

CITY OF GREEN COVE SPRINGS



**FISCAL YEAR 2019/2020
PROPOSED BUDGET**

Prepared by:

The City of Green Cove Springs Staff:

Steve Kennedy, City Manager
Mike Null, Asst. City Manager / Public Works Director
Marlena Guthrie, CPA, Finance Director
Laurie Copeland, Asst. Finance Director
Kim Thomas, Executive Assistant

A very special "THANK YOU" to all City Staff for their assistance and dedication!

TABLE OF CONTENTS

City of Green Cove Springs Government	PAGE
Mayor and City Council	
City Administration	
Introduction	
Budget Message	
Section One: Budget Summary	
Introduction to City Budgeting	1-1
The Budget Process	1-2
Budget Process Highlights.....	1-3
Budget Calendar	1-4
City Organizational Chart.....	1-6
Summary Information.....	1-7
Budget Sources and Uses.....	1-8
Budget Revenues by Source	1-9
Budget Uses by Function – All Funds	1-10
Budget by Function – All Funds.....	1-11
Budget Uses by Function – General Fund	1-13
Budget by Function – General Fund.....	1-14
Budget by Function – Special Revenue Fund.....	1-15
Major Revenue Sources	1-16
Chart: Major Revenues	1-17
Chart: Ad Valorem Property Tax	1-18
Chart: Property Values	1-19
Chart: Local Option Fuel Tax.....	1-20
Chart: State Revenue Sharing.....	1-21
Chart: Telecommunications Tax.....	1-22
Chart: Local Government Half Cent Sales Tax	1-23
Chart: Discretionary Surtax	1-24
Chart: Building Permits, Inspections, and Plan Reviews	1-25
Chart: Fines and Forfeitures	1-26
Chart: Electric Customers	1-27
Chart: Electric Revenue, Expenses, P & I on Debt	1-28
Chart: Water Customers	1-29
Chart: Water Revenue, Expenses, P & I on Debt	1-30
Chart: Wastewater Customers	1-31
Chart: Wastewater Revenue, Expenses, P & I on Debt.....	1-32
Chart: Solid Waste Customers.....	1-33
Chart: Solid Waste Revenue, Expenses, P & I on Debt	1-34
Chart: Stormwater Revenue, Expenses, P & I on Debt	1-35
Full Time Equivalent Positions Summary	1-36
Personnel Overview Detail	1-37
Personnel Overview Summary	1-41
Debt Service Budget Summary	1-42

TABLE OF CONTENTS

Estimation of City's Ending Fund Balance	1-43
Approved Budget Fund Balance Summary	1-44
Interfund Transfer Overview	1-45
Interfund Transfer Summary	1-46
Economic Indicators	1-47
Demographic & Economic Information	
City Population	1-48
Total Taxable Value	1-49
Property Tax Revenue Constant Value.....	1-50
Operating Revenue Per Capita.....	1-51
Expenditures Per Capita	1-52

Section Two: Fund Summaries

Budget by Fund.....	2-1
Basis of Accounting and Budgeting	2-2
Fund Accounting	2-3
Budget by Fund Type	2-4
General Fund Detail.....	2-5
Building Fund (102)	2-8
Special Law Enforcement Trust (104).....	2-9
Electric Utility (401).....	2-10
Water Utility (402)	2-11
Wastewater Utility (403)	2-12
Solid Waste Utility (404).....	2-13
Customer Service (405)	2-14
Stormwater (406)	2-15
Reclaimed Water Utility (407)	2-16

Section Three: Department Summaries

Department Summaries	3-1
City Council.....	3-2
City Clerk.....	3-4
City Manager	3-6
Human Resources	3-8
Augusta Savage Arts & Community Center.....	3-10
Finance.....	3-12
Information Technology	3-14
General Services	3-16
City Attorney	3-18
Development Services	3-20
Code Enforcement	3-22
Police	3-24
Public Works	3-26

TABLE OF CONTENTS

Right-of-Way Maintenance	3-28
Parks & Recreation	3-30
Parks & Recreation Programming	3-32
Equipment Maintenance	3-34
Electric	3-36
Water	3-38
Wastewater	3-40
Reclaimed Water	3-42
Solid Waste	3-43
Stormwater	3-45
Customer Service	3-47
Special Revenue Funds	
Building Fund	3-49
Special Law Enforcement Trust Fund	3-51
Capital Improvement Fund – Police Emergency Operations Center	3-53
Capital Improvement Fund – Spring Park	3-54
Donation Fund	3-55

Section Four: Capital Improvement Program (CIP)

CIP Overview	
Funding Source Codes	4-1
General Fund Project Funding Sources	4-2
Estimated Reserve Account Balances – General Fund	4-5
Augusta Savage Arts & Community Center	4-6
Information Technology	4-8
General Services	4-9
Police	4-11
Public Works	4-13
Right of Way Maintenance	4-16
Parks	4-17
Utility Fund CIP Summary Project Funding	4-21
Estimated Reserve Account Balances – Utility Fund	4-24
Electric	4-25
Water	4-29
Wastewater	4-33
Solid Waste	4-37
Stormwater	4-38
Reclaimed Water	4-41
Customer Service	4-42
General Fund – Equipment List	
Utility Fund – Equipment List	

TABLE OF CONTENTS

Section Five: Debt Service

Debt Service Overview.....	5-1
Current Debt Obligations.....	5-2

Section Six: Glossary of Key Terms

Glossary of Key Terms.....	6-1
----------------------------	-----

Section Seven: Fiscal Policies

Fiscal Policies	7-1
-----------------------	-----

Budget Instruction Manual

Vision Plan

CITY OF GREEN COVE SPRINGS GOVERNMENT

GENERAL INFORMATION

The City of Green Cove Springs is geographically located in Northeast Florida. The City's boundaries encompass 8 square miles. The latest estimate of the City's population is 7,813.

FIVE-MEMBER CITY COUNCIL

The City of Green Cove Springs, a political subdivision of the State of Florida, is guided by an elected five-member City Council. Council Members are elected in non-partisan elections to represent the entire City. The City Council performs legislative functions of government by developing policy for the management of the City of Green Cove Springs. The City Manager, a professional appointed by the Council, and the City Manager's staff are responsible for implementation of those policies. The City Attorney and City Clerk are also appointed by the City Council.

ROLE OF THE CITY MANAGER

The City Manager is an appointed official who is responsible for carrying out all decisions, policies, ordinances, and motions of the City Council.

The Departments under the City Manager are responsible for providing road maintenance, parks and recreation, development services, law enforcement services, and utility services. Offices that provide support services (human resources), finance, and information technology are also under the direction of the City Manager.

These services are grouped into the following Departments: City Council, City Clerk, City Manager, Human Resources, Augusta Savage Arts & Community Center, Finance, Information Technology, General Services, City Attorney, Development Services, Code Enforcement, Police, Public Works, Right-of-Way Maintenance, Parks & Recreation, Parks & Recreation Programming, Equipment Maintenance, Building Fund, Special Law Enforcement Trust Fund, Electric, Water, Wastewater, Reclaimed Water, Solid Waste, Customer Service, and Stormwater. Support Staff for these Departments report to the City Manager.

CITY OF GREEN COVE SPRINGS

MAYOR AND CITY COUNCIL

Steven Kelley, Mayor

B. Van Royal, Vice Mayor

Roy M. Timberlake, Jr., Council Member

Pamela J. Lewis, Council Member

Constance Butler, Council Member

CITY ADMINISTRATION

CHARTER OFFICERS

Steve Kennedy, City Manager
L. J. Arnold, III, City Attorney
Erin West, City Clerk

DEPARTMENT DIRECTORS

Marlena Guthrie, CPA, Finance Director
Mary Jane Lundy, Human Resources Director
Derek Asdot, Police Chief
Mike Null, Assistant City Manager / Public Works Director
Michael Daniels, Planning and Zoning Director

INTRODUCTION

This document represents the proposed financial budget for FY 2019/2020 for the City of Green Cove Springs. The document is divided into seven (7) Sections: Section One – Budget Message and Budget Summary, Section Two – Fund Summaries, Section Three – Department Summaries, Section Four – Capital Improvement Program, Section Five – Debt Service, Section Six – Glossary of Key Terms, and Section Seven – Fiscal Policies.

Section One – Budget Message and Budget Summary contains information about the process of adopting the budget, graphs and information about revenue sources, summary tables of the department budget, a description and summary of the City's interfund transfers, and a summary of funded full-time equivalent positions.

Section Two – Fund Summaries include a budget by fund segment listing detailed information about various funds and their adopted funding levels.

Section Three – Department Summaries include mission statements and summary budgets for each City Department.

Section Four – Capital Improvement Program (CIP) includes a listing of the Capital Improvement Projects for FY 2019/2020 through FY 2023/2024.

Section Five – Debt Service includes information about the City's outstanding debt obligations.

Section Six – Glossary of Key Terms includes a listing of various budget document terms.

Section Seven – Fiscal Policies includes fiscal policies for the City.

Persons interested in reviewing any materials or documents comprising the FY 2019/2020 proposed budget at any level are encouraged to contact the City of Green Cove Springs Finance Department at (904) 297-7500. The Finance Department's location and mailing address is 321 Walnut Street, Green Cove Springs, FL 32043.



SECTION ONE

BUDGET SUMMARY

INTRODUCTION TO CITY BUDGETING

Defining a City Budget

A City Budget is a plan for using City government's financial resources. The budget estimates proposed spending for a given period and estimates the proposed means of paying for them. Two components of a budget are the revenue or sources and the expenditure or uses.

Defining Revenue

Revenues are the financial resources. The City of Green Cove Springs has a large variety of revenue sources including property taxes, licenses, permits, charges for services, fines and grants.

Defining Expenditure

Expenditure is a use of financial resources. There are three types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings and the purchase of land. Debt is the expense related to principal and interest on long-term bonds and notes issued by the City.

Defining Fund Balance

Fund balances are funds carried over from the previous fiscal year. The City has a variety of uses for fund balance including reserve for future capital projects, for emergencies and catastrophes, for certain bond issues, and for other contingencies and expenditures.

Defining Fund Accounting

Government budgeting divides the budget into categories called funds. Fund accounting and budgeting allows a government to budget and account for revenues restricted by law or policy. Some restrictions are imposed by national accounting standards, the federal and state governments and by the City Council. As a result, the City develops a budget with categories to reflect imposed restrictions. This is done by using a variety of funds. Funds allow the City to segregate the restricted revenues and related expenditures.

The City budget has various funds that account for restricted revenues and expenditures. Each fund must balance – revenues (sources) must equal expenditures (uses) – and each fund must be separately monitored. The City budget, adopted each year by the Council, is the total of all funds.

THE BUDGET PROCESS

The process of compiling the City of Green Cove Springs annual budget is practically a year-round activity. The basis for the process is statutory deadlines established by the State of Florida. The Finance Department establishes the remainder of the process to ensure necessary information is collected, priorities are determined and recommendations can be made by the City Manager to the Council. The City Manager is the official Budget Officer for the City of Green Cove Springs. The Council establishes tax rates and adopts the annual budget.

The budget process began with a review and consideration of comments from the prior year budget process. This led to the budget “kick-off” meeting in April 2019 with Department Directors. Directions for the budget process were provided and written budget instructions were distributed. Departments were instructed to prepare budgets using a “continuation” funding level. “Continuation” level funding is the level of funding needed to provide the same level of service in the next fiscal year as was provided in the current fiscal year.

The City Manager formally presented the Proposed Budgets in July 2019. The Council and public review, changes, and formal adoption lasts through late September.

This includes workshops with the Council to discuss the operating budget and the capital improvement budget.

The proposed millage rates for FY 2019/2020 will be set on July 23, 2019. The proposed millage rates were used by the Property Appraiser to prepare Truth-in-Millage or “TRIM” notices will be distributed in mid-August. TRIM notices advise County taxpayers of how tax rates proposed by all local taxing authorities combines with current information on assessed value of real property and how it will affect the taxes on each taxed parcel of land. The TRIM notice also serves as the official notification of the time and place of the first public hearing for adoption of tentative millage rates and budget by each taxing authority.

State law requires two public budget hearings. The first public budget hearing will be held on September 3, 2019. After hearing public testimony, the Council will adopt tentative millage rates and a proposed FY 2019/2020 budget. The second public hearing will be held on September 17, 2019. The hearing will be advertised by a published notice and a published breakdown of the millage rates and budget. Like the first public hearing, the Council will hear public testimony prior to adopting the final millage rates and the final budget.

BUDGET PROCESS HIGHLIGHTS

Preparation	April 2	Budget Kickoff Meeting
	May 14	Budget Submission due from Departments
Review	May-July	Finance Department, Assistant City Manager, City Manager and Department Directors review budgets
	July 1	Official preliminary taxable values provided by Property Appraiser's Office
Adoption	July – August	Workshops are held on the Operating and Capital Improvement Budgets, to set millage rates and discuss any budget issues
	July 18	City Manager presents proposed budgets to Council
	July 9	Council establishes Public Hearing dates for the adoption of the Budget
	September 3	First Public Hearing to Adopt Tentative Millage Rates for 2019/2020 and Budget (required by State Law)
	September 17	Second Public Hearing to Adopt Final Millage Rates for 2019/2020 Tax Roll and the FY 2019/2020 Budget (required by State Law)

CITY OF GREEN COVE SPRINGS FY 2020 BUDGET CALENDAR

DATE(S)	ACTIVITY	PARTICIPANTS
APRIL 2019		
T 2	Budget kick-off meeting - distribute Operating Budget & CIP Worksheets	City Manager, Finance, Depts
MAY 2019		
T 14	Dept. heads submit Operating Budgets and Capital Improvement Worksheets to Finance	Finance, Depts
JUNE 2019		
M-TH 3-6	City Manager meets with individual dept heads to review Operating Budgets and Capital Improvement Worksheets	City Manager, Finance, Depts
M-TH 10-27	City Manager & Finance prepare Operating and Capital Improvement Budgets	City Manager, Finance
JULY 2019		
M 1	Receive DR420 from Property Appraiser Contact School Board, & BOCC for hearing dates (TBD)	Finance Finance Director
M-T 1-16	Finalize Budget & CIP	City Manager, Finance Director
TH 18	City Manager submits Operating Budget & Final CIP to Council	City Manager
T 23	Council establishes tentative millage rate and sets dates for public hearings.	
AUGUST 2019		
TH 1	Finance certifies millage rate to tax appraiser & 1st hearing date to adopt tentative budget, millage & CIP - due within 35 days of certification. Send DR420 & MMP to Appraiser & Tax Collector	Finance Director
T 6	9 AM Budget Workshop for Outside Agencies, Health Insurance Plan, Water, Wastewater, Reclaimed Water and Solid Waste Operating Budgets & associated CIP	Council, City Manager, Depts
TH 8	9 AM Budget Workshop for Electric, Stormwater, Customer Service and Special Revenue Funds (Building and Special Law Enforcement Trust) Operating Budgets & associated CIP	Council, City Manager, Depts
TH 15	Estimated Date: Notice of Proposed Millage Rates mailed to taxpayers by County 9 AM Budget Workshop for General Fund Revenues and Expenditures & associated CIP, Police Building Debt Service Fund and Spring Park Debt Service Fund. Review wages and benefits.	Council, City Manager, Depts
T 13		
T 20	9 AM Budget Workshop-Review/Complete any unfinished Budget Issues	Council, City Manager, Depts
TH 29	Tentative Budget put on website to announce public hearing dates	Finance

CITY OF GREEN COVE SPRINGS FY 2020 BUDGET CALENDAR

SEPTEMBER 2019

T	3	Tentative budget, millage and CIP hearings/ adoption	Council, City Manager, Depts
----------	----------	---	-------------------------------------

1st reading of Resolution to pass Millage, Budget and CIP
Cannot be held sooner than 10 days after notices mailed by appraiser

F	6	Send ads to newspaper for advertising in Clay Today newspaper-final budget & millage hearings/adoption on 9/17/19. Send Budget Summary & Notice of Tax Increase/ Decrease (Make sure proper summary is used due to whether rolled back rate & millage are equal). Clay Today uses a Thursday date	Finance Director
----------	----------	---	------------------

TH	12	Ad appears in Clay Today for final hearing on budget & millage	Clay Today
-----------	-----------	--	------------

T	17	Final Hearing on budget, millage, CIP & adoption of all	Council, City Manager, Depts
----------	-----------	--	-------------------------------------

Must be within 15 days after tentative adoption- must be at least 2 but not greater than 5 days after the ad

2nd and Final hearing on Ordinance to adopt Millage, Budget and CIP.

W	18	Fax & mail Precertification to DOR Form 487V along with millage resolutions	Finance Director
----------	-----------	---	------------------

TH	19	Certify adopted millage to Property Appraiser, Tax Collector & DOR (within 3 days of final hearing) (Send resolution on millage only) Send to DOR as well. Receipt of Resolution is official notification of millage approved by Council	Finance Director
-----------	-----------	--	------------------

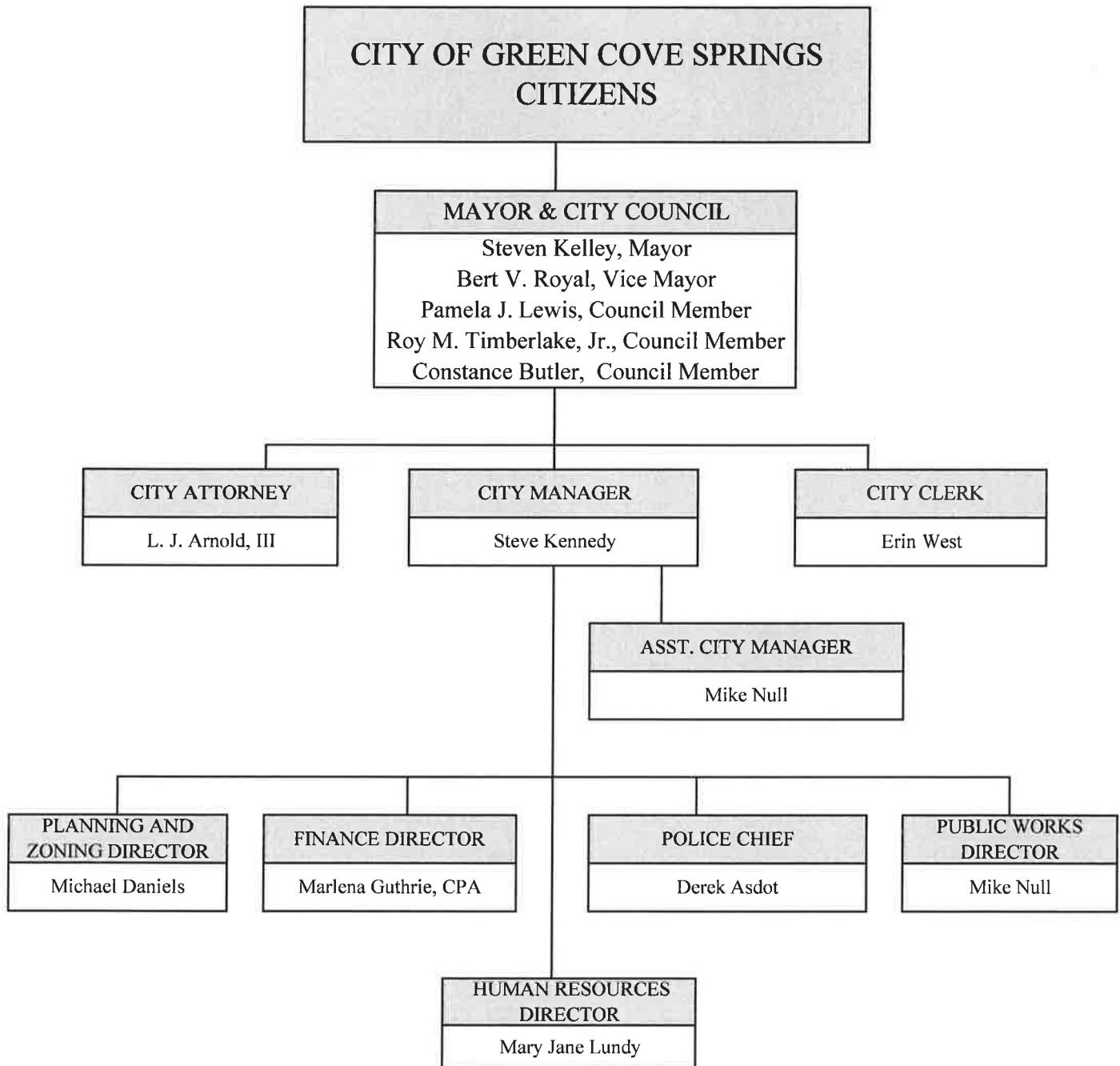
F	20	Put final Budget on website	Finance
----------	-----------	-----------------------------	---------

F	20	Complete & certify DR - 422 on E-Trim to Property Appraiser, Tax Collector, & DOR Must be within 3 days of receipt of form from Property Appraiser. Send form 487V to DOR - include DR420 MM in TRIM package	Finance Director
----------	-----------	--	------------------

OCTOBER 2019

T	8	Certify compliance with SS 200.065 & SS 200.068 to DOR within 30 days of final adoption. Send Form 487, Cover Sheet, DR422 & 487V to DOR - include DR 420-MM in TRIM package.	Finance Director
----------	----------	---	------------------

CITY OF GREEN COVE SPRINGS GOVERNMENT



SUMMARY INFORMATION

The proposed budget for FY 2019/2020 increased \$5,791,644 from the FY 2018/2019 approved budget. However, most of the increase is due to the increase in CIP Projects which includes CIP Funds used for the Electric Utility, Water Utility, and Wastewater Utility.

The Operating Budget

Expenditures

The major component of the budget is the operating budget, which is the portion that pays for the day-to-day services. The operating budget is composed of five types of expenditures: personal services, operating expenses, capital outlay, debt service and grants and aids.

Personal Services reflects salaries of elected officials, salaried and hourly employees, and temporary employees. It includes overtime pay, mandatory contributions to the Florida Retirement System, social security and Medicare Taxes and employee health insurance, and life insurance premiums.

Operating Expense reflects costs of supplies, utilities, fuel, rent, professional service contracts, etc. Increases in this area reflect mostly adjustments for materials, supplies, fuel, and other operating costs.

Capital Outlay reflects costs of equipment, fleet, data processing and other equipment. The changes in this category represent mainly equipment and vehicles necessary to replace an aging fleet and equipment in various City Departments.

Debt Service reflects legally obligated payments (principal and interest), reserves, and debt administration costs on outstanding borrowings of the City.

Grants and Aids reflect amounts appropriated to regional governments, agencies, or other not-for-profit organizations and businesses to support programs or activities provided by those organizations that provide benefit to the City.

Revenues

Property Taxes – Overall, the City's taxable value increased by \$33.5 million or 7.52% from FY 2018/2019. The City also experienced a 1.64% increase in tangible personal property values from FY 2018/2019.

Other Taxes – There continues to be growth in other tax revenue which includes increased receipts from existing taxes, which include the Infrastructure Surtax, Telecommunications Taxes, Gas Taxes, and Sales Taxes.

Charges for Services – The charges and fees associated with the operations of the City's utility system are \$18.7 million or \$1.0 million more than FY 2018/2019.

Licenses and Permits – The City Council authorizes the collection of Building Permit Fees that are used as an offset for the cost of building inspection operations.

Additional detailed information on City revenues and millage rates can be found in the "Major City Revenues" section.

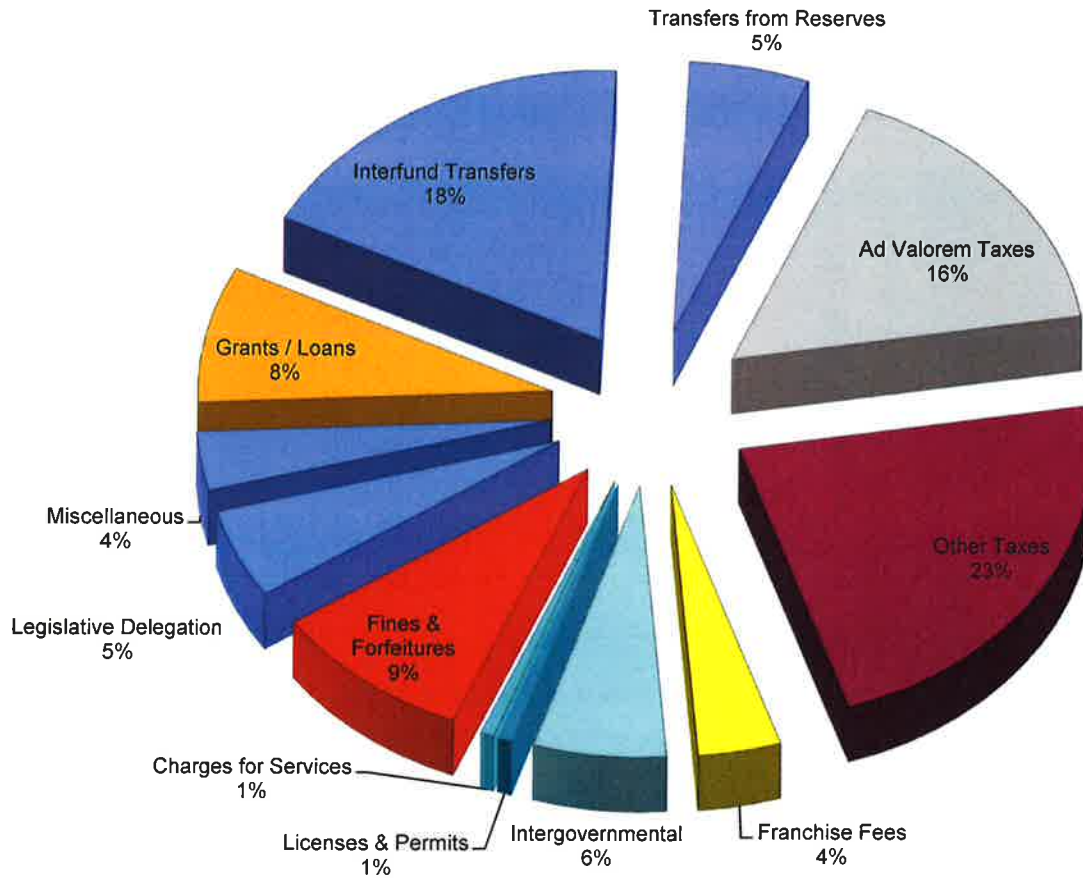
GENERAL FUND BUDGET SOURCES AND USES

Sources	FY 17 Actual	FY 18 Actual	FY 19 Approved	FY 20 Proposed
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -
Revenue:				
Ad Valorem Taxes	1,285,696	1,376,683	1,558,835	1,676,010
Other Taxes (Local, State, Utility)	2,223,032	2,460,298	2,263,273	2,320,800
Franchise Fees	518,689	8,676	376,392	385,000
Grants / Loans	30,041	67,000	268,970	839,500
Licenses & Permits	39,686	47,580	52,000	70,000
Development Services	63,016	60,262	59,200	62,000
Intergovernmental	-	35,883	443,534	632,090
Physical Environment	99,122	99,985	105,665	72,763
Recreational Events	52,260	77,346	75,000	108,000
Police Revenue	783,828	901,666	778,844	955,159
Interest	16,533	36,432	48,000	74,000
Surplus Sales	16,021	20,223	164,000	20,000
Private Developer	-	-	-	15,000
Legislative Delegation	245,000	(5,500)	600,000	550,000
Miscellaneous	53,048	78,670	83,240	91,300
Total Revenue	5,425,972	5,265,204	6,876,953	7,871,622
Transfers-In	1,644,506	1,589,518	1,757,518	1,873,524
Other Non-Revenues - Reserves	-	-	1,613,211	563,461
	1,644,506	1,589,518	3,370,729	2,436,985
TOTAL SOURCES	\$ 7,070,478	\$ 6,854,722	\$ 10,247,682	\$ 10,308,607

Uses	FY 17 Actual	FY 18 Actual	FY 19 Approved	FY 20 Proposed
Operating Budget				
Personnel Services	3,613,256	3,982,413	4,361,710	4,485,900
Operating Expenses	1,517,468	1,742,089	1,848,111	1,887,763
Capital Outlay	343,120	914,874	3,704,315	3,633,554
Contingency	-	26,476	-	-
Total Operating Budget	5,473,844	6,665,852	9,914,136	10,007,217
Grants & Aids	252,833	-	-	-
Transfers to Other Funds	2,291,939	359,072	320,091	241,390
Other Uses				
Contributions to Reserves	-	-	13,455	60,000
TOTAL USES	\$ 8,018,616	\$ 7,024,924	\$ 10,247,682	\$ 10,308,607

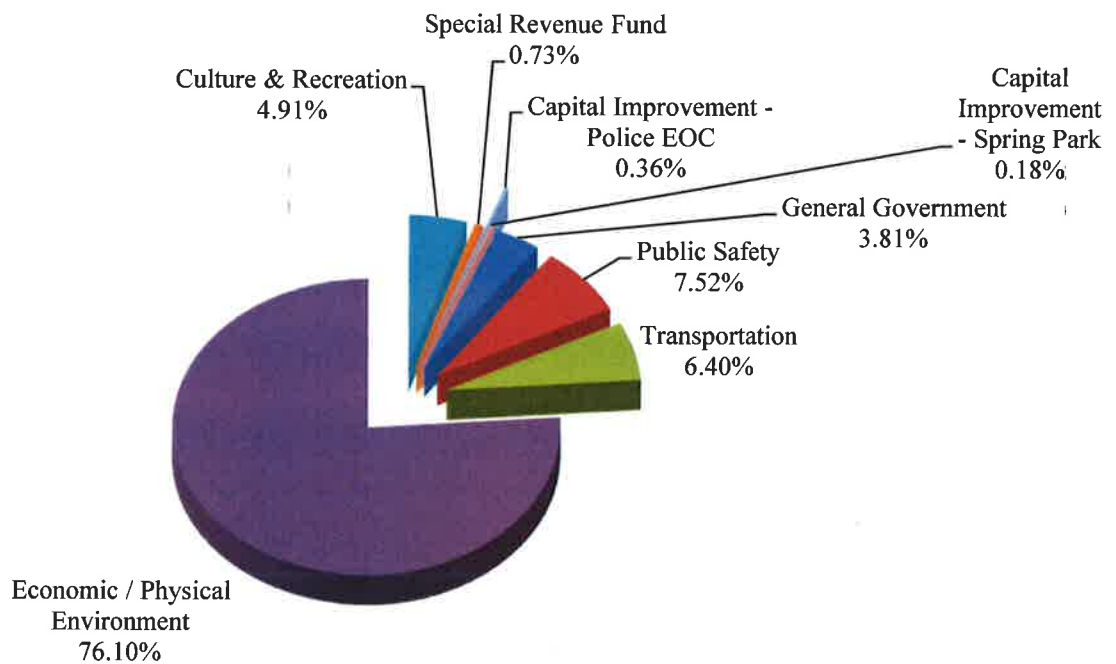
GENERAL FUND BUDGET REVENUES BY SOURCE

Ad Valorem Taxes	\$ 1,676,010
Other Taxes	\$ 2,320,800
Franchise Fees	\$ 385,000
Intergovernmental	\$ 632,090
Licenses & Permits	\$ 70,000
Charges for Services	\$ 62,000
Fines & Forfeitures	\$ 955,159
Legislative Delegation	\$ 550,000
Miscellaneous	\$ 366,063
Grants / Loans	\$ 839,500
Interfund Transfers	\$ 1,873,524
Transfers from Reserves	\$ 563,461
Private Developer	\$ 15,000
TOTAL	<u>\$ 10,308,607</u>



BUDGET USES BY FUNCTION - ALL FUNDS

General Government	\$ 1,711,356
Public Safety	3,378,363
Transportation	2,876,155
Economic / Physical Environment	34,200,761
Culture & Recreation	2,206,652
Special Revenue Fund	327,108
Capital Improvement - Police EOC	159,602
Capital Improvement - Spring Park	81,788
TOTAL	<u>\$ 44,941,785</u>



BUDGET BY FUNCTION - ALL FUNDS

	FY 17 Actual	FY 18 Actual	FY 19 Approved	FY 20 Proposed
General Fund				
Legislative	\$ 70,969	\$ 106,066	\$ 137,008	\$ 60,819
City Clerk	104,106	127,298	129,125	163,791
City Manager	244,969	251,127	253,976	325,307
Human Resources	157,820	195,111	216,000	225,530
Finance	312,430	296,683	309,007	308,444
Information Technology	70,392	128,093	160,866	171,633
General Services	251,030	362,647	437,936	333,603
City Attorney	116,452	127,047	109,098	122,229
Development Services	140,443	170,088	129,192	136,081
Code Enforcement	30,522	36,277	71,883	67,946
Police Department	2,596,995	2,886,445	3,266,192	3,310,417
Public Works	1,081,829	1,160,403	2,490,788	2,460,452
Right-of-Way Maintenance	202,932	249,985	260,499	251,696
Equipment Maintenance	166,721	178,490	159,387	164,007
Subtotal	5,547,610	6,275,760	8,130,957	8,101,955
Physical Environment				
Electric Utility Services	12,029,191	12,587,353	15,178,967	15,624,970
Water Utility Services	1,624,918	2,348,621	2,866,583	3,501,019
Wastewater Utility Services	2,378,681	3,423,451	4,348,494	5,312,259
Solid Waste Services	759,410	810,031	630,947	674,402
Stormwater Services	772,857	305,868	350,300	357,950
Customer Service	339,504	419,040	453,497	484,251
Reclaimed Water	0	1,614,266	1,188,000	2,860,000
Subtotal	17,904,561	21,508,630	25,016,788	28,814,851
Special Revenues				
Special Law Enforcement Trust Fund	422	9,403	20,000	20,000
Building Fund	271,425	290,207	308,564	307,108
Donation Fund	0	0	25,000	0
Subtotal	271,847	299,610	353,564	327,108
Culture & Recreation				
Parks & Recreation	2,385,839	594,763	1,524,464	1,187,419
Parks & Recreation Programming	0	0	146,901	156,945
Augusta Savage Arts & Community Center	85,167	154,401	445,360	862,288
Subtotal	2,471,006	749,164	2,116,725	2,206,652

