



City of Gainesville

Office of Management and Budget

To: Cynthia W. Curry, City Manager

Via: Steven Varvel, Acting Office of Management and Budget Director *Steve Varvel*
[Steve Varvel \(Nov 3, 2023 14:45 EDT\)](#)

From: Susan Boyd, Budget Manager *Susan R. Boyd*

Date: November 7, 2023

Re: Seventh Amendment to the FY 2023 General Government Financial and Operating Plan

The General Government Financial and Operating Plan Budget which includes budgets for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Proprietary Funds, and Fiduciary Funds for Fiscal Year 2023 was adopted by the Mayor and City Commission on September 22, 2022, through Resolution No. 2022-265.

The First Amendment to the FY 2023 General Government Financial and Operating Plan Budget was adopted by the Mayor and City Commission on October 20, 2022 through Resolution No. 2022-622.

The Second Amendment to the FY 2023 General Government Financial and Operating Plan Budget was adopted by the Mayor and City Commission on December 1, 2022 through Resolution No. 2022-750.

The Third Amendment to the FY 2023 General Government Financial and Operating Plan Budget was adopted by the Mayor and City Commission on March 2, 2023 through Resolution No. 2023-140.

The Fourth Amendment to the FY 2023 General Government Financial and Operating Plan Budget was adopted by the Mayor and City Commission on June 1, 2023 through Resolution No. 2023-487.

The Fifth Amendment to the FY 2023 General Government Financial and Operating Plan Budget was adopted by the Mayor and City Commission on July 20, 2023 through Resolution No. 2023-668.

The Sixth Amendment to the FY 2023 General Government Financial and Operating Plan Budget was adopted by the Mayor and City Commission on September 7, 2023 through Resolution No. 2023-775.

Section 166.241, Florida Statutes, requires that a municipality's budget amendment must be adopted in the same manner as its original budget. Examples of recommended actions within the budget amendment are:

- Transfers between funds;
- Transfers between capital and operating budgets;
- Transfers between capital projects;
- Acceptance and appropriation of grant funding;

- Amendment to staffing level;
- Appropriation from fund balance; and
- Appropriation for modified revenue and related expenditures.

Section 166.241(4), Florida Statutes, requires that the City has 60 days following the end of the fiscal year to amend a budget for that year. Proposed budget amendments represent the budget amendments required by State law for funds, departments, or accounts that exceed their appropriated authority. Staff recommends the City Commission approve a final amendment to the FY 2023 General Government Financial and Operating Plan Budget as shown in Attachment A and explained in this memorandum.

GENERAL FUND AMENDMENT

The General Fund accounts for those resources and their uses traditionally associated with government, which are not required to be budgeted and accounted for in another fund. The General Fund is the City's only major fund.

As shown in the following table, the seventh amendment in the General Fund includes allocation of fund balance in the amount of \$356,580.

	Amended Budget as of 09/07/2023	Recommended Amendments	Recommended Budget as of 09/30/2023
General Fund			
Property Taxes	47,492,732	-	47,492,732
Other Taxes	21,176,773	-	21,176,773
Licenses and Permits	10,716,129	-	10,716,129
Intergovernmental Revenue	17,147,819	-	17,147,819
Charges for Services	15,441,433	-	15,441,433
Fines and Forfeitures	903,184	-	903,184
Miscellaneous Revenue	2,856,401	-	2,856,401
General Fund Transfer	33,483,000	-	33,483,000
Interfund Transfer Revenue	5,388,157	-	5,388,157
Use of Fund Balance	8,095,397	356,580	8,451,976
Total Revenue	162,701,024	356,580	163,057,603

These funds will be transferred to the Contingency Reserve for Declared Emergencies for expenses related to Hurricane Ian in October 2022 and Tropical Storm Idalia in September 2023.

