

RESOLUTION 17-103

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING A BUDGET AMENDMENT TO FUND AN ADDITIONAL LICENSING AIDE POSITION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 11, 2017, the Council approved the revision of the job description position for the Licensing Department Administrative Aide; and

WHEREAS, the City desires to hire a third Licensing Aide based on the revised job description;

WHEREAS, a budget amendment is necessary to fund the additional position for the remainder of the fiscal year.

BE IT RESOLVED by the City of Panama City Beach, Florida that the following budget amendment (#44) is adopted for the City of Panama City Beach, Florida, for the fiscal year beginning October 1, 2016, and ending September 30, 2017, as shown in and in accordance with the attached and incorporated Exhibit A, to fund the additional position for the remainder of the fiscal year.

THIS RESOLUTION shall be effective immediately upon passage.

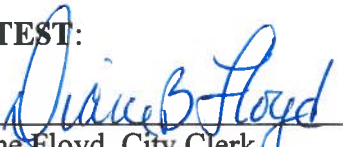
PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this 22nd day of June, 2017.

CITY OF PANAMA CITY BEACH

By: 

Mike Thomas, Mayor

ATTEST:


Diane Floyd, City Clerk

**CITY OF PANAMA CITY BEACH
BUDGET TRANSFER FORM BF-10**

No. BA # 44

FUND	GENERAL ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APPROVED BUDGET	BUDGET ADJUSTMENT	NEW BUDGET BALANCE
TO	001-2400-524.12-10	Salaries Regular	427,000.00	10,000.00	437,000.00
TO	001-2400-524.21-10	Taxes FICA	36,445.00	765.00	37,210.00
TO	001-2400-524.22-10	Retirement	36,160.00	1,300.00	37,460.00
TO	001-2400-524.23-10	Health Insurance	50,900.00	540.00	51,440.00
TO	001-2400-524.23-20	Dental Insurance	2,650.00	25.00	2,675.00
TO	001-2400-524.23-30	Life Insurance	550.00	5.00	555.00
TO	001-2400-524.60-10	Capital Outlay < \$5,000	13,350.00	3,000.00	16,350.00
FROM	001-8100-999.96-00	Reserves Available for Expenditures	12,213,410.00	(15,635.00)	12,197,775.00
			0.00	0.00	0.00
		Check Adjustment Totals:	12,780,465.00	0.00	12,780,465.00

BRIEF JUSTIFICATION FOR BUDGET ADJUSTMENT:

To appropriate reserves for new licensing aide position for balance of FY 2017

Salaries and related benefits and new computer equipment

ROUTING FOR APPROVAL

_____ DEPARTMENT HEAD _____ DATE _____

_____ CITY MANAGER _____ DATE _____

_____ FINANCE DIRECTOR _____ DATE _____

Exhibit A



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Building and Planning Department/Mel Leonard

2. MEETING DATE:

June 22, 2017

3. REQUESTED MOTION/ACTION:

It is requested that the City Council approve the requested budget amendment in order to begin the hiring process for an additional Administrative Aide - Licensing.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

The City Council approved of an updated job description for the Administrative Aide - Licensing position at the May 11th meeting. At that meeting, it was agreed that staff would bring back a budget amendment and then proceed with filling the position to give the Licensing Division an employee with accounting/bookkeeping experience to assist with transferring data and reports to the Finance Department as well as fulfilling requests for information.