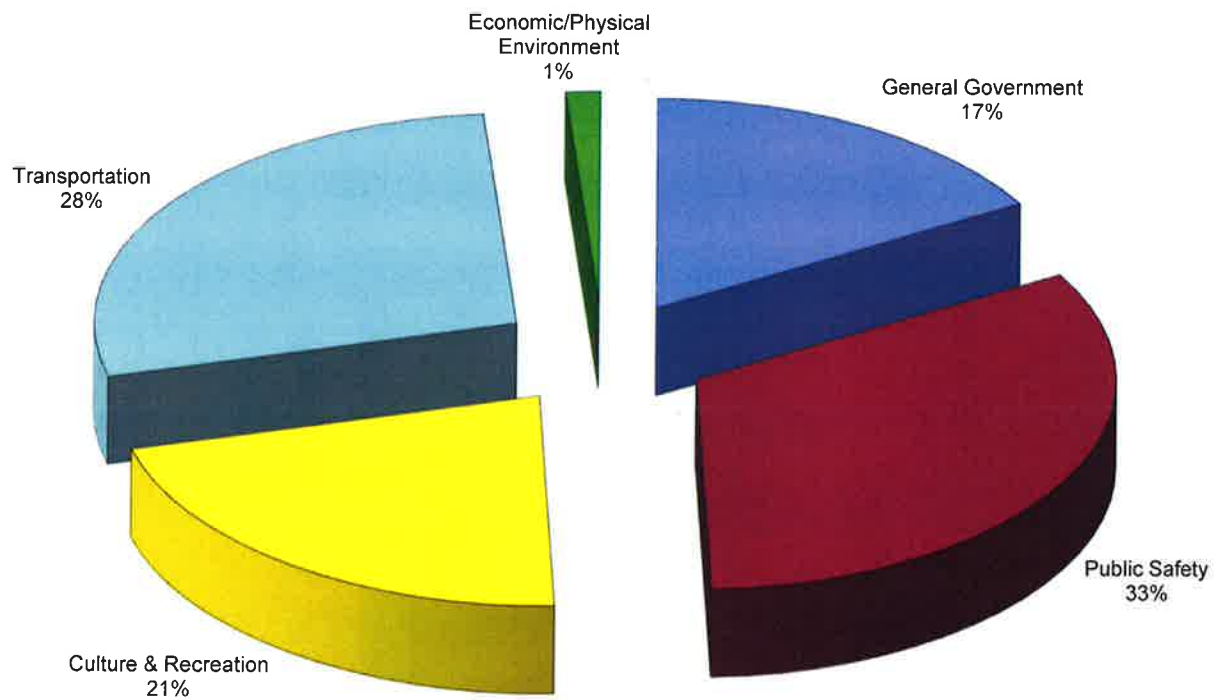
BUDGET BY FUNCTION - ALL FUNDS

	FY 17 Actual	FY 18 Actual	FY 19 Approved	FY 20 Proposed
Capital Improvement - Police EOC	159,939	160,174	159,908	159,602
Capital Improvement - Spring Park	2,209,346	174,580	131,183	81,788
Subtotal	2,369,285	334,754	291,091	241,390
Other Uses				
Interfund Transfers - All Utilities:				
Electric - 1,477,274	1,364,645	1,379,619	1,301,620	1,477,274
Water - 304,697	284,040	292,726	292,726	304,697
Wastewater - 3,233,940	315,054	1,939,975	1,512,975	3,233,940
Solid Waste - 133,918	119,576	123,695	123,695	133,918
Contingency - All Utilities:				
Electric - 0	0	0	0	0
Water - 0	0	0	10,000	0
Wastewater -100,000	0	0	0	100,000
Solid Waste - 0	0	0	0	0
Subtotal	2,083,315	3,736,015	3,241,016	5,249,829
Grand Total	\$ 30,647,624	\$ 32,903,933	\$ 39,150,141	\$ 44,941,785

BUDGET USES BY FUNCTION - GENERAL FUND

General Government	\$ 1,711,356
Public Safety	3,378,363
Culture & Recreation	2,206,652
Transportation	2,876,155
Economic/Physical Environment	136,081

TOTAL	<u>\$ 10,308,607</u>
--------------	-----------------------------



BUDGET BY FUNCTION - GENERAL FUND

	FY 17 Actual	FY 18 Actual	FY 19 Approved	FY 20 Proposed
General Government				
Legislative	\$ 70,969	\$ 106,066	\$ 137,008	\$ 60,819
Executive	349,075	378,425	383,101	489,098
Financial & Administrative	382,822	424,776	469,873	480,077
Human Resources	157,820	195,111	216,000	225,530
Legal Counsel	116,452	127,047	109,098	122,229
Other General Government	251,030	362,647	368,936	273,603
Subtotal	1,328,168	1,594,072	1,684,016	1,651,356
Public Safety				
Law Enforcement	2,596,995	2,886,445	3,266,192	3,310,417
Code Enforcement	30,522	36,277	71,883	67,946
Subtotal	2,627,517	2,922,722	3,338,075	3,378,363
Transportation				
Road & Street Facilities	1,081,829	1,160,403	2,490,788	2,460,452
Right-of-Way Maintenance	202,932	249,985	260,499	251,696
Equipment Maintenance	166,721	178,490	159,387	164,007
Subtotal	1,451,482	1,588,878	2,910,674	2,876,155
Economic / Physical Environment				
Development Services	140,443	170,088	129,192	136,081
Subtotal	140,443	170,088	129,192	136,081
Culture & Recreation				
Parks and Recreation	2,385,839	594,763	1,671,365	1,344,364
Augusta Savage Arts & Community Center	85,167	154,401	445,360	862,288
Subtotal	2,471,006	749,164	2,116,725	2,206,652
Other Uses				
Contribution to Fund Balance			69,000	60,000
Contingency			-	-
Subtotal	-	-	69,000	60,000
Grand Total	\$ 8,018,616	\$ 7,024,924	\$ 10,247,682	\$ 10,308,607

BUDGET BY FUNCTION - SPECIAL REVENUE FUND

	FY 17 Actual	FY 18 Actual	FY 19 Approved	FY 20 Proposed
Special Revenue Fund				
Building Fund	\$ 271,425	\$ 290,207	\$ 308,564	\$ 307,108
Special Law Enforcement Trust Fund	422	9,403	20,000	20,000
Police Construction Fund	159,939	160,174	159,908	159,602
Spring Park Project Fund	2,209,346	174,580	131,183	81,788
Donation Fund	0	0	25,000	0
Subtotal	2,641,132	634,364	644,655	568,498
Grand Total	\$ 2,641,132	\$ 634,364	\$ 644,655	\$ 568,498

MAJOR REVENUE SOURCES

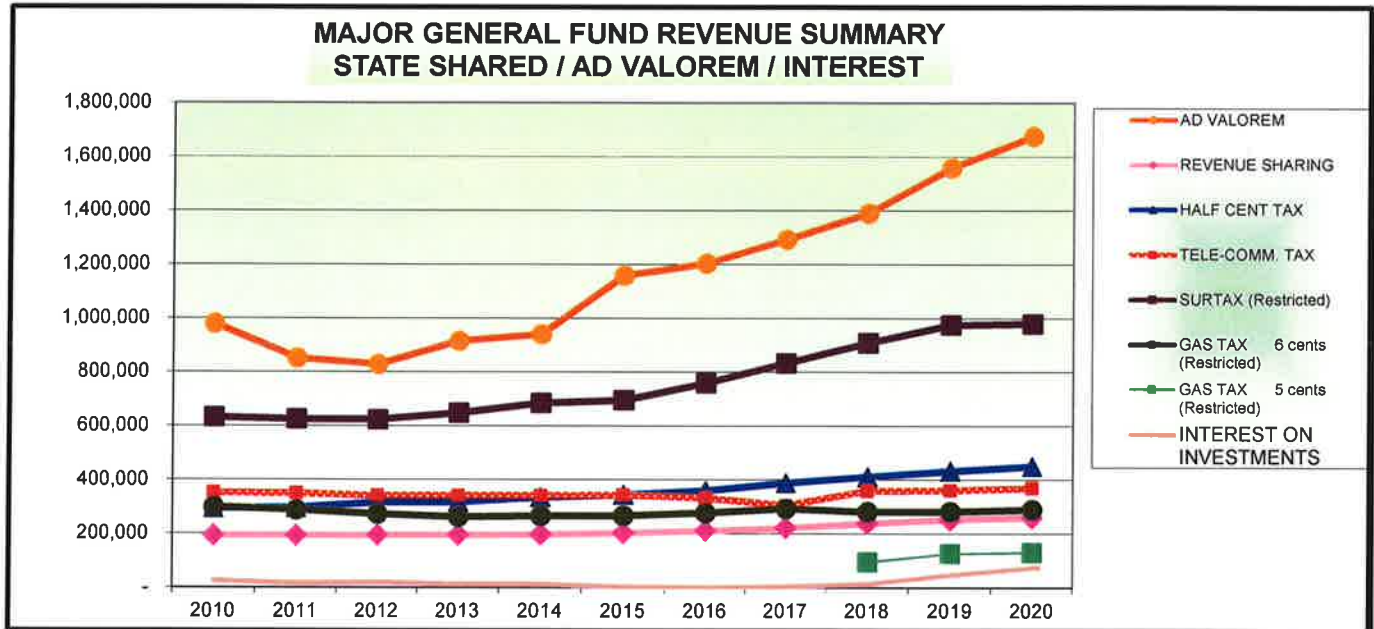
The City of Green Cove Springs relies on a variety of revenue sources to finance operations and construction activities. These sources include taxes, charges for services, fines, and intergovernmental funding. A number of factors influence revenues; changes in County-wide and City population, changes in a specific service population, increases or decreases in real disposable income, and inflation. One or more of these factors impact most revenues both directly and indirectly.

Estimates of revenues for budgetary purposes are gathered from several sources. Operating Departments provide estimates of revenue from charges for services, State and Federal grants, licenses and permits, and fines. The State Department of Revenue provides estimates of revenues from the Local Government Half-Cent Sales Tax, Infrastructure Surtax, Telecommunications Public Service Tax, various State collected gasoline taxes and the State Revenue Sharing Program. Ad valorem taxes are estimated from taxable property values provided by the Property Appraiser on July 1st of each year in conjunction with estimated millage rates.

This section discusses major revenues and how they have changed over time.

MAJOR REVENUE SOURCES

	3111000	3351200	3351800	3132200	3126000	3122100	3122101	3612000 & 3611000	
	AD VALOREM	REVENUE SHARING	HALF CENT TAX	TELE- COMM. TAX	SURTAX (Restricted)	GAS TAX 6 cents (Restricted)	GAS TAX 5 cents (Restricted)	INTEREST ON INVESTMENTS	TOTAL
2010	979,888	193,766	293,884	351,602	632,438	299,497		25,472	2,776,547
2011	851,111	194,017	295,142	349,919	624,586	287,578		16,428	2,618,781
2012	828,315	194,312	313,780	341,786	623,182	273,597		18,900	2,593,872
2013	914,266	194,905	316,329	340,000	648,079	262,257		13,000	2,688,836
2014	939,869	196,864	333,702	341,000	685,079	266,489		12,850	2,775,853
2015	1,158,260	202,495	343,562	344,000	695,000	266,714		4,100	3,014,131
2016	1,202,677	211,249	358,328	333,214	759,017	277,120		1,200	3,142,805
2017	1,292,493	222,110	387,687	305,121	833,059	293,131		5,000	3,338,601
2018	1,389,599	238,669	410,299	359,397	908,244	281,236	94,000	14,545	3,695,989
2019	1,558,835	252,715	431,587	361,392	975,334	282,581	125,256	48,000	4,035,700
2020	1,676,010	260,000	450,000	370,000	980,000	290,000	130,000	74,000	4,230,010
TOTAL	12,791,323	2,361,102	3,934,300	3,797,431	8,364,018	3,080,200	349,256	233,495	34,911,125



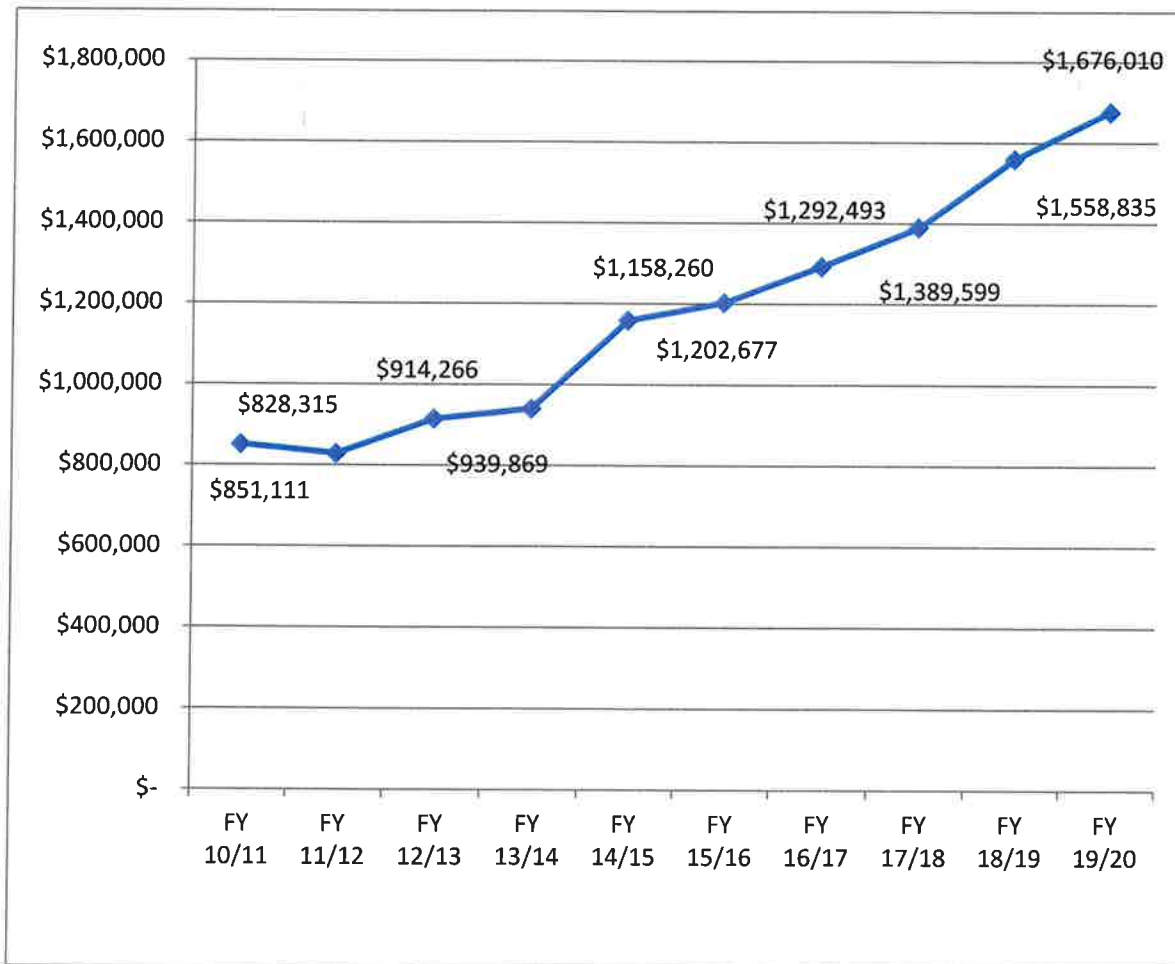
AD VALOREM PROPERTY TAX

General Fund Ad Valorem Property Taxes are derived from all non-exempt real and personal property located within the City of Green Cove Springs. General Fund Ad Valorem Taxes are used to provide primary support for City-wide programs such as administrative services, law enforcement, park services, election services, and growth management services.

Actual tax collections in FY 2018 were 99% of the amount budgeted in the General Fund.

For FY 2019/2020, 97% of projected collections are budgeted.

PROPERTY TAX COLLECTIONS



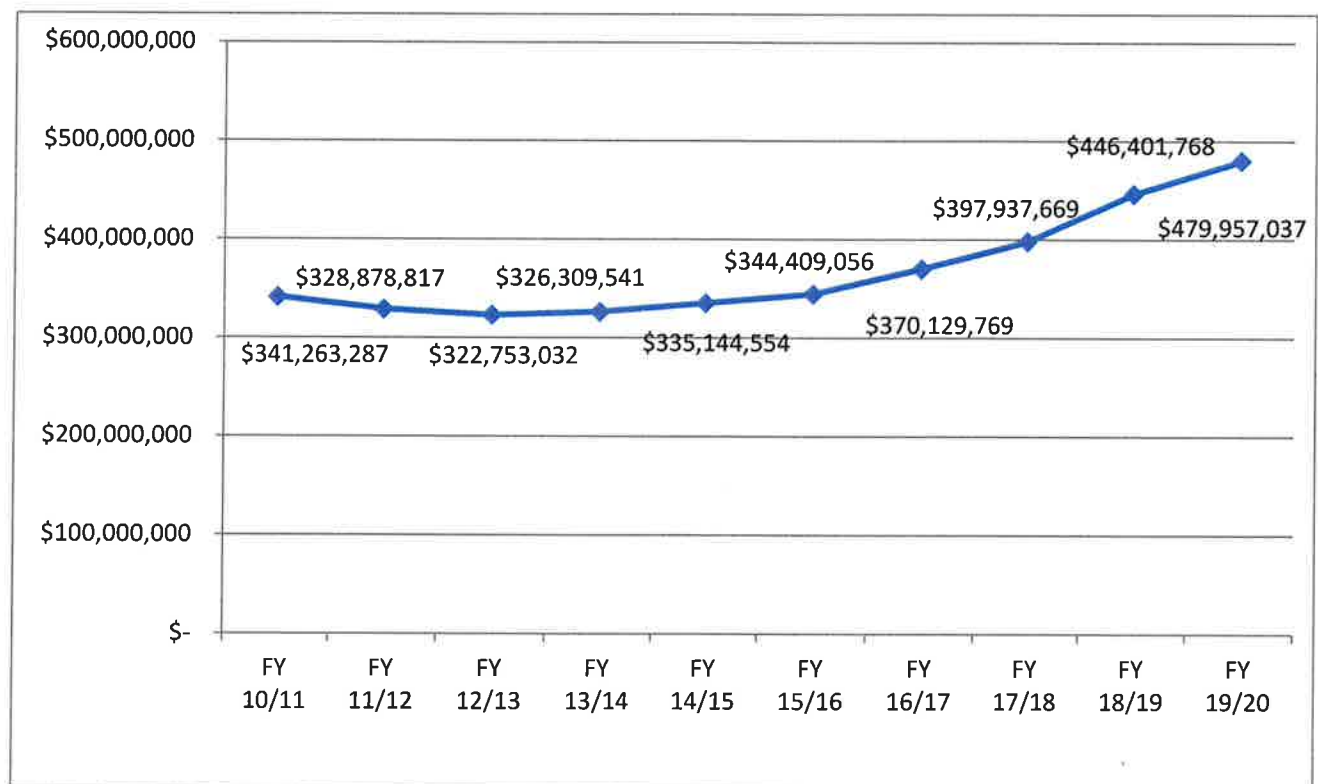
PROPERTY VALUES

The City of Green Cove Springs' tax base had previously declined over four (4) years from FY 09/10 to FY 12/13. This was largely a result of the downturn in the economy, the declining value of real property, and the passing of Amendment One which puts restrictions on the amount of millage to be assessed. The City of Green Cove Springs' tax base has increased since FY 12/13 mainly due to an increase in the millage rate, increasing value of real property and new construction. For FY 2019/2020, the General Fund millage rate is proposed at 3.6000 mills.

Millage Rate History

FY 1991 – 2006	2.611
FY 2007	2.6
FY 2008 – 2012	2.57
FY 2013 - 2014	2.9821
FY 2015-2019	3.6000
FY 2020 Proposed	3.6000

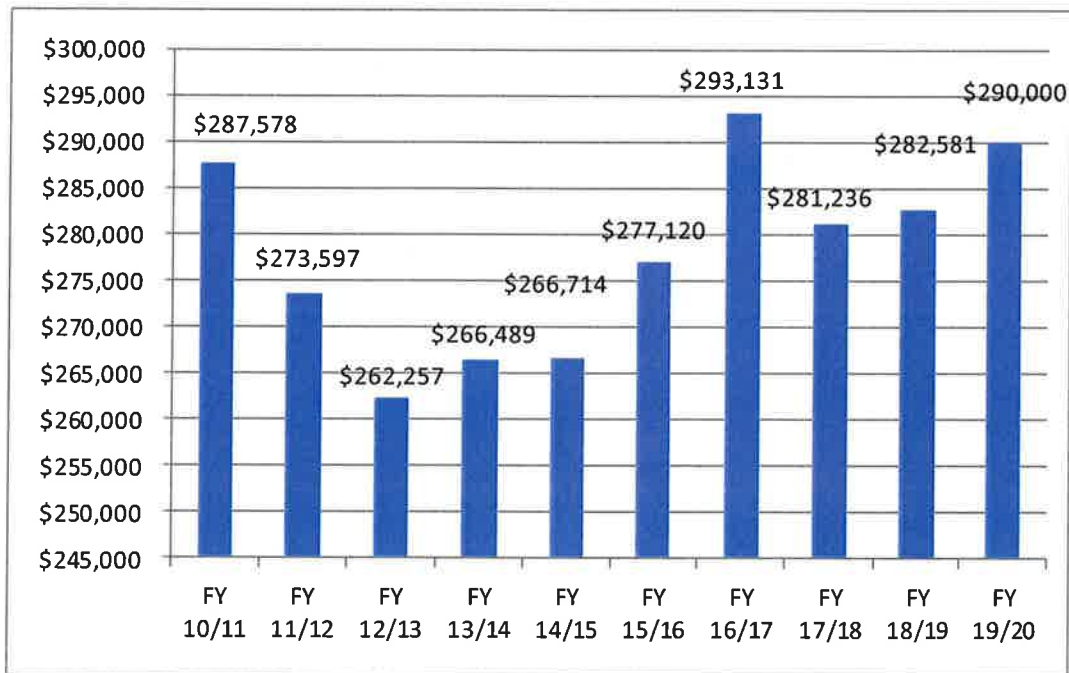
Property Values



LOCAL OPTION FUEL TAX

The Local Option Fuel tax is a six cent tax imposed by Clay County on every gallon of fuel sold at the retail level. The tax became effective on September 1, 1989. The State collects the Local Option Fuel Tax and distributes it as follows: Clay County 85.9% and Green Cove Springs 5.7%. The Local Option Fuel Tax will sunset on December 31, 2041. This tax supports the City of Green Cove Springs' right-of-way maintenance, and road and street services such as paving and sidewalk improvements.

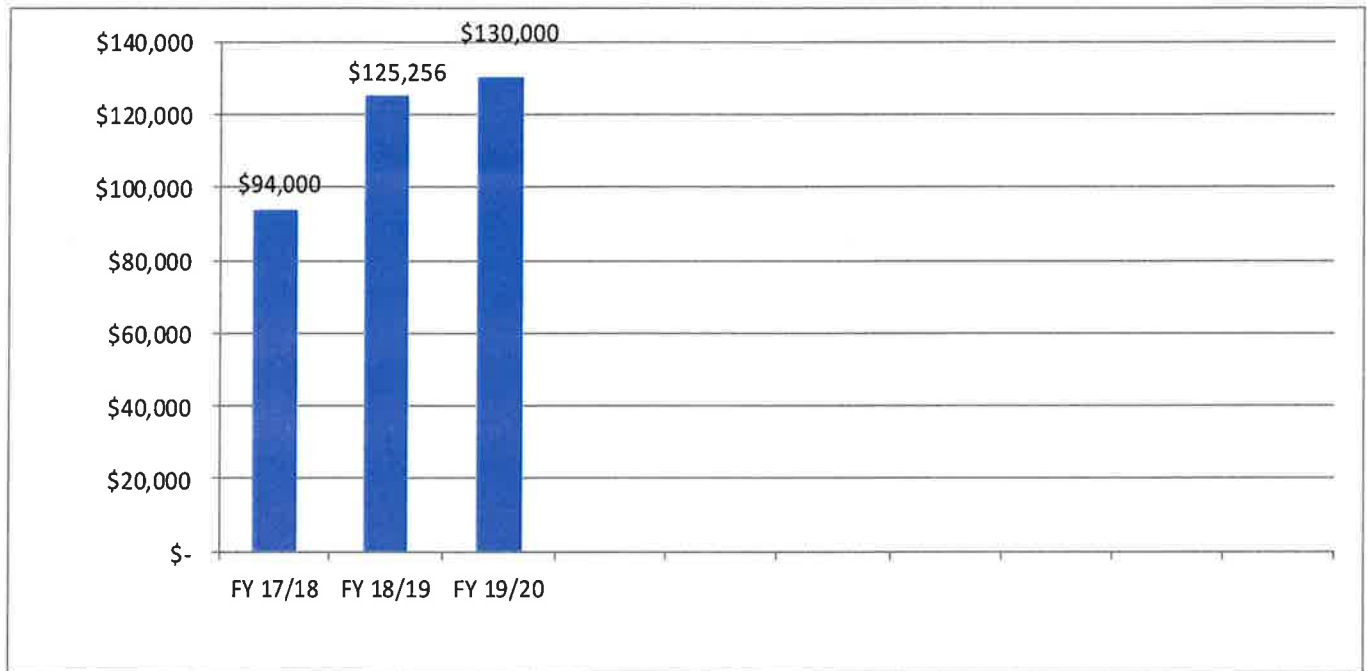
LOCAL OPTION FUEL TAX



LOCAL OPTION FUEL TAX

The Local Option Fuel tax is a five cent tax imposed by Clay County on every gallon of fuel sold at the retail level. The tax became effective on January 1, 2018. The State collects the Local Option Fuel Tax and distributes it as follows: Clay County 82.96% and Green Cove Springs 3.43%. The Local Option Fuel Tax will sunset on December 31, 2041. Revenue from the gas tax can only be used for road work, specifically work that would increase capacity for roads.

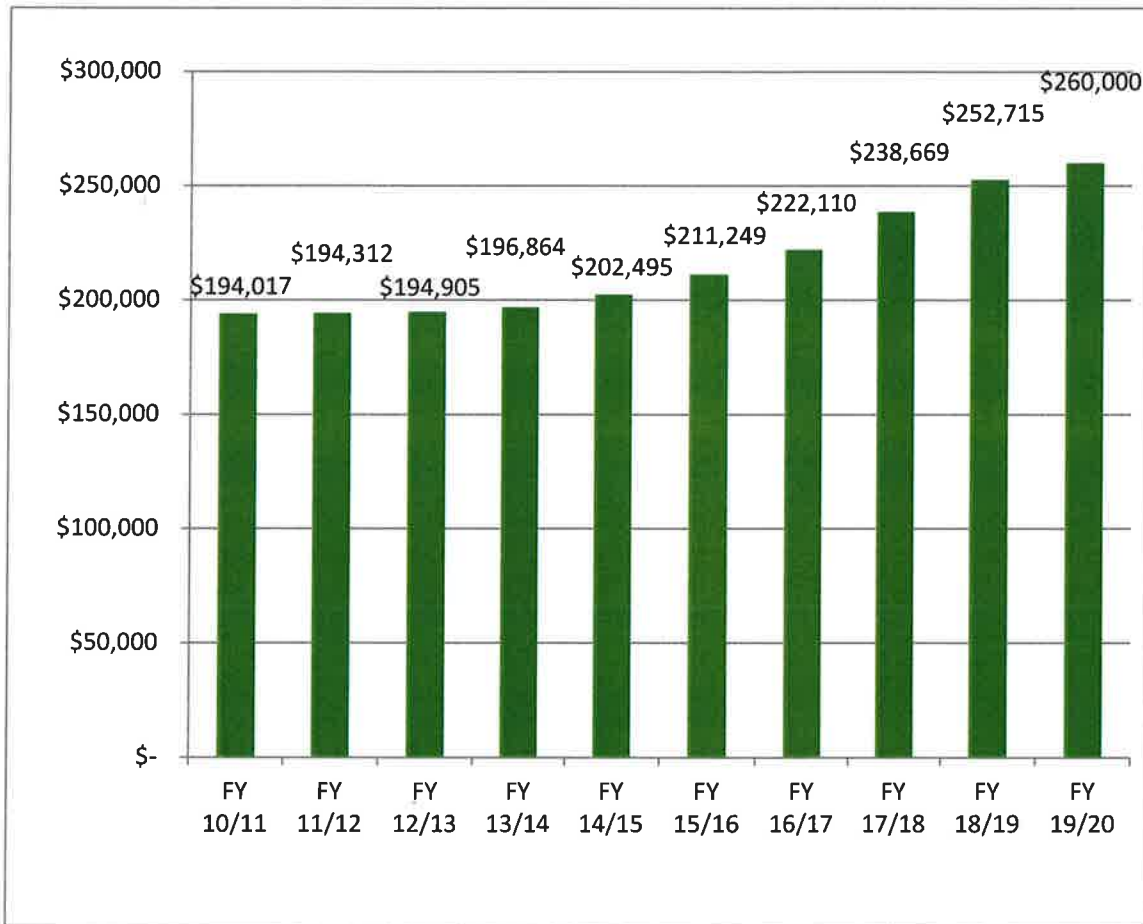
LOCAL OPTION FUEL TAX



STATE REVENUE SHARING

State Shared Revenues include the State Revenue Sharing Program that consists of Sales Taxes, Municipal Fuel Taxes, and State Alternative Fuel User Decal Fees. In FY 2019/2020, the City of Green Cove Springs' State Revenue Sharing is budgeted at \$260,000. This amount is \$16,596 more than the prior year's collection of \$243,404. The FY 2019/2020 budget of \$260,000 is \$7,285 more than the prior year's approved budget of \$252,715 and is based on projections from the State of Florida.

STATE REVENUE SHARING



TELECOMMUNICATIONS TAX

The Communications Services Tax Simplification Law was enacted to restructure taxes on telecommunications, cable, direct-to-home satellite, and related services that existed prior to October 1, 2001. The definition of communications services encompasses voice, data, audio, video, or any other information or signals, including cable services that are transmitted by any medium. The law replaced and consolidated seven (7) different State and Local taxes or fees with a single tax comprised of two (2) centrally-administered parts: a state communications tax and a local communications tax. The tax is imposed on retail sales of communications services which originate and terminate in the State, or originate or terminate in the State and are billed to an address within the State. Tax proceeds are transferred to county and municipal governments, the Public Education Capital Outlay and Debt Service Trust Fund, and the State's General Revenue Fund.

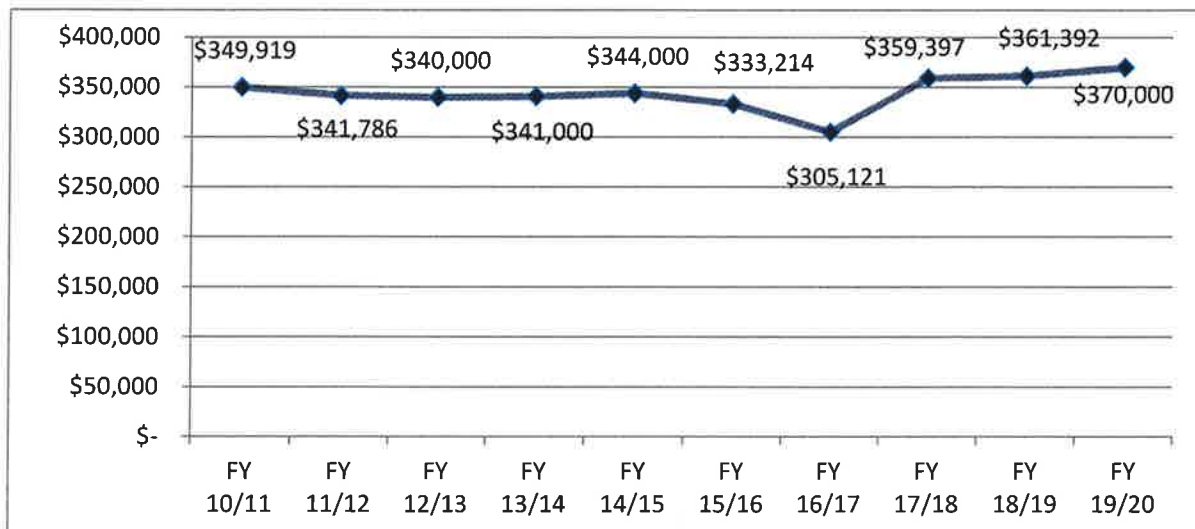
State Communications Services Tax

The amount of tax revenues available for distribution to local governments is dependent on each jurisdiction's local communications service tax rate. The tax revenues, less the DOR's administrative cost deduction, are distributed monthly to the appropriate jurisdictions. The proceeds of taxes imposed pursuant to Section 202.19(5), F.S., shall be distributed in the same manner as the local option sales taxes. The revenue per State estimates for FY 2019/2020 for the City of Green Cove Springs is \$370,000 or \$8,608 more than estimated for FY 2018/2019. The City's Telecommunications Tax rate is 5.22.

Authorized Uses

The revenues derived from the local communications services tax may be used for any public purpose, including the pledge of such revenues for the repayment of current or future bonded indebtedness. Revenue raised by a tax imposed pursuant to Section 202.19(5), F.S., shall be used for the same purposes as the underlying Local Option Sales Tax imposed by the County or School Board pursuant to Section 202.055, F.S.

