



AGENDA REPORT  
April 9, 2019

**Budget Change Requests**

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**SUBJECT:**

Approval of Budget Change Requests

**DEPT/OFFICE:**

Budget

**REQUESTED ACTION:**

It is requested that the Board of County Commission review and approve the attached Budget Change Requests.

**SUMMARY EXPLANATION and BACKGROUND:**

In accordance with the Budget and Financial Policy (BCC-21), the attached budget change requests are being submitted for review and approval by the Board of County Commissioners.

**CLERK TO THE BOARD INSTRUCTIONS:**

Maintain necessary documents for records retention.

**ATTACHMENTS:**

**Description**

- **Budget Change Requests 4-09-19**



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

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Tammy.Rowe@brevardclerk.us

April 10, 2019

**M E M O R A N D U M**

**TO:** Jill Hayes, Budget Director

**RE:** Item F.1. Approval of Budget Change Requests

The Board of County Commissioners, in regular session on April 9, 2019, approved the Budget Change Requests. Enclosed are the original BCRs.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

/dt

Encls. (a/s)

cc: Finance



## Budget Change Request (Form BCC-114)

**Brevard County Budget Office**

**Fund:** 1110-Surface Water County-Wide Improvements

**Department:** Natural Resources Management Office

**Date:** 3/26/2019

**Program:** WATERSHED CAPITAL PROJECTS

**Type of Request:** Amendment

**Revenue Change:**

Intergovernmental

## Statutory Reduction

**Expenditure Change:**

**\$50,947 Operating Expenses**

(\$2,547)

\$48,400

**Total:** \$48,400

**Total:** \$48,400

**Justification:**

This Budget Change Request is to recognize a grant to the Natural Resources Management Department, for the Titusville Causeway Shoreline Stabilization Feasibility Study. The feasibility study will investigate shoreline stabilization through the implementation of wave attenuation devices and seagrass restoration as a sustainable method of shoreline protection to rebuild the eroding beach on the southeast shoreline of the A. Max Brewer Causeway. This grant was approved on December 14th, 2018 by the Board of County Commissioners.

**Alternative:**

**If this Budget Change Request is not approved, then the shoreline will continue to erode, endangering property and the public.**

**SAP Document Number:**

**50014016**

**Approval:**

VHBARKER

Approved

03/22/2019

KNETERER

Approved

03/25/2019

JJHAYES

Approved

03/26/2019

JDENNINGHOFF

Approved

03/26/2019

FBABBATE

Approved

03/26/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Robert H. Hume D.C.



# Budget Change Request (Form BCC-114)

## Brevard County Budget Office

**Fund:** 1019-Parks South Area Operations

**Date:** 3/14/2019

**Type of Request:** Line Item Transfer

**Revenue Change:**

**Department:** Parks and Recreation Department

**Program:** SOUTH AREA PARK OPERATIONS

**Expenditure Change:**

Operating Expenses (\$130,000)

CIP \$130,000

**Total:** \$0

**Total:** \$0

### Justification:

This budget change request is to transfer funds from Operating to Capital in order to properly categorize funding for the demolition, removal and replacement of the soccer playground, Asset #641630, and baseball playground, Asset #641761, at Viera Regional Park. The playgrounds have sections closed to the public due to the damage inflicted by nature over the last 14 years. Funding for the playgrounds is being allocated from repair and maintenance and is necessary to capture as an asset for depreciation purposes.

### Alternative:

If these budget change request is not approved, funding for these projects will not be captured by Asset Management.

**SAP Document Number:**

50013960

### Approval:

LXWOJCIECHOW

MEDONNER

CLROLLYSON

JJHAYES

JPLIESENFELT

FBABBATE

Approved

Approved

Approved

Approved

Approved

Approved

03/08/2019

03/08/2019

03/11/2019

03/11/2019

03/13/2019

03/13/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Debra S. Harris D.C.

**Budget Change Request (Form BCC-114)****Brevard County Budget Office****Fund:** 0027-Permitting & Enforcement**Date:** 3/12/2019**Type of Request:** Line Item Transfer**Revenue Change:****Department:** Planning and Development Department**Program:** LICENSING REGULATION AND ENFORCEMENT**Expenditure Change:**

Operating Expenses \$30,000

Reserves-Operating (\$30,000)

**Total:** \$0**Total:** \$0**Justification:**

When the budget for the Central Cashier was developed for FY 2018-2019, the number of transactions processed for Licensing Regulation & Enforcement was underestimated. The actual number of transactions related to Licensing Regulation and Enforcement in the 1st Quarter of FY 2018-2019 suggests that additional funding support will be required by the Central Cashier to process Licensing Regulation and Enforcement transactions. This Budget Change Request reduces the Operating Reserves in Licensing Regulation and Enforcement by \$30,000 and increases Operating Expenses by the equivalent amount.

