunction with the continuing increase in permitting and inspections, the addition of two (2) Plans Examiner/Inspector positions will provide coverage for existing staff member vacations and sick leave. This budget amendment includes all related personnel, operating and capital costs for a total Building Fund budget amendment of \$121,310. The increased trend of inspections will require

these positions to be full-time positions instead of temporary positions.

The Fire Rescue District has requested funding for one (1) temporary Fire and Life Safety Inspector by submitting budget amendment Ordinance 2018-03. A vehicle is required to fully fund the budget need of hiring this position. The Fire Impact Fee Fund will provide the necessary funding of \$47,500 to purchase the vehicle.

Following are the increases to the Non-District Funds:

General Fund - \$53,640
Building Fund - \$121,310
Fire Impact Fee Fund - \$47,500

The total cost to the Non-District Budget is \$222,450.

Strategic Plan

Financially Responsible City Providing Quality Municipal Services

Financial Impact

The Non-District Fund budget for fiscal year 2018 will increase by \$219,180 with funding coming from undesignated fund balance.

Procurement

N/A

Attachments:

1. Ordinance No. 2018-04
2. Ordinance No. 2018-04 Exhibit A
3. Ordinance No. 2018-04 Exhibit B
4. Public Records Technician Job Description

Prepared by: Charlina L. Lowrie, CGFO, Finance Director

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