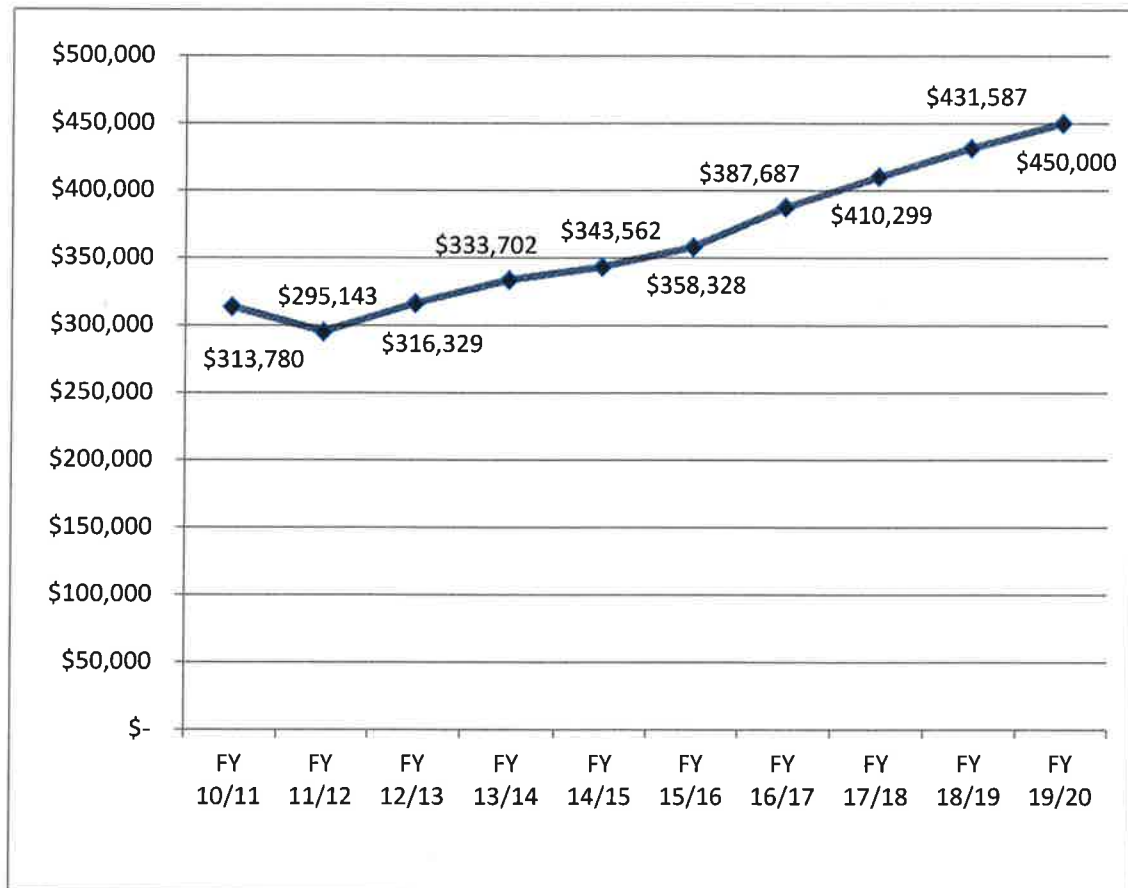
TELECOMMUNICATIONS TAX



LOCAL GOVERNMENT HALF CENT SALES TAX

This revenue program's primary purpose is to provide relief from ad valorem and utility taxes in addition to providing revenues for local programs. Revenues are used to support City-wide services. In FY 2019/2020, Local Government Half Cent Sales Tax collections are estimated at \$450,000 or \$18,413 more than the State estimates for FY 2018/2019.

LOCAL GOVERNMENT HALF CENT SALES TAX



DISCRETIONARY SURTAX

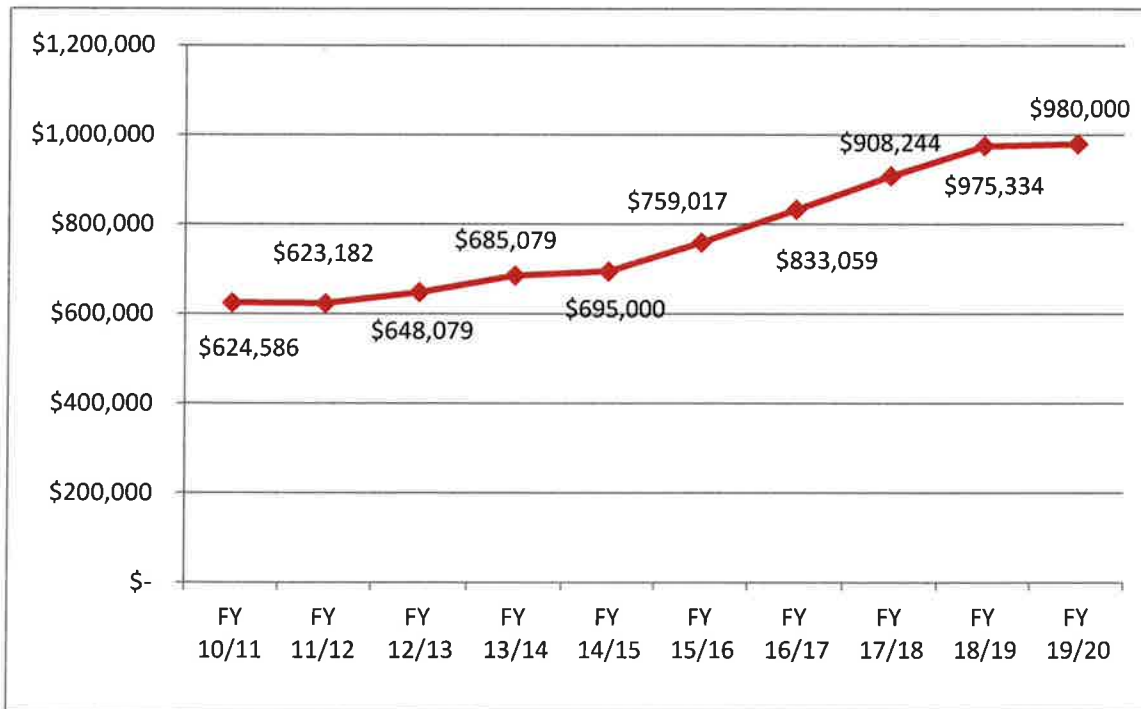
The Local Government Infrastructure Surtax shall be levied at the rate of 0.5 or 1 percent pursuant to an Ordinance enacted by a majority vote of the County's governing body and approved by voters in a county-wide referendum. Generally, the proceeds must be expended to finance, plan, and construct infrastructure, to acquire land for public recreation, conservation, or protection of natural resources, or to finance the closure of local government-owned solid waste landfills that have been closed or are required to be closed by order of the Department of Environmental Protection (DEP). This levy shall be approved pursuant to an Ordinance enacted by a majority of the members of the County's governing body and approved by voters in a county-wide referendum. In lieu of action by the County's governing body, municipalities representing a majority of the County's population may initiate the surtax through the adoption of uniform Resolutions calling for a county-wide referendum on the issue. If the proposal to levy the surtax is approved by a majority of the electors, the levy shall take effect. The levy may only be extended by voter approval in a county-wide referendum. The levy that was set to expire on December 31, 2019 was extended by voter approval in a county-wide referendum. The extension becomes effective on January 1, 2020 and expires on December 31, 2039.

The surtax proceeds and any accrued interest shall be expended for the following purposes:

1. To finance, plan, and construct infrastructure.
2. To acquire land for public recreation, conservation, or protection of natural resources.
3. To finance the closure of county of municipal-owned solid waste landfills that have been closed or are required to be closed by order of the DEP. Any use of the proceeds or interest for purposes of landfill closures before July 1, 1993, is ratified.

The City's revenues from Surtax for FY 2019/2020 are estimated by the State to be \$980,000 or \$4,666 more than estimated for FY 2018/2019.

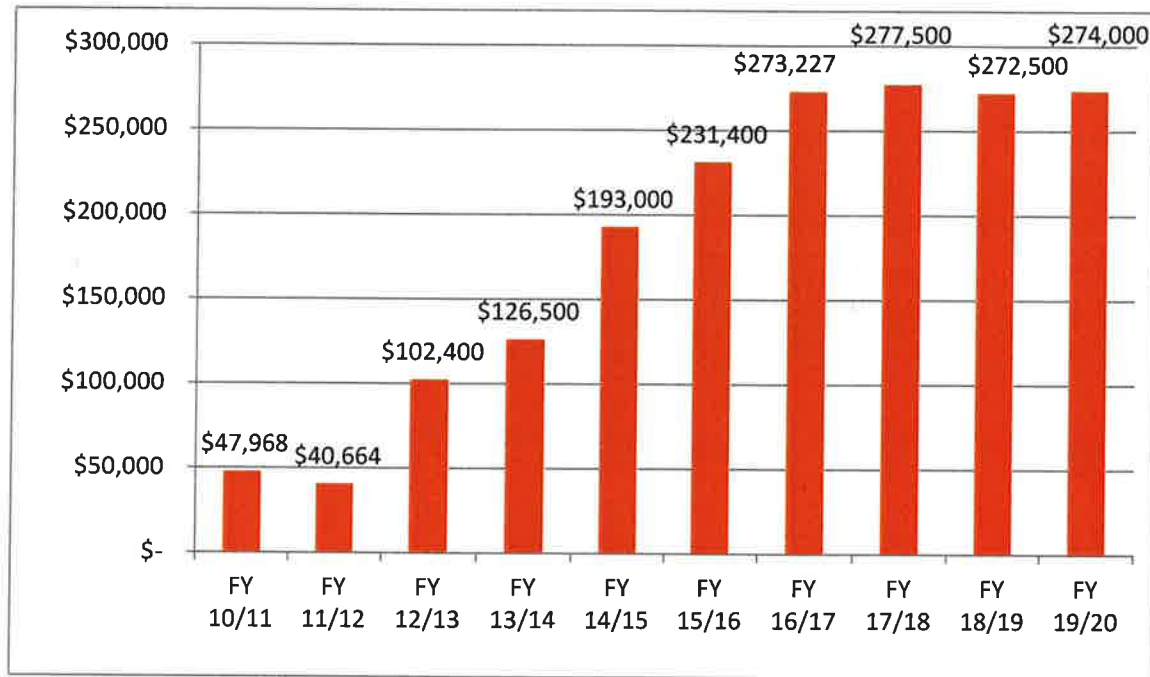
DISCRETIONARY SURTAX



BUILDING PERMITS, INSPECTIONS, AND PLAN REVIEWS

Building Permits, Inspections, and Plan Reviews revenues are collected primarily from the issuance of building permits, building inspections, and development review fees. In FY 19/20, collections for permits and plan reviews are estimated to be \$274,000. The FY 19/20 budget of \$274,000 is based on projections of anticipated building activity.

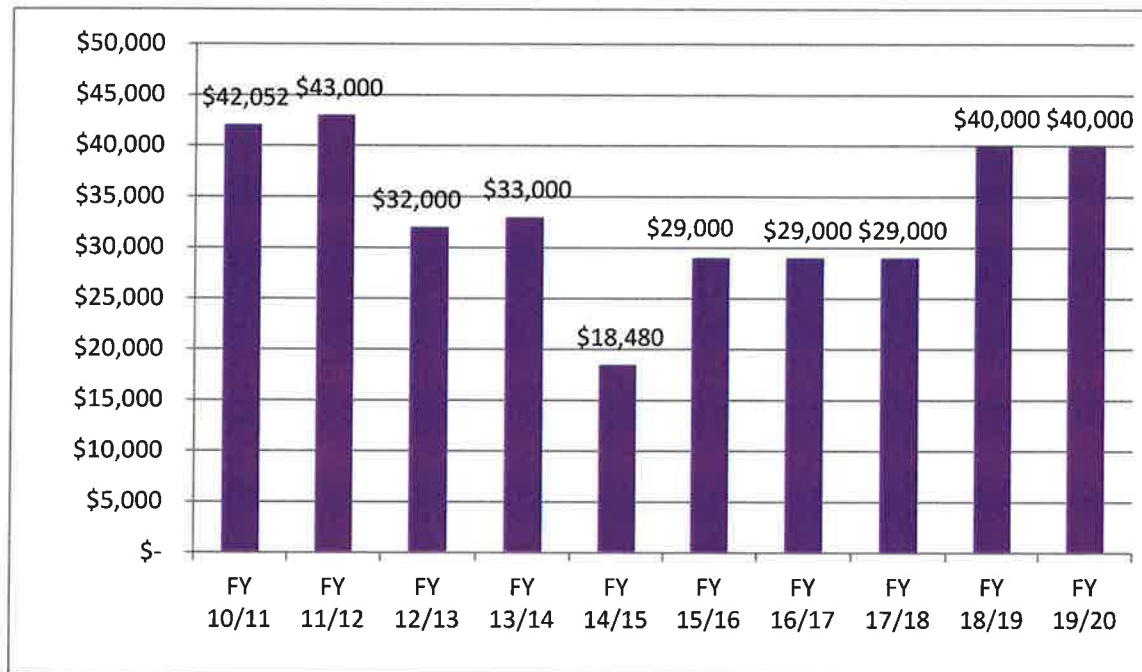
BUILDING PERMITS, INSPECTIONS, AND PLAN REVIEWS



FINES AND FORFEITURES

Fines and Forfeitures are collected from the fees and penalties that are imposed for statutory offenses, violation of City Ordinances, and imposed court costs. In FY 18/19, actual collections of fines and forfeitures were estimated to be \$40,000. This amount is \$26,924 more than the FY 17/18 collections of \$13,076. The FY 19/20 budget of \$40,000 is the same as the FY 18/19 budget of \$40,000 and is based on historical analysis of prior year collections and the addition of a canine unit.

FINES AND FORFEITURES

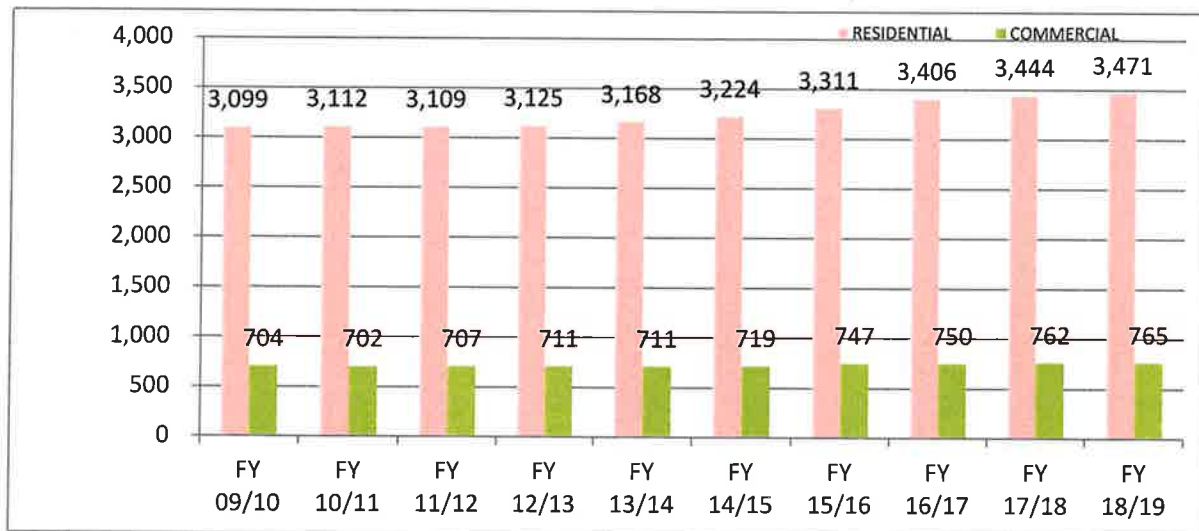


ELECTRIC CUSTOMERS

On February 12, 1985, the City, along with several other municipalities (the project participants), entered into separate agreements with the Florida Municipal Power Agency (FMPA) whereby FMPA agreed to sell and deliver to the project participants, and the project participants agreed to purchase and receive from FMPA, all electric capacity and energy which the project participants shall require (except St. Lucie) for the operation of their municipal electric systems. The City has given FMPA notice pursuant to Section 2 of the All-Requirements Power Supply Contract that the term of their contract will not renew automatically each year after the initial contract term. The term of the contract is now fixed and will terminate on October 1, 2037.

Power rates are determined by the Board, subject to approval of the project participants, but must be sufficient to meet FMPA's revenue requirements. Charges to the City are payable solely from utility revenues and in no way can FMPA compel the City to exercise its taxing power. Total costs under this contract during 2018 were approximately \$7.9 million per audited financial statements. The costs for both the FMPA and St. Lucie Project for 2018 were \$8.8 million.

ELECTRIC CUSTOMERS

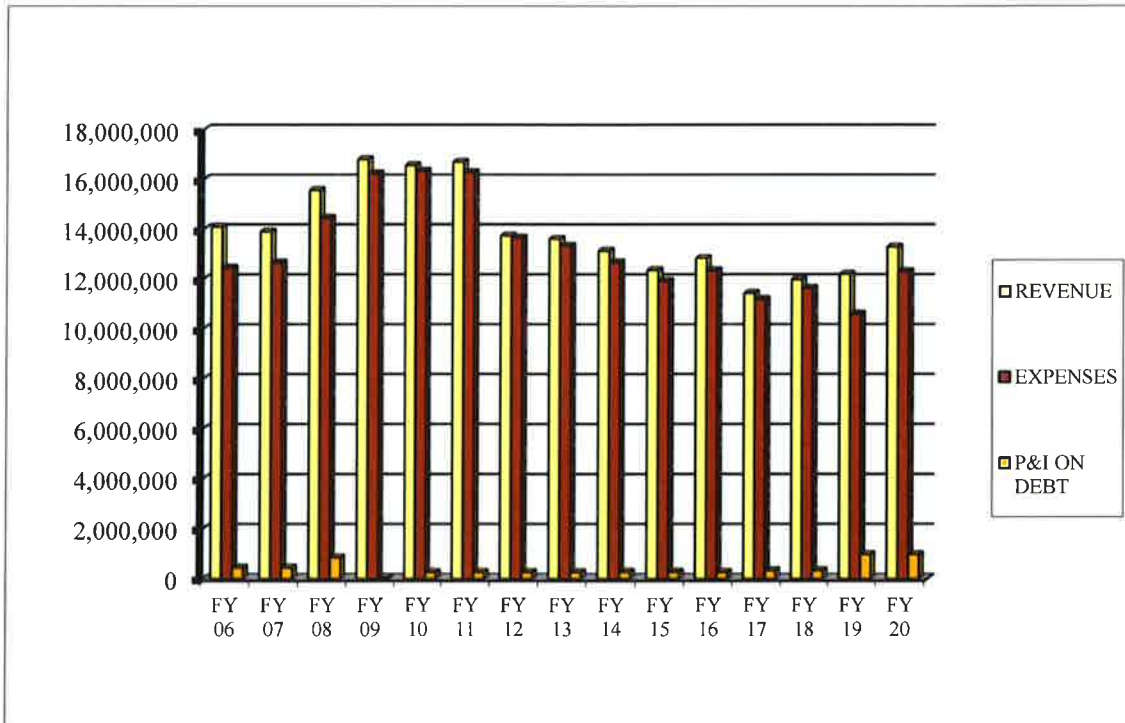


ELECTRIC REVENUE, EXPENSES & P & I ON DEBT

FISCAL YEAR	REVENUE	EXPENSES	P&I ON DEBT
FY 06	14,099,109	12,455,016	462,690
FY 07	13,910,543	12,662,931	462,752
FY 08	15,577,011	14,455,651	863,117
FY 09	16,810,030	16,243,500	71,539
FY 10	16,571,183	16,343,466	275,233
FY 11	16,709,904	16,288,587	275,233
FY 12	13,745,440	13,655,334	275,232
FY 13	13,615,200	13,339,369	275,231
FY 14	13,142,000	12,669,843	277,157
FY 15	12,364,970	11,917,812	277,158
FY 16	12,845,100	12,345,201	275,232
FY 17	11,440,139	11,192,547	338,592
FY 18	11,988,579	11,649,986	338,593
FY 19	12,208,850	10,604,857	989,045
FY 20	\$ 13,302,244	\$ 12,313,380	\$ 988,864

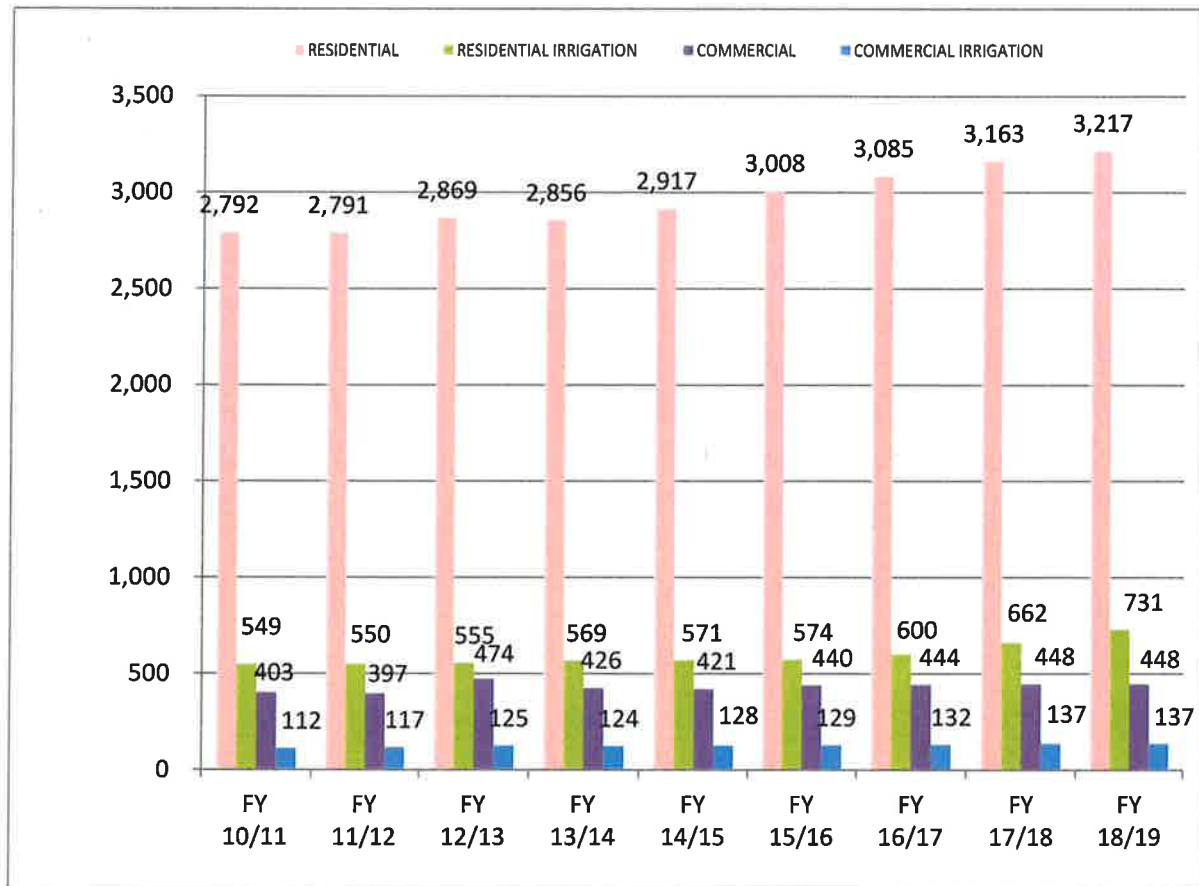
Paid off Debt

Includes Transfers Out
Does not include Capital Expenses



WATER CUSTOMERS

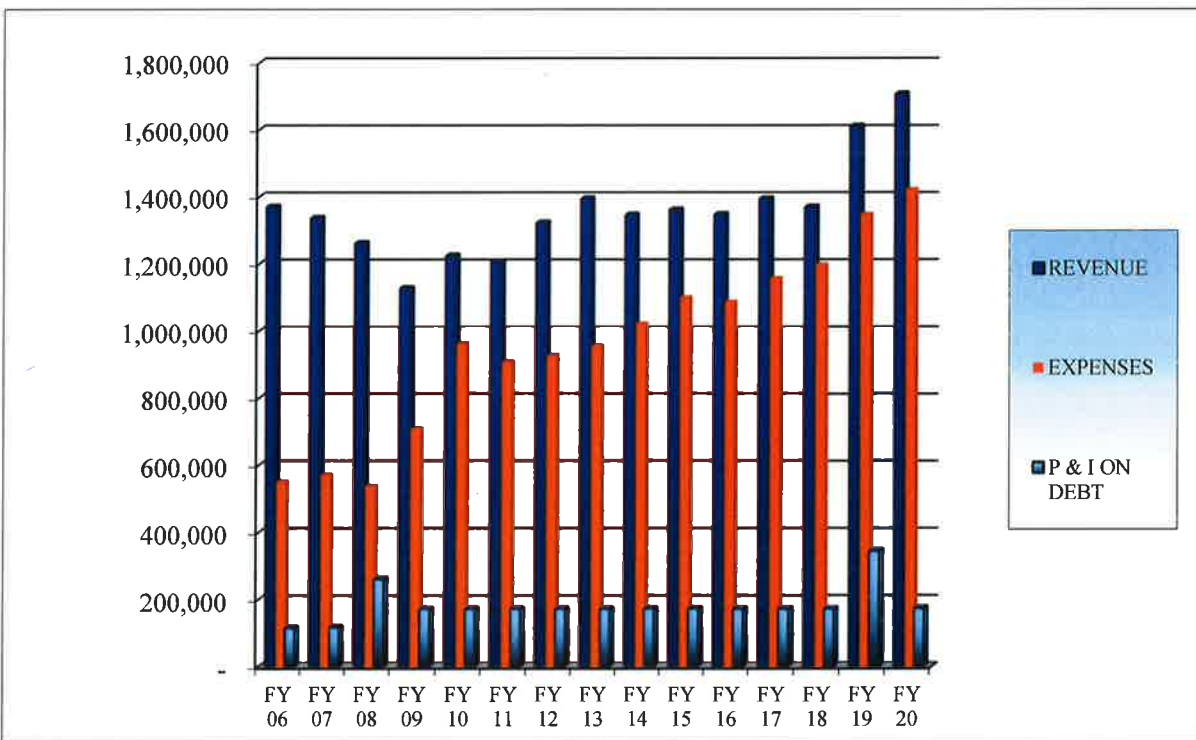
WATER CUSTOMERS



WATER REVENUE, EXPENSES, P & I ON DEBT

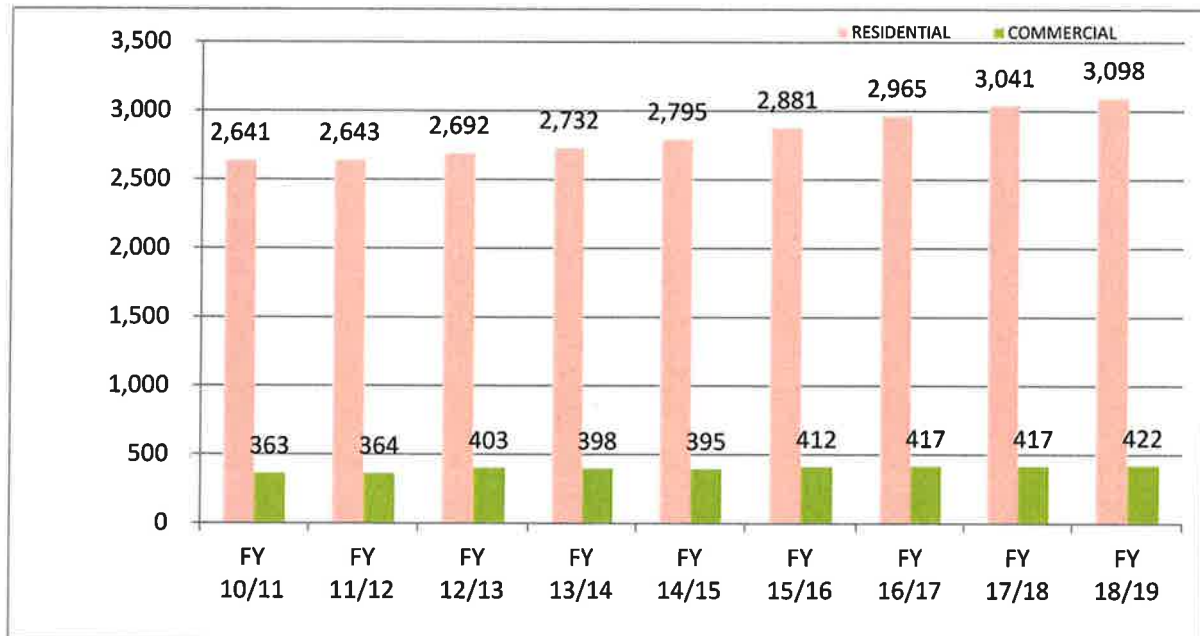
FISCAL YEAR	REVENUE	EXPENSES	P & I ON DEBT
FY 06	1,369,500	549,677	116,095
FY 07	1,336,097	569,203	118,095
FY 08	1,261,421	536,460	261,645
FY 09	1,127,232	706,922	172,505
FY 10	1,224,124	959,502	172,496
FY 11	1,205,798	905,869	172,496
FY 12	1,321,840	925,393	172,497
FY 13	1,393,550	952,054	172,496
FY 14	1,346,050	1,021,003	174,047
FY 15	1,360,625	1,099,378	174,047
FY 16	1,347,200	1,085,504	172,496
FY 17	1,393,152	1,155,656	172,496
FY 18	1,368,798	1,196,302	172,496
FY 19	1,609,813	1,347,317	344,992
FY 20	\$ 1,705,716	\$ 1,420,716	\$ 175,000

Includes Transfers Out
Does not include Capital Expenses



WASTEWATER CUSTOMERS

WASTEWATER CUSTOMERS

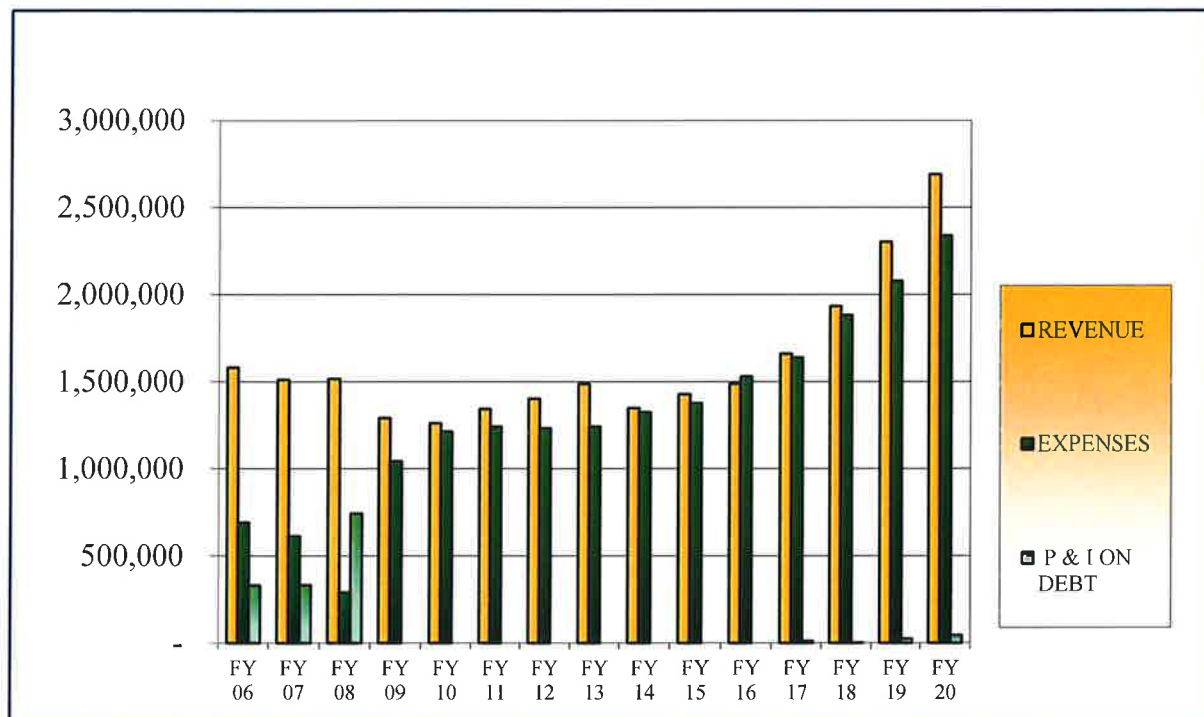


WASTEWATER REVENUE, EXPENSES, P & I ON DEBT

FISCAL YEAR	REVENUE	EXPENSES	P & I ON DEBT
FY 06	1,580,033	690,214	330,145
FY 07	1,510,863	613,536	332,145
FY 08	1,515,521	290,113	742,948
FY 09	1,291,336	1,044,476	-
FY 10	1,261,019	1,212,867	-
FY 11	1,342,439	1,240,939	-
FY 12	1,400,700	1,231,900	-
FY 13	1,487,200	1,242,200	-
FY 14	1,348,000	1,324,000	-
FY 15	1,426,480	1,376,705	-
FY 16	1,488,400	1,528,780	-
FY 17	1,659,689	1,638,149	11,540
FY 18	1,934,140	1,881,285	2,855
FY 19	2,302,469	2,077,273	24,769
FY 20	\$ 2,691,199	\$ 2,337,404	\$ 43,795

