



Cover Memorandum/Staff Report

File #: 24-1158

Agenda Date: 9/16/2024

Item #: 7.D.

TO: Mayor and Commissioners
FROM: Hugh Dunkley, Chief Financial Officer
THROUGH: Terrence R. Moore, ICMA-CM
DATE: September 16, 2024

RESOLUTION NO. 184-24 AMENDING THE FISCAL YEAR 2023-24 BUDGET ADOPTED BY RESOLUTION NO.145-23 ON SEPTEMBER 18, 2023.

Recommended Action:

Motion to Approve Resolution No. 184-24 amending the Fiscal Year 2023-24 budget adopted on September 18, 2023.

Background:

The purpose of this request is to amend the adopted Fiscal Year (FY) 2023-24 budget to account for items that were not anticipated, or measurable at the time of original budget adoption. Per Florida State Statute (FSS) 166.241, the City's Adopted Budget may be revised with a Budget Amendment approved by the City Commission.

Provided below is a summary of the budget changes staff is recommending. The attached Resolution and Exhibit A provide details of the proposed changes.

General Fund (001) \$19,491

1. Neighborhood Services (NCS)

Request to amend the FY 2023-24 NCS Department to purchase equipment for lawn maintenance and manicured appearance for several vacant/greenways along East Atlantic Avenue in the Downtown District.

The transfer amount requested is \$16,491

Funding Source - No change in the General fund Budget - Transfer from Salaries to Machinery and Equipment.

2. Planning and Zoning (P&Z)

Request to amend the FY 2023-24 P&Z budget to cover additional expenses for staff training and education.

The transfer amount requested is \$3,000

Funding Source - No change in the General fund Budget - Transfer from Travel & Training to Membership Training and Education Cost.

Water and Sewer Fund (441) \$193,000

1. Water Treatment and Storage Division

Request to amend the FY 2023-24 Water and Sewer fund to cover additional spending due to increased services for both wet and dry sludge removal until vacuum filters are repaired.

The transfer amount requested is \$175,000

Funding Source - No change in the Water of Sewer fund. Transfer from Non-Operating Contingency Fund to Utilities Water Treatment and Storage - Other Contractual Services.

2. Engineering Division

Request to amend the FY 2023-24 Water and Sewer fund to employ a temporary Geographic Information System (GIS) Specialist II through KForce.

The transfer amount requested is \$18,000

Funding Source - No change in the Water of Sewer fund. Transfer from Regular Salaries to Other Contractual Services - Temporary Services.

3. Customer Service Division

Request to amend the FY 2023-24 Water and Sewer fund to reclassify the Part-time Customer Service Representative as a Full-Time role.

The transfer amount requested is \$0

Funding Source - No change in the Water of Sewer fund.

Water and Sewer Fund Renewal and Replacement (442) \$900,000

1. Renewal & Replacement (R&R) Division

Request to amend the FY 2023-24 Water and Sewer Renewal and Replacement (R&R) Fund to transfer funds from the Water Meter Replacement project to the new Utility Billing Software project.

The transfer amount requested is \$900,000

Funding Source - No change in the Water of Sewer R&R Fund. Transfer from Water Meter Replacement project to Utility Billing Software project.

Funding Source/Financial Impact:

See Exhibit A appended to Resolution No. 184-24

Timing of Request:

Approval of this request will properly amend the budget, as listed in Exhibit A.