

NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

MEMORANDUM

TO: Governing Board

THROUGH: Brett J. Cyphers, Executive Director
Lyle Seigler, Chief of Staff

FROM: Wendy Dugan, Division of Administration Director

DATE: November 1, 2019

SUBJECT: Consideration of Resolution No. 860 Amending the Fiscal Year
2018-2019 Budget - Amendment No. 16

Recommendation

Staff recommends the Governing Board adopt Resolution No. 860 amending the Fiscal Year 2018-2019 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

Background

District procedures allow for budget amendments to occur within 60 days following the end of a fiscal year (FY). Based on expenditures paid that count toward the FY 2018-2019 budget, several changes are requested to properly align budget with these costs. Amendment No. 16 realigns budget categories of Salaries and Benefits (S&B), Contracted Services, Operating Expenses, Operating Capital Outlay (OCO), and Fixed Capital Outlay (FCO) within and across programs, activities, funds, and projects. This amendment does not increase or decrease the total District budget.

Budget realignments include:

1. \$93,300 in Personnel Budget:
 - a. \$85,510 in S&B related to Hurricane Michael response and recovery. Budget is moving from Activities 120 Research, Data Collection, Analysis and Monitoring, 210 Land Acquisition, 370 Technology and Information Services and 410 Consumptive Use Permitting to 113 Other Water Resources Planning (\$42,450), 310 Land Management (\$39,650), and 111 Water Supply Planning (\$3,410).

- b. \$3,700 in S&B due to increased information technology needs in mitigation. Budget is moving from Activity 230 Surface Water Projects to Activity 270 Technology and Information Services.
 - c. \$2,650 in S&B for salary adjustments in the Division of Administration. Budget is moving from Activity 620 Technology and Information Services to Activity 614 Administrative Support.
 - d. \$1,440 in OPS S&B for Minimum Flows and Minimum Water Levels (MFLs) data collection activities. Budget is moving from Activity 113 Other Water Resources Planning to Activity 112 MFLs.
2. \$74,300 in FCO:
- a. \$72,500 for improvements at the DeFuniak Springs Service Office. Budget is being transferred from Activities 430 Environmental Resource and Service Water Permitting and 440 Other Regulatory and Enforcement Activities to Activity 250 Facilities Construction and Major Renovations as well as from other budget categories within Activity 250.
 - b. \$1,800 for the installation of bullet proof glass on the dais in the Governing Board room located at District headquarters. Budget is being transferred within the same Activity 330 Facilities.
3. \$10,615 in Operating Expense:
- a. \$10,000 for the move from the Crestview Field Office the DeFuniak Springs Service Office. Budget is being transferred from Activity 440 Other Regulatory and Enforcement Activities to Activity 430 Environmental Resource and Service Water Permitting.
 - b. \$615 for gate repairs at the Lake Jackson facility in Tallahassee. Budget is being transferred within the same Activity 320 Works.
4. \$10,150 in OCO:
- a. \$9,650 for a camera/recorder with 1,000-foot cable for well inspections. Budget is being transferred within the same Activity 420 Water Well Construction Permitting and Contractor Licensing.
 - b. \$500 for window tinting services for the District van. Budget is being transferred from Activity 250 Facilities Construction and Major Renovations to Activity 360 Fleet Services.
5. \$2,450 in Contracted Services for legal services related to the Governing Board. Budget is being transferred from Activity 540 Lobbying/Legislative Affairs/Cabinet Affairs to Activity 611 Executive Direction.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	8,015	(8,015)	0
Land Acquisition Fund	0	(17,000)	(17,000)
Projects Fund	47,300	(47,300)	0
Lands Management Fund	39,650	(12,250)	27,400
Regulation Fund	92,150	(102,550)	(10,400)
Mitigation Fund	3,700	(3,700)	0
	<hr/> 190,815	<hr/> (190,815)	<hr/> 0



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

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RESOLUTION NO. 860

Northwest Florida Water Management District Amending the Fiscal Year 2018-2019 Budget

WHEREAS, chapters 200 and 373, Florida Statutes, require the Governing Board of the Northwest Florida Water Management District (District) to adopt a final budget for each fiscal year; and

WHEREAS, by Resolution No. 840, after a public hearing on September 27, 2018, the Governing Board of the District adopted a final budget for the District covering its proposed operations and other requirements for the ensuing fiscal year, beginning October 1, 2018 through September 30, 2019; and

WHEREAS, in accordance with section 189.016(7), Florida Statutes, the District will post the adopted amendment on its official website within five days after its adoption; and

WHEREAS, a budget amendment involves an action that transfers, increases, or decreases to total appropriated Fund amounts in the budget; and

WHEREAS, pursuant to section 120.525, Florida Statutes, the District has provided notice of its intention to amend the Budget in the published notification of the Governing Board meeting at which the amendment will be considered; and

NOW THEREFORE BE IT RESOLVED by the Governing Board of the Northwest Florida Water Management District, that:

The Budget is hereby amended as summarized in the memorandum dated November 14, 2019, requesting Amendment No. 16 to the Fiscal Year 2018-2019 budget. Amendment No. 16 reallocates budget authority across programs, funds, projects, and budget categories to properly reflect activities performed and accurately assign actual costs with no increase to the total District budget.

PASSED AND ADOPTED this 14th day of November 2019, A.D.

The Governing Board of the
**NORTHWEST FLORIDA WATER
MANAGEMENT DISTRICT**

ATTEST:

Chair

Acting Secretary-Treasurer

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JON COSTELLO
Tallahassee

TED EVERETT
Chipley

BO SPRING
Port St. Joe