



## STAFF REPORT

### CITY OF GREEN COVE SPRINGS, FLORIDA

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**TO:** Regular Session **MEETING DATE:** November 2, 2021  
**FROM:** Marlena Guthrie, Finance Director  
**SUBJECT:** Public Hearing and approval of Resolution R-30-2021, a Resolution amending the General Fund operating budgets for Fiscal Year 2021 per Exhibit "A".

#### BACKGROUND

Exhibit "A" is attached listing the budget adjustment #3 for fiscal year ending September 30, 2021. This adjustment recognizes unanticipated revenues and expenditures as of September 30, 2021.

#### FISCAL IMPACT

**The General Fund will increase by \$3,789,957 from \$8,320,183 to \$12,110,140.**

#### RECOMMENDATION

**Approve Resolution No. R-30-2021 amending the 2021 Operating Budget for the General Fund per Exhibit "A".**

## RESOLUTION NO. R-30-2021

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA AMENDING THE FISCAL YEAR 2020-2021 OPERATING BUDGETS, RECOGNIZING UNANTICIPATED REVENUES AND EXPENSES IN THE GENERAL FUND AND PROVIDING AN EFFECTIVE DATE IN ACCORDANCE WITH EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.**

**WHEREAS**, it is necessary to increase the Fiscal Year 2020-2021 General Fund budget to reflect revenues and expenses associated with unanticipated revenues from Operating Expenses and to fund unanticipated expenditures and;

**WHEREAS**, it is necessary to hold a public hearing to approve the amendment to the General Fund to recognize unanticipated revenues and unanticipated expenditures for the fiscal year ending September 30, 2021 and;

**WHEREAS**, interim budget adjustments are necessary for changes in expenditures and revenues during the period.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS AS FOLLOWS:**

**Section 1.** That the interim budget adjustment of revenues and expenditures as indicated on Exhibit "A" attached hereto and made a part hereof, are hereby authorized and approved.

**DONE AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN DUPLICATE, IN REGULAR SESSION THIS 2ND DAY OF NOVEMBER 2021.**

**CITY OF GREEN COVE SPRINGS, FLORIDA**

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**Edward Gaw, Mayor**

**ATTEST:**

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**Erin West, City Clerk**

**APPROVED AS TO FORM ONLY:**

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**L. J. Arnold III, City Attorney**

EXHIBIT "A"		BUDGET AMENDMENT #3				
		11/2/2021				
GENERAL FUND 001	ACCOUNT DESCRIPTIONS	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	JUSTIFICATION
<u>REVENUE</u>						
3124000	Interlocal - Clay County	100,000	535,200		635,200	Increase due to Cares Act Funds and BOCC Contribution for Augusta Savage Building.
3126000	FL 7th Cent Surtax	814,357	190,643		1,005,000	Increased State Revenues
3351200	State Revenue Sharing	244,549	30,776		275,325	Increased State Revenues
3351800	Sales Tax 1/2 Cent	413,168	86,832		500,000	Increased State Revenues
3354200	Health Insurance Rebate	-	20,740		20,740	Health Insurance Rebate
3472500	Special Events-Augusta Savage	-	6,000		6,000	Clay High Wrestling
3510000	Asset Forfeiture-Federal	-	54,203		54,203	Federal Forfeiture Funds
3511000	Court Fines & Forfeitures	12,000	13,000		25,000	Increased Court Fines
3511010	Red Light Camera Revenue	900,000	75,000		975,000	Increased RLC Citations
3540000	Parking Fines	300	400		700	Increased Parking Fines
3651000	Sale of Surplus	10,000	33,500		43,500	Increased Surplus Sales
3699230	Pier Docking Fees	2,500	2,500		5,000	Increased Docking Fees
3724100	Park Reservation Fees	15,000	3,500		18,500	Increased Park Reservation Fees
3832236	Grants	-	186,265		186,265	GIS Project Grant and adjusted FEMA payment for COVID-19 expenditures.
3810000	Transfers in From Fund Balance	-	403,487		403,487	Increase due to carry over of Cares Act Projects.
3832500	ARPA Funds	-	2,147,911		2,147,911	ARPA Funds - Tranche #1
	<b>TOTALS</b>	<b>2,511,874</b>	<b>3,789,957</b>	<b>-</b>	<b>6,301,831</b>	
	Increase In Revenues		3,789,957			
<u>EXPENSES</u>						
City Manager (1212)						
5001200	Salaries	236,047	9,000		245,047	
5001400	Overtime	1,500	3,150		4,650	
5002300	Life/Health Insurance	34,417	6,337		40,754	Increase for City Manager personal service expenditures
	<b>TOTALS</b>	<b>271,964</b>	<b>18,487</b>	<b>-</b>	<b>290,451</b>	
	Increase in Expenses		18,487			
Human Resources (1213)						
5003420	Contract Services	7,805	8,000		15,805	Increase due to carryover of Wage Study Expenses
5001200	Salaries	123,322	27,000		150,322	Increase for HR Director Payout.
	<b>TOTALS</b>	<b>131,127</b>	<b>35,000</b>	<b>-</b>	<b>166,127</b>	
	Increase in Expenses		35,000			
Augusta Savage (1214)						
5004644	A. Savage OP/MTCE	3,000	9,000		12,000	Increase due to Roof Repair
5006326	Improvements	420,000	1,100,000		1,520,000	Increase due to carry over of Cares Act Projects, Renovation of ASACC Classroom Building and Gang Restrooms, and Drainage Pipe Improvements.
	<b>TOTALS</b>	<b>423,000</b>	<b>1,109,000</b>	<b>-</b>	<b>1,532,000</b>	
	Increase in Expenses		1,109,000			
Finance (1313)						
5001200	Salaries	209,842	10,250		220,092	Increase for Finance personal service expenditures
5004610	Equipment Maintenance	3,600	1,500		5,100	Increased Canon Copier Costs
5003200	Accounting & Auditing	17,000	1,500		18,500	Increased audit costs due to single audits
	<b>TOTALS</b>	<b>230,442</b>	<b>13,250</b>	<b>-</b>	<b>243,692</b>	
	Increase in Expenses		13,250			