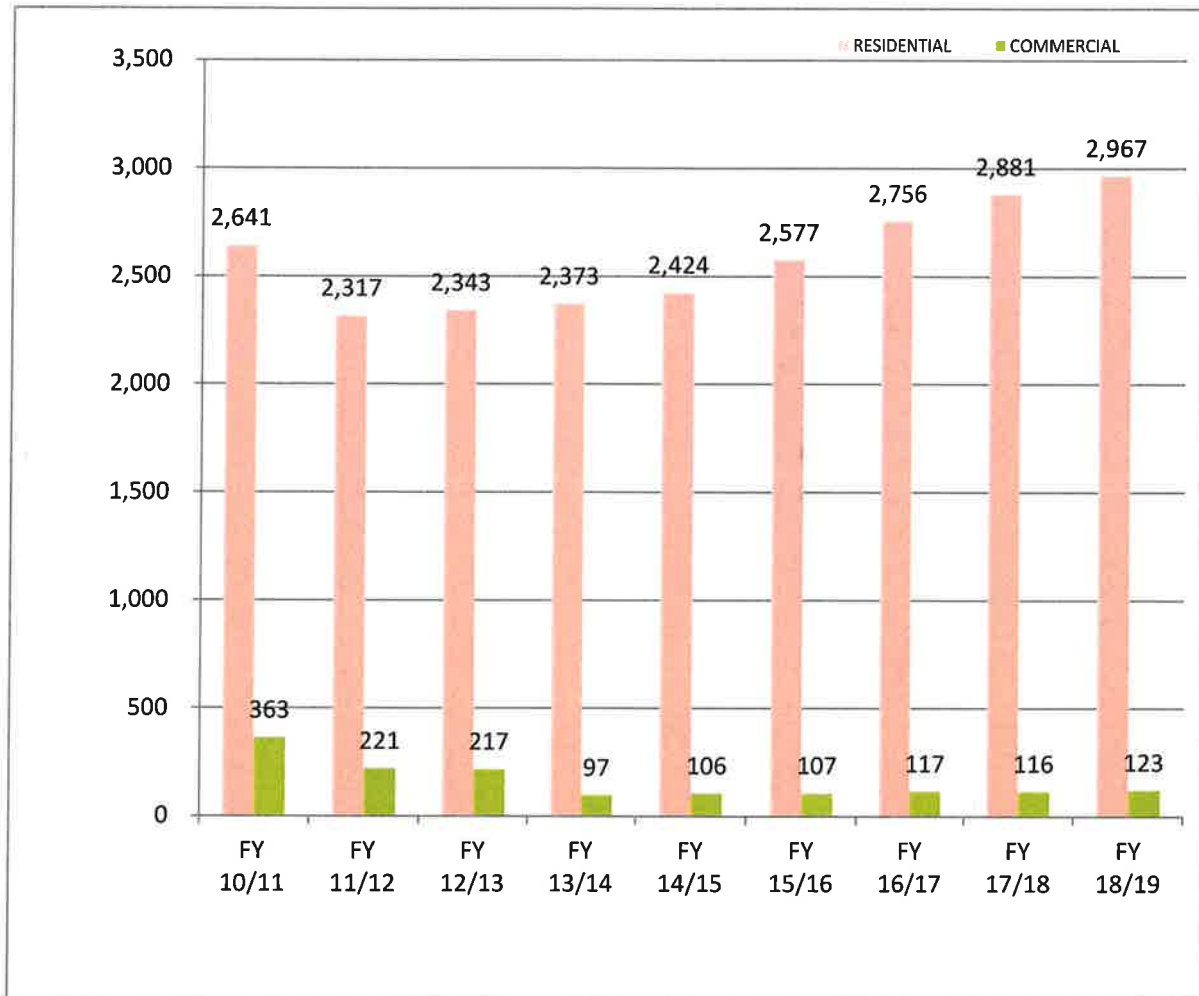
Paid off Debt

Includes Transfers Out
Does not include Capital Expenses



SOLID WASTE CUSTOMERS

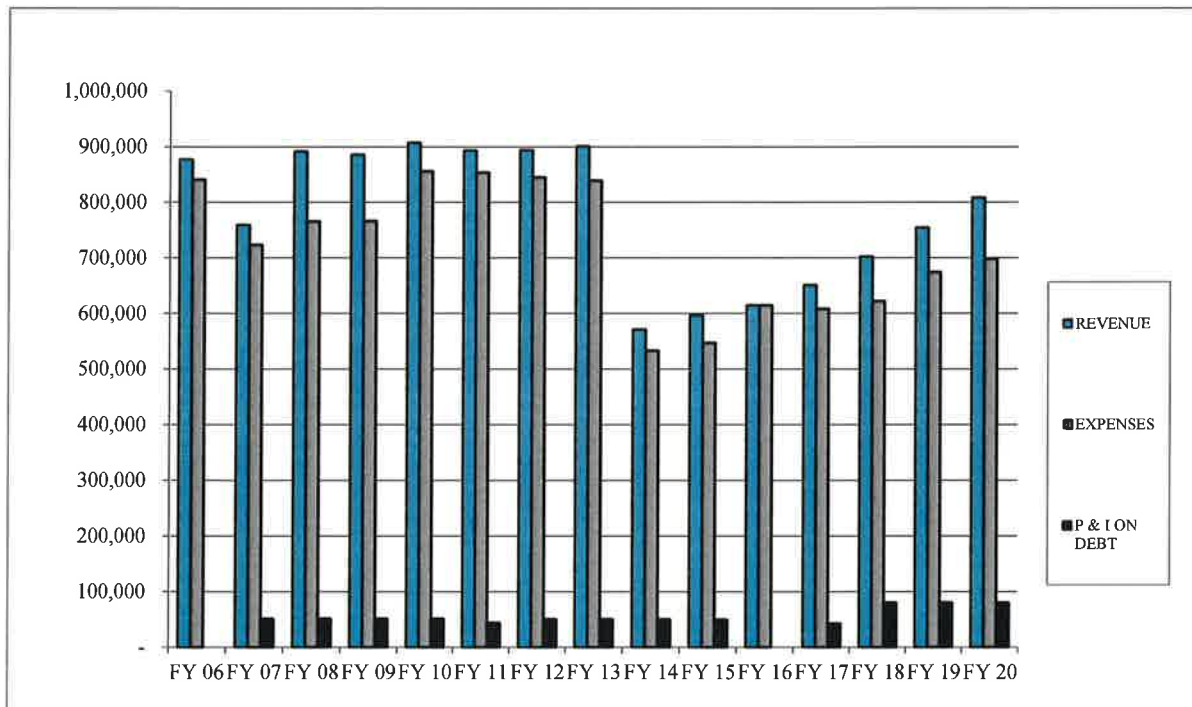
SOLID WASTE CUSTOMERS



SOLID WASTE REVENUE, EXPENSES, P & I ON DEBT

FISCAL YEAR	REVENUE	EXPENSES	P & I ON DEBT
FY 06	877,211	840,629	-
FY 07	759,107	723,353	51,500
FY 08	891,488	765,529	51,500
FY 09	886,073	766,379	51,500
FY 10	907,358	855,850	51,500
FY 11	893,550	853,532	43,980
FY 12	893,850	844,547	50,103
FY 13	901,150	838,911	50,104
FY 14	571,000	532,896	50,104
FY 15	596,554	546,835	49,719
FY 16	614,660	614,660	-
FY 17	651,210	608,431	42,779
FY 18	702,600	622,395	80,205
FY 19	754,642	674,439	80,203
FY 20	\$ 808,320	\$ 698,117	\$ 80,203

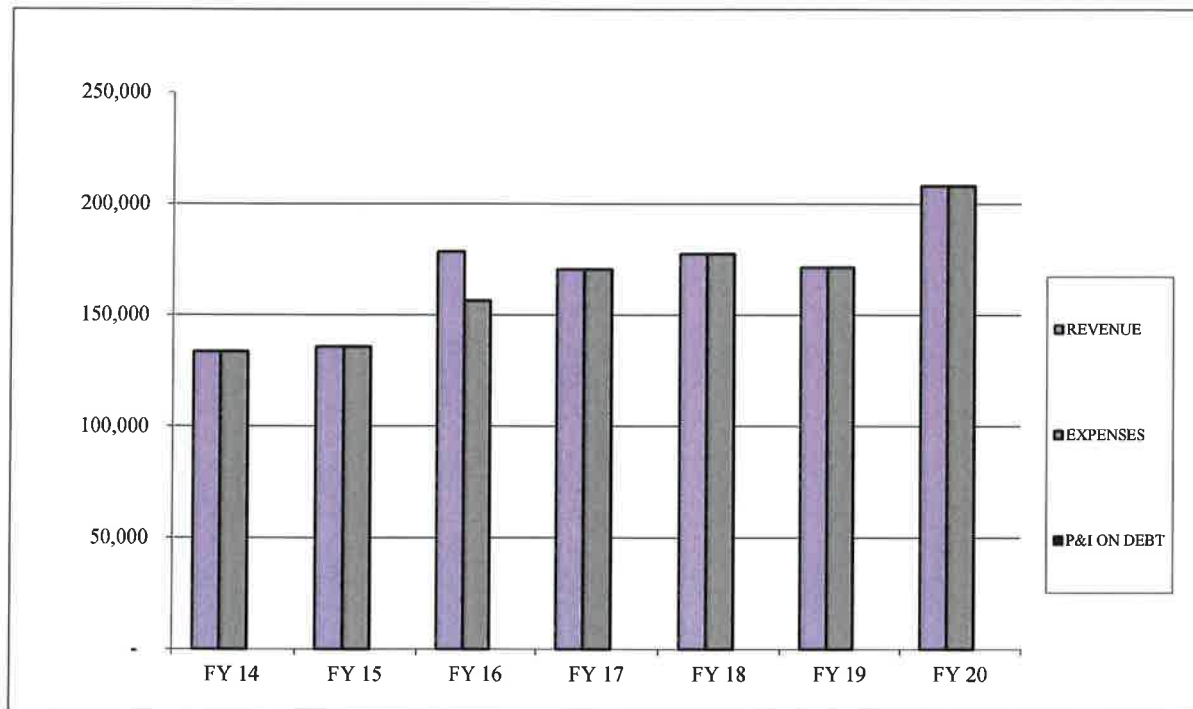
Includes Transfers Out
Does not include Capital Expenses



STORMWATER REVENUE, EXPENSES, P & I ON DEBT

FISCAL YEAR	REVENUE	EXPENSES	P&I ON DEBT
FY 14	133,550	133,550	
FY 15	135,656	135,656	
FY 16	178,410	156,410	
FY 17	170,472	170,472	
FY 18	177,347	177,347	
FY 19	171,300	171,300	
FY 20	\$ 207,950	\$ 207,950	\$ -

Does not include Capital Expenses / Grants



FULL-TIME EQUIVALENT POSITIONS SUMMARY

DEPARTMENT NAME	APPROVED FY 15/16	APPROVED FY 16/17	APPROVED FY 17/18	APPROVED FY 18/19	PROPOSED FY 19/20
GENERAL FUND					
City Council	5.00	5.00	6.00	6.00	6.00
City Clerk	1.00	1.00	1.00	1.00	1.00
City Manager	2.00	2.00	2.00	2.00	2.00
Human Resources	2.00	2.00	2.00	2.00	2.00
Augusta Savage	0.00	0.00	0.00	0.00	0.00
Finance	4.00	4.00	3.50	3.50	3.50
Information Technology	1.00	1.00	1.00	1.00	1.00
Development Services	1.50	1.00	1.00	1.50	1.50
Code Enforcement	0.00	0.00	0.00	1.00	1.00
Police	24.00	25.00	25.00	30.00	34.00
Public Works	6.34	6.68	6.68	6.00	6.00
Right-of-Way Maintenance	2.00	2.00	2.00	2.00	2.00
Parks & Recreation -Maintenance	3.00	3.00	3.00	3.00	3.00
Parks & Recreation -Programming	0.00	0.00	0.00	1.00	1.00
Equipment Maintenance	3.00	3.00	3.00	3.00	3.00
BUILDING	2.50	3.00	3.00	3.50	3.50
ELECTRIC (1)	8.00	1.34	1.34	2.02	10.02
WATER	6.16	6.82	7.32	7.82	8.32
WASTEWATER	6.16	6.82	7.32	7.82	8.32
SOLID WASTE	7.34	7.34	7.34	7.34	8.34
CUSTOMER SERVICE	6.00	6.00	6.50	6.50	6.50
STORMWATER	2.00	2.00	2.00	2.00	2.00
TOTALS	93.00	89.00	91.00	100.00	114.00

(1) Electric Services contracted out to Hooper Corporation for FY 17, FY 18 and FY 19.

**PERSONNEL OVERVIEW DETAIL
FY 2019-2020**

DEPARTMENT	FY 2015-2016		FY 2016-2017		FY 2017-2018		FY 2018-2019		FY 2019-2020	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
CITY COUNCIL										
City Council	5.00	1.00	5.00		5.00	0.00	5.00	0.00	5.00	0.00
Communications Coordinator	0.00		0.00	1.00	1.00		1.00		0.00	
TOTAL	5.00	1.00	5.00	1.00	6.00	0.00	6.00	0.00	5.00	0.00
CITY CLERK										
City Clerk	1.00		1.00		1.00		1.00		1.00	
TOTAL	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
CITY MANAGER										
City Manager	1.00		1.00		1.00		1.00		1.00	
Executive Assistant	1.00		1.00		1.00		1.00		1.00	
Communications Coordinator	0.00		0.00	1.00	0.00		0.00		1.00	
TOTAL	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	3.00	0.00
HUMAN RESOURCES										
Human Resources Director	1.00		1.00		1.00		1.00		1.00	
Human Resources Specialist	1.00		0.00		0.00		0.00		0.00	
Sr. HR Generalist	0.00		1.00		1.00		1.00		1.00	
Clerk Typist	0.00		0.00		0.00	1.00	0.00	1.00	0.00	1.00
TOTAL	2.00	0.00	2.00	0.00	2.00	1.00	2.00	1.00	2.00	1.00
AUGUSTA SAVAGE										
Recreation Supervisor	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00
Recreation Leader	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00
Recreation Aide	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00
TOTAL	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00
FINANCE										
Finance Director	1.00		1.00		1.00		1.00		1.00	
Assistant Finance Director	0.75		0.75		0.25		0.25		0.25	
Financial Management Analyst	1.00		1.00		1.00		1.00		1.00	
Accounts Payable Tech.	1.00		1.00		1.00		1.00		1.00	
Senior Customer Svc. Rep.	0.25		0.25		0.25		0.25		0.25	
TOTAL	4.00	0.00	4.00	0.00	3.50	0.00	3.50	0.00	3.50	0.00
INFORMATION TECH.										
Information Systems Analyst	1.00		1.00		0.00		0.00		0.00	
Network Administrator					1.00		1.00		1.00	
TOTAL	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
DEVELOPMENT SERVICES										
Development Services Director	0.50		0.50		0.50		0.50		0.50	
Planning & Zoning Director	0.00		0.00		0.00		0.00		0.50	
Principal Planner	0.00		0.00		0.00		0.50		0.50	
Development Services Rep.	0.00		0.00		0.50		0.50		0.00	
Clerk Typist	1.00		0.50		0.00		0.00		0.00	
TOTAL	1.50	0.00	1.00	0.00	1.00	0.00	1.50	0.00	1.50	0.00

PERSONNEL OVERVIEW DETAIL
FY 2019-2020

DEPARTMENT	FY 2015-2016		FY 2016-2017		FY 2017-2018		FY 2018-2019		FY 2019-2020	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
CODE ENFORCEMENT										
Code Enforcement Officer	0.00	1.00	0.00	2.00	0.00	1.00	1.00	0.00	1.00	0.00
TOTAL	0.00	1.00	0.00	2.00	0.00	1.00	1.00	0.00	1.00	0.00
POLICE										
Police Chief	1.00		1.00		1.00		1.00		1.00	
Asst. Police Chief	0.00		1.00		1.00		0.00		0.00	
Lieutenant	1.00		0.00		0.00		2.00		2.00	
Sergeant	4.00		4.00		4.00		4.00		4.00	
Police Officer	13.00		14.00		14.00		13.00		13.00	
COPS Grant	0.00		0.00		0.00		1.00		1.00	
School Resource Officer (SRO)	0.00		0.00		0.00		2.00		2.00	
Communications Officer	3.00		3.00		3.00		4.00		5.00	
Communications Officer(CCSB)	0.00		0.00		0.00		0.00		4.00	
Communications Supervisor	1.00		1.00		1.00		1.00		0.00	
Senior Police Secretary	1.00		1.00		1.00		2.00		1.00	
Police Records Technician	0.00		0.00		0.00		0.00		1.00	
Part-Time Personnel	0.00	12.00	0.00	12.00	0.00	12.00	0.00	12.00	0.00	12.00
TOTAL	24.00	12.00	25.00	12.00	25.00	12.00	30.00	12.00	34.00	12.00
PUBLIC WORKS										
Ass't. City Mgr./Pub. Wks. Dir.	0.34		0.34		0.34		0.00		0.00	
Asst. Public Works Director	0.00		0.00		0.34		1.00		1.00	
Public Works Field Supervisor	1.00		1.00		1.00		0.00		0.00	
Lead Equipment Operator	2.00		2.00		2.00		1.00		1.00	
Equipment Operator	3.00		3.00		3.00		1.00		1.00	
Laborer	0.00		0.00		0.00		3.00		3.00	
Engineering Technician	0.00		0.00		0.00		0.00		0.00	
Capital Projects Manager	0.00		0.34		0.00		0.00		0.00	
TOTAL	6.34	0.00	6.68	0.00	6.68	0.00	6.00	0.00	6.00	0.00
RIGHT-OF-WAY MAINT.										
Lead Equipment Operator	1.00		1.00		1.00		1.00		1.00	
Groundskeeper	1.00		1.00		1.00		1.00		1.00	
TOTAL	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00
PARKS & REC. MAINT.										
Skilled Tradesworker	1.00		1.00		1.00		1.00		1.00	
Equipment Operator	1.00		1.00		1.00		1.00		1.00	
Groundskeeper	1.00		1.00		1.00		1.00	1.00	1.00	1.00
TOTAL	3.00	0.00	3.00	0.00	3.00	0.00	3.00	1.00	3.00	1.00
PARKS & REC. PROGRAM										
Director of Parks & Rec.	0.00		0.00		0.00		1.00		1.00	
Pool Manager-Seasonal	0.00		0.00		0.00		0.00	1.00	0.00	1.00
Asst. Pool Manager-Seasonal	0.00		0.00		0.00		0.00	2.00	0.00	2.00
Lifeguards-Seasonal	0.00	8.00	0.00	8.00	0.00	8.00	0.00	8.00	0.00	8.00
TOTAL	0.00	8.00	0.00	8.00	0.00	8.00	1.00	11.00	1.00	11.00
EQUIPMENT MAINT.										
Mechanic II	1.00		1.00		1.00		1.00		1.00	
Mechanic I	1.00		1.00		1.00		1.00		1.00	
Vehicle/Equipment Maint. Clerk	1.00		1.00		1.00		1.00		1.00	
TOTAL	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00

PERSONNEL OVERVIEW DETAIL
FY 2019-2020

DEPARTMENT	FY 2015-2016		FY 2016-2017		FY 2017-2018		FY 2018-2019		FY 2019-2020	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
BUILDING										
Development Services Director	0.50		0.50		0.50		0.50		0.50	
Planning & Zoning Director	0.00		0.00		0.00		0.00		0.50	
Principal Planner	0.00		0.00		0.00		0.50		0.00	
Building Official	1.00		1.00		1.00		1.00		1.00	
Development Services Rep.	0.00		0.50		0.50		0.50		0.50	
Building Inspector I	0.00		0.00		0.00		0.00	1.00	0.00	1.00
Building Assistant	1.00		1.00		1.00		1.00		1.00	
TOTAL	2.50	0.00	3.00	0.00	3.00	0.00	3.50	1.00	3.50	1.00
ELECTRIC										
Director of Electric Utility	1.00		0.00		0.00		0.00		1.00	
Ass't. City Mgr./Pub. Wks. Dir.	0.00		0.00		0.00		0.34		0.34	
Electric Superintendent	1.00								1.00	
Line Crew Leader	2.00		0.00		0.00		0.00		0.00	
Lineman	2.00		0.00		0.00		0.00		4.00	
Apprentice Lineman	1.00		0.00		0.00		0.00		1.00	
Low Voltage Technician	0.00		0.00		0.00		0.00		1.00	
Administrative Assistant	1.00		1.00		1.00		1.00		1.00	
Engineering Technician	0.00		0.34		0.34		0.34		0.34	
Utility Line Locator	0.00		0.00		0.00		0.34		0.34	
TOTAL	8.00	0.00	1.34	0.00	1.34	0.00	2.02	0.00	10.02	0.00
WATER										
Ass't. City Mgr./Pub. Wks. Dir.	0.33		0.33		0.33		0.33		0.33	
Public Works Director	0.00		0.00		0.00		0.00		0.00	
Asst Public Works Director	0.00		0.00		0.33		0.00		0.00	
Ass't. Water Ut. Director	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator III	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator II	2.00	1.00	2.00	1.00	1.50	1.00	1.50	1.00	1.50	0.50
Utility Plant Operator I	0.00		0.00		0.00		0.00		0.50	
Utility Plant Operator Trainee	0.00		0.00		1.00		1.00		1.00	
Utility Line Supervisor	0.50		0.50		0.50		0.50		0.50	
Utility Line Mechanic	1.50		1.50		1.50		1.50		1.50	
Utility Maint. Worker	0.50		0.50		0.50		0.50		0.50	
Engineering Technician	0.00		0.33		0.33		0.33		0.33	
Capital Projects Manager	0.00		0.33		0.00		0.00		0.00	
Utility Line Locator	0.00		0.00		0.00		0.33		0.33	
Water Facilities Mechanic	0.00		0.00		0.00		0.50		0.50	
Senior Secretary	0.33		0.33		0.33		0.33		0.33	
TOTAL	6.16	1.00	6.82	1.00	7.32	1.00	7.82	1.00	8.32	0.50

PERSONNEL OVERVIEW DETAIL
FY 2019-2020

DEPARTMENT	FY 2015-2016		FY 2016-2017		FY 2017-2018		FY 2018-2019		FY 2019-2020	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
WASTEWATER										
Ass't. City Mgr./Pub. Wks. Dir.	0.33		0.33		0.33		0.33		0.33	
Public Works Director	0.00		0.00		0.00		0.00		0.00	
Asst Public Works Director	0.00		0.00		0.33		0.00		0.00	
Ass't. Water Ut. Director	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator III	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator II	2.00	1.00	2.00	1.00	1.50	1.00	1.50	1.00	1.50	0.50
Utility Plant Operator I	0.00		0.00		0.00		0.00		0.50	
Utility Plant Operator Trainee	0.00		0.00		1.00		1.00		1.00	
Capital Projects Manager	0.00		0.33		0.00		0.00		0.00	
Utility Line Supervisor	0.50		0.50		0.50		0.50		0.50	
Utility Line Mechanic	1.50		1.50		1.50		1.50		1.50	
Utility Maint. Worker	0.50		0.50		0.50		0.50		0.50	
Engineering Technician	0.00		0.33		0.33		0.33		0.33	
Utility Line Locator	0.00		0.00		0.00		0.33		0.33	
Water Facilities Mecanic	0.00		0.00		0.00		0.50		0.50	
Senior Secretary	0.33		0.33		0.33		0.33		0.33	
TOTAL	6.16	1.00	6.82	1.00	7.32	1.00	7.82	1.00	8.32	0.50
SOLID WASTE										
Public Works Field Supervisor	1.00		1.00		1.00		1.00		1.00	
Lead Equipment Operator	1.00		1.00		1.00		1.00		1.00	
Refuse Driver	5.00		5.00		5.00		5.00		6.00	
Senior Secretary	0.34		0.34		0.34		0.34		0.34	
TOTAL	7.34	0.00	7.34	0.00	7.34	0.00	7.34	0.00	8.34	0.00
CUSTOMER SERVICE										
Assistant Finance Director	0.25		0.25		0.75		0.75		0.75	
Meter Reader	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Utility Billing Clerk	1.00		1.00		1.00		1.00		1.00	
Storekeeper	1.00		1.00		1.00		1.00		1.00	
Sr. Customer Service Rep.	0.75		0.75		0.75		0.75		0.75	
Customer Service Rep.	2.00		2.00		2.00		2.00		2.00	
TOTAL	6.00	1.00	6.00	1.00	6.50	1.00	6.50	1.00	6.50	1.00
STORMWATER										
Laborer	2.00		2.00		2.00		2.00		2.00	
TOTAL	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00
GRAND TOTAL	93	28	89	29.5	91	28	100	32.00	114	31.00

**CITY OF GREEN COVE SPRINGS
PERSONNEL OVERVIEW SUMMARY
FY 2019-20**

DEPARTMENT	FY 2015-2016		FY 2016-2017		FY 2017-2018		FY 2018-19		FY 2019-20	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
GENERAL FUND										
City Council	5.00	1.00	5.00	1.00	6.00		6.00		5.00	
City Clerk	1.00		1.00		1.00		1.00		1.00	
City Manager	2.00		2.00		2.00		2.00		3.00	
Human Resources	2.00		2.00		2.00	1.00	2.00	1.00	2.00	1.00
Augusta Savage	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00
Finance	4.00		4.00		3.50		3.50		3.50	
Information Tech.	1.00		1.00		1.00		1.00		1.00	
Development Svcs.	1.50		1.00		1.00		1.50		1.50	
Code Enforcement	0.00	1.00	0.00	2.00	0.00	1.00	1.00		1.00	
Police	24.00	12.00	25.00	12.00	25.00	12.00	30.00	12.00	34.00	12.00
Public Works	6.34		6.68		6.68		6.00		6.00	
Right-of-Way Maint.	2.00		2.00		2.00		2.00		2.00	
Parks & Recreation	3.00	8.00	3.00	8.00	3.00	8.00	3.00		3.00	1.00
Maintenance Programming	0		0		0		1	11	1	11
Equipment Maint.	3.00		3.00		3.00		3.00		3.00	
BUILDING FUND										
Building	2.50		3.00		3.00		3.50	1	3.50	1
UTILITY FUNDS										
Electric	8.00		1.34		1.34		2.02		10.02	
Water	6.16	1.00	6.82	1.00	7.32	1.00	7.82	1.00	8.32	0.50
Wastewater	6.16	1.00	6.82	1.00	7.32	1.00	7.82	1.00	8.32	0.50
Solid Waste	7.34		7.34		7.34		7.34		8.34	
Customer Service	6.00	1.00	6.00	1.00	6.50	1.00	6.50	1.00	6.50	1.00
Stormwater	2.00		2.00		2.00		2.00	0.00	2.00	0.00
Grand Total	93.00	28.00	89.00	29.00	91.00	28.00	100.00	32.00	114.00	31.00

DEBT SERVICE BUDGET SUMMARY

PROJECT	FINAL PAYMENT DATE	INTEREST RATE	PRINCIPAL INTEREST DUE DATE	ANNUAL DEBT SERVICE	PRINCIPAL BALANCE @ 09/30/19	PRINCIPAL BALANCE @ 09/30/20
Construction Fund:						
Capital Projects-Police/EOC	07/01/26	1.63%	Semi-annual (Jan & Jul)	159,602	1,054,000	911,000
Capital Projects-Spring Park	07/01/31	2.25%	Semi-annual (Jan & Jul)	81,788	851,000	788,000
Electric: (05/03/18)						
Capital Projects	07/01/33	3.37%	Semi-annual (Jan & Jul)	925,504	4,700,000	TBD - Based on Draws
(2) Electric Trucks	02/01/22	3.40%	Monthly	63,360	146,906	87,739
St. Lucie Project				981,688	5,522,339	* Note 2
All Requirements	City opted out - Termination Date 10/01/37				7,850,202	*Note 1
Total Electric				1,970,552	18,219,447	
Water: (10/23/08)						
Capital Projects	04/01/29	2.63%	Semi-annual (Apr & Oct)	175,000	1,500,000	1,382,000
Wastewater:						
Capital Projects-Pre-Const.	09/15/36	2.29%	Semi-Annual (Mar & Sept)	2,855	40,010	38,060
Capital Projects-Design	11/15/38	0.66%	Semi-Annual (May & Nov)	40,941	747,946	711,883
Solid Waste:						
(2) Garbage Trucks	07/2020	2.33%	Annual (July)	42,779	41,804	0
(1) Recycling Truck	01/2022	4.504%	Semi-Annual (Jan & Jul)	37,424	87,557	53,700
Total all Utility Funds				\$ 2,269,551	\$ 20,636,764	

*Note 1 The annual debt service on the All Requirements Project is made through the formula for computing purchase power annually and not budgeted as a separate line item. The principal balance is estimated as of this date.

*Note 2 The annual debt service is paid out of the total cost each month. These costs include purchased power as well as debt service. The annual payment for 2019/2020 is estimated at \$981,688.

ESTIMATION OF CITY'S ENDING FUND BALANCE

The City's estimation of ending fund balance can be looked at as its financial position on September 30, 2019. The City maintains an annual appropriated balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing, separate from the reserve for contingency. The total unappropriated fund balance for the City is \$11,988,584 in estimated reserves. This estimated amount is available for appropriation in FY 2020.

A factor that should be reviewed when estimating the City's financial position on September 30, 2020 is to project how much of the funds appropriated in the proposed budget will actually be spent, based on past experience and current trends. Any remaining (unspent) funds or excess revenues will create an ending fund balance.

PROPOSED BUDGET FUND BALANCE SUMMARY

Fund Title	Estimated Beginning Fund Balance 09/30/18	Operating Revenues/ Sources 09/30/19	Operating Expenditures/ Uses 09/30/19	Estimated Ending Fund Balance
General Fund	\$ 1,499,222	\$ 6,908,120	\$ 6,543,367	\$ 1,863,975
Subtotal General Fund	\$ 1,499,222	\$ 6,908,120	\$ 6,543,367	\$ 1,863,975
Disaster Fund	\$ (5,184)	\$ 7,000	\$ -	\$ 1,816
Subtotal General Fund	\$ (5,184)	\$ 7,000	\$ -	\$ 1,816
Special Revenue Funds				
Special Law Enforcement Trust Fund	\$ 60,242	\$ -	\$ 6,000	\$ 54,242
Building Fund	\$ 519,372	\$ 298,657	\$ 270,333	\$ 547,696
Subtotal Special Revenue Funds	\$ 579,614	\$ 298,657	\$ 276,333	\$ 601,938
Capital Projects Funds - Police EOC	\$ 27,166	\$ 159,908	\$ 159,908	\$ 27,166
Capital Projects Funds - Spring Park	\$ 604,828	\$ 105,000	\$ 105,000	\$ 604,828
Subtotal Capital Projects Funds	\$ 631,994	\$ 264,908	\$ 264,908	\$ 631,994
Enterprise Funds				
Electric Utility	\$ 9,469,153	\$ 12,075,990	\$ 11,826,371	\$ 9,718,772
Water Utility	\$ 897,820	\$ 1,619,813	\$ 1,347,317	\$ 1,170,316
Wastewater Utility	\$ (658,338)	\$ 2,332,469	\$ 1,739,064	\$ (64,933)
Solid Waste Utility	\$ (230,489)	\$ 754,642	\$ 754,642	\$ (230,489)
Customer Service	\$ (139,484)	\$ 453,497	\$ 453,497	\$ (139,484)
Stormwater	\$ (55,724)	\$ 170,000	\$ 177,563	\$ (63,287)
Subtotal Enterprise Funds	\$ 9,282,938	\$ 17,406,411	\$ 16,298,454	\$ 10,390,895
Total	\$ 11,988,584	\$ 24,885,096	\$ 23,383,062	\$ 13,490,618

INTERFUND TRANSFER OVERVIEW

A transfer in or transfer out is the transfer of revenue from one government unit to another or from one fund to another.

Other significant transfers are from the Electric, Water, Wastewater and Solid Waste Utility Funds to the General Fund to help support government functions. The Electric, Water, Wastewater and Solid Waste Utility Funds also transfer funds to the General Fund to offset millage rates.

Also, each Utility Fund transfers funds into the Customer Service Fund for the operations of the Utility Operations, Utility Billing and Warehouse Operation Divisions.

INTERFUND TRANSFERS SUMMARY

TRANSFERS OUT		AMOUNT	TRANSFERS IN		AMOUNT
401	ELECTRIC	\$ 1,477,274	001	GENERAL FUND	\$ 282,195
			001	GENERAL FUND	1,000,000
			405	CUSTOMER SERVICE	195,079
402	WATER	304,697	001	GENERAL FUND	140,176
			001	GENERAL FUND	64,866
			405	CUSTOMER SERVICE	99,655
403	WASTEWATER	3,233,940	001	GENERAL FUND	160,645
			001	GENERAL FUND	100,000
			405	CUSTOMER SERVICE	113,295
			407	RECLAIMED WATER	2,860,000
404	SOLID WASTE	133,918	001	GENERAL FUND	68,449
			001	GENERAL FUND	20,000
			405	CUSTOMER SERVICE	45,469
001	GENERAL FUND	159,602	300	CAPITAL PROJECT FUND - POLICE EOC	159,602
001	GENERAL FUND	81,788	310	CAPITAL PROJECT FUND - SPRING PARK	81,788
TOTAL TRANSFERS		\$ <u>5,391,219</u>			\$ <u>5,391,219</u>

Total transfers to the General Fund are budgeted to be \$1,836,331 for FY 2020.

Total transfers to Customer Service are budgeted to be \$453,497 for FY 2020.

ECONOMIC INDICATORS

THE CITY

Green Cove Springs is located in Clay County along the St. Johns River and was incorporated on November 2, 1874. During the 1850s, the City population was 1,500. It is now estimated to be 7,813.

FORM OF GOVERNMENT

The City has a charter government structure approved by referendum of the electors pursuant to the Constitution and laws of the State of Florida. The City operates under the Council / Manager Form of government with a Council comprised of five (5) elected members.