Expenditure adjustments between departments with no additional funding appropriation include:

- \$1,600,600 – Certain departments are projected to exceed their current budget appropriation at year-end and need additional budget appropriation to close the fiscal year. These additional funds are being appropriated from other departments that are projected to have operating savings in FY 2023.
 - \$1,520,460 – Fire Rescue – additional funding appropriation for a projected budget shortfall in personnel services due to overtime and a \$460 transfer to Miscellaneous Grants Fund for 5% matching funds for Fire Prevention and Safety Grant for Community Risk Reduction for purchase of equipment

- \$40,000 – Housing & Community Development – additional funding appropriation for a projected budget shortfall in personnel services due to an unbudgeted increase in salaries and benefits
- \$20,000 – City Clerk – additional funding appropriation for a projected budget shortfall in contractual services due to prior fiscal year expenditures paid in FY23
- \$20,000 – City Commission – additional funding appropriation for a projected budget shortfall in personnel services due to an unbudgeted increase in the Cost of Living Adjustment for the Florida Retirement System
- \$600 – Risk Management – additional funding appropriation for a projected budget shortfall in personnel services due to an unbudgeted increase in salaries and benefits

	Amended Budget as of 09/07/2023	Recommended Amendments	Recommended Budget as of 09/30/2023
General Fund			
City Attorney	1,606,060	-	1,606,060
City Auditor	971,583	-	971,583
City Clerk	1,776,648	20,000	1,796,648
City Commission	490,582	20,000	510,582
City Manager	2,347,496	-	2,347,496
Communications & Marketing	1,127,547	-	1,127,547
Equity & Inclusion	1,693,193	-	1,693,193
Financial Services	4,152,653	-	4,152,653
Fire Rescue	22,378,006	1,520,460	23,898,467
Housing & Community Development	337,291	40,000	377,291
Human Resources	3,305,822	(40,600)	3,265,221
Juvenile Justice & Community Support Programs	2,424,106	(1,000,000)	1,424,106
Non-Departmental	38,624,611	356,119	38,980,731
Office of Management & Budget	2,171,158	(560,000)	1,611,158
Parks, Recreation & Cultural Affairs	14,052,467	-	14,052,467
Police	37,209,538	-	37,209,538
Public Works & Facilities Management	16,306,693	-	16,306,693
Risk Management	228,847	600	229,447
Strategy, Planning & Innovation	2,069,665	-	2,069,665
Sustainable Development	4,670,235	-	4,670,235
Transportation	4,756,820	-	4,756,820
Total Expense	162,701,024	356,580	163,057,603

SPECIAL REVENUE FUND AMENDMENT

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are restricted to expenditures for specific purposes. This includes grant funds such as Community Development Block Grant, trust funds such as the Arts in Public Places Trust, and other miscellaneous restricted revenues such as the State & Federal Law Enforcement Contraband Forfeiture funds. With the implementation of our new ERP system, awards/grants are now reported separately from the Special Revenue budget which allows for more comprehensive reporting.

The seventh budget amendment in the Special Revenue Fund includes new revenue appropriations totaling \$873,497 and the use of fund balance in the Miscellaneous Special Revenue Fund in the amount of \$49,530.

	Amended Budget as of 09/07/2023	Recommended Amendments	Recommended Budget as of 09/30/2023
SPECIAL REVENUE FUNDS			
Intergovernmental Revenue	3,897,710	-	3,897,710
Charges for Services	2,751,833	513,607	3,265,440
Fines and Forfeitures	40,000	-	40,000
Miscellaneous Revenue	1,393,513	43,509	1,437,022
Interfund Transfer Revenue	5,799,533	356,580	6,156,113
Use of Fund Balance	62,641,432	49,530	62,690,962
Total Revenues	76,524,021	963,226	77,487,247

New expenditure appropriation adjustments include:

- \$513,607 – Police – additional expenditures for the GPD Billable Overtime program
- \$356,580 – In the Contingency Reserve for Declared Emergencies Fund, appropriate expenditures in various departments related to Hurricane Ian and Tropical Storm Idalia which is offset by a transfer in from the General Fund.
- \$49,500 – Police – funding for the Police Beat Show video production expenses in the Federal Law Enforcement Contraband Forfeiture Fund ([Agenda #2023-876](#))
- \$40,199 – Police – funding for the Pedestrian and Bicycle Safety High Visibility Enforcement and Support Program from the Institute of Police Technology and Management in the Miscellaneous Special Revenue Fund
- \$1,185 – Police – additional expenditures for the Drug Task Force program in the Miscellaneous Special Revenue Fund.
- \$1,825 – Fire Rescue – additional expenditures for the Operation CARE program due to additional donations received in the Miscellaneous Special Revenue Fund.
- \$300 – Fire Rescue – additional expenditures for the Car Seat Checks and Installation program due to additional donations received in the Miscellaneous Special Revenue Fund.
- \$30 – Housing and Community Development – reconciliation adjustment in the Water/Wastewater Infrastructure Fund

Expenditure adjustments with no additional funding appropriation include:

- \$131,266 – Housing & Community Development – additional funding appropriation for a projected budget shortfall in personnel services in the Gainesville Community Reinvestment Area Fund which is offset by a reduction in budgeted expenses in the Gainesville Community Reinvestment Area program.
- \$502 – City Attorney – additional funding appropriation for a projected budget shortfall in personnel services in the Gainesville Community Reinvestment Area Fund which is offset by a reduction in budgeted expenses in the Gainesville Community Reinvestment Area program.

SPECIAL REVENUE FUND - GRANTS

The seventh amendment to Special Revenue fund includes new revenue appropriations of \$9,059,706 and matching fund appropriations of \$2,231,981.

	Amended Budget as of 09/07/2023	Recommended Amendments	Recommended Budget as of 09/30/2023
Grants			
Intergovernmental Revenue	20,573,366	9,059,706	29,633,072
Miscellaneous Revenue	29,216	-	29,216
Interfund Transfer Revenue	3,254,921	2,231,981	5,486,902
Use of Fund Balance	62,828,257	-	62,828,257
Total Revenue	86,685,760	11,251,488	97,937,248

New expenditure appropriation adjustments include:

- \$10,391,209 – Transportation – a Florida Department of Transportation grant was received for the FY23 Supergrant for Section 5307 & 5339 Funding totaling \$8,291,209 and requires matching funds of \$2.1 million to be provided from the Regional Transit System operating budget in the Regional Transit System (RTS) Fund
- \$400,000 – Public Works – a Florida Department of Environmental Management Resilient Florida Grant was received for an updated vulnerability assessment and adaption plan in the Stormwater Utility Surcharge Fund
- \$277,923 – Public Works – a Florida Department of Environmental Management grant was received for the Mason Manor Residential Home – Phase II project totaling \$208,442 and requires matching funds of \$69,481 to be provided from the Public Works operating budget in the Stormwater Management Utility Surcharge Fund
- \$105,717 – Parks, Recreation & Cultural Affairs – a Florida Department of State Department of Cultural Affairs Program Support grant was received for cultural affairs program support in the Miscellaneous Grants Fund
- \$62,500 – Public Works – a Florida Department of Environmental Management grant was received for the Hogtown Creek Watershed Management Plan totaling \$187,500 and requires matching funds of \$62,500 to be provided from the Public Works operating budget in the Stormwater Management Utility Surcharge Fund
- \$36,000 – Fire Rescue – a Northeast Florida Regional Counsel grant was received for the purchase of decontamination equipment in the Miscellaneous Grants Fund
- \$21,861 – Fire Rescue – a reduction of the University of Baltimore FY22 COCLI Gainesville Community Overdose Prevention Plan Project grant funding for unspent funds in the Miscellaneous Grants Fund

DEBT SERVICE FUNDS AMENDMENT

Debt Service Funds are used to account for the accumulation of resources for the payment of general long-term debt principal and interest.

