



AGENDA REPORT
December 18, 2018

Budget Change Requests

SUBJECT:

Approval of Budget Change Requests

DEPT/OFFICE:

Budget

REQUESTED ACTION:

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

SUMMARY EXPLANATION and BACKGROUND:

In accordance with 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**



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

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Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

December 19, 2018

MEMORANDUM

TO: Jill Hayes, Budget Director

RE: Item F.7., Approval of Budget Change Requests

The Board of County Commissioners, in regular session on December 18, 2018, approved the Budget Change Requests. Enclosed are original BCRs.

Your continued cooperation is greatly appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/dt

Encls. (a/s)

cc: Finance



Budget Change Request (Form BCC-114)
Brevard County Budget Office

Fund: 0016-Central Parks

Department: Parks and Recreation Department

Date: 12/4/2018

Program: CENTRAL PARK OPERATIONS

Type of Request: Line Item Transfer

Revenue Change:

Expenditure Change:

Operating Expenses	(\$368,265)
CIP	\$368,265

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

This budget change request is a line item transfer to establish a project budget for the replacement of Central Area beach crossovers. In the FY 2018-2019 Adopted Budget these crossovers were included as repair under Operating Expenses, however, after structural analysis, it is determined that due to the amount of necessary repairs, the projects need to be classified as CIP. This is necessary so the assets can be captured for depreciation and insurance purposes.

Alternative:

If this budget change is not approved funding will not be in place to complete these project.

SAP Document Number:

50013711

Approval:

LXWOJCIECHOW	Approved	11/19/2018
MEDONNER	Approved	11/19/2018
CLROLLYSON	Approved	11/27/2018
JHAYES	Approved	11/27/2018
JPLIESENFELT	Approved	11/28/2018
FBABBATE	Approved	12/03/2018

APPROVED IN REGULAR SESSION
 BOARD OF COUNTY COMMISSIONERS

THIS 18 DAY OF December 2018

Scott Ellis, Clerk
 BY: Deborah King D.C.



Budget Change Request (Form BCC-114)

Brevard County Budget Office

Fund: 0001-Genera Revenue Fund - Incorporated

Department: Public Works Department

Date: 11/28/2018

Program: FACILITIES MANAGEMENT

Type of Request: Line Item Transfer

Revenue Change:

Expenditure Change:

CIP (\$143,911)
Capital Outlay \$143,911

Total: \$0 Total: \$0

Justification:

This budget Change Request (BCR) is a line item transfer from capital renovation and construction to capital outlay. The Brevard County Government Center North (BCGC-N) generator replacement project was to be completed in FY 2017-2018, however the project was delayed due to unforeseen circumstances, and needs to be carried-forward into FY 2018-2019. The funds are available due to several projects that were ahead of schedule in FY 2017-2018, including the Agricultural Center Lift Station Replacement and the BCGCN Elevator Upgrades. Remaining funds will come from the Brevard County Detention Center security door access controls project, which came in less than the engineer's estimate.

Alternative:

If this Budget Change Request is not approved, it will not be possible to pay the invoice when the project is completed.

SAP Document Number:

50013685

Approval:

LXROAN Approved 11/02/2018
TMTHOMAS Approved 11/02/2018
DPJONES Approved 11/02/2018
KAWALL Approved 11/19/2018
JJHAYES Approved 11/26/2018
JDENNINGHOFF Approved 11/26/2018
FBABBATE Approved 11/26/2018

APPROVED IN REGULAR SESSION BOARD OF COUNTY COMMISSIONERS

THIS 18 DAY OF December 2018

Scott Ellis, Clerk BY: Deborah Thomas D.C.



Budget Change Request (Form BCC-114)

Brevard County Budget Office

Fund: 1160-LOGT/Engineer Projects Management

Department: Public Works Department

Date: 11/28/2018

Program: ROAD CONSTRUCTION SERVICES

Type of Request: Line Item Transfer

Revenue Change:

Expenditure Change:

Operating Expenses	(\$119,965)
CIP	\$119,965

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

This budget change request is for Local Option Gas Tax (LOGT) Fund. During budget development the Wickham Road/Interlachen project was not carried forward, as it was projected to be completed by end of FY 2018; however, due to utility conflicts, the project was not completed within the projected timeline. This budget change request will establish the project in FY 2019 for completion. The project was included in the FY 17-18 adopted CIP.

Alternative:

Without this BCR, the project will not proceed for completion.

SAP Document Number:
50013691

Approval:

TMTHOMAS	Approved	11/07/2018
DPJONES	Approved	11/07/2018
KAWALL	Approved	11/19/2018
JJHAYES	Approved	11/20/2018
JDENNINGHOFF	Approved	11/20/2018
FBABBATE	Approved	11/21/2018

APPROVED IN REGULAR SESSION
BOARD OF COUNTY COMMISSIONERS

THIS 18 DAY OF December 2018

Scott Ellis, Clerk
BY: Dennis H. Ellis D.C.