**Alternative:**

If this budget change is not approved, the Central Cashier may experience a funding shortfall before the end of the current fiscal year.

**SAP Document Number:**

50013931

**Approval:**

JJHAYES

JDENNINGHOFF

FBABBATE

Approved

Approved

Approved

03/10/2019

03/11/2019

03/11/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Deborah Thomas D.C.



# Budget Change Request (Form BCC-114)

## Brevard County Budget Office

**Fund:** 0030-Land Development

**Date:** 3/12/2019

**Type of Request:** Line Item Transfer

**Revenue Change:**

**Department:** Planning and Development Department

**Program:** LAND DEVELOPMENT

**Expenditure Change:**

Operating Expenses \$12,000

Reserves-Operating (\$12,000)

**Total:** \$0

**Total:** \$0

### Justification:

When the budget for the Central Cashier was developed for FY 2018-2019, the number of transactions related to the Planning & Zoning program was underestimated. The actual number of transactions related to Planning & Zoning in the 1st Quarter of FY 2018-2019 suggests that additional funding support for the Central Cashier will be needed from the Planning & Zoning Program to process Planning & Zoning transactions. This will be reflected in an increase in Operating Expenses and a reduction in Operating Reserves by the Planning & Zoning program in the amount of \$12,000.

### Alternative:

If this budget change is not approved, the Central Cashier may experience a funding shortfall before the end of the current fiscal year.

### SAP Document Number:

50013886

### Approval:

TCALKINS

KNETERER

JJHAYES

JDENNINGHOFF

FBABBATE

Approved

Approved

Approved

Approved

Approved

03/06/2019

03/08/2019

03/10/2019

03/11/2019

03/11/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Dorothy Hensley



# Budget Change Request (Form BCC-114)

## Brevard County Budget Office

**Fund:** 1310-Fire/Rescue Imp Fee

**Department:** Planning and Development Department

**Date:** 3/12/2019

**Program:** FIRE RESCUE IMPACT FEES

**Type of Request:** Line Item Transfer

**Revenue Change:**

**Expenditure Change:**

Grants and Aid

\$25,000

Reserves - Capital

(\$25,000)

**Total:** \$0

**Total:** \$0

### Justification:

This budget change will increase budget authority for the disbursement of Fire/Rescue Impact Fees collected in the Viera Development of Regional Impact to reimburse the Viera Company for the costs of constructing and equipping Fire/Rescue Station 48 in Viera. The Board of County Commissioners has previously approved an impact fee reimbursement agreement to comply with Florida Statutes. This increase is the result of potentially higher Impact Fees collections which may result in higher than expected disbursements.

### Alternative:

If this budget change is not approved, there may be insufficient budget authority to fully reimburse the Viera Company resulting in a delay while a new budget change request is processed.

**SAP Document Number:**

50013879

### Approval:

TCALKINS

Approved

03/06/2019

KNETERER

Approved

03/07/2019

JJHAYES

Approved

03/07/2019

JDENNINGHOFF

Approved

03/07/2019

FBABBATE

Approved

03/11/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Deborah H. D.C.



# Budget Change Request (Form BCC-114)

## Brevard County Budget Office

**Fund:** 1330-Emergency Svcs Imp Fee ML

**Date:** 3/12/2019

**Type of Request:** Line Item Transfer

**Revenue Change:**

**Department:** Planning and Development Department

**Program:** EMERGENCY MEDICAL SERVICES IMPACT FEES

**Expenditure Change:**

Grants and Aid \$20,000

Reserves - Capital (\$20,000)

**Total:** \$0

**Total:** \$0

### Justification:

This budget change will increase budget authority for the disbursement of Emergency Medical Services Impact Fees collected in the Viera Development of Regional Impact to reimburse the Viera Company for the costs of constructing and equipping Fire/Rescue Station

48 in Viera. The Board of County Commissioners has previously approved an impact fee reimbursement agreement to comply with Florida Statutes.

### Alternative:

If this budget change is not approved, there may be insufficient budget authority to fully reimburse the Viera Company resulting in a delay while a new budget change request is processed.

**SAP Document Number:**

50013880

### Approval:

TCALKINS

Approved

03/06/2019

KNETERER

Approved

03/06/2019

JJHAYES

Approved

03/07/2019

JDENNINGHOFF

Approved

03/07/2019

FBABBATE

Approved

03/11/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Deborah Thomas D.C.