The seventh amendment to the Debt Service Funds includes a transfer in from the Additional 5 Cents Local Option Gas Tax Capital Projects (LOGT) Fund (\$54) and fund balance allocations of \$13,791.

	Amended Budget as of 09/07/2023	Recommended Amendments	Recommended Budget as of 09/30/2023
DEBT SERVICE FUNDS			
Intergovernmental Revenue	1,095,000	-	1,095,000
Miscellaneous Revenue	1,500	-	1,500
Interfund Transfer Revenue	25,331,293	54	25,331,347
Use of Fund Balance	417,606	13,791	431,397
Total Revenues	26,845,399	13,845	26,859,244

New expenditure appropriations include:

- As part of the year-end fund analysis, the following funds will be closed at the end of FY 2023. The following expenditure appropriations allow for the closure of the fund with a zero balance.
 - \$12,922 – residual fund balance in the Capital Improvement Revenue Bond 2010 Fund
 - \$677 – residual fund balance in the Revenue Note Series 2011A Fund
 - \$192 – residual fund balance in the Revenue Refunding Note 2011 Fund
- \$54 – additional appropriation for under-budgeted debt service expenses in the Capital Improvement Revenue Note 2016B Fund

CAPITAL PROJECT FUNDS AMENDMENT

Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds and Trust Funds).

The seventh amendment to the Capital Project Funds includes new revenue appropriations of \$2,122,811 in the Streets, Stations and Strong Foundations 1/2 Cent Infrastructure Surtax – 2023 to 2032 Fund, \$300,000 in the Facilities Maintenance Recurring Fund from the sale proceeds of the Phalanx Building and the use of fund balance in various capital funds totaling of \$2,131,040.

	Amended Budget as of 09/07/2023	Recommended Amendments	Recommended Budget as of 09/30/2023
CAPITAL PROJECTS FUNDS			
Taxes	14,072,893	2,122,811	16,195,703
Intergovernmental Revenue	500,000	-	500,000
Charges for Services	153,000	-	153,000
Miscellaneous Revenue	-	300,000	300,000
Interfund Transfer Revenue	14,211,834	-	14,211,834
Use of Fund Balance	31,785,374	2,131,040	33,916,414
Total Revenues	60,723,100	4,553,850	65,276,951

New expenditure appropriations include:

- \$2,122,811 – Streets, Stations and Strong Foundations Program:
 - \$1,000,000 – GFR Administration / Headquarters
 - \$300,000 – East Side Fire Station
 - \$300,000 – Public Works Hurricane Hardened Building
 - \$200,000 – NE 9th Street

- \$247,811 – Surtax Affordable Housing Set Aside for land acquisition (10% required by ordinance)
- \$75,000 – Surtax Administration
- \$800,000 – additional expenditures for the Boulware Springs Nature Park & Boulware Springs Historic Water Works project in the Wild Spaces Public Places (WSPP) 1/2 Cent Sales Tax - 2017 to 2025 Fund
- \$300,000 – additional expenditures for the Roof/HVAC/Electrical/Plumbing/Finishes program in the Facilities Maintenance Recurring Fund
- \$3,500 – Public Works – transfer from FY2019 Proposed Bond Fund to Capital Improvement Revenue Bond Fund for Grace Marketplace Laundry Building Renovation as additional funds are needed to complete the project

Expenditure appropriation include:

- \$1,331,040 – As part of the year-end fund analysis, the following funds will be closed at the end of FY 2023. The following expenditure appropriations allow for the closure of the fund with a zero balance.
 - \$623,960 – Additional 5 Cents Local Option Gas Tax Capital Projects – Bonded (LOGT) Fund
 - \$231,207 – Capital Improvement Revenue Bond (CIRB) – FY2017
 - \$213,573 – Capital Improvement Revenue Bond 2005 Fund
 - \$123,975 – Traffic Management System Building Fund
 - \$112,211 – FFGFC 2005 Capital Projects Fund
 - \$15,484 – FFGFC 2002 Capital Projects Fund
 - \$8,656 – FFGFC 2002 Fifth Avenue/Pleasant Street Projects Fund
 - \$967 – Public Improvement Capital Projects Fund
 - \$927 – Revenue Note Series 2011A Capital Projects Fund
 - \$80 – Energy Conservation Capital Projects Fund
 - \$54 – Transfer to Capital Improvement Revenue Note 2016B (CIRN) Debt Service Fund