ECONOMIC CONDITION AND OUTLOOK

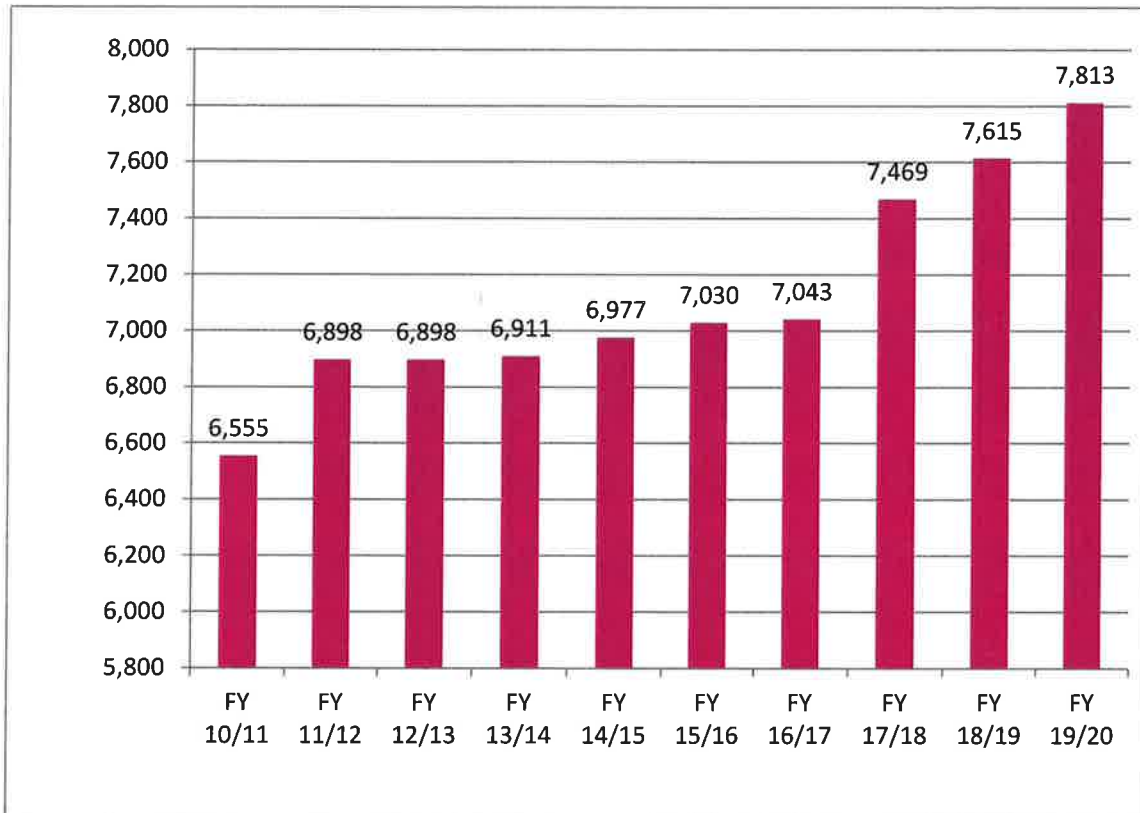
The City of Green Cove Springs is located in Clay County, and falls within the Jacksonville Metropolitan Statistical Area (MSA). The local economy is tied to nearby military facilities, service industries, shopping centers, retirement homes, as well as farming. The area offers great opportunities for economic development as evidenced by industrial parks located both north and south of Green Cove Springs.

The market value of properties within Green Cove Springs increased 76.78% from 2004 to 2008. Due to the economic recession, the market value decreased 24.88% from 2008 to 2012. Since 2012 the market value has increased 43.91%. Since 2018, the annual new construction value has remained steady. (Source: Clay County Property Appraiser 2018 Annual Report)

DEMOGRAPHIC & ECONOMIC INFORMATION

It is necessary to look at the City in the context of its environment to understand the City's financial position. The next several pages contain graphs and discussion about the City's economic and demographic environment.

CITY POPULATION

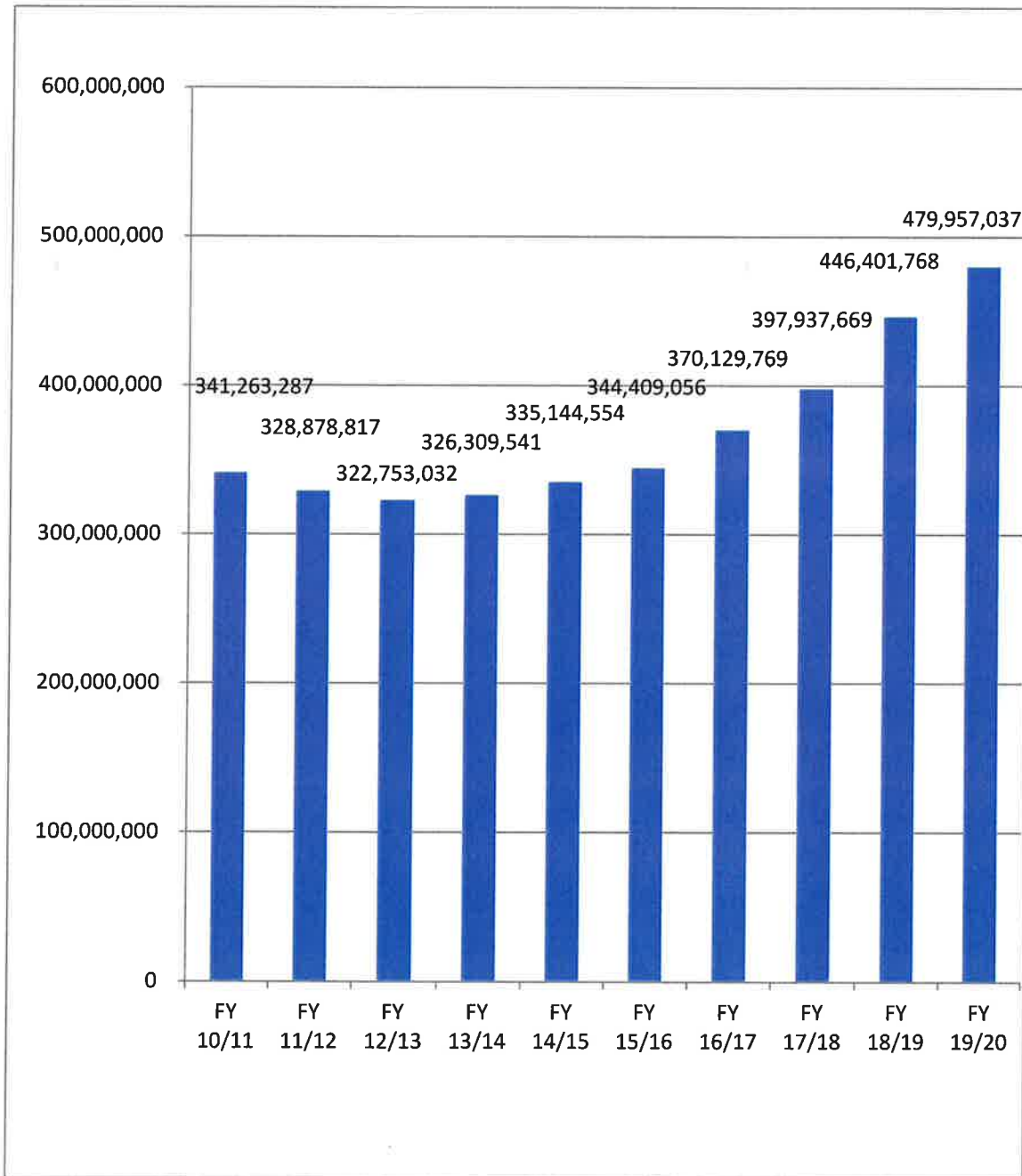


The City of Green Cove Springs' population has been growing at a rate of 19.19%. This is an increase from FY 10/11 to FY 19/20 of 1,258 persons or an average of 125.8 persons per year over a 10-year period. Per State of Florida estimates, the population for FY 2019/2020 is 7,813.

DEMOGRAPHIC & ECONOMIC INFORMATION

The graph showing “Total Taxable Value” reflects a steadily declining total taxable value from 2010 to 2013 but from 2014 to current the trend is showing an increase. The total taxable value increased for FY 2019/2020 by \$33.5 million from FY 2018/2019.

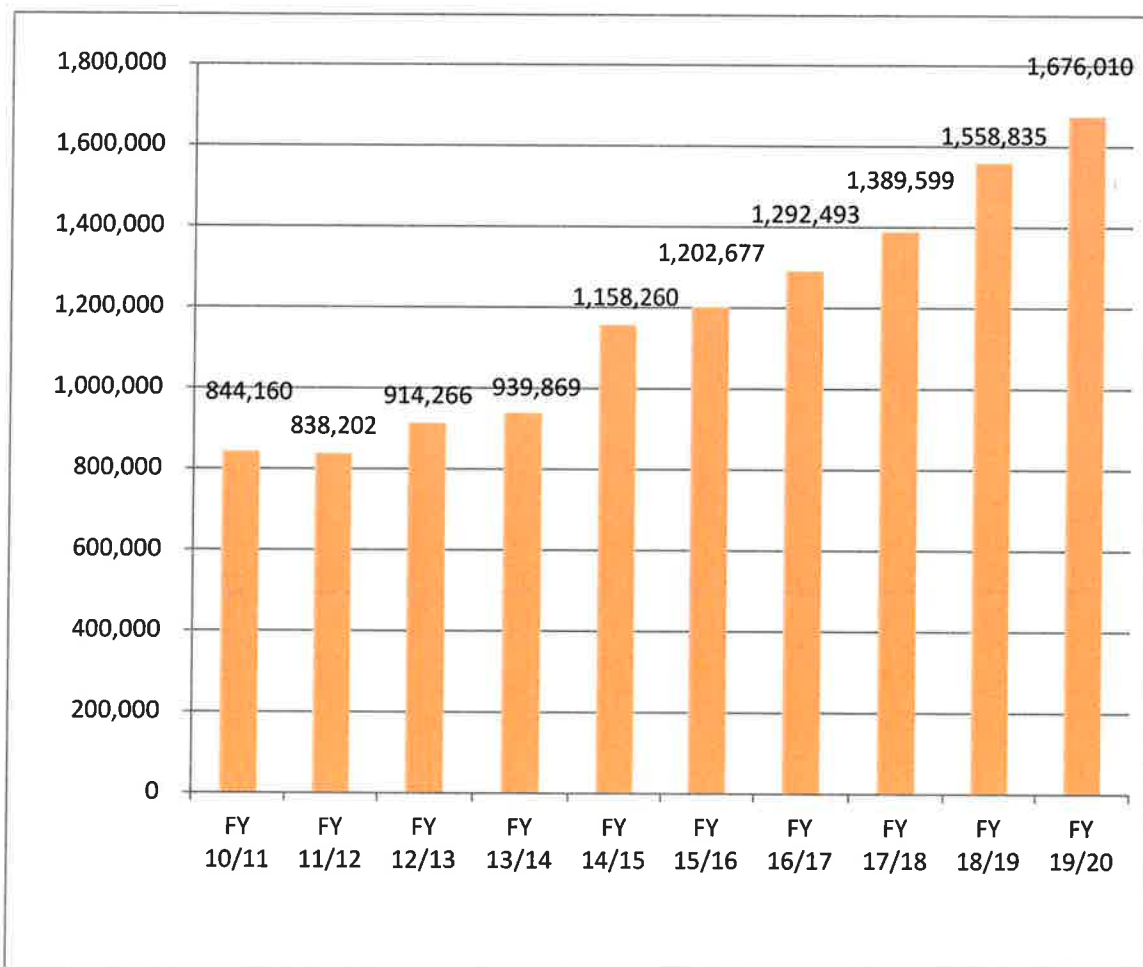
TOTAL TAXABLE VALUE



DEMOGRAPHIC & ECONOMIC INFORMATION

Property tax is a crucial revenue source to consider when evaluating financial condition. It is one of the City's largest revenue sources. Property taxes are used to fund services such as law enforcement, recreation, development services, and other general government activities. The City experienced a decrease in revenue from fiscal years 2010 to 2013 due to decreased valuations. A millage rate of 3.6000 in 2019 generated approximately \$1,558,835 with an estimate of 97% collections budgeted. A millage rate of 3.6000 in 2020 will generate \$1,676,010 with an estimate of 97% collections. However, property tax revenue is estimated to increase in FY 2019/2020 due to an increase in taxable values.

PROPERTY TAX REVENUE CONSTANT VALUE

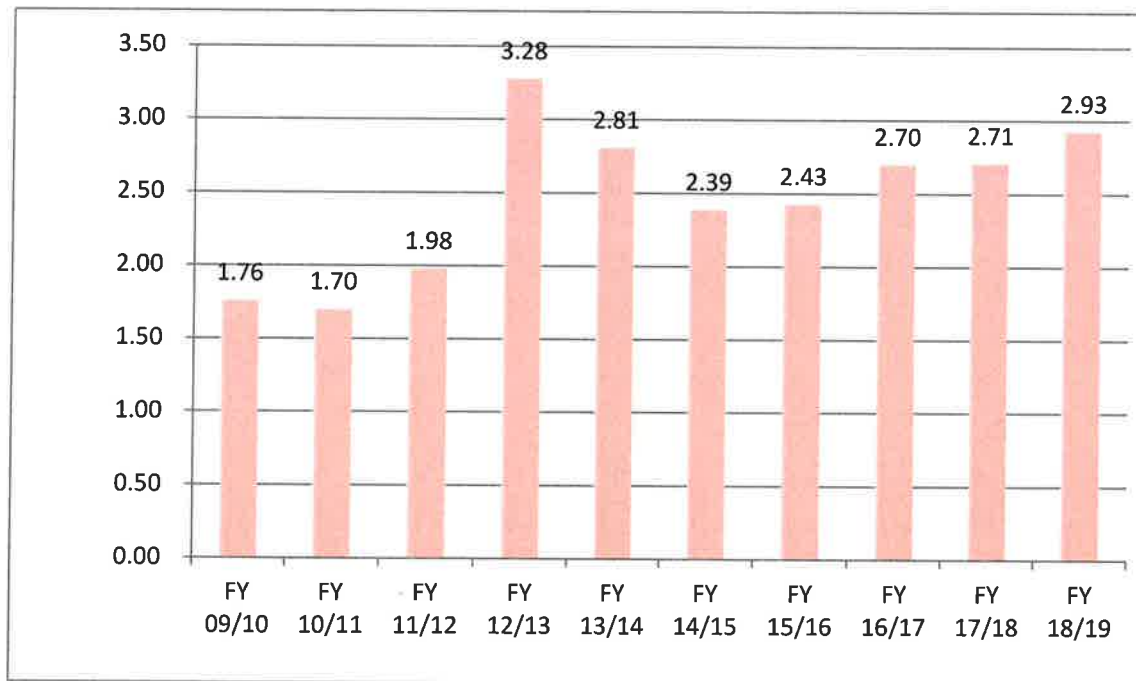


Source: Clay County Property Appraiser

DEMOGRAPHIC & ECONOMIC INFORMATION

Per capita revenue illustrates revenue changes relative to population changes. As the population increases, an assumption can be made that the need for services would increase proportionately and, therefore, the level of per capita revenue should remain at least constant in real terms. If per capita revenue is decreasing, it would be expected that the City would not be able to maintain existing service levels unless it were to find new revenue sources or financial savings, assuming cost of service correlates to population.

OPERATING REVENUE PER CAPITA



Sources: FY 10-FY 19 Annual Financial Statements, US Labor Statistics for All Urban consumers, FL 19 figures are unaudited.

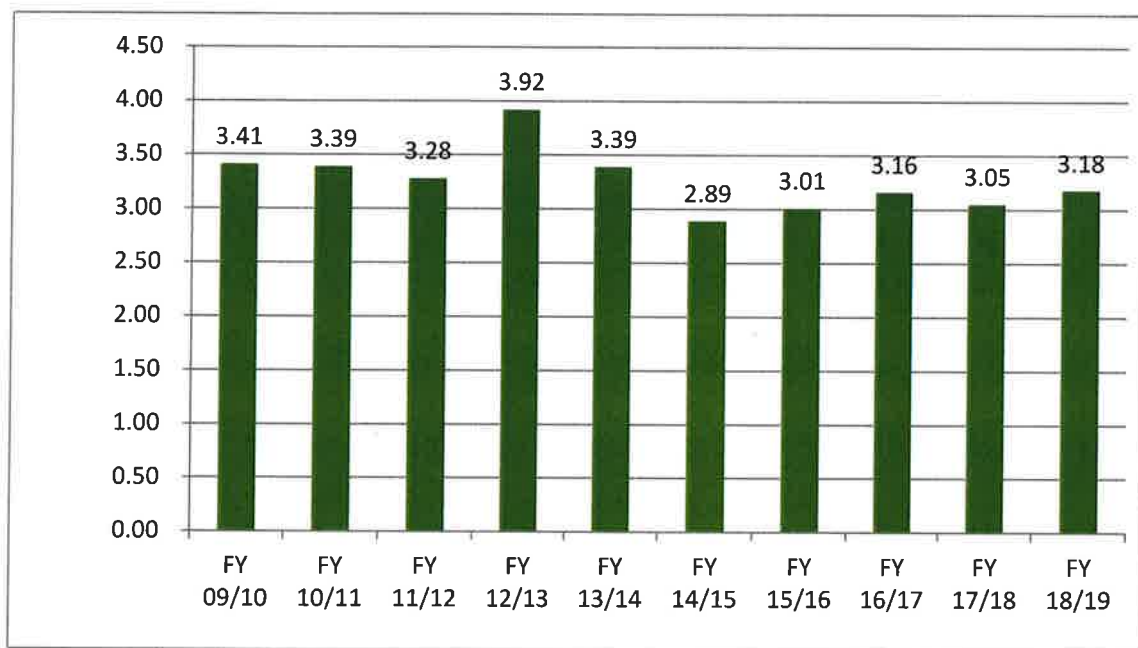
Calculation: $\text{Operating Revenue} / \text{CPI} / \text{Population}$

CPI for FY 2019 is an average through June 2019. Operating Revenue does not include transfers in from other funds, restricted reserves, or grant revenue. Operating Revenues are amounts budgeted for each fiscal year.

DEMOGRAPHIC & ECONOMIC INFORMATION

Per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures may indicate that the cost of providing services is outstripping the City's ability to pay, especially if spending is increasing faster than the City's property, sales, or other relevant tax base. If the increase in spending is greater than what would be expected from continued inflation and cannot be explained by the addition of new services, it can be an indicator of declining productivity. The City's expenditures per capita (does not include utility operations) trended downward from 2010-2012. The expenditures per capita increased to 3.92 from 3.28 in FY 2012/2013. The expenditures per capita increased from 3.05 to 3.18 in FY 2018/2019.

EXPENDITURES PER CAPITA



Sources: FY 2010-2019 Budgets, US Labor Statistics for All Urban Consumers

Sources: Local Government Financial Information Handbook – FY 2010-2018

Calculation: Operating Expenditures / CPI / Population

FY 2019 figures are unaudited.

Excludes Grant and Capital Outlay Expenses



SECTION TWO

FUND SUMMARIES

BUDGET BY FUND

This section provides an overview of the City budget at the fund level. It includes budget amounts for FY 18/19. Also, there is a brief description on the basis of budgeting and accounting used by the City of Green Cove Springs. The schedules that follow provide, by fund, a three-year comparison of revenues and appropriations according to classifications set by the State of Florida. Each schedule presents actual budgets for FY 16/17 and FY 17/18, approved budgets for FY 18/19, and proposed budgets for FY 19/20.

BASIS OF ACCOUNTING AND BUDGETING

Because the revenue and expenditure estimates contained in the Proposed Fiscal Year 2019/2020 Budget are based on GAAP, it is important that the reader have an overview of accounting principles as they relate to the estimates. The following is a brief review of the measurement focus and basis of accounting; the two principles which most directly affect those estimates.

Basis of accounting refers to the timing by which revenues and expenditures are recognized in the accounts and reported on the financial statements.

All Governmental Funds are accounted for using what is called the modified accrual basis of accounting. Under the modified accrual basis, revenues are recognized when they become measurable and available as net current assets.

Primary revenues, including taxes, intergovernmental revenues, and charges for services, rents, and interest are treated as susceptible to accrual under the modified accrual basis. Other revenue sources are not considered measurable and available and are not treated as susceptible to accrual. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include (1) principal and interest on general long-term debt, which is recognized when due; (2) accumulated unpaid vacation and sick pay amounts, which are not accrued; and (3) certain inventories of supplies, which are considered expenditures when purchased.

The Proprietary Funds are accounted for using the accrual basis of accounting. Under this method, revenues are recognized when they are earned and expenses are recognized when the related liability is incurred.

FUND ACCOUNTING

All Fund Types:

FY 2020 -- \$ 44,941,785

THE FUND STRUCTURE AND GOVERNMENTAL ACCOUNTING AND BUDGETING

The City of Green Cove Springs developed the revenue and expenditure estimates contained in the Proposed Fiscal Year 2019/2020 Budget in a manner that follows Generally Accepted Accounting Principles (GAAP). The Budget is organized on the basis of funds, each of which is considered a separate budgetary and accounting entity. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The purposes of the Council's various funds and account group are as follows:

GOVERNMENTAL FUNDS

General Fund:

FY 2020 -- \$ 10,308,607

The General Fund is the general operating fund for the Council. It is used to account for all financial resources, except for those required to be accounted for separately. These resources provide funding for programs such as General Government Administration, Capital Improvement Projects, Law Enforcement, Public Works, Parks and Recreation and Development Services, etc. to all the residents of the City of Green Cove Springs.

Special Revenue Funds:

FY 2020 -- \$ 327,108

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use. Special Revenue Funds include the Building Fund, Donation Fund and Special Law Enforcement Trust Fund.

Capital Project Funds – Police EOC & Spring Park:

FY 2020 -- \$ 241,390

Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities and associated debt service.

PROPRIETARY FUNDS

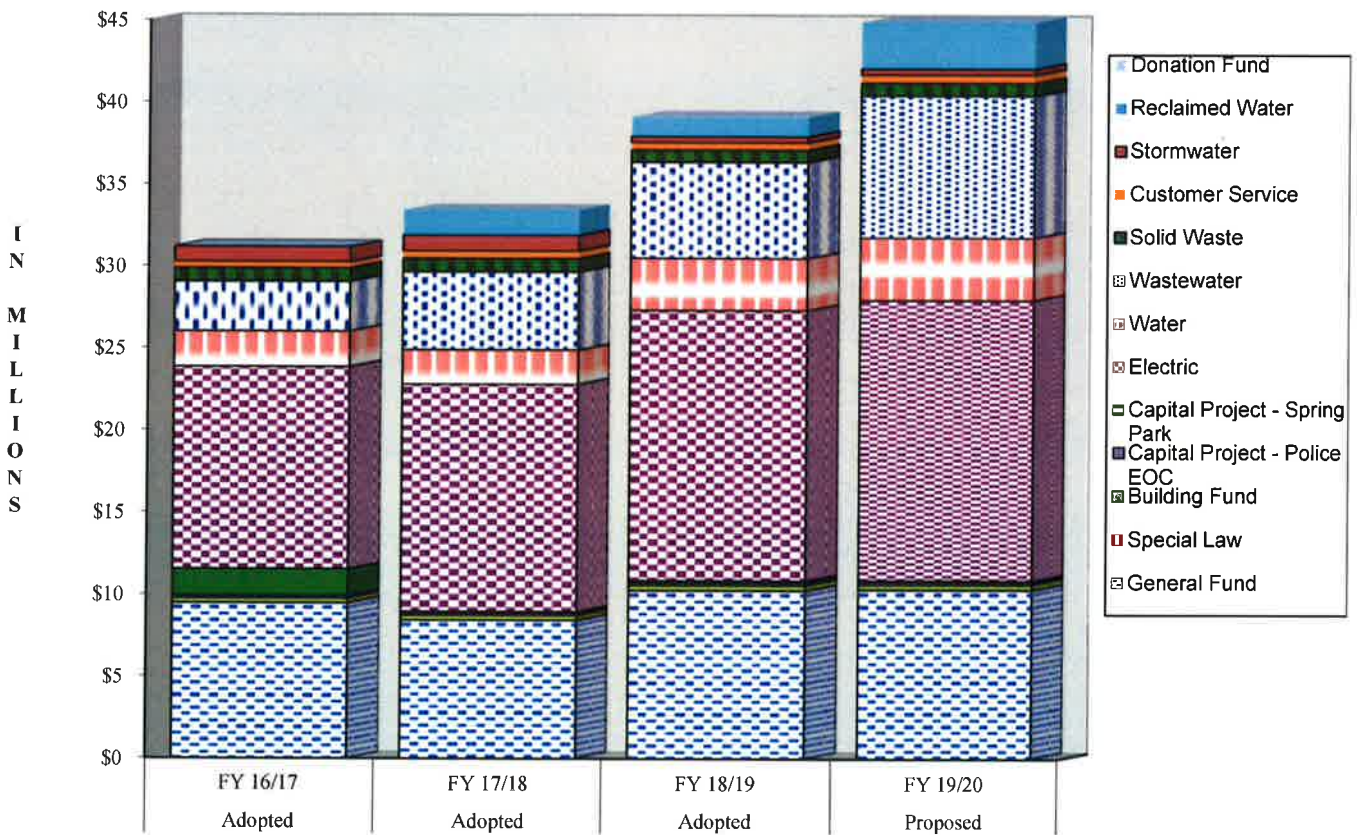
Enterprise Funds:

FY 2020 -- \$ 34,064,680

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

BUDGET BY FUND TYPE

	Adopted FY 16/17	Adopted FY 17/18	Adopted FY 18/19	Proposed FY 19/20
General Fund	\$ 9,467,237	\$ 8,426,544	\$ 10,247,682	\$ 10,308,607
Special Law Enforcement Trust	15,000	15,000	20,000	20,000
Building Fund	273,227	277,500	308,564	307,108
Capital Project - Police EOC	160,000	160,175	159,908	159,602
Capital Project - Spring Park	1,632,000	81,535	131,183	81,788
Electric	12,331,139	13,866,579	16,480,587	17,102,244
Water	2,158,152	2,078,798	3,169,309	3,805,716
Wastewater	3,027,789	4,750,140	5,861,469	8,646,199
Solid Waste	826,210	827,600	754,642	808,320
Customer Service	370,220	453,497	453,497	484,251
Stormwater	918,472	952,347	350,300	357,950
Reclaimed Water	-	1,550,000	1,188,000	2,860,000
Donation Fund	-	-	25,000	-
Total	\$ 31,179,446	\$ 33,439,715	\$ 39,150,141	\$ 44,941,785



GENERAL FUND (001)

SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Use of Fund Balance				
Revenue:				
Ad Valorem Taxes	\$ 1,285,696	\$ 1,376,683	\$ 1,558,835	\$ 1,676,010
Other Taxes (Local, State, Utility)	2,223,032	2,460,298	2,263,273	2,320,800
Franchise Fees	518,689	8,676	376,392	385,000
Grants / Loans	30,041	67,000	268,970	839,500
Licenses & Permits	39,686	47,580	52,000	70,000
Development Services - P&Z Fees	63,016	60,262	59,200	62,000
Interlocal	-	35,883	443,534	632,090
Physical Environment	99,122	99,985	105,665	72,763
Recreational Events	52,260	77,346	75,000	108,000
Police Revenue	783,828	901,666	778,844	955,159
Interest	16,533	36,432	48,000	74,000
Surplus Sales	16,021	20,223	164,000	20,000
Private Developer	-	-	-	15,000
Legislative Delegation	245,000	(5,500)	600,000	550,000
Miscellaneous	53,048	78,670	83,240	91,300
Total Revenue	5,425,972	5,265,204	6,876,953	7,871,622
Transfers-In	1,644,506	1,589,518	1,757,518	1,873,524
Other Non-Revenues - Reserves	-	-	1,613,211	563,461
	1,644,506	1,589,518	3,370,729	2,436,985
TOTAL SOURCES	\$ 7,070,478	\$ 6,854,722	\$ 10,247,682	\$ 10,308,607
EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Operating Expenditures:</u>				
City Council (1111)				
Personal Services	47,783	77,407	107,108	49,944
Operating Expenses	23,186	28,659	29,900	10,875
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 70,969	\$ 106,066	\$ 137,008	\$ 60,819
City Clerk (1211)				
Personal Services	80,898	84,384	82,925	101,836
Operating Expenses	23,208	42,914	46,200	61,955
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 104,106	\$ 127,298	\$ 129,125	\$ 163,791
City Manager (1212)				
Personal Services	234,963	241,897	242,124	302,310
Operating Expenses	10,006	9,230	11,852	22,997
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 244,969	\$ 251,127	\$ 253,976	\$ 325,307
Human Resources (1213)				
Personal Services	129,793	171,925	177,503	184,424
Operating Expenses	28,027	23,186	38,497	41,106
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 157,820	\$ 195,111	\$ 216,000	\$ 225,530

GENERAL FUND (001)

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Augusta Savage (1214)				
Personal Services	34,873	38,541	38,645	38,668
Operating Expenses	20,552	40,558	61,715	58,620
Capital Outlay	29,742	75,302	345,000	765,000
TOTAL EXPENDITURES	\$ 85,167	\$ 154,401	\$ 445,360	\$ 862,288
Finance (1313)				
Personal Services	256,438	257,385	269,562	269,734
Operating Expenses	49,322	39,298	39,445	38,710
Capital Outlay	6,670	0	0	0
TOTAL EXPENDITURES	\$ 312,430	\$ 296,683	\$ 309,007	\$ 308,444
Information Technology (1314)				
Personal Services	38,004	87,223	88,708	91,475
Operating Expenses	24,736	6,610	27,158	35,158
Capital Outlay	7,652	34,260	45,000	45,000
TOTAL EXPENDITURES	\$ 70,392	\$ 128,093	\$ 160,866	\$ 171,633
General Services (1319)				
Personal Services	0	0	0	0
Operating Expenses	238,117	225,935	278,481	267,603
Capital Outlay	12,913	110,236	146,000	6,000
Contingency	0	26,476	0	0
Contribution to Reserves	0	0	13,455	60,000
TOTAL EXPENDITURES	\$ 251,030	\$ 362,647	\$ 437,936	\$ 333,603
City Attorney (1414)				
Personal Services	86,728	92,830	91,560	93,191
Operating Expenses	29,724	34,217	17,538	29,038
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 116,452	\$ 127,047	\$ 109,098	\$ 122,229
Development Services (1515)				
Personal Services	80,943	79,808	70,668	80,682
Operating Expenses	59,500	90,280	58,524	55,399
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 140,443	\$ 170,088	\$ 129,192	\$ 136,081
Code Enforcement (1517)				
Personal Services	26,345	29,358	49,641	55,466
Operating Expenses	4,177	6,919	22,242	12,480
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 30,522	\$ 36,277	\$ 71,883	\$ 67,946

GENERAL FUND (001)

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Police (2021)				
Personal Services	1,901,834	1,986,683	2,313,584	2,374,432
Operating Expenses	531,195	583,389	607,925	638,829
Capital Outlay	4,027	156,199	184,775	137,554
Transfer to Police Construction Fund	159,939	160,174	159,908	159,602
Loan	0	0	0	0
TOTAL EXPENDITURES	\$ 2,596,995	\$ 2,886,445	\$ 3,266,192	\$ 3,310,417
Public Works (3052)				
Personal Services	345,945	386,492	338,415	329,597
Operating Expenses	249,907	338,182	283,373	285,855
Capital Outlay	233,144	435,729	1,840,000	1,845,000
Transfer to Stormwater Fund	252,833	0	29,000	0
TOTAL EXPENDITURES	\$ 1,081,829	\$ 1,160,403	\$ 2,490,788	\$ 2,460,452
Right-of-Way Maintenance (3053)				
Personal Services	88,007	89,601	92,264	92,692
Operating Expenses	94,020	149,951	155,235	159,004
Capital Outlay	20,905	10,433	13,000	0
TOTAL EXPENDITURES	\$ 202,932	\$ 249,985	\$ 260,499	\$ 251,696
Parks & Recreation (3072)				
Personal Services	135,016	197,772	140,495	141,491
Operating Expenses	118,823	105,378	122,246	129,140
Capital Outlay	0	92,715	1,130,540	835,000
Transfer to Spring Park Capital Project Fund	2,132,000	198,898	131,183	81,788
TOTAL EXPENDITURES	\$ 2,385,839	\$ 594,763	\$ 1,524,464	\$ 1,187,419
Parks & Recreation Programming (3073)				
Personal Services	0	0	118,401	138,073
Operating Expenses	0	0	28,500	18,872
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	\$ 0	\$ 0	146,901	156,945
Equipment Maintenance (3090)				
Personal Services	125,686	161,107	140,107	141,885
Operating Expenses	12,968	17,383	19,280	22,122
Capital Outlay	28,067	0	0	0
TOTAL EXPENDITURES	\$ 166,721	\$ 178,490	159,387	164,007
TOTAL GF OPERATING SUMMARY				
PERSONAL SERVICES	3,613,256	3,982,413	4,361,710	4,485,900
OPERATING EXPENSES	1,517,468	1,742,089	1,848,111	1,887,763
CAPITAL OUTLAY	343,120	914,874	3,704,315	3,633,554
CONTINGENCY	0	26,476	0	0
GRANTS/LOANS/TRANSFERS	252,833	0	29,000	0
TRANSFER TO SPRING PARK FUND	2,132,000	198,898	131,183	81,788
TRANSFER TO POLICE CONSTRUCTION	159,939	160,174	159,908	159,602
CONTRIBUTION GF RESERVES	0	0	13,455	60,000
TOTAL EXPENDITURES	\$ 8,018,616	\$ 7,024,924	\$ 10,247,682	\$ 10,308,607

