



North Bay Village Memorandum

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Date: April 30, 2021
To: Ralph Rosado, Village Manager
From: Carlos Noriega, Police Chief
Subject: Budget Amendment

As per the Village Code Section §35.21, the Village's annual budget may be amended from time to time in the following manner:

(A) *Minor amendments. Transfers between line items within a departmental budget, or decreases in line items, not amounting to more than 5% of the total budget of each department, may be made by the Village Manager by written statement describing the transfers and the reasons therefore. A copy of such statement shall be filed with the Village Clerk and delivered to the Mayor and each of the Village Commissioners. A copy shall also be posted at a conspicuous place in Village Hall. The transfers shall become effective 14 days after posting, unless within that time, the Mayor or any Village Commissioner shall notify the Village Clerk that they wish the transfer placed upon the Village Commission agenda for consideration by the Village Commission. Any transfer considered by the Commission must be approved by majority vote of the Commission.*

(B) *Other amendments. All other budgetary transfers shall be approved by resolution of the Village Commission.*

(C) *Nothing in this section shall authorize the Village Manager to expend unanticipated revenues which may accrue to the Village during the course of the fiscal year, unless and until the unanticipated revenues have been budgeted by the Village Commission.*

When to initiate a Budget Amendment:

1. Funds need to be transferred from one line item to another line item within the Department;
2. Department Budget needs to increase or decrease in total;
3. A new Capital Project is established;
4. A Capital Project's Budget needs to be increased or decreased;
5. Additional revenues received that the Department anticipates using to fund current operations.

Guidelines for completing a Budget Amendment:

1. Departments must use the Budget Amendment Form;
2. The "Explanation for Change" Section on the form must also be filled out;
3. The form should be signed by the Department Head and forwarded to the Finance Department;

4. Chief Financial Officer or designee will review the Amendment request and forward it to the Village Manager or designee;
5. The Village Manager or designee will either approve or deny the request;
6. Budget Amendment requests that increase or decrease the Department's Budget must be approved by Commission.

The above captioned budget amendment procedure provides a process for making changes to North Bay Village's budget. The process is applicable to all Village departments having funds appropriated in the Annual Budget Ordinance. Departments are responsible for monitoring their budgets and determining if a Budget Amendment is necessary. Funds must be available in the appropriate line item prior to purchasing of goods or services.

The purpose of this memorandum is to document and detail the need for an amendment to the Police Department's FY 2021 budget. The amendment to the budget comprises transfers between line items of the departmental budget amounting to 0.41%. The memo and appended Budget Amendment Form will provide a written statement describing the transfers and the reasons therefore.

POLICE DEPARTMENT BUDGET AMENDMENT

BACKGROUND

The Police Department is requesting a budget amendment in order to transfer funds in the amount of \$22,500 from our overtime account to pay for several unexpected expenses, which have arisen since the FY2021 budget was adopted. The bulk of the amount requested is required to complete an emergency move of our Communications Unit from the 1841 Galleon Street building to offices at the Causeway Towers building, located at 1666 Kennedy Causeway. The 1841 Galleon Street building has recently been deemed as an unsafe structure for our employees to work in and members of the public/community to visit.

In order to accommodate this move, additional office space at the Causeway Towers building to house the increased number of PD personnel and equipment has been secured.

Causeway Towers agreed to, and already have renovated the office space and have constructed specialized secure rooms to house our property and evidence, armory and professional compliance office as required for accreditation at no additional cost, saving the Village thousands of dollars. Much of the existing furniture is unusable as the new office space is considerably smaller than the space we currently have and simply will not fit. In our commitment to minimize cost as best we can, we were able to acquire some donated furniture and purchase some used furniture. However, we were not able to completely furnish all areas with used/donated furniture so there will be a need to make some purchases. The furniture vendor that we found was, by far the cheapest after conducting several queries and comparison to what the Village has purchased in the past.

Furthermore, this mandatory emergency move requires us to move our IT infrastructure from Galleon Street to Causeway Towers and must meet all FDLE security standards. Additionally, security measures such as cameras, key card access, motion detectors and phone lines need to be installed. This work is to be done by our current contracted IT person at minimal cost.

It is important to note that this move will greatly benefit our Accreditation process by addressing several of the related problematic areas identified. This item is time sensitive and this budget amendment is required to proceed with the execution of this high priority matter.

Explanation for Change:

The Police Department's adopted budget for FY 2021 is \$5,469,344. This Budget amendment transfers a total of \$22,500 (0.41%) between line items to cover additional, unexpected expenses that resulted from the necessary infrastructure upgrade for the efficient transfer of the Communications unit to Causeway Towers. All of these items are time sensitive and this budget amendment is required to proceed with the execution of this high priority matter. The funds would be distributed for said costs as follow:

➤ **PD/Communications Move and Renovations**

Transfer \$22,500 from 001-21-521-1400 (Overtime) to:

<i>Account</i>	<i>Description</i>	<i>Amount</i>	<i>Purpose</i>
001-21-521-6410	Office Equipment	\$ 14,385.76	Electrical & Cooling Infrastructure
001-21-521-5231	Special Department Supplies	\$ 3,081.87	Storage Racks
001-21-521-4602	Repair, Replacement & Maintenance Equipment	\$ 4,432.37	Radio Equipment
001-21-521-3136	Contract Services	\$ 600.00	Security and Locks
		\$ 22,500.00	

Approved by:

Department Director 

Date 5/4/21

Chief Financial Officer 

Date 5/5/2021

Village Manager 

Date 5/5/2021