

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

**MEMORANDUM**

TO: Governing Board

THROUGH: Lyle Seigler, Executive Director  
Caitlin Brongel, Chief of Staff

FROM: Jack Furney, Director, Division of Administrative Services

DATE: October 26, 2022

SUBJECT: Consideration of Resolution No. 911 Amending the Fiscal Year  
2021-2022 Budget - Amendment No. 6

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**Recommendation**

Staff recommends the Governing Board adopt Resolution No. 911 amending the Fiscal Year 2021-2022 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 2021-2022 budget, several changes are requested to properly align budget with these costs. Amendment No. 6 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. \$133,470 in budget transfers to Salaries and Benefits:
  - a. \$62,940 for Resource Management to accurately reflect staffing needs in the correct activities.
  - b. \$60,900 for District Administration and Management - primarily for unanticipated leave payouts for previous staff (Executive Director and Director of the Division of Administration).
  - c. \$9,630 for Facilities and Public Information to provide sufficient budget for salary adjustments.
2. \$35,670 in transfers for Contracted Services and Operating Expenses:

- a. \$33,120 in operating expenses for fuel (\$28,800), repair and maintenance of recreation areas (\$3,020), and continuing education (\$1,300).
- b. \$2,550 in contracted services for legal services (\$1,900) and auditing services (\$650).

Summary of Fund Impact to Expense Budget:

<b><u>Fund Source</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>	<b><u>Impact</u></b>
General Fund	71,180	(71,180)	0
Land Acquisition Fund	0	(0)	0
Projects Fund	58,100	(58,100)	0
Lands Management Fund	3,020	(3,020)	0
Regulation Fund	32,000	(32,000)	0
Mitigation Fund	4,840	(4,840)	0
	<u>169,140</u>	<u>(169,140)</u>	<u>0</u>



# Northwest Florida Water Management District

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81 Water Management Drive, Havana, Florida 32333-4712  
(U.S. Highway 90, 10 miles west of Tallahassee)

Lyle Seigler  
Executive Director

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## **RESOLUTION NO. 911 AMENDMENT NUMBER 6 TO FISCAL YEAR 2021-2022 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. 897, after a public hearing on September 23, 2021, 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, 2021, through September 30, 2022; 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 October 26, 2022, requesting Amendment No. 6 to the Fiscal Year 2021-2022 budget. Amendment No. 6 provides for a cost-neutral expense budget transfer in the amount of \$169,140 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 10<sup>th</sup> day of November 2022, A.D.

**ATTEST:**

\_\_\_\_\_  
Chair

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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

TED EVERETT  
Chipley

KELLIE RALSTON  
Tallahassee

ANNA UPTON  
Tallahassee