BUILDING FUND (102)

REVENUE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING REVENUE:</u>				
PERMITS, INSPECTIONS, PLAN REVIEWS	\$ 382,932	\$ 358,559	\$ 265,500	\$ 265,500
CHARGES FOR SERVICES	15,707	7,170	7,000	8,500
MISC. REVENUE	0	0	36,064	33,108
TOTAL OPERATING	398,639	365,729	308,564	307,108
TOTAL REVENUE	\$ 398,639	\$ 365,729	\$ 308,564	\$ 307,108

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING EXPENDITURES:</u>				
PERSONAL SERVICES	\$ 218,024	\$ 208,675	\$ 230,160	\$ 257,106
OPERATING EXPENSES	38,869	81,532	51,404	50,002
TO BE APPROPRIATED	0	0	0	0
DEPRECIATION	0	0	0	0
CAPITAL OUTLAY	14,532	0	27,000	0
TOTAL OPERATING	271,425	290,207	308,564	307,108
TOTAL EXPENDITURES	\$ 271,425	\$ 290,207	\$ 308,564	\$ 307,108

SPECIAL LAW ENFORCEMENT TRUST (104)

REVENUE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING REVENUE:</u>				
OPERATING REVENUE	\$ 12,856	\$ 4,359	\$ 10,000	\$ 0
TOTAL OPERATING	12,856	4,359	10,000	0
<u>NON-OPERATING REVENUE:</u>				
FROM FUND BALANCE	0	0	10,000	20,000
MISCELLANEOUS	479	0	0	0
TOTAL NON-OPERATING	479	0	10,000	20,000
TOTAL REVENUE	\$ 13,335	\$ 4,359	\$ 20,000	\$ 20,000

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING EXPENDITURES:</u>				
OPERATING EXPENSES	422	9,403	20,000	20,000
CAPITAL OUTLAY	0	0	0	0
TRANSFERS	0	0	0	0
TOTAL OPERATING	422	9,403	20,000	20,000
<u>NON-OPERATING EXPENDITURES::</u>				
OPERATING TRANSFERS OUT				
OTHER NON-OPERATING EXPENDITURES				
RESERVES				
TOTAL NON-OPERATING				
TOTAL EXPENDITURES	\$ 422	\$ 9,403	\$ 20,000	\$ 20,000

ELECTRIC UTILITY (401)

REVENUE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING REVENUE:</u>				
OPERATING REVENUE	\$ 12,421,959	\$ 12,766,860	\$ 12,023,990	\$ 12,867,900
TOTAL OPERATING	12,421,959	12,766,860	12,023,990	12,867,900
<u>NON-OPERATING REVENUE:</u>				
NON-OPERATING REVENUE	6,992	0	0	50,000
RESERVES / TRANSFERS / GRANT	20,700	106,600	782,597	779,344
LOAN PROCEEDS	0	0	3,622,000	3,320,000
INTEREST	33,963	60,613	52,000	85,000
TOTAL NON-OPERATING	61,655	167,213	4,456,597	4,234,344
TOTAL REVENUE	\$ 12,483,614	\$ 12,934,073	\$ 16,480,587	\$ 17,102,244

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING EXPENDITURES:</u>				
PERSONAL SERVICES	\$ 57,188	\$ 86,227	\$ 139,129	\$ 1,020,671
OPERATING EXPENSES	10,176,272	10,609,965	9,958,470	9,815,435
CAPITAL OUTLAY	841,589	776,971	3,961,000	3,800,000
TOTAL OPERATING	11,075,049	11,473,163	14,058,599	14,636,106
<u>NON-OPERATING EXPENDITURES:</u>				
OPERATING TRANSFERS OUT	1,364,645	1,379,619	1,301,620	1,477,274
TO BE APPROPRIATED / CONT. TO RESERVES	617,830	559,293	131,323	0
DEBT SERVICE	336,312	554,897	989,045	988,864
TOTAL NON-OPERATING	2,318,787	2,493,809	2,421,988	2,466,138
TOTAL EXPENDITURES	\$ 13,393,836	\$ 13,966,972	\$ 16,480,587	\$ 17,102,244

WATER UTILITY (402)

REVENUE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING REVENUE:</u>				
OPERATING REVENUE	\$ 1,521,433	\$ 1,579,881	\$ 1,624,413	\$ 1,675,716
TOTAL OPERATING	1,521,433	1,579,881	1,624,413	1,675,716
<u>NON-OPERATING REVENUE:</u>				
NON-OPERATING REVENUE	51,362	1,810	0	17,000
TRANSFERS FROM RESERVE FUNDS	60,880	209,284	197,496	75,000
INTEREST	6,904	12,322	10,400	18,000
LOAN PROCEEDS	0	0	1,337,000	2,020,000
TOTAL NON-OPERATING	119,146	223,416	1,544,896	2,130,000
TOTAL REVENUE	\$ 1,640,579	\$ 1,803,297	\$ 3,169,309	\$ 3,805,716

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING EXPENDITURES:</u>				
PERSONAL SERVICES	\$ 475,340	\$ 582,362	\$ 626,220	\$ 645,195
OPERATING EXPENSES	355,938	393,001	358,214	470,824
CAPITAL OUTLAY	165,138	728,315	1,477,000	2,210,000
TOTAL OPERATING	996,416	1,703,678	2,461,434	3,326,019
<u>NON-OPERATING EXPENDITURES:</u>				
OPERATING TRANSFERS OUT	284,040	292,726	292,726	304,697
DEBT SERVICE	172,496	172,496	344,992	175,000
TO BE APPROPRIATED	0	0	10,000	0
CONTRIBUTION TO DEPRECIATION RESERVE	456,006	472,447	60,157	0
TOTAL NON-OPERATING	912,542	937,669	707,875	479,697
TOTAL EXPENDITURES	\$ 1,908,958	\$ 2,641,347	\$ 3,169,309	\$ 3,805,716

WASTEWATER UTILITY (403)

REVENUE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING REVENUE:</u>				
OPERATING REVENUE	\$ 1,767,979	\$ 2,033,214	\$ 2,306,169	\$ 2,690,199
TOTAL OPERATING	1,767,979	2,033,214	2,306,169	2,690,199
<u>NON-OPERATING REVENUE:</u>				
OTHER REVENUE	88,166	526,787	0	0
RESERVES	106,000	382,936	1,969,000	30,000
CIT	0	0	0	0
INTEREST	4,528	8,082	6,300	11,000
LOAN PROCEEDS	532,300	989,464	1,580,000	5,915,000
TOTAL NON-OPERATING	730,994	1,907,269	3,555,300	5,956,000
TOTAL REVENUE	\$ 2,498,973	\$ 3,940,483	\$ 5,861,469	\$ 8,646,199

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING EXPENDITURES:</u>				
PERSONAL SERVICES	\$ 469,151	636,354	\$ 625,462	\$ 645,195
OPERATING EXPENSES	610,412	694,337	617,431	618,544
CAPITAL OUTLAY	825,486	1,664,470	2,571,427	3,405,000
DEBT SERVICE	2,626	2,894	24,769	43,795
TOTAL OPERATING	1,907,675	2,998,055	3,839,089	4,712,534
<u>NON-OPERATING EXPENDITURES:</u>				
OPERATING TRANSFERS OUT	315,054	1,939,975	1,512,975	3,233,940
TO BE APPROPRIATED	0	0	0	100,000
CONTRIBUTION TO RETAINED EARNINGS	0	0	326,737	384,030
CONTRIBUTION TO DEPRECIATION RESERVE	471,006	425,396	182,668	215,695
TOTAL NON-OPERATING	786,060	2,365,371	2,022,380	3,933,665
TOTAL EXPENDITURES	\$ 2,693,735	\$ 5,363,426	\$ 5,861,469	\$ 8,646,199

SOLID WASTE UTILITY (404)

REVENUE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING REVENUE:</u>				
OPERATING REVENUE	\$ 672,731	\$ 741,599	\$ 749,842	\$ 800,620
TOTAL OPERATING	672,731	741,599	749,842	800,620
<u>NON-OPERATING REVENUE:</u>				
NON-OPERATING REVENUE	3,170	5,657	4,800	7,700
RESERVES	0	0	0	0
GRANTS	0	0	0	0
LOAN PROCEEDS	0	0	0	0
TOTAL NON-OPERATING	3,170	5,657	4,800	7,700
TOTAL REVENUE	\$ 675,901	\$ 747,256	\$ 754,642	\$ 808,320

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING EXPENDITURES:</u>				
PERSONAL SERVICES	\$ 332,768	\$ 349,594	\$ 387,032	\$ 441,278
OPERATING EXPENSES	116,446	133,540	116,821	110,411
CAPITAL OUTLAY	165,887	128,686	0	30,000
TOTAL OPERATING	615,101	611,820	503,853	581,689
<u>NON-OPERATING EXPENDITURES:</u>				
OPERATING TRANSFERS OUT	119,576	123,695	123,695	133,918
OTHER NON-OPERATING EXPENDITURES	3,180	1,806	3,000	3,000
TO BE APPROPRIATED	0	0	0	0
CONTRIBUTION TO DEPRECIATION RESERVE	93,014	116,570	43,891	9,510
DEBT SERVICE	48,115	79,835	80,203	80,203
TOTAL NON-OPERATING	263,885	321,906	250,789	226,631
TOTAL EXPENDITURES	\$ 878,986	\$ 933,726	\$ 754,642	\$ 808,320

CUSTOMER SERVICE (405)

REVENUE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING REVENUE:</u>				
OPERATING REVENUE	\$	\$	\$	\$
TOTAL OPERATING	0	0	0	0
<u>NON-OPERATING REVENUE:</u>				
TRANSFERS IN	358,509	453,497	453,497	453,497
RESERVES/SALES OF SURPLUS	0	0	0	30,754
TOTAL NON-OPERATING	358,509	453,497	453,497	484,251
TOTAL REVENUE	\$ 358,509	\$ 453,497	\$ 453,497	\$ 484,251

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING EXPENDITURES:</u>				
PERSONAL SERVICES	\$ 288,175	\$ 302,962	\$ 331,723	\$ 345,664
OPERATING EXPENSES	40,388	61,483	60,711	63,587
TRANSFERS OUT	0	40,000	40,000	40,000
DEPRECIATION	0	14,595	21,063	0
CAPITAL OUTLAY	10,941	0	0	35,000
TOTAL OPERATING	339,504	419,040	453,497	484,251
TOTAL EXPENDITURES	\$ 339,504	\$ 419,040	\$ 453,497	\$ 484,251

STORMWATER (406)

REVENUE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING REVENUE:</u>				
OPERATING REVENUE	\$ 148,452	\$ 155,024	\$ 321,300	\$ 177,950
TOTAL OPERATING	148,452	155,024	321,300	177,950
<u>NON-OPERATING REVENUE:</u>				
TRANSFERS IN	131,633	0	29,000	67,500
RESERVES	0	0	0	0
GRANTS	495,739	0	0	112,500
TOTAL NON-OPERATING	627,372	0	29,000	180,000
TOTAL REVENUE	\$ 775,824	\$ 155,024	\$ 350,300	\$ 357,950

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING EXPENDITURES:</u>				
PERSONAL SERVICES	\$ 81,201	\$ 89,199	\$ 95,977	\$ 100,375
OPERATING EXPENSES	33,021	45,922	75,323	107,575
CAPITAL OUTLAY	627,372	98,686	179,000	150,000
TOTAL OPERATING	741,594	233,807	350,300	357,950
<u>NON-OPERATING EXPENDITURES:</u>				
CONTRIBUTION TO DEPRECIATION RESERVE	31,263	72,061	0	0
TOTAL NON-OPERATING	31,263	72,061	0	0
TOTAL EXPENDITURES	\$ 772,857	\$ 305,868	\$ 350,300	\$ 357,950

RECLAIMED WATER (407)

REVENUE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING REVENUE:</u>				
OPERATING REVENUE	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL OPERATING	0	0	0	0
<u>NON-OPERATING REVENUE:</u>				
TRANSFERS IN	0	1,615,000	1,188,000	2,860,000
RESERVES	0	0	0	0
GRANTS	0	0	0	0
TOTAL NON-OPERATING	0	1,615,000	1,188,000	2,860,000
TOTAL REVENUE	\$ 0	\$ 1,615,000	\$ 1,188,000	\$ 2,860,000

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>OPERATING EXPENDITURES:</u>				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	1,614,266	1,188,000	2,860,000
TOTAL OPERATING	0	1,614,266	1,188,000	2,860,000
<u>NON-OPERATING EXPENDITURES:</u>				
CONTRIBUTION TO DEPRECIATION RESERVE	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 0	\$ 1,614,266	\$ 1,188,000	\$ 2,860,000



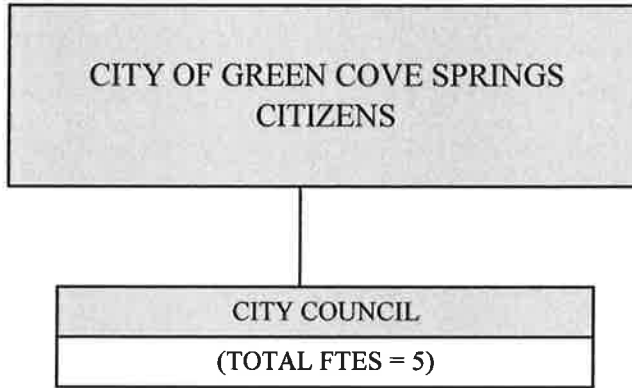
SECTION THREE

DEPARTMENT SUMMARIES

DEPARTMENT SUMMARIES

The Department Summaries in this section include mission statements and summary budgets for each individual Department and various other organizations funded by the City of Green Cove Springs City Council.

CITY COUNCIL
(001-1111)



CITY COUNCIL
(001-1111)

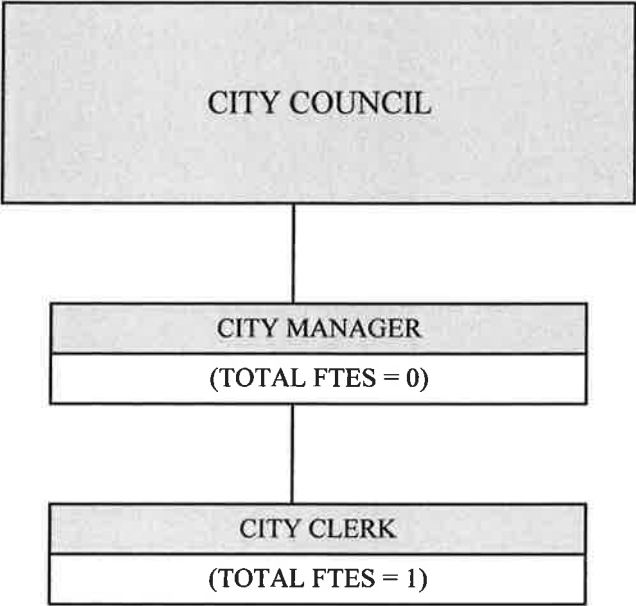
Mission of Department:

All powers of the City shall be vested in the City Council except as otherwise provided by law or by the Charter. As the City's governing body, the City Council exercises legislative authority through the enactment of Ordinances and Resolutions. The City Council is responsible for the formulation of public policy, and sets guidelines for and adopts the annual operating and capital improvement budgets.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>City Council</u>				
Personal Services	47,783	77,407	107,108	49,944
Operating Expenditures	23,186	28,659	29,900	10,875
Capital Outlay				
Totals	\$ 70,969	\$ 106,066	\$ 137,008	\$ 60,819
Grand Total	\$ 70,969	\$ 106,066	\$ 137,008	\$ 60,819

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	70,969	106,066	137,008	60,819
Grand Total	\$ 70,969	\$ 106,066	\$ 137,008	\$ 60,819

CITY CLERK
(001-1211)



CITY CLERK
(001-1211)

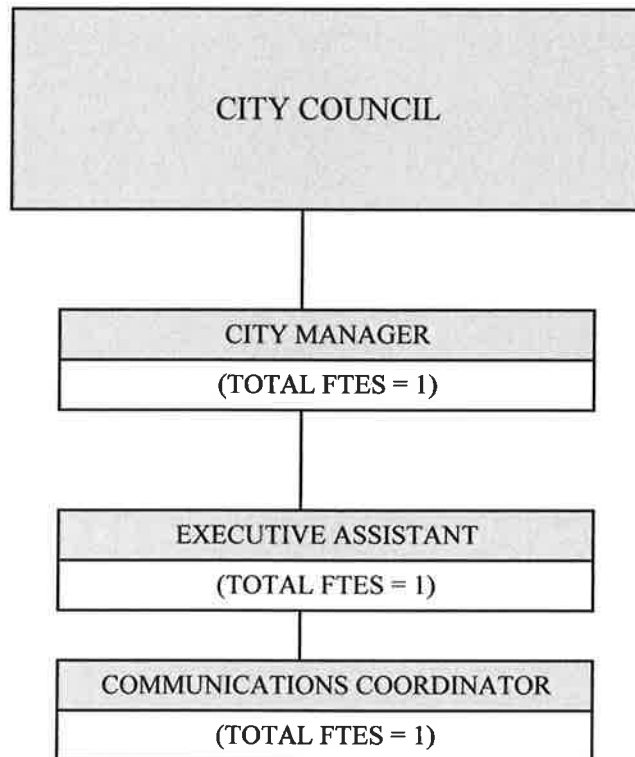
Mission of Department:

The City Clerk collects, manages and disseminates information produced and used by the City; maintains and archives the official records of City business; prepares and manages the agenda and minutes for City Council meetings; and efficiently meets all statutory obligations with respect to public records retention and legislative actions of the City of Green Cove Springs.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>City Clerk</u>				
Personal Services	80,898	84,384	82,925	101,836
Operating Expenditures	23,208	42,914	46,200	61,955
Capital Outlay				
Totals	104,106	127,298	129,125	163,791
Grand Total	\$ 104,106	\$ 127,298	\$ 129,125	\$ 163,791

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	104,106	127,298	129,125	163,791
Grand Total	\$ 104,106	\$ 127,298	\$ 129,125	\$ 163,791

CITY MANAGER
(001-1212)



CITY MANAGER
(001-1212)

Mission of Department:

The City Manager is appointed by the City Council and serves at the pleasure of the Council. As the Chief Administrative Officer for the City of Green Cove Springs, the City Manager is responsible for the administration of all City affairs, personnel, and departments, as well as the execution of the City Council's 2025 Vision Plan and its Goals. The City Manager's Office oversees all general government programs and services, as well as enterprise operations for six municipal utilities (electric, water, sewer, reclaimed water, stormwater, and solid waste). The City Manager ensures that City laws, ordinances, resolutions, and policies are followed; attends all Council meetings; prepares the Annual City Budget and Capital Improvement Plan; and performs other duties as assigned by the City Council.

The future plan for Green Cove Springs is best conveyed by its Mission Statement which states simply that ***"Tomorrow's Vision" will create a plan that will define our unique identity, assure quality of life, and make Green Cove Springs a premier 21st century city that reflects our traditional values, natural features, and historic characteristics.***

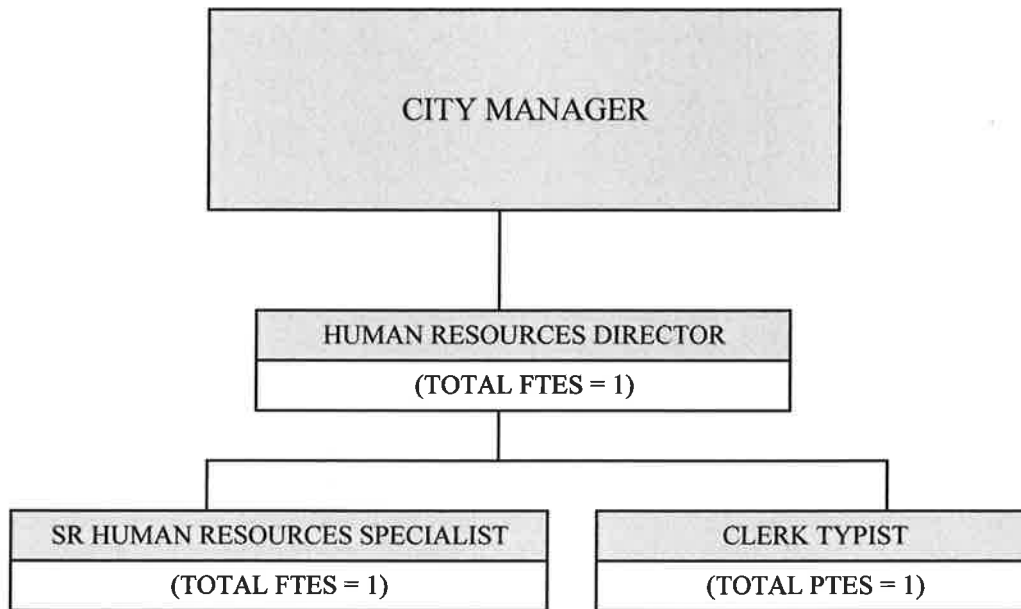
The Mission of the City Manager's Office is to:

- Execute City Council policy to achieve goals and objectives.
- Serve the public in a professional and responsive manner with the highest standard of ethics and superior customer service.
- Represent the City in relations with the public, the media and other governmental entities.
- Demonstrate leadership to promote teamwork amongst all employees.
- Foster a positive business climate conducive to attracting and retaining development and redevelopment throughout the City including public/private partnerships to leverage resources.
- Present a balanced Annual Budget and Capital Improvement Plan (CIP) using realistic revenue and sustainable expense estimates to ensure fiscal stability.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>City Manager</u>				
Personal Services	234,963	241,897	242,124	302,310
Operating Expenditures	10,006	9,230	11,852	22,997
Capital Outlay				
Totals	\$ 244,969	\$ 251,127	\$ 253,976	\$ 325,307
Grand Total	\$ 244,969	\$ 251,127	\$ 253,976	\$ 325,307

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	244,969	251,127	253,976	325,307
Grand Total	\$ 244,969	\$ 251,127	\$ 253,976	\$ 325,307

HUMAN RESOURCES
(001-1213)



HUMAN RESOURCES
(001-1213)

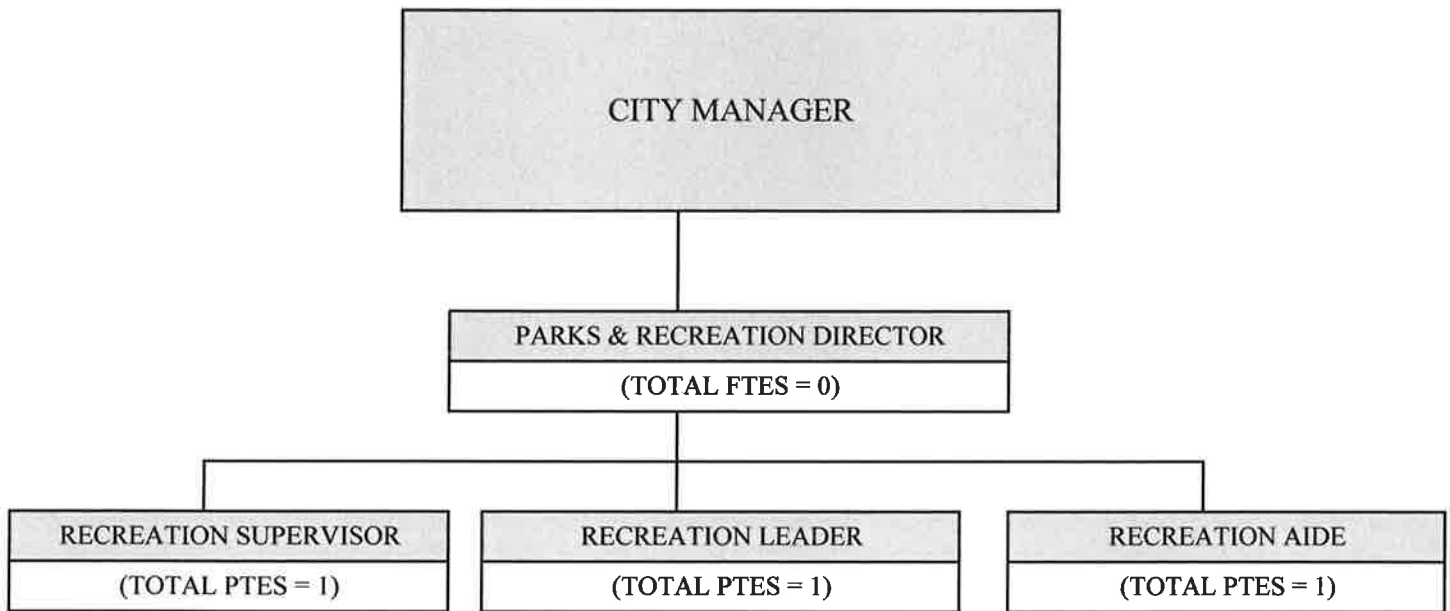
Mission of Department:

Responsible for the administration of the City's Personnel Policies and Procedures; advising management in all areas of human resources administration including employee health and morale. Serves as ADA Coordinator, Safety Coordinator and administers Drug-Free Workplace Program. Maintains City Human Resources Records and recruits highly qualified employees. Administers City's insurance programs and benefit plans.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Human Resources</u>				
Personal Services	129,793	171,925	177,503	184,424
Operating Expenditures	28,027	23,186	38,497	41,106
Capital Outlay				
Totals	\$ 157,820	\$ 195,111	\$ 216,000	\$ 225,530
Grand Total	\$ 157,820	\$ 195,111	\$ 216,000	\$ 225,530

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	157,820	195,111	216,000	225,530
Grand Total	\$ 157,820	\$ 195,111	\$ 216,000	\$ 225,530

AUGUSTA SAVAGE ARTS & COMMUNITY CENTER
(001-1214)



AUGUSTA SAVAGE ARTS & COMMUNITY CENTER
(001-1214)

Mission of Department:

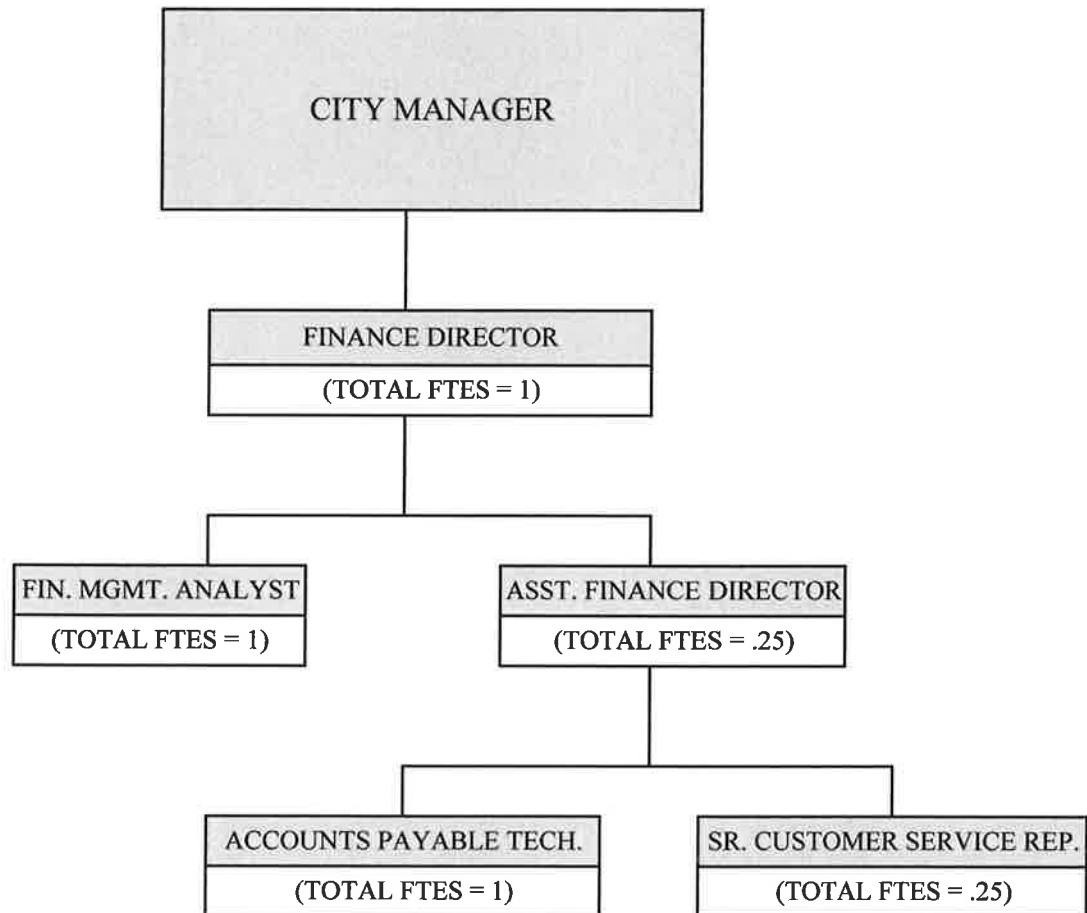
To enrich the quality of life for the community by providing activities and events that promote education, health, wellness, and the arts. To preserve local history through the Arts and Education. The Green Cove Springs Parks and Recreation Department oversees the following programs at the Thomas Hogans Memorial Gym:

- Nutrition and Wellness Programs
- Math, Science, and Reading Enrichment Summer Camp
- Community Youth Activities
- Adult Education Programs
- Mentoring Programs
- Collaboration with other Community Organizations

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Augusta Savage Arts & Community Center</u>				
Personal Services	34,873	38,541	38,645	38,668
Operating Expenditures	20,552	40,558	61,715	58,620
Capital Outlay	29,742	75,302	345,000	765,000
Totals	\$ 85,167	\$ 154,401	\$ 445,360	\$ 862,288
Grand Total	\$ 85,167	\$ 154,401	\$ 445,360	\$ 862,288

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	55,425	79,099	100,360	97,288
Surtax	29,742	75,302	345,000	465,000
Grant-FRDAP/BOCC-Interlocal				300,000
Grand Total	\$ 85,167	\$ 154,401	\$ 445,360	\$ 862,288

FINANCE
(001-1313)



FINANCE
(001-1313)

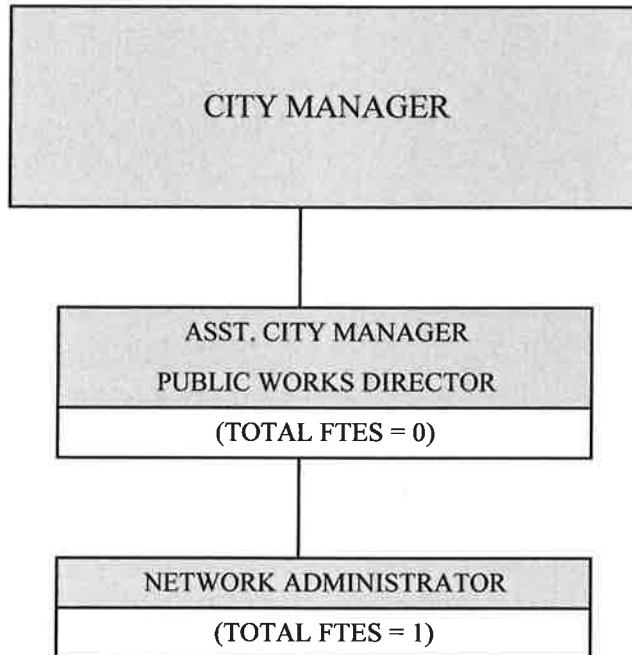
Mission of Department:

The Finance Department is responsible for management of the City's cash and investments; disbursement of city checks and administration of city debt (bonds), collection and recording of city receipts and banking relations. The Department is also responsible for preparation of financial reports and all related reports including the preparation of the annual report to the State Department of Banking and Finance and annual audit. The Department prepares all financial reports and tax returns and administers the Annual Operating Budget and Five Year Capital Improvement Plan.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Finance</u>				
Personal Services	256,438	257,385	269,562	269,734
Operating Expenditures	49,322	39,298	39,445	38,710
Capital Outlay	6,670			
Grants & Aids				
Totals	\$ 312,430	\$ 296,683	\$ 309,007	\$ 308,444
Grand Total	\$ 312,430	\$ 296,683	\$ 309,007	\$ 308,444

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	312,430	296,683	309,007	308,444
Depreciation Reserve		0	0	0
Grand Total	\$ 312,430	\$ 296,683	\$ 309,007	\$ 308,444

INFORMATION TECHNOLOGY
(001 - 1314)



INFORMATION TECHNOLOGY
(001-1314)

Mission of Department:

To provide support services to City government for computer hardware, software, networks, and telecommunications using current technology.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Information Technology</u>				
Personal Services	38,004	87,223	88,708	91,475
Operating Expenditures	24,736	6,610	27,158	35,158
Capital Outlay	7,652	34,260	45,000	45,000
Totals	\$ 70,392	\$ 128,093	\$ 160,866	\$ 171,633
Grand Total	\$ 70,392	\$ 128,093	\$ 160,866	\$ 171,633

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	62,740	93,833	115,866	171,633
Depreciation Reserve	7,652	34,260	45,000	
Grand Total	\$ 70,392	\$ 128,093	\$ 160,866	\$ 171,633

GENERAL SERVICES
(001-1319)

CITY MANAGER
(TOTAL FTES = 0)

GENERAL SERVICES
(001-1319)