# Budget Change Request (Form BCC-114)

## Brevard County Budget Office

Fund: 1180-Countywide Road & Bridge

Date: 3/21/2019

Type of Request: Line Item Transfer

Revenue Change:

Department: Public Works Department

Program: ROAD MAINTENANCE

Expenditure Change:

Reserves - Restricted (\$932,434)

Operating Expenses \$932,434

Total: \$0

Total: \$0

### Justification:

This budget change request for the Road and Bridge Program will realign funds from Reserves to Repair and Maintenance to allow the efficient continuation of Road Resurfacing goal for FY 18-19. Funds were appropriated and approved by the Board during Budget adoption FY 18-19 Capital Improvement Plan.

### Alternative:

Without this BCR, Road resurfacing operations will have to await the BCR process to continue to work toward the year end goal.

SAP Document Number:

50013820

### Approval:

TMTHOMAS

KAWALL

JJHAYES

JDENNINGHOFF

FBABBATE

Approved

Approved

Approved

Approved

Approved

03/06/2019

03/10/2019

03/15/2019

03/18/2019

03/19/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Deborah Lewis D.C.



# Budget Change Request (Form BCC-114)

## Brevard County Budget Office

**Fund:** 0001-General Revenue Fund - Incorporated

**Department:** Sheriff for BCRA use only

**Date:** 3/14/2019

**Program:** SHERIFFS OFFICE

**Type of Request:** Amendment

**Revenue Change:**

Miscellaneous

Statutory Reduction

**Expenditure Change:**

\$797,559 Compensation and Benefits

(\$39,878) Operating Expenses

Capital Outlay

\$117,820

\$510,615

\$129,246

**Total:** \$757,681

**Total:** \$757,681

**Justification:**

This budget change request recognizes funds received from the Department of Education for the Guardian Program authorized by Florida State Statutes in 2018. These funds are for the reimbursement of expenses associated with the background, training, and outfitting of School Guardians.

**Alternative:**

If this budget change request is not approved, the County and Sheriff's Office budgets will not match.

**SAP Document Number:**

50013977

**Approval:**

JJHAYES

FBABBATE

Approved

Approved

03/12/2019

03/12/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Deborah Thomas D.C.



# Budget Change Request (Form BCC-114)

## Brevard County Budget Office

**Fund:** 0001-General Revenue Fund - Incorporated

**Department:** Sheriff for BCRA use only

**Date:** 3/14/2019

**Program:** SHERIFFS OFFICE

**Type of Request:** Amendment

**Revenue Change:**

Miscellaneous

Statutory Reduction

**Expenditure Change:**

\$21,109 Capital Outlay

(\$1,055)

\$20,054

**Total:** \$20,054

**Total:** \$20,054

**Justification:**

This budget change request recognizes the donations for the purchase of two multipurpose canines.

**Alternative:**

If this budget change request is not approved, the County and Sheriff's Office budgets will not match.

**SAP Document Number:**

50013976

**Approval:**

JJHAYES

FBABBATE

Approved

Approved

03/12/2019

03/12/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Deborah Hines D.C.



# Budget Change Request (Form BCC-114)

## Brevard County Budget Office

**Fund:** 0001-General Revenue Fund - Incorporated

**Department:** Sheriff for BCRA use only

**Date:** 3/12/2019

**Program:** SHERIFFS OFFICE

**Type of Request:** Amendment

**Revenue Change:**

Intergovernmental

Miscellaneous

Statutory Reduction

**Expenditure Change:**

\$53,901 Compensation and Benefits

\$66,002 Operating Expenses

(\$5,995)

\$44,677

\$69,231

**Total:** \$113,908

**Total:** \$113,908

**Justification:**

This budget change request recognizes the State Criminal Alien Assistance Program (SCAAP) funds, the BAM U.K Production reimbursement at the Behavior Attitude Modifications (BAM) facility and donations. The SCAAP funding will be used for the upgrade of the Master Key Control System at the County Jail Complex. The BAM U.K funds will reimburse the agency for all costs associated with the program. And the donated funds were used in the Handlebars for the Holiday Program that provided bicycles to underprivileged children.

**Alternative:**

If this budget change request is not approved, the County and Sheriff's Office budgets will not match.

**SAP Document Number:**

50013975

**Approval:**

JJHAYES

FBABBATE

Approved

Approved

03/11/2019

03/11/2019

APPROVED IN REGULAR SESSION  
BOARD OF COUNTY COMMISSIONERS

THIS 9 DAY OF April 2019

Scott Ellis, Clerk

BY: Deborah H. Ellis D.C.