



# **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-29-2021, a Resolution amending the Water Utility Fund operating budget for Fiscal Year 2021 per Exhibit "A".

### **BACKGROUND**

Exhibit "A" is attached listing the budget adjustment #2 for fiscal year ending September 30, 2021. This adjustment recognizes unanticipated revenues and expenditures as of September 30, 2021.

### **FISCAL IMPACT**

The Water Utility Fund will increase by \$760,100 from \$2,734,292 to \$3,494,392.

### **RECOMMENDATION**

Approve Resolution No. R-29-2021 amending the 2021 Operating Budget for the Water Utility Fund per Exhibit "A".

**RESOLUTION NO. R-29-2021**

**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 WATER UTILITY 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 Water Utility 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 Water Utility 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 #2				
		11/2/2021				
WATER FUND 402	ACCOUNT DESCRIPTIONS	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	JUSTIFICATION
	Water Fund (402)					
	Revenues					
3433000	Water Sales	1,583,292	216,708		1,800,000	Increased Water Rates
3433540	Water Improvement Trust	45,000	35,000		80,000	
3433541	Developer's Agreement	-	15,000		15,000	
3435551	Extension Reimbursement	30,000	47,000		77,000	
3910000	Transfers In From Retained Earnings	120,000	446,392		566,392	Increase due to water main and sewer force main extensions.
	TOTALS	1,778,292	760,100	-	2,538,392	
	Increase in Revenues		760,100			
	EXPENSES					
5001200	Salaries	433,561	30,100		463,661	Increase for Retirement Payouts
5006395	New Meters Installed	20,000	40,000		60,000	
5006396	Line Extension	10,000	390,000		400,000	Wilkes Point Road, County Road 315 to US 17, and MOBRO water main and sewer force main extensions
5006406	C.R. 209 S. Water & Sewer Force Main Extension	-	300,000		300,000	County Road 209 South Water and Sewer Force Main Extension.
	TOTALS	463,561	760,100	-	1,223,661	
	Net Increase in Expenses		760,100			

# 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 Water Utility Fund Budget in the amount of \$760,100 and amending the respective operating budget within the Water Utility 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

