



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

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

Edward Gaw, Mayor

ATTEST:

Erin West, City Clerk

APPROVED AS TO FORM ONLY:

L. J. Arnold III, City Attorney

| EXHIBIT "A" | | BUDGET AMENDMENT #3 | | | | |
|---------------------|--------------------------------|---------------------|------------------|----------|------------------|--|
| | | 11/2/2021 | | | | |
| | ACCOUNT DESCRIPTIONS | CURRENT BUDGET | INCREASE | DECREASE | ADJUSTED BUDGET | JUSTIFICATION |
| GENERAL FUND 001 | | | | | | |
| | <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 |
| | TOTALS | 2,511,874 | 3,789,957 | - | 6,301,831 | |
| | Increase in Revenues | | 3,789,957 | | | |
| | <u>EXPENSES</u> | | | | | |
| | City Manager (1212) | | | | | |
| 5001200 | Salaries | 236,047 | 9,000 | | 245,047 | Increase for City Manager personal service expenditures |
| 5001400 | Overtime | 1,500 | 3,150 | | 4,650 | |
| 5002300 | Life/Health Insurance | 34,417 | 6,337 | | 40,754 | |
| | TOTALS | 271,964 | 18,487 | - | 290,451 | |
| | 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. |
| | TOTALS | 131,127 | 35,000 | - | 166,127 | |
| | 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. |
| | TOTALS | 423,000 | 1,109,000 | - | 1,532,000 | |
| | 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 |
| | TOTALS | 230,442 | 13,250 | - | 243,692 | |
| | 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

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