

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 3, 2021

SUBJECT: Consideration of Resolution No. 898 Amending the Fiscal Year
2020-2021 Budget - Amendment No. 14

Recommendation

Staff recommends the Governing Board adopt Resolution No. 898 amending the Fiscal Year 2020-2021 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 2020-2021 budget, several changes are requested to properly align budget with these costs. Amendment No. 14 realigns budget categories of Salaries and Benefits (S&B), Contracted Services, and Operating Expenses within and across funds, programs, activities, projects, and categories. This amendment does not increase or decrease the total District budget.

Budget realignments include:

1. \$87,500 in S&B budget transfers:
 - a. \$20,500 from Activities 150 Technology and Information Services (\$14,000) and 130 Technical Assistance (\$6,500) to Activity 111 Water Supply Planning.
 - b. \$6,000 from Activity 130 Technical Assistance to Activity 113 Other Water Resources Planning.
 - c. \$1,500 from Activity 130 Technical Assistance to Activity 120 Research, Data Collection, Analysis and Monitoring.

- d. \$2,500 from Activity 450 Technology and Information Services to Activity 222 Water Supply Development Assistance.
 - e. \$35,000 from Activities 410 Consumptive Use Permitting (\$30,000) and 450 Technology and Information Services (\$5,000) to Activity 230 Surface Water Projects.
 - f. \$22,000 from Activities 210 Land Acquisition (\$19,000) and 370 Technology and Information Services (\$3,000) to Activity 310 Land Management.
2. \$17,350 in transfers between Contracted Services and Operating Expenses within each of these activities for the following purposes:
- a. \$11,550 for legal services in Activity 330 Facilities, Activity 520 Public Information, Activity 611 Executive Direction.
 - b. \$5,000 for temporary staffing services in Activity 614 Administrative Support.
 - c. \$800 for clothing and uniform expense in Activity 420 Water Well Construction Permitting and Contractor Licensing

Summary of Fund Impact to Expense Budget:

<u>Fund Source</u>	<u>Increase</u>	<u>Decrease</u>	<u>Impact</u>
General Fund	16,550	(30,550)	(14,000)
Land Acquisition Fund	0	(19,000)	(19,000)
Projects Fund	65,500	(14,000)	51,500
Lands Management Fund	22,000	(3,000)	19,000
Regulation Fund	800	(38,300)	(37,500)
Mitigation Fund	0	(0)	0
	<u>104,850</u>	<u>(104,850)</u>	<u>0</u>



Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

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RESOLUTION NO. 898 AMENDMENT NUMBER 14 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 November 3, 2021, requesting Amendment No. 14 to the Fiscal Year 2020-2021 budget. Amendment No. 14 provides for a cost-neutral expense budget transfer in the amount of \$104,850 and provides for a reallocation of expense budget between funds, programs, activities, projects, and categories to properly reflect activities performed and accurately assign costs with no increase or decrease to the total District budget.

ADOPTED AND APPROVED this 18th day of November 2021, A.D.

ATTEST:

Chair

Secretary-Treasurer

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

NICK PATRONIS
Secretary
Panama City

JOHN W. ALTER
Malone

GUS ANDREWS
DeFuniak Springs

KELLIE RALSTON
Tallahassee

ANNA UPTON
Tallahassee