Expenditure adjustments with no additional funding appropriation include:

- \$721,031 – In the Additional 5 Cents Local Option Gas Tax Capital Projects (LOGT) Fund:
 - \$720,977 – Repayment of loan to the General Fund
 - \$54 – Transfer to Capital Improvement Revenue Note 2016B Debt Service Fund for under-budgeted debt service expenses

PROPRIETARY FUNDS AMENDMENT

Proprietary Funds (Enterprise and Internal Service) are used to account for operations:

- That are financed and operate in a manner similar to private business enterprises - where the intent of the governing body is that the costs of providing goods/services to the general public on a continuing basis be financed or recovered primarily through user charges; or
- Where the governing body has decided that periodic determination of revenues earned, expense incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

The City Proprietary Funds are comprised of the following:

- Enterprise: Building Code Enforcement, Regional Transit System, Solid Waste Collection and Stormwater Management

- Internal Service: Employee’s Health and Accidental Benefits, Fleet Management & Replacement and General Insurance

The seventh amendment to Enterprise fund revenues includes an overall reduction revenues of \$1.7 million driven by a reduction in Charges for Services from the Stormwater Management Utility Surcharge and Regional Transit System funds of \$2.2 million, new Miscellaneous Revenue of \$37,260 in the Regional Transit System (RTS) Fund, and the use of fund balance totaling \$526,222 from the Stormwater Management Utility Surcharge Fund.

	Amended Budget as of 09/07/2023	Recommended Amendments	Recommended Budget as of 09/30/2023
ENTERPRISE FUNDS			
Taxes	2,340,045	-	2,340,045
Licenses and Permits	3,783,397	-	3,783,397
Intergovernmental Revenue	9,840,801	-	9,840,801
Charges for Services	36,515,359	(2,231,981)	34,283,379
Miscellaneous Revenue	737,038	37,260	774,298
Interfund Transfer Revenue	1,260,958	-	1,260,958
Use of Fund Balance	4,309,238		4,309,238
Total Revenues	58,786,837	(1,668,499)	57,118,338

New expenditure appropriations include:

- \$2,100,000 – Regional Transit System (RTS) matching funds for FY23 Supergrant for Section 5307 & 5339 Funding (also discussed in the Special Revenue Fund Grants section of this budget amendment)
- \$131,981 – Public Works matching funds for the Hogtown Creek Watershed Management Plan grant and the FDEM Mason Manor Residential Home Phase II grant in the Stormwater Management Utility Surcharge Fund (also discussed in the Special Revenue Fund Grants section of this budget amendment)
- \$37,260 – Transportation funding for the FTA Grant Vehicle Proceeds program in the Regional Transit System Fund

The seventh amendment to Internal Service funds includes no additional funding appropriations.

	Amended Budget as of 09/07/2023	Recommended Amendments	Recommended Budget as of 09/30/2023
INTERNAL SERVICE FUNDS			
Intergovernmental Revenue	15,565,421	-	15,565,421
Charges for Services	36,105,631	-	36,105,631
Miscellaneous Revenue	3,608,658	-	3,608,658
Interfund Transfer Revenue	411,600	-	411,600
Use of Fund Balance	2,358,565	-	2,358,565
Total Revenues	58,049,874	-	58,049,874

Expenditure adjustments between departments with no additional funding appropriation include:

- \$1,322 – Office of Management & Budget – additional personnel costs in the General Insurance Fund
- \$1,322 – Office of Management & Budget – additional personnel costs in the Employee Health and Accident Benefits Fund