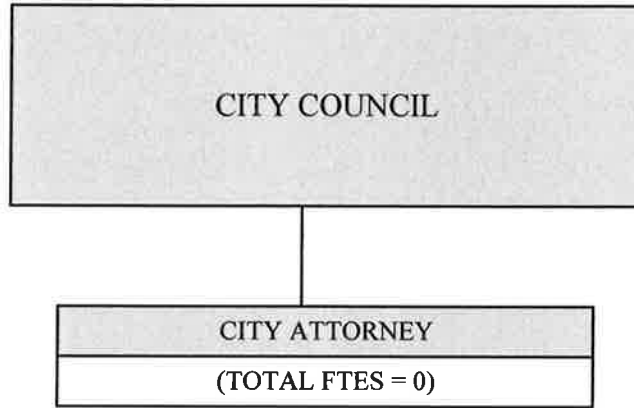
Mission of Department:

The General Services Department consists of expenses that are not department specific and includes the expenses relative to operation, maintenance, and general office expenditures for City Hall. Most of the insurance, excluding Workers Compensation and Police Liability, is reflected in the General Services Department. It also includes non-operating accounts such as Contingency and Contribution to Fund Balance for the General Fund.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>General Services</u>				
Workers Compensation	0	0	0	0
Pay for Performance	0	0	0	0
Operating Expenditures	238,117	225,935	278,481	267,603
Capital Outlay	12,913	110,236	146,000	6,000
Contingency	0	26,476	0	0
Contributions to Reserves	0	0	13,455	60,000
Totals	\$ 251,030	\$ 362,647	\$ 437,936	\$ 333,603
Grand Total	\$ 251,030	\$ 362,647	\$ 437,936	\$ 333,603

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	238,117	252,411	291,936	327,603
Grants	0	0	0	0
Surtax / Depreciation Reserves	12,913	110,236	146,000	6,000
Grand Total	\$ 251,030	\$ 362,647	\$ 437,936	\$ 333,603

CITY ATTORNEY
(001-1414)



CITY ATTORNEY
(001-1414)

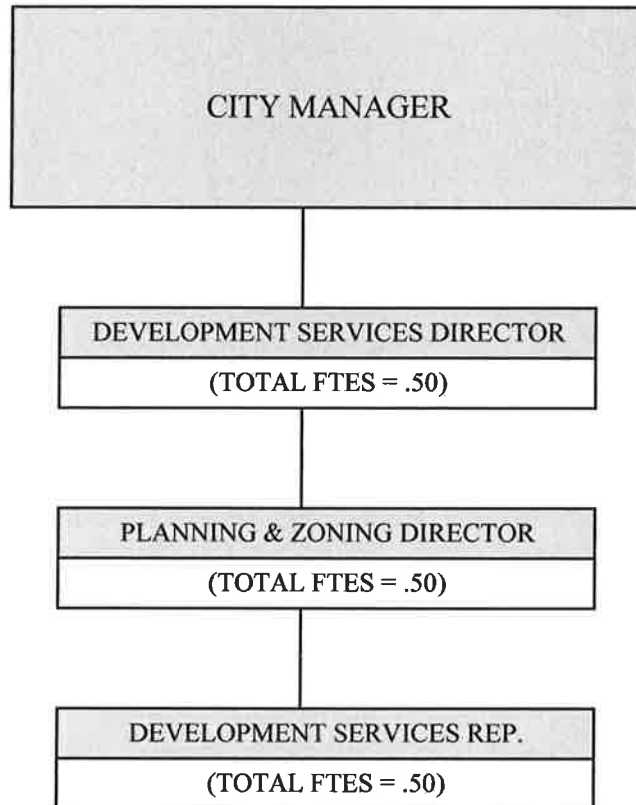
Mission of Department:

The City Attorney provides sound legal and related legal services to the City Council, City Manager and all other boards, commissions, departments and employees of the City; ensures that the City follows its Charter, the City Code, and Laws of the State of Florida. The office prosecutes and defends suits for and on behalf of the City and prepares or reviews all bonds, contracts and other legal instruments of concern to the City and assists in retaining outside legal assistance as needed. The City Attorney also routinely responds to citizen inquires and appears at many civil, charitable and governmental functions representing the City.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>City Attorney</u>				
Personal Services	86,728	92,830	91,560	93,191
Operating Expenditures	29,724	34,217	17,538	29,038
Totals	\$ 116,452	\$ 127,047	\$ 109,098	\$ 122,229
Grand Total	\$ 116,452	\$ 127,047	\$ 109,098	\$ 122,229

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	116,452	127,047	109,098	122,229
Grand Total	\$ 116,452	\$ 127,047	\$ 109,098	\$ 122,229

DEVELOPMENT SERVICES
(001-1515)



DEVELOPMENT SERVICES
(001-1515)

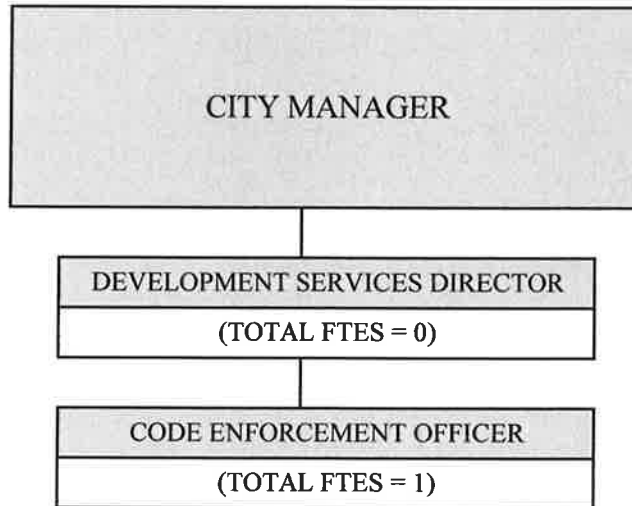
Mission of Department:

The Development Services Department promotes the quality of life while protecting the health, safety, and welfare of City residents through comprehensive planning and development review programs. These include activities and functions such as site plan review and compliance with land development regulations, redevelopment initiatives, grant administration and visioning.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Development Services</u>				
Personal Services	80,943	79,808	70,668	80,682
Operating Expenditures	59,500	90,280	58,524	55,399
Capital Outlay	0	0	0	0
Totals	\$ 140,443	\$ 170,088	\$ 129,192	\$ 136,081
Grand Total	\$ 140,443	\$ 170,088	\$ 129,192	\$ 136,081

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	140,443	170,088	129,192	136,081
Grand Total	\$ 140,443	\$ 170,088	\$ 129,192	\$ 136,081

CODE ENFORCEMENT
(001-1517)



CODE ENFORCEMENT
(001-1517)

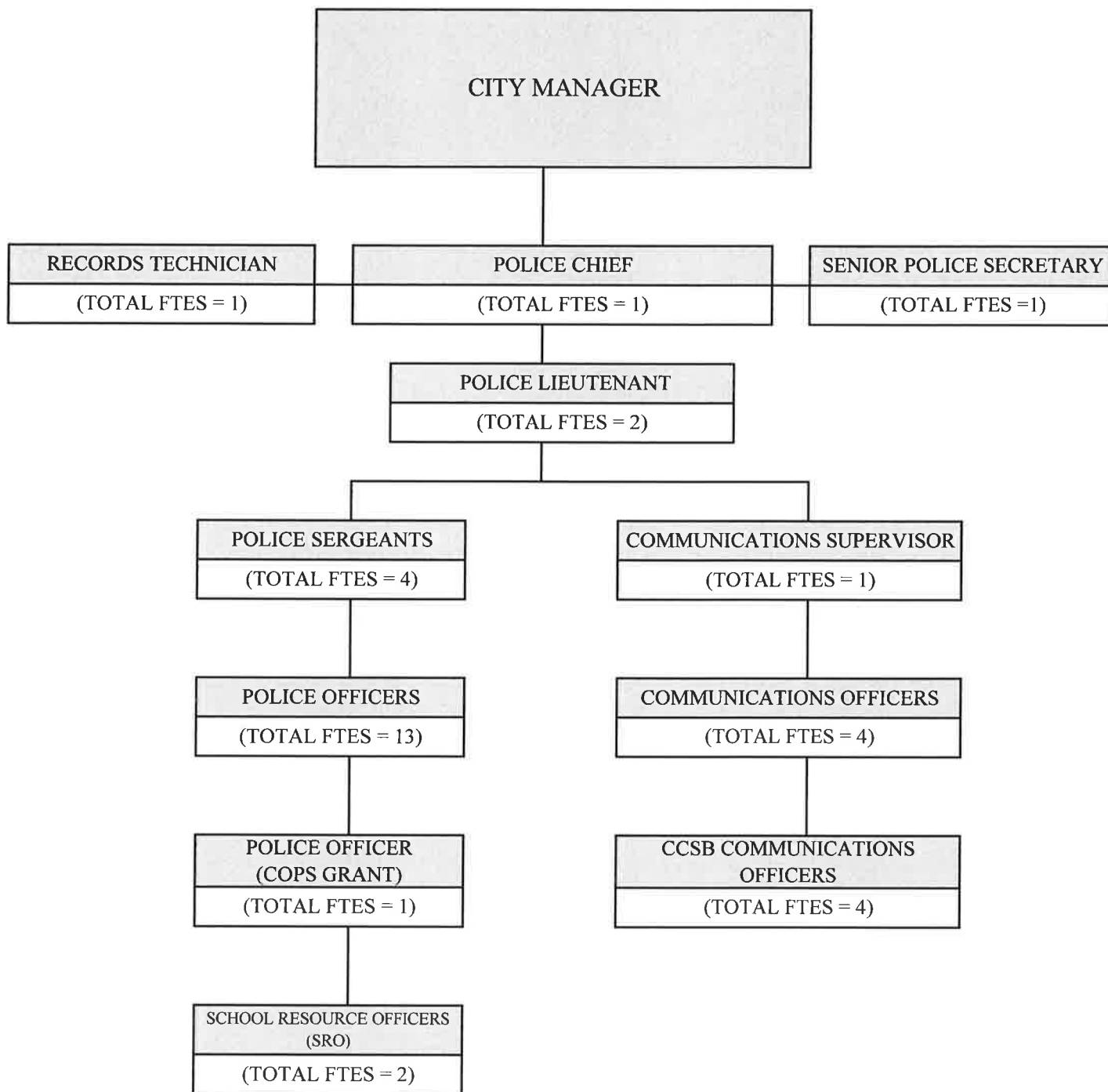
Mission of Department:

To promote Community awareness of, and encourage voluntary compliance with Municipal Codes to protect the public health, safety and welfare of Green Cove Springs businesses and residents.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Code Enforcement</u>				
Personal Services	26,345	29,358	49,641	55,466
Operating Expenditures	4,177	6,919	22,242	12,480
Capital Outlay	0	0	0	0
Totals	\$ 30,522	\$ 36,277	\$ 71,883	\$ 67,946
Grand Total	\$ 30,522	\$ 36,277	\$ 71,883	\$ 67,946

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	30,522	36,277	71,883	67,946
Red Light Camera	0	0	0	0
Depreciation Reserve	0	0	0	0
Grand Total	\$ 30,522	\$ 36,277	\$ 71,883	\$ 67,946

POLICE
(001-2021)



POLICE
(001-2021)

Motto: To protect with courage and serve with respect.

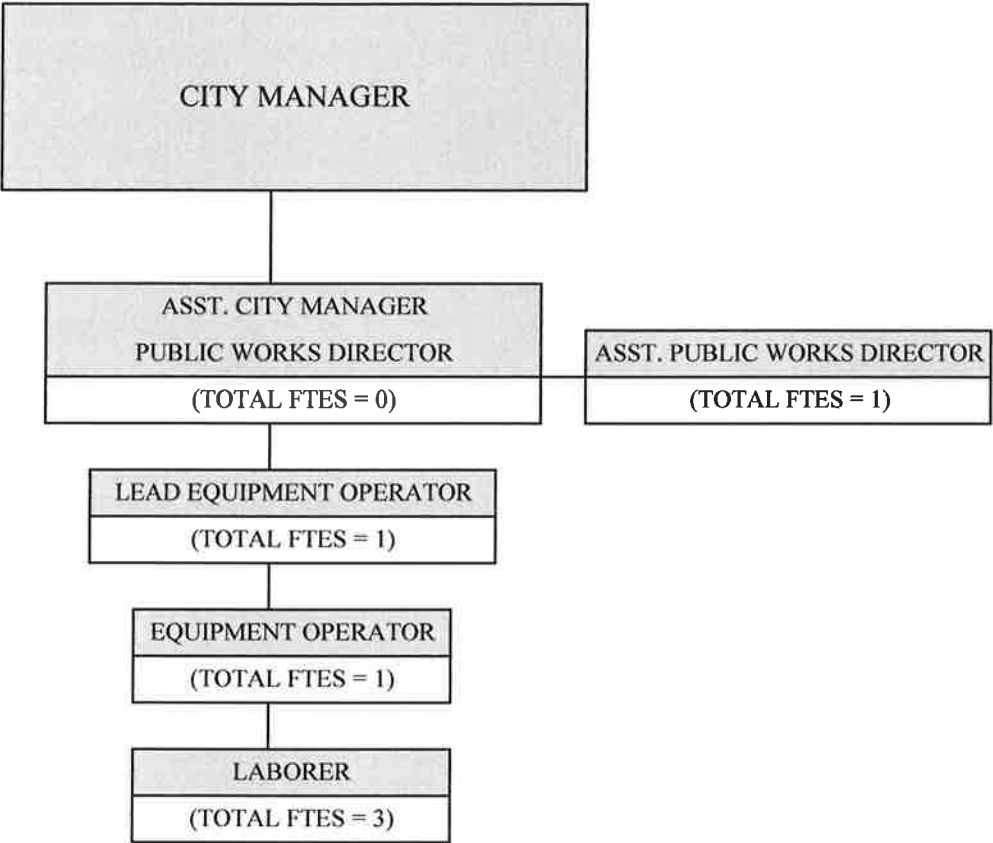
Mission of Department:

The Green Cove Springs Cove Springs Police Department is dedicated to partnering with our community in order to improve the quality of life of our citizens and visitors. We strive to continually enhance our community relations.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Police</u>				
Personal Services	1,670,673	1,736,541	2,038,532	1,899,602
Dispatch Personal Services	221,960	240,529	263,237	463,008
Crossing Guards	9,201	9,613	11,815	11,822
Operating Expenditures	531,195	583,389	607,925	638,829
Capital Outlay	4,027	156,199	184,775	137,554
Grants & Aids				
Totals	\$ 2,437,056	\$ 2,726,271	\$ 3,106,284	\$ 3,150,815
<u>Transfers</u>				
Police Capital Construction Fund	159,939	160,174	159,908	159,602
Totals	\$ 159,939	\$ 160,174	\$ 159,908	\$ 159,602
Grand Total	\$ 2,596,995	\$ 2,886,445	\$ 3,266,192	\$ 3,310,417

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	1,919,148	1,977,834	2,366,417	1,990,773
Red Light Camera	673,820	752,412	715,000	850,000
Grants / Loans / Intergovernmental	0	0	0	332,090
Depreciation Reserves / Reserves	4,027	156,199	16,775	0
Surtax	0	0	0	100,361
Forfeiture Funds	0		168,000	37,193
Grand Total	\$ 2,596,995	\$ 2,886,445	\$ 3,266,192	\$ 3,310,417

PUBLIC WORKS
(001-3052)



PUBLIC WORKS
(001-3052)

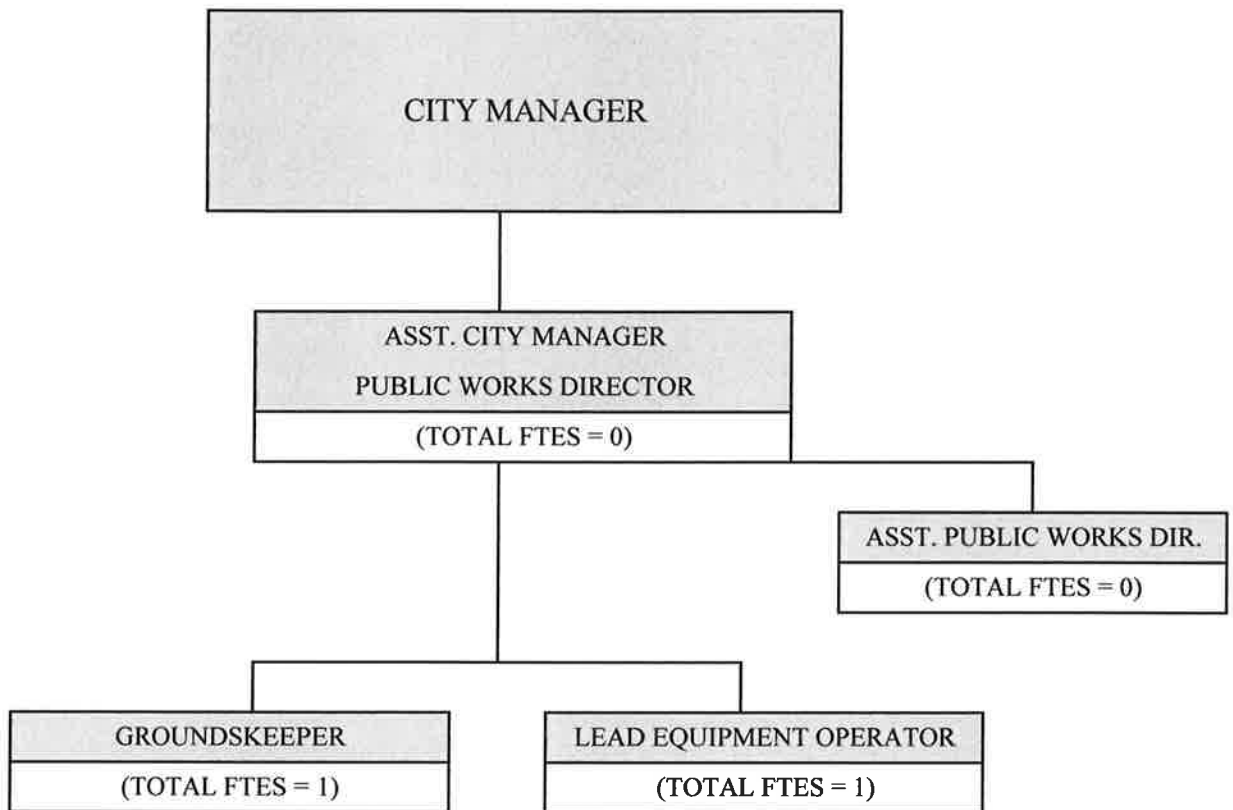
Mission of Department:

To provide quality, cost effective maintenance, repair, and expansion of the City's infrastructure for the public health, safety and welfare in the areas of Streets, Traffic Control Systems (including street signs), Facilities Maintenance, and Stormwater. To provide professional management of the Water, Wastewater, Solid Waste, Parks, Right-of-Way Maintenance, and Equipment Maintenance Departments which have their own budgets.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Public Works</u>				
Personal Services	345,945	386,492	338,415	329,597
Operating Expenditures	249,907	338,182	283,373	285,855
Capital Outlay	233,144	435,729	1,840,000	1,845,000
Totals	\$ 828,996	\$ 1,160,403	\$ 2,461,788	\$ 2,460,452
<u>Transfers</u>				
Stormwater Fund	252,833	0	29,000	
Totals	\$ 252,833	\$ -	\$ 29,000	\$ -
Grand Total	\$ 1,081,829	\$ 1,160,403	\$ 2,490,788	\$ 2,460,452

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	595,852	724,674	621,788	655,452
Surtax / Gas Tax / Dep. Reserves, FCT Reserves	485,977	435,729	1,869,000	1,805,000
Loan (To Be Secured)	0	0	0	0
Grand Total	\$ 1,081,829	\$ 1,160,403	\$ 2,490,788	\$ 2,460,452

RIGHT-OF-WAY MAINTENANCE
(001-3053)



RIGHT-OF-WAY MAINTENANCE
(001-3053)

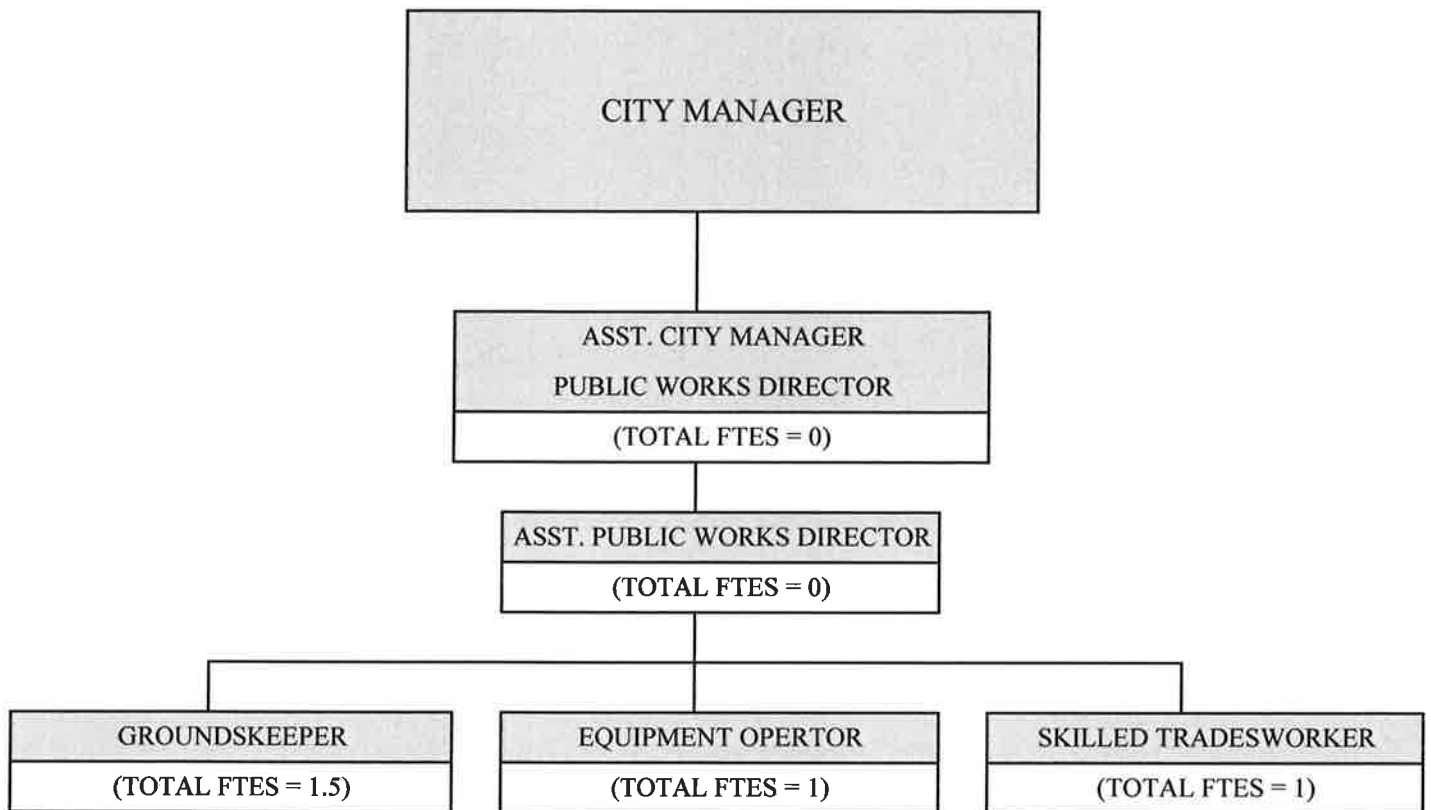
Mission of Department:

To maintain all right-of-ways within the City limits in a safe, quality, and cost effective manner that promotes pride in the community and contributes positively to the quality of life for all uses of our right-of-ways.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Right-of-Way Maintenance</u>				
Personal Services	88,007	89,601	92,264	92,692
Operating Expenditures	94,020	149,951	155,235	159,004
Capital Outlay	20,905	10,433	13,000	
Totals	\$ 202,932	\$ 249,985	\$ 260,499	\$ 251,696
Grand Total	\$ 202,932	\$ 249,985	\$ 260,499	\$ 251,696

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	171,275	239,552	247,499	251,696
Gas Tax	10,752	0	0	0
Depreciation Reserve	20,905	10,433	13,000	0
Grand Total	\$ 202,932	\$ 249,985	\$ 260,499	\$ 251,696

PARKS & RECREATION
(001-3072)



PARKS & RECREATION
(001-3072)

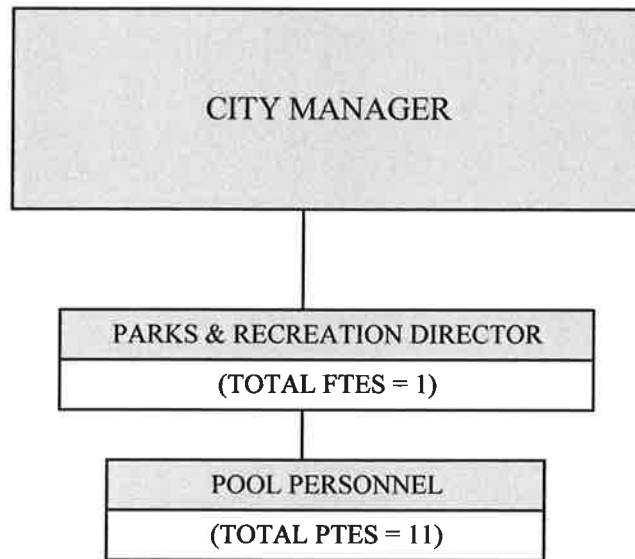
Mission of Department:

To maintain the City Parks, recreational facilities, and swimming pool in a manner that promotes citizen pride in the City and contributes positively to the quality of life for all users of these facilities.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Parks & Recreation</u>				
Personal Services	135,016	197,772	140,495	141,491
Operating Expenditures	118,823	105,378	122,246	129,140
Capital Outlay	0	92,715	1,130,540	835,000
Transfers-Spring Park Capital Project Fund	2,132,000	198,898	131,183	81,788
Totals	\$ 2,385,839	\$ 594,763	\$ 1,524,464	\$ 1,187,419
Grand Total	\$ 2,385,839	\$ 594,763	\$ 1,524,464	\$ 1,187,419

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	253,839	303,150	393,924	352,419
Surtax / Depreciation Reserves / Grants / Private Developer	2,132,000	291,613	1,130,540	820,000 15,000
Grand Total	\$ 2,385,839	\$ 594,763	\$ 1,524,464	\$ 1,187,419

PARKS & RECREATION PROGRAMMING
(001-3073)



PARKS & RECREATION PROGRAMMING
(001-3073)

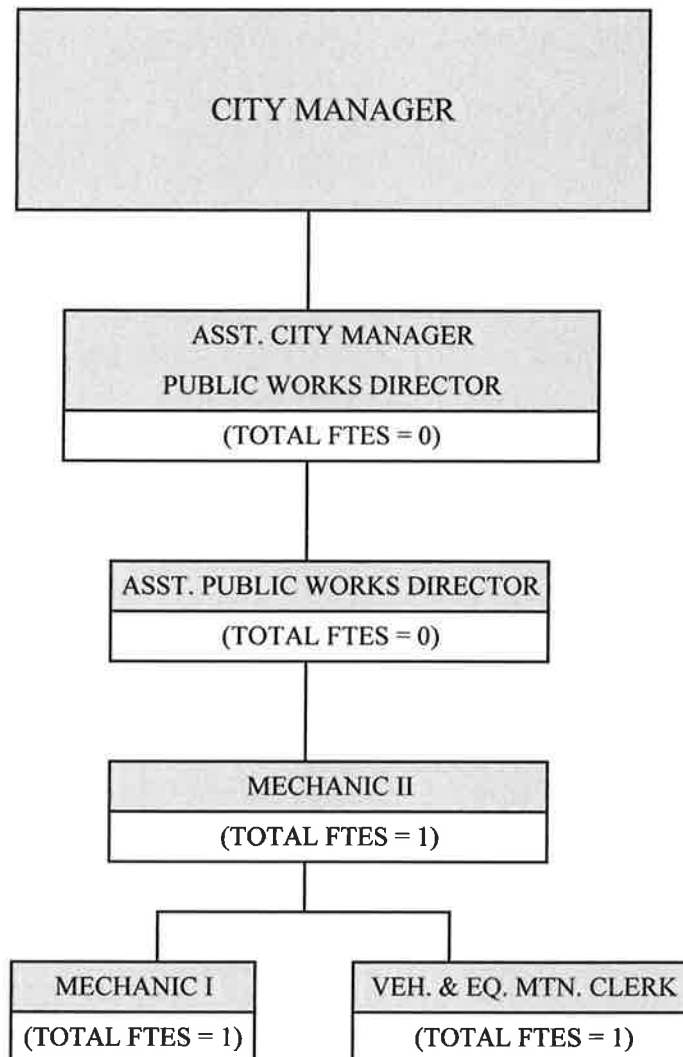
Mission of Department:

The Parks and Recreation Programming mission is to provide a variety of recreation, education and human health programs, that contribute to the well-being of the citizens of Green Cove Springs. Also, to provide safe and well maintained parks and offer affordable programs for the community.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Parks & Recreation</u>				
Personal Services			118,401	138,073
Operating Expenditures			28,500	18,872
Capital Outlay			0	0
Transfers-Spring Park Capital Project Fund			0	0
Totals	\$ -	\$ -	\$ 146,901	\$ 156,945
Grand Total	\$ -	\$ -	\$ 146,901	\$ 156,945

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	0	0	146,901	156,945
Surtax / Depreciation Reserves / Grants / Private Developer		0	0	0
Grand Total	\$ -	\$ -	\$ 146,901	\$ 156,945

EQUIPMENT MAINTENANCE
(001-3090)



EQUIPMENT MAINTENANCE
(001-3090)

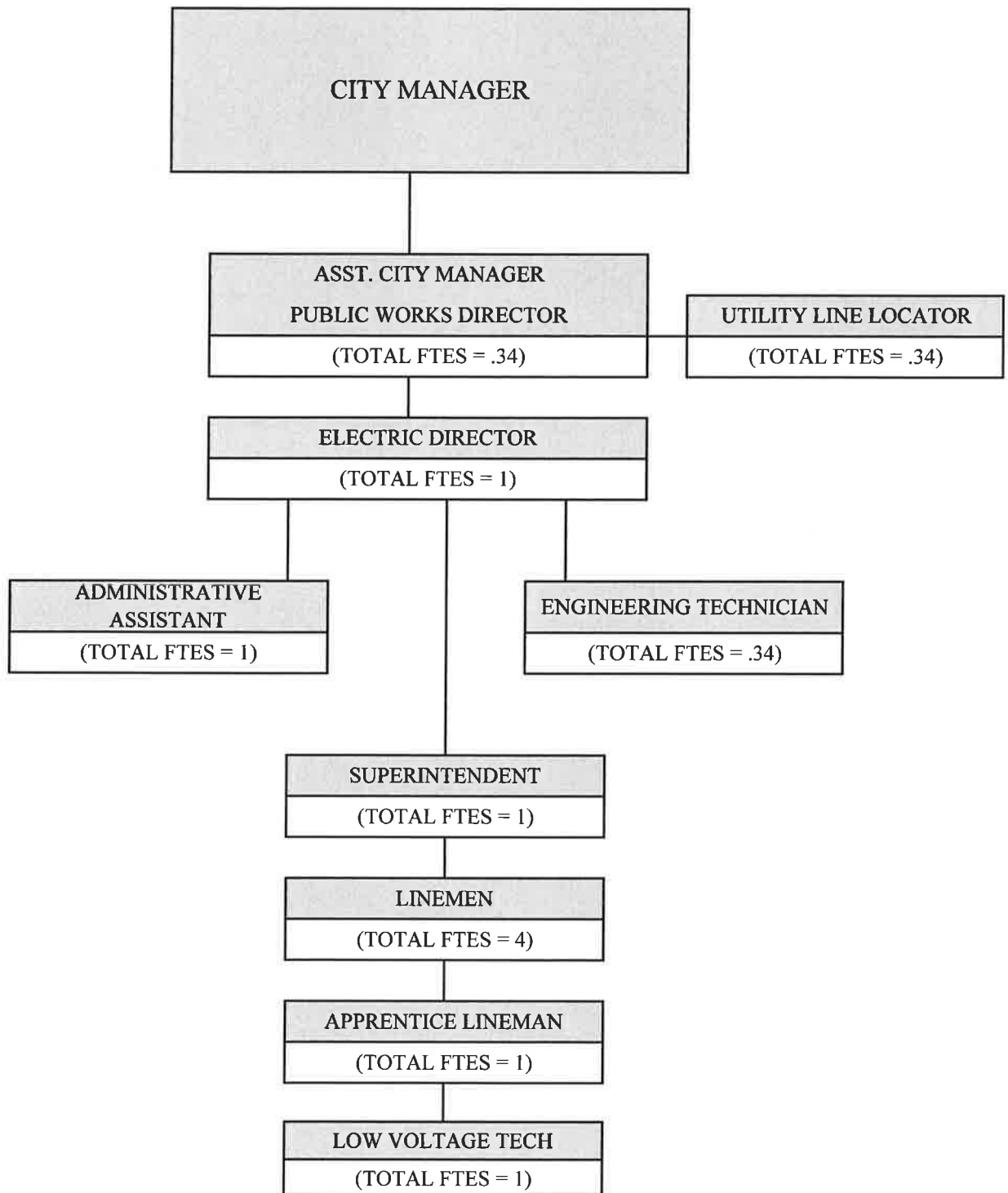
Mission of Department:

To provide comprehensive maintenance to all City vehicles, equipment and emergency stand-by power generators ensuring that they are readily available and safe for daily operations and emergency response.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Equipment Maintenance</u>				
Personal Services	125,686	161,107	140,107	141,885
Operating Expenditures	12,968	17,383	19,280	22,122
Capital Outlay	28,067	0	0	
Totals	\$ 166,721	\$ 178,490	\$ 159,387	\$ 164,007
Grand Total	\$ 166,721	\$ 178,490	\$ 159,387	\$ 164,007

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	138,654	178,490	159,387	164,007
Depreciation Reserves	28,067	0	0	0
Grand Total	\$ 166,721	\$ 178,490	\$ 159,387	\$ 164,007

