

# 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: March 29, 2023

SUBJECT: Consideration of Amendment No. 3 to the Fiscal Year 2022-2023 Budget

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### **Recommendation**

Staff recommends the Governing Board adopt Resolution No. 917 amending the Fiscal Year 2022-2023 budget and allow staff to realign revenues and reserves to maintain the proper balance in each fund.

### **Background**

Amendment 3 realigns budget through transfers of \$778,894 across funds, activities, projects, and budget categories. This amendment does not increase or decrease the District's total budget.

Budget realignments include:

- \$274,061 in Salaries and Benefits and transfer of three positions between Divisions as described below:
  - Transfer one position from the Office of Executive Director (OED) and a total of \$123,782 to the Information Technology (IT) Bureau for the addition of an Infrastructure and Application Development Program Manager and a competitive pay adjustment.
  - Transfer one position and \$83,731 from the Resource Management Division (RMD) to the Asset Management Division to support lands resource administration activities related to conservation easements, mitigation properties, procurement, and community outreach.
  - Transfer one position from OED to RMD and a total of \$66,548 to support administration and oversight of grant programs and development and implementation of water resource assistance programs..
- \$200,000 category change within Activity 230 (Surface Water Projects) from Grants and Aids to Contracted Services for expenses paid directly to contractors instead of through grant awards.
- \$185,000 category and project change within Activity 112 (the MFL program) to support data collection and modeling needs for Jackson Blue MFL, increased sampling costs for Region II MFL, contractual costs for discharge measurements and index velocity rating activities at St. Marks River Rise MFL, and to replace outdated equipment.
- \$80,000 category change within Activity 230 (Surface Water Projects) from Operating Capital Outlay (OCO) to Operating Expenses for rental of a Marsh Master which was planned for purchase in FY 2022-23 but has been delayed to FY 2023-24.
- \$35,000 category change within Activity 310 (Land Management) from FCO to Operating Expenses for pavilion structures that are now less than \$5,000 each to construct.
- \$1,833 category change within Activity 440 (Other Regulatory and Enforcement Activities) from Operating Expense to OCO to provide sufficient budget for increase in replacement vehicle pricing.

- \$1,800 transfer between projects within Activity 120 (Research, Data Collection, Analysis and Monitoring) to provide sufficient budget for the replacement of a district-owned copier with a leased copier for use in the laboratory services building.
- \$1,200 category change within Activity 614 (Administrative Support) from Operating Expenses to Contracted Services to provide sufficient budget for increases in actuary services and bank fee expenses.

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	\$28,274	(\$52,003)	(\$23,729)
Land Acquisition Fund	0	(0)	0
Projects Fund	\$484,294	(\$514,893)	(\$30,599)
Lands Management Fund	\$138,073	(\$82,585)	\$55,488
Regulation Fund	\$44,384	(\$49,413)	(\$5,029)
Mitigation Fund	\$83,869	(\$80,000)	\$3,869
	<u>\$778,894</u>	<u>(\$778,894)</u>	<u>0</u>



Lyle Seigler  
Executive Director

# Northwest Florida Water Management District

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## **RESOLUTION NO. 917 AMENDMENT NUMBER 3 TO FISCAL YEAR 2022-2023 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. 910, after a public hearing on September 22, 2022, 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, 2022 through September 30, 2023; 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 March 29, 2023, requesting Amendment No. 3 to the Fiscal Year 2022-2023 budget. Amendment No. 3 provides for budget transfers in the amount of \$778,894. This amendment recognizes the reallocation of budget authority and three positions within and across funds, programs, activities, projects, and budget categories to properly reflect activities performed and estimated costs. This amendment does not increase or decrease the District's total budget.

**ADOPTED AND APPROVED** this 13<sup>th</sup> day of April, 2023, A.D.

**ATTEST:**

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George Roberts, Chair

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Nick Patronis, Secretary-Treasurer

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Chair  
Panama City

JERRY PATE  
Vice Chair  
Pensacola

NICK PATRONIS  
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