

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: May 13, 2021

SUBJECT: Consideration of Amendment No. 9 to the Fiscal Year 2020-2021 Budget and Related Purchases -- **SUPPLEMENTAL**

Recommendation

Staff recommends the Governing Board adopt Resolution No. 889 amending the Fiscal Year 2020-2021 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund, approve the purchase of Oracle licensing, and authorize the Executive Director to approve a purchase order not to exceed \$140,000.

Background

Amendment 9 realigns budget and two positions within and across programs, activities, projects, and budget categories. This amendment does not increase or decrease the total count of authorized positions or total District budget.

- The District has been notified that an upgrade to Oracle licensing is required to remain current within the St. Johns River Water Management District ePermit System. The upgrade will enable the District to take advantage of future functionality and other upgrades under development, as well as benefit from discounted pricing if purchased in this fiscal year. Available budget of \$140,000 from Activity 120 “Research, Data Collection, Analysis and Monitoring” in Contracted Services will transfer to Activity 450 “Technology and Information Services” in Operating Expenses for the Regulatory Services Division.
- Plans are to install steps along the shoreline of Econfina Creek for better access to the Pitt Spring Day Use Area. Available budget of \$40,000 from Activity 120 in Contracted Services will transfer to 260 “Other Acquisition and Restoration” in Fixed Capital Outlay for the Resource Management Division.
- In support of water resource evaluations, the Resource Management Division plans to accelerate the purchase of an acoustic doppler current profiler used to measure discharge in deeper streams and spring runs. Available budget of \$30,000 from Activity 120 in Contracted Services will transfer to Operating Capital Outlay within the same project.

- To better utilize two existing full-time equivalent positions (FTEs), one FTE in the Division of Regulatory Services and one FTE in the Division of Asset Management are to be deleted and two FTEs are to be added to the Office of Executive Director. Positions to be deleted are a vacant Regulatory Support Specialist I and a Lands Manager I. The positions to be added are a Project Implementation Program Manager and Senior Project Implementation Program Manager. Personnel budget for the two new positions are to be allocated across Regulatory Services, Asset Management, Resource Management, and Administration divisions and will be incorporated into the Fiscal Year 2021-2022 Tentative Budget. Related personnel costs for this fiscal year will be absorbed with the exception of two budget transfers that total \$27,000 in Salaries and Benefits within Programs 1 and 4 due to the reallocation of personnel costs resulting from a reorganization between two divisions and the Office of Executive Director.

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	0	(17,000)	(17,000)
Projects Fund	47,000	(210,000)	(163,000)
Land Management Fund	150,000	(10,000)	140,000
Regulation Fund	40,000	(0)	40,000
	<u>237,000</u>	<u>(237,000)</u>	<u>0</u>



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

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RESOLUTION NO. 889 AMENDMENT NUMBER 9 TO FISCAL YEAR 2020-2021 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. 877, after a public hearing on September 24, 2020, 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, 2020 through September 30, 2021; 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 May 13, 2021, requesting Amendment No. 9 to the Fiscal Year 2020-2021 budget. Amendment No. 9 provides for the deletion and addition of two full-time equivalent positions and cost-neutral budget transfers in the amount of \$237,000. This amendment recognizes the reallocation of budget authority within and across programs, activities, projects, and budget categories to properly reflect activities performed and estimated costs. This amendment does not increase or decrease the total count of authorized positions or total District budget.

ADOPTED AND APPROVED this 13^h day of May 2021, A.D.

ATTEST:

George Roberts, Chair

Brett Cyphers, Acting Secretary-Treasurer

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

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