Budget Change Request (Form BCC-114)
Brevard County Budget Office

Fund: 1132-Road & Bridge MSTU - District 2

Department: Public Works Department

Date: 11/13/2018

Program: R&B DISTRICT 2 MSTU

Type of Request: Line Item Transfer

Revenue Change:

Expenditure Change:

Operating Expenses	(\$144,681)
CIP	\$144,681

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

This budget change request is for the Municipal Service Tax Unit (MSTU) District 2 to the East Hall pipe replacement project and the Pine Boulevard dirt road paving project. These projects were identified as priority projects within the District 2 MSTU. This

budget change request will realign funds from Repair & Maintenance (Operating) to CIP based on capitalization thresholds.

Alternative:

Without this budget change request, these priority projects will not proceed.

SAP Document Number:

50013652

Approval:

TMTHOMAS	Approved	10/23/2018
DPJONES	Approved	10/25/2018
KAWALL	Approved	11/06/2018
JJHAYES	Approved	11/08/2018
JDENNINGHOFF	Approved	11/09/2018
FBABBATE	Approved	11/09/2018

APPROVED IN REGULAR SESSION
 BOARD OF COUNTY COMMISSIONERS

THIS 13 DAY OF December 2018

Scott Ellis, Clerk

BY: Deborah Herlihy D.C.



Budget Change Request (Form BCC-114)
Brevard County Budget Office

Fund: 0001-Genera Revenue Fund - Incorporated

Department: General Government Operations

Date: 12/4/2018

Program: GENERAL GOVERNMENT OPERATIONS

Type of Request: Amendment

Revenue Change:

Expenditure Change:

Balance Forward Operating \$482,526

Transfers - Other (\$482,526)

Total: \$0

Total: \$0

Justification:

This budget amendment is to recognize funds being carried-forward in the General Fund that are related to the Supervisor of Elections unexpended balances at the end of FY 2017-2018, and appropriate for ongoing physical security improvements recommended by the Department of Homeland Security. Florida Statute 129.202, Budget of Supervisor of Elections, section (1)(f) requires all unexpended balances at the end of each fiscal year shall be refunded to the Board of County Commissioners and deposited to the County fund from which payment was originally made. The Supervisor of Elections has returned \$828,583.16 in unexpended balances, however \$482,526 of these funds were previously encumbered for critical infrastructure improvements that were recommended by the Department of Homeland Security, therefore it is requested that this amount be re-appropriated to the Supervisor of Elections Office. The remaining \$346,057 will be recognized and appropriated in the General Fund during the mid-year supplement, upon completion of the annual audit and reconciliation of the financial statements. This amendment recognizes Balance Forward in the General Fund and appropriates a transfer to the Supervisor of Elections; corresponding BCR #50013719.

Alternative:

If this budget change request is not approved, the increased transfer to the Supervisor of Elections to fund facility security upgrades will be unrecognized.

SAP Document Number: 50013720
Approval: JHAYES
 FBABBATE

Approved 12/03/2018
 Approved 12/03/2018

APPROVED IN REGULAR SESSION
 BOARD OF COUNTY COMMISSIONERS

THIS 10 DAY OF December 2018

Scott Ellis, Clerk
 BY: Deborah Tunno D.C.



Budget Change Request (Form BCC-114)

Brevard County Budget Office

Fund: 0003-Supervisor of Elections

Department: Supervisor of Elections

Date: 12/4/2018

Program: SUPERVISOR OF ELECTIONS

Type of Request: Amendment

Revenue Change:

Expenditure Change:

Transfers - General Revenue

\$482,526 Transfers

\$482,526

Total:

\$482,526

Total:

\$482,526

Justification:

This budget amendment is to recognize funds being carried-forward in the General Fund that are related to the Supervisor of Elections unexpended balances at the end of FY 2017-2018, and appropriate for ongoing physical security improvements recommended by the Department of Homeland Security. Florida Statute 129.202, Budget of Supervisor of Elections, section (1)(f) requires all unexpended balances at the end of each fiscal year shall be refunded to the Board of County Commissioners and deposited to the County fund from which payment was originally made. The Supervisor of Elections has returned \$828,583.16 in unexpended balances, however \$482,526 of these funds were previously encumbered for critical infrastructure improvements that were recommended by the Department of Homeland Security, therefore it is requested that this amount be re-appropriated to the Supervisor of Elections Office. The remaining \$346,057 will be recognized and appropriated in the General Fund during the mid-year supplement, upon completion of the annual audit and reconciliation of the financial statements. This budget amendment recognizes the transfer from the General Fund and appropriates to security improvements; corresponding BCR #50013720.

Alternative:

If this budget change request is not approved, the increased transfer from the General Fund will be unrecognized.

SAP Document Number:

50013719

Approval:

JHAYES
FBABBATE

Approved
Approved

12/03/2018
12/03/2018

APPROVED IN REGULAR SESSION
BOARD OF COUNTY COMMISSIONERS

THIS 18 DAY OF December 2018

Scott Ellis, Clerk

BY: Deborah H. [Signature] D.C.