EXHIBIT "A"		BUDGET AMENDMENT #3					
		11/2/2021					
		ACCOUNT DESCRIPTIONS	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	JUSTIFICATION
		Info Technology (1314)					
5001200	Salaries	69,197	20,000			89,197	Increase due to Part Time Information Systems Tech position becoming Full Time
50053101	Maint Support/Software	21,716	13,284			35,000	Increase for support services.
	TOTALS	90,913	33,284	-		124,197	
	Increase in Expenses		33,284	-			
		General Services (1319)					
5004100	Communications	30,000	60,000			90,000	Increase due to New Phone System, Data Services and Archive Licenses
5004330	Stormwater Fees	735	12,500			13,235	Increase due to New Stormwater User Fee
5005200	Operating Supplies	20,000	80,000			100,000	Increase due to carry over of Cares Act Projects.
5009992	Contingency	2,923	2,147,911			2,150,834	ARPA Funds Tranche #1
	TOTALS	53,658	2,300,411	-		2,354,069	
	Increase in Expenses		2,300,411	-			
		Development Services (1515)					
5001200	Salaries	64,755	5,425			70,180	Increase for Development Services personal service expenditures
5003100	Professional Services	85,361	100,000			185,361	Increase due to carry over of Cares Act Projects and GIS Grant Project.
	TOTALS	150,116	105,425	-		255,541	
	Increase in Expenses		105,425	-			
		Police (2021)					
5006431	Vehicles	146,610	50,100			196,710	Increase for vehicle expenditures.
	TOTALS	146,610	50,100	-		196,710	
	Increase in Expenses		50,100	-			
		Parks (3072)					
5001300	Salaries - Part Time	-	14,000			14,000	Increase for Parks personal service expenditures.
5001400	Overtime	4,000	14,000			18,000	
5002300	Life/Health Insurance	23,120	14,000			37,120	
5006200	Buildings	-	83,000			83,000	Increase due to Installation of a pre-fab concrete restroom structure.
	TOTALS	27,120	125,000	-		152,120	
	Increase in Expenses		125,000	-			
		Net Change in GF Expenses	1,524,950	3,789,957	-	5,314,907	
		Net General Fund Budget Increase		3,789,957			

# LEGAL AD

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CITY OF GREEN COVE SPRINGS - 321 WALNUT STREET - GREEN COVE SPRINGS, FLORIDA 32043  
TEL. (904) 297-7500 - FAX (904) 284-8118

**Date:** October 14, 2021  
**Contact:** Finance Director Marlena Guthrie  
**Phone:** (904) 297-7500  
**Fax:** (904) 284-2718

**Run Once/ Legal Ad Section on October 21, 2021**  
**Furnish Proof of Publication**  
**Bill to Address Shown Above**

## PUBLIC HEARING NOTICE

The City Council of the City of Green Cove Springs has scheduled a public hearing to be held at 7:00 p.m., Tuesday, November 2, 2021, in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida, to consider a resolution increasing the General Fund Budget in the amount of \$3,789,957 and amending the respective operating budgets within the General Fund for fiscal year 2020/2021.

Please be advised that if a person decides to appeal any decision made by the City Council with respect to any matter considered at this scheduled public meeting, he will need to ensure that a verbatim transcript of the proceedings is made, which record includes testimony and evidence upon which the appeal is based.

In accordance with the Americans with Disabilities Act, any person needing special accommodations should contact City Hall at (904) 297-7500 at least three days prior to the hearing. Hearing impaired persons may access through (904) 529-2225 (TDD).

Said resolution may be inspected at City Hall during regular working hours and interested parties may appear at that meeting and be heard with respect to the proposed resolution.

City of Green Cove Springs  
Erin West, City Clerk  
City Hall, 321 Walnut Street  
Green Cove Springs, Florida 32043