



# Pinellas County

## Staff Report

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File #: 21-1394A, Version: 1

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### **Subject:**

Fiscal Year 2021 Board Budget Amendment No. 4 to realign appropriation from Reserves for Contingency in the General Fund for unanticipated Fiscal Year 2021 expenditures.

### **Recommended Action:**

Approval of the Fiscal Year (FY) 2021 Budget Amendment No. 4 pursuant to Florida Statute section 129.06(2)(b) realigning \$120,000.00 from the General Fund Reserves for Contingency to Development Review Services for unanticipated expenses related to the implementation of credit card processing fees.

- Merchant fee processing for credit card payments through Accela was not implemented for FY21 due to delays with Accela being able to integrate payment processing with a third-party vendor.
- In FY22, a User Fee is proposed for a credit card convenience fee to directly charge customers who use credit cards for payments. This will replace the department's need to absorb banking merchant fees.
- With approval of this amendment, the reserve level for the General Fund will be \$161.7M or 23.6%.

### **Strategic Plan:**

Deliver First Class Services to the Public and Our Customers

5.2 Be responsible stewards of the public's resources

5.3 Ensure effective and efficient delivery of County services and support

### **Summary:**

Within the General Fund, this budget amendment realigns \$120,000.00 from Reserves for Contingencies within the General Government cost center to the Development Review Services cost center. This additional appropriation will provide funding to offset merchant fee expenditures that resulted from a delay in implementing credit card processing fees through Accela. The expenditures were not anticipated in the FY21 Budget and the department was not able to absorb the additional expense because priority was given to the establishment of the Development Project Manager program.

### **Background Information:**

Development Review Services will incur unanticipated projected costs of \$120,000.00 in FY21 due to unbudgeted merchant (bank) fees that the department has absorbed as there was a delay with the implementation of assessing credit card user fees when customers chose to use that form of payment.

### **Fiscal Impact:**

This amendment realigns \$120,000.00 from General Government Reserve for Contingencies to

Development Review Services Request for unanticipated operating expenses.

This amendment is consistent with the current year estimates provided during the FY22 budget development process.

**Staff Member Responsible:**

Jason Miller, Budget and Financial Management Analyst, Office of Management and Budget

**Partners:**

N/A

**Attachments:**

Board Budget Amendment No. 4