ELECTRIC
(401-3031)



ELECTRIC
(401-3031 & 3032)

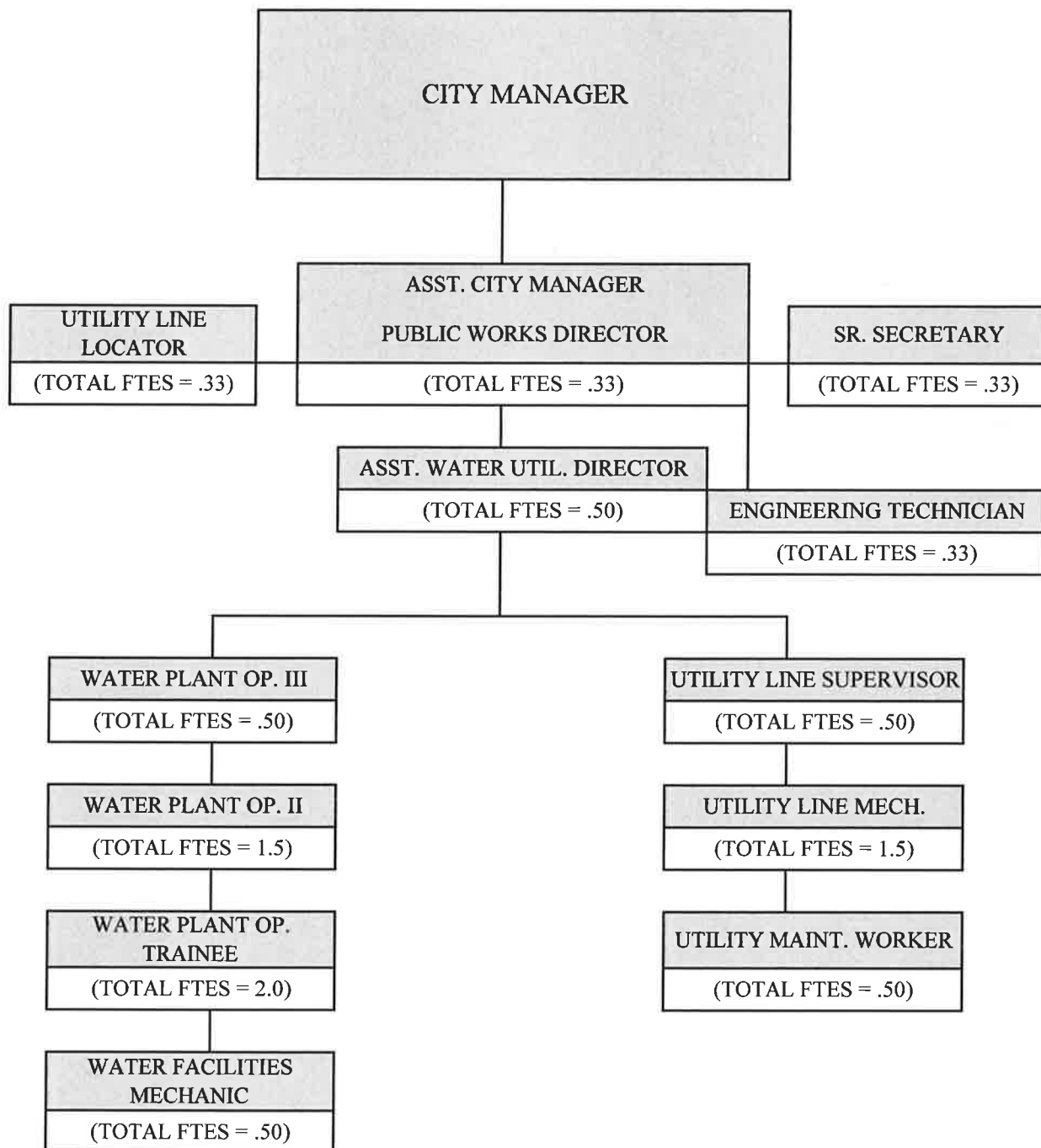
Mission of Department:

To provide safe and reliable electric service to the citizens and customers of Green Cove Springs at the lowest cost possible consistent with sound business practices.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Electric</u>				
Personal Services	57,188	86,227	139,129	1,020,671
Purchase of Energy (All Requirements & St. Lucie)	8,841,703	8,790,176	8,525,000	9,231,688
Operating Expenditures	1,334,569	1,819,789	1,433,470	583,747
Capital Outlay	841,589	776,971	3,961,000	3,800,000
Debt Service	336,312	554,897	989,045	988,864
Transfers	1,364,645	1,379,619	1,301,620	1,477,274
To Be Appropriated	0	0	0	0
Contribution to Depreciation Reserves	617,830	559,293	131,323	0
Contribution to Retained Earnings				
Totals	\$ 13,393,836	\$ 13,966,972	\$ 16,480,587	\$ 17,102,244
Grand Total	\$ 13,393,836	\$ 13,966,972	\$ 16,480,587	\$ 17,102,244

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Operating Revenue	12,421,959	12,766,860	12,023,990	12,867,900
Reserves	20,700	106,600	688,097	779,344
Interest	33,963	60,613	52,000	85,000
Other	6,992	0	0	50,000
Loan Proceeds	0	0	3,622,000	3,320,000
Grant	0	0	94,500	0
Grand Total	\$ 12,483,614	\$ 12,934,073	\$ 16,480,587	\$ 17,102,244

WATER
(402-3033)



WATER
(402-3033)

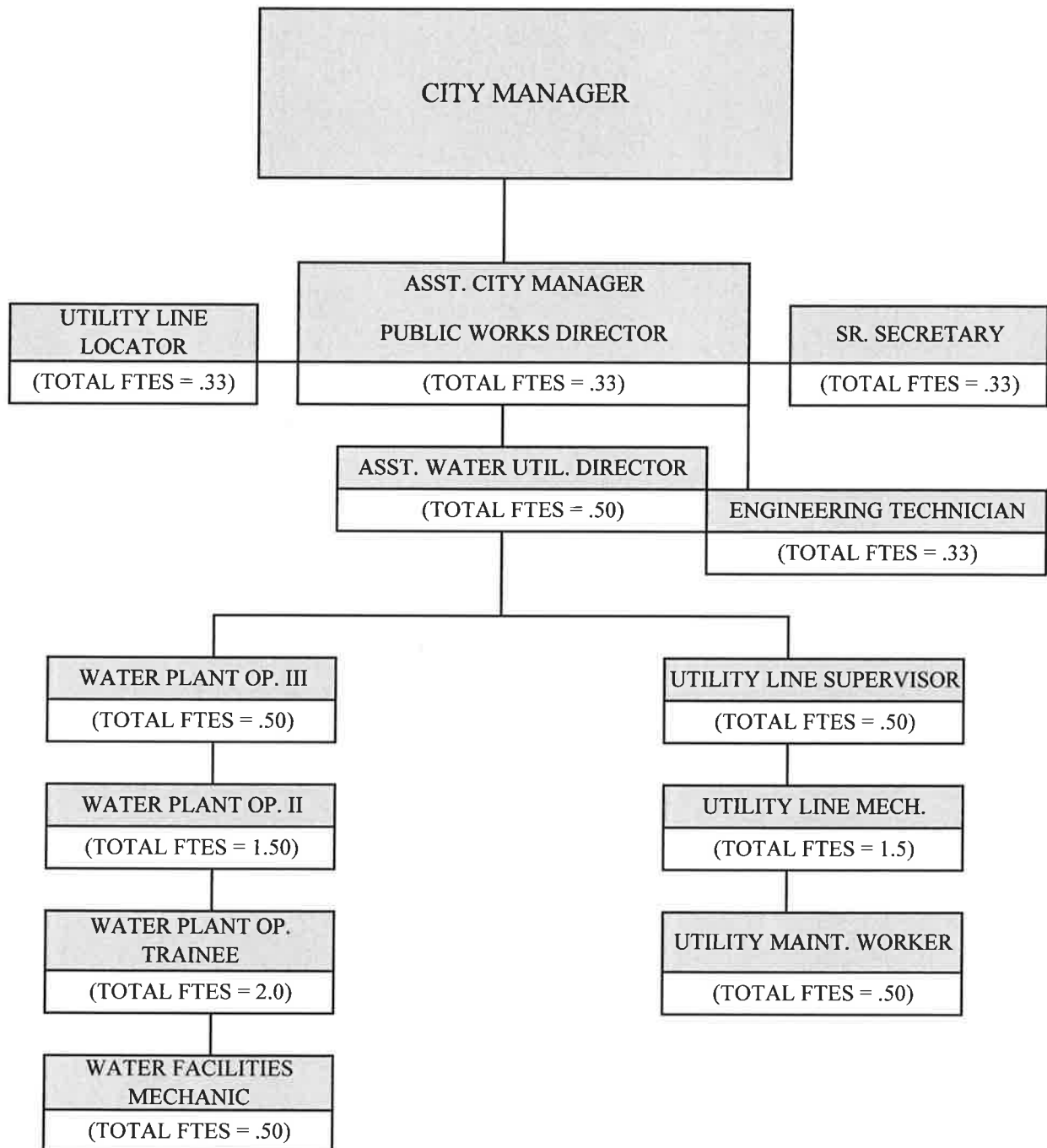
Mission of Department:

To provide the citizens of Green Cove Springs with a safe and dependable supply of drinking water that meets or exceeds all regulatory requirements in a cost effective manner within the resources available.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Water</u>				
Personal Services	475,340	582,362	626,220	645,195
Operating Expenditures	355,938	393,001	358,214	470,824
Capital Outlay	165,138	728,315	1,477,000	2,210,000
Debt Service	172,496	172,496	344,992	175,000
Transfers	284,040	292,726	292,726	304,697
To Be Appropriated	0	0	10,000	0
Contribution to Depreciation Reserve	456,006	472,447	60,157	0
Totals	\$ 1,908,958	\$ 2,641,347	\$ 3,169,309	\$ 3,805,716
Grand Total	\$ 1,908,958	\$ 2,641,347	\$ 3,169,309	\$ 3,805,716

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Operating Revenue	1,521,433	1,579,881	1,624,413	1,675,716
Reserves	60,880	209,284	197,496	75,000
Interest	6,904	12,322	10,400	18,000
Other	51,362	1,810	0	17,000
Loan (To Be Secured)	0	0	1,337,000	2,020,000
Grand Total	\$ 1,640,579	\$ 1,803,297	\$ 3,169,309	\$ 3,805,716

WASTEWATER
(403-3035)



WASTEWATER
(403-3035)

Mission of Department:

To provide the citizens of Green Cove Springs with a safe and reliable wastewater service that meets or exceeds all regulatory requirements in a cost effective manner within the resources available.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Wastewater</u>				
Personal Services	469,151	636,354	625,462	645,195
Operating Expenditures	610,412	694,337	617,431	618,544
Capital Outlay	825,486	1,664,470	2,571,427	3,405,000
Debt Service	2,626	2,894	24,769	43,795
Transfers	315,054	1,939,975	1,512,975	3,233,940
To Be Appropriated	0	0	0	100,000
Contribution to Depreciation Reserve	471,006	425,396	182,668	215,695
Contribution to Retained Earnings	0	0	326,737	384,030
Totals	\$ 2,693,735	\$ 5,363,426	\$ 5,861,469	\$ 8,646,199
Grand Total	\$ 2,693,735	\$ 5,363,426	\$ 5,861,469	\$ 8,646,199

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Operating Revenue	1,767,979	2,033,214	2,306,169	2,690,199
Reserves	106,000	382,936	1,969,000	30,000
Interest	4,528	8,082	6,300	11,000
Grant - SJRWMD	88,166	526,787	0	0
Loan (AWWTP)	532,300	989,464	1,580,000	5,915,000
CIT	0	0	0	0
Grand Total	\$ 2,498,973	\$ 3,940,483	\$ 5,861,469	\$ 8,646,199

RECLAIMED WATER
(407-3039)

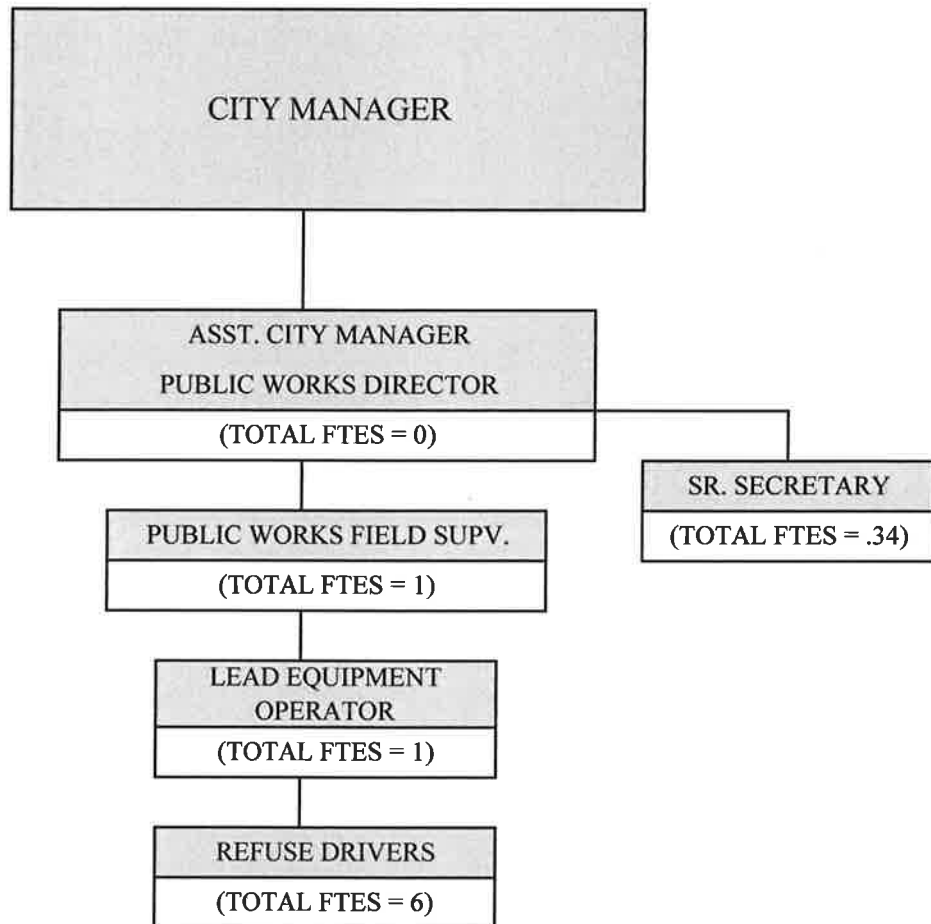
Mission of Department:

The Mission of the Reclaimed Water Division of the City of Green Cove Springs Water Department is to encourage and expand the use of reclaimed water to reduce withdrawals from the Florida Aquifer and reduce nutrient discharges to the St. Johns River and its tributaries.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Reclaimed Water</u>				
Personal Services	0	0	0	0
Operating Expenditures	0	0	0	0
Capital Outlay	0	1,614,266	1,188,000	2,860,000
Debt Service	0	0	0	0
Transfers	0	0	0	0
To Be Appropriated	0	0	0	0
Contribution to Depreciation Reserve	0	0	0	0
Contribution to Retained Earnings	0	0	0	0
Totals	\$ -	\$ 1,614,266	\$ 1,188,000	\$ 2,860,000
Grand Total	\$ -	\$ 1,614,266	\$ 1,188,000	\$ 2,860,000

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Operating Revenue	0	0	0	0
Reserves	0	0	0	0
Interest	0	0	0	0
Other	0	0	0	0
Loan	0	0	0	0
Transfers	0	1,615,000	1,188,000	2,860,000
Grand Total	\$ -	\$ 1,615,000	\$ 1,188,000	\$ 2,860,000

SOLID WASTE
(404-3034)



SOLID WASTE
(404-3034)

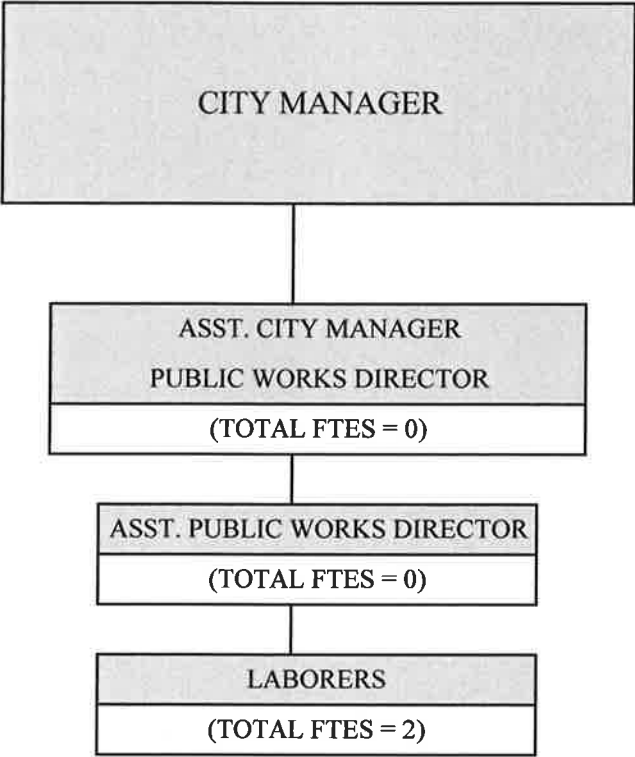
Mission of Department:

To provide the citizens of Green Cove Springs with superior, friendly, personalized solid waste collection services including recycling, yard trash, garbage, tires, white goods, and miscellaneous household items utilizing a combination of contract services and City crews.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Solid Waste</u>				
Personal Services	332,768	349,594	387,032	441,278
Operating Expenditures	116,446	133,540	116,821	110,411
Capital Outlay	165,887	128,686	0	30,000
Debt Service	48,115	79,835	80,203	80,203
Transfers	119,576	123,695	123,695	133,918
Non-Operating Expenses	3,180	1,806	3,000	3,000
Contingency	0	0	0	0
Contribution to Depreciation Reserve	93,014	116,570	43,891	9,510
Totals	\$ 878,986	\$ 933,726	\$ 754,642	\$ 808,320
Grand Total	\$ 878,986	\$ 933,726	\$ 754,642	\$ 808,320

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Operating Revenue	672,731	741,599	749,842	800,620
Transfers from Revenues for Capital	0	0	0	0
Loans	0	0	0	0
Sale of Surplus	0	0	0	0
Reserves	0	0	0	0
Other	3,170	5,657	4,800	7,700
Grand Total	\$ 675,901	\$ 747,256	\$ 754,642	\$ 808,320

STORMWATER
(406-3036)



STORMWATER
(406-3036)

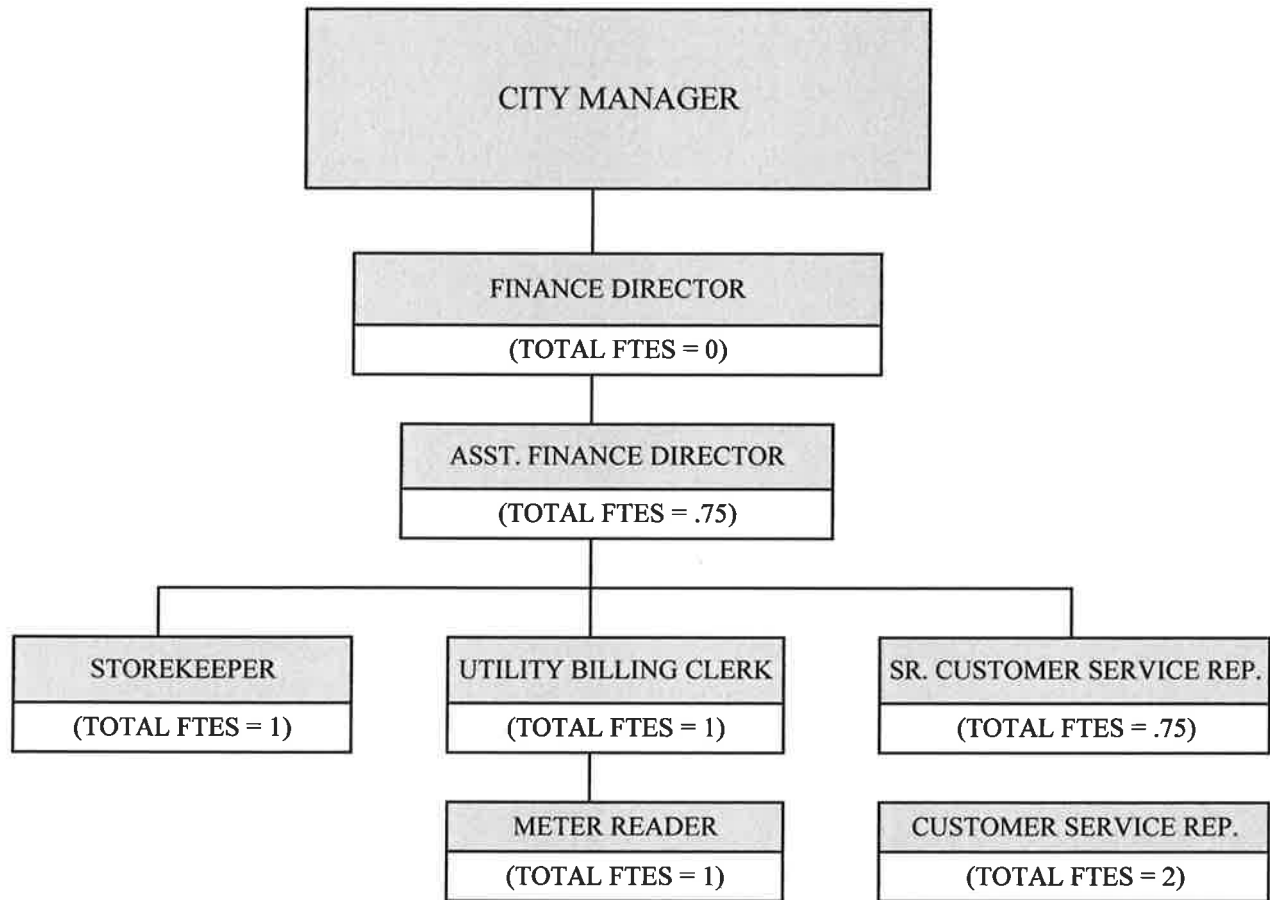
Mission of Department:

To provide quality, cost effective maintenance, repair and expansion of the City's stormwater infrastructure to protect the public health, safety, welfare and property of the citizens of Green Cove Springs. To improve flood protection, water quality, and groundwater recharge through education, coordination and management of stormwater systems.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Stormwater</u>				
Personal Services	81,201	89,199	95,977	100,375
Operating Expenditures	33,021	45,922	75,323	107,575
Capital Outlay	627,372	98,686	179,000	150,000
Contribution to Depreciation Reserves	31,263	72,061	0	0
Totals	\$ 772,857	\$ 305,868	\$ 350,300	\$ 357,950
Grand Total	\$ 772,857	\$ 305,868	\$ 350,300	\$ 357,950

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Operating Revenue	148,452	155,024	321,300	177,950
Grants	495,739	0	0	112,500
Transfers In	131,633	0	29,000	67,500
Grand Total	\$ 775,824	\$ 155,024	\$ 350,300	\$ 357,950

CUSTOMER SERVICE
(405-3038)



CUSTOMER SERVICE
(405-3038)

Mission of Department:

The Customer Service Department is responsible for the reading of electric and water meters and the billing of electric, water, wastewater, stormwater, and solid waste services. Meters are read and billed in three (3) cycles with the bill printing performed by an outside vendor. The Warehouse is also a part of Customer Service maintaining materials and supplies in the warehouse to a level that meets the needs of the City. Warehouse Staff also purchases fuel, maintains fuel levels, and performs routine maintenance of fuel pumps and tanks.

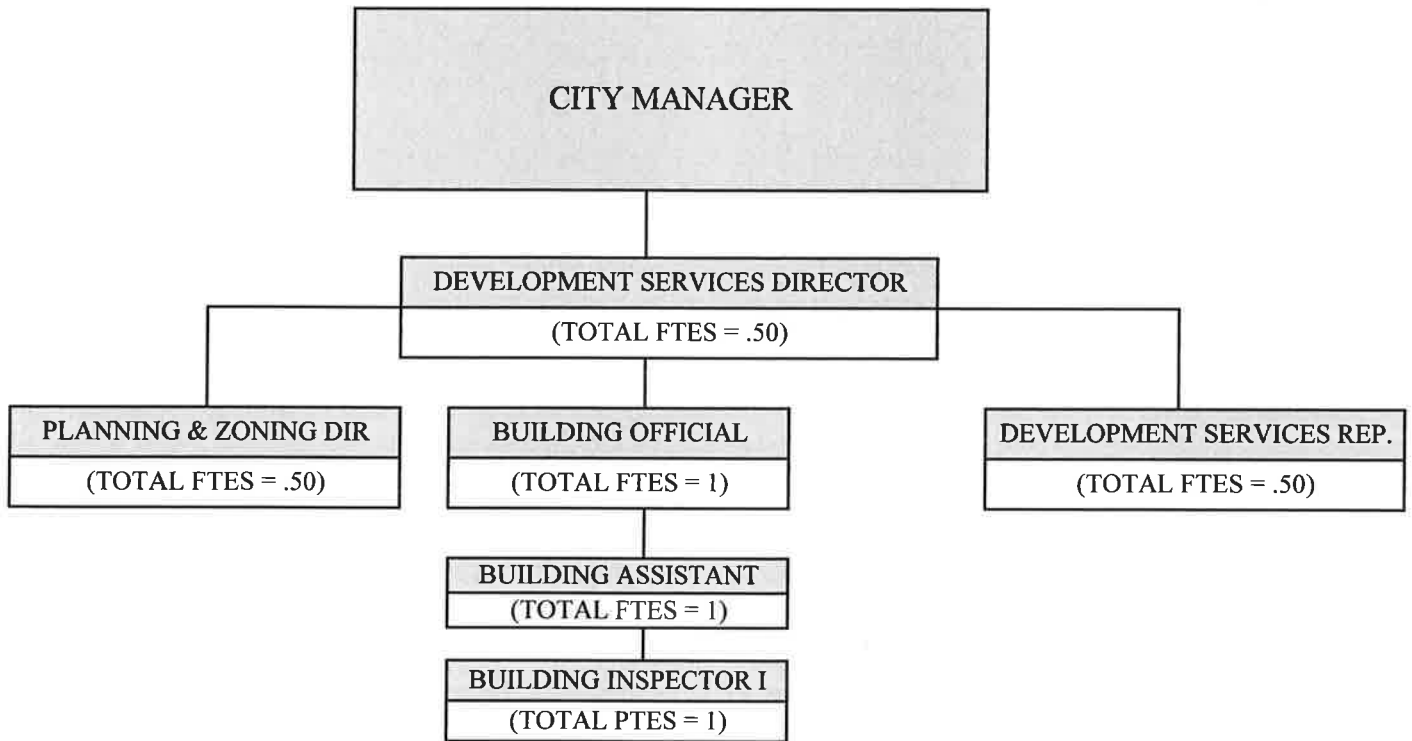
EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Customer Service</u>				
Personal Services	288,175	302,962	331,723	345,664
Operating Expenditures	40,388	61,483	60,711	63,587
Capital Outlay	10,941	0	0	35,000
Depreciation	0	14,595	21,063	0
Transfers	0	40,000	40,000	40,000
Totals	\$ 339,504	\$ 419,040	\$ 453,497	\$ 484,251
Grand Total	\$ 339,504	\$ 419,040	\$ 453,497	\$ 484,251

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Transfers In	358,509	453,497	453,497	453,497
Reserves/Depreciation	0	0	0	30,754
Grand Total	\$ 358,509	\$ 453,497	\$ 453,497	\$ 484,251



SPECIAL REVENUE FUNDS

BUILDING FUND
(102)



BUILDING FUND
(102)

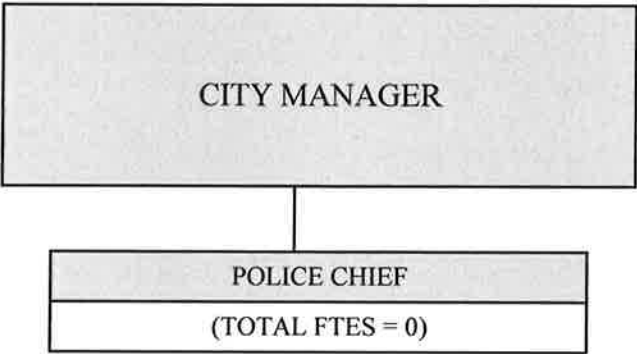
Mission of Department:

To ensure development proposals comply with building codes and ordinances, regulations and standards set forth by the Florida Building Code by reviewing building plans, issuing permits, and performing inspections at the various stages of construction.

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Building Fund</u>				
Personal Services	218,024	208,675	230,160	257,106
Operating Expenditures	38,869	81,532	51,404	50,002
Contingency	0	0	0	0
Capital Outlay	14,532	0	27,000	0
Depreciation	0	0	0	0
To Be Appropriated	0	0	0	0
Totals	\$ 271,425	\$ 290,207	\$ 308,564	\$ 307,108
Grand Total	\$ 271,425	\$ 290,207	\$ 308,564	\$ 307,108

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
General Fund	0	0	0	0
Building Permits / Inspections	368,782	345,809	255,500	255,500
Plan Reviews	14,150	12,750	10,000	10,000
School Impact Fees / Surcharges / License Fees	15,707	7,170	7,000	8,500
Transfers In	0	0	36,064	33,108
Grand Total	\$ 398,639	\$ 365,729	\$ 308,564	\$ 307,108

SPECIAL LAW ENFORCEMENT TRUST
(104)



SPECIAL LAW ENFORCEMENT TRUST
(104)

EXPENDITURES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Special Law Enforcement Trust</u>				
Operating Expenditures	422	9,403	20,000	20,000
Capital Outlay	0	0	0	0
Transfers				
Totals	\$ 422	\$ 9,403	\$ 20,000	\$ 20,000
Grand Total	\$ 422	\$ 9,403	\$ 20,000	\$ 20,000

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Fines & Forfeitures	12,856	4,359	10,000	0
From Fund Balance	0	0	10,000	20,000
Miscellaneous	479	0	0	0
Grand Total	\$ 13,335	\$ 4,359	\$ 20,000	\$ 20,000

**CAPITAL IMPROVEMENT FUND - POLICE EMERGENCY OPERATIONS CENTER
(300)**

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Expenditure</u>				
Capital Outlay	0	0	0	0
Debt Service	159,939	160,174	159,908	159,602
Totals	\$ 159,939	\$ 160,174	\$ 159,908	\$ 159,602
Grand Total	\$ 159,939	\$ 160,174	\$ 159,908	\$ 159,602

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Transfers In - Other	159,939	160,174	159,908	159,602
Grants	0	0	0	0
Fines & Forfeitures	0	0	0	0
Loan Proceeds	0	0	0	0
Transfers In - Surtax	0	0	0	0
Grand Total	\$ 159,939	\$ 160,174	\$ 159,908	\$ 159,602

CAPITAL IMPROVEMENT FUND - SPRING PARK
(310)

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Expenditure</u>				
Capital Outlay	2,127,971	36,454	0	0
Debt Service	81,375	81,533	81,183	81,788
Operating Expenditures	0	56,593	50,000	0
Totals	\$ 2,209,346	\$ 174,580	\$ 131,183	\$ 81,788
Grand Total	\$ 2,209,346	\$ 174,580	\$ 131,183	\$ 81,788

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Transfers In - Surtax Reserves/Loan/Other	1,887,000	198,898	131,183	81,788
BOCC Interlocal Agreement	0	0	0	0
Grants/Legislative Delegation	245,000	0	0	0
Grand Total	\$ 2,132,000	\$ 198,898	\$ 131,183	\$ 81,788

DONATION FUND
(106)

EXPENDITURE	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
<u>Expenditure</u>				
Operating Expenditures	0	0	25,000	0
Totals	\$ -	\$ -	\$ 25,000	\$ -
Grand Total	\$ -	\$ -	\$ 25,000	\$ -

FUNDING SOURCES	Actual FY 16/17	Actual FY 17/18	Approved FY 18/19	Proposed FY 19/20
Special Events Donations	0	0	25,000	0
Grand Total	\$ -	\$ -	\$ 25,000	\$ -

**** THIS FUND IS NOT BEING CONTINUED FOR FY 2020, THE REVENUE AND EXPENSES WILL BE
ACCOUNTED FOR IN THE GENERAL FUND.**



SECTION FOUR CAPITAL IMPROVEMENT PROGRAM (CIP)

SECTION 4 - CIP INFORMATION IS
PROVIDED IN A SEPARATE NOTEBOOK



SECTION FIVE

DEBT SERVICE

DEBT SERVICE OVERVIEW

Municipalities in Florida are authorized by State Statutes (Sec. 166.111, F.S.) to borrow money, contract loans, and issue bonds (the term “bonds” is defined to include bonds, indentures, notes, certificates of indebtedness, mortgage certificates, or other obligations or evidences of indebtedness of any type or character) from time to time to finance the undertaking of any capital or other project for the purposes permitted by the State Constitution and may pledge the funds, credit, property, and taxing power of the municipality for the payment of such bonds.

The City of Green Cove Springs has always been conservative toward debt. At the end of Fiscal Year 2019, the City had a total outstanding long-term debt (excluding St. Lucie and All Requirements debt to FMPA) of \$9,169,223.

Listed below is a summary of the City’s Long-Term Debt at September 30, 2019.

Description	Interest Rate	Principal Balance	Final Maturity Date
Electric:			
Capital Projects	3.37%	\$ 4,700,000	07/01/33
St. Lucie Project (Note 1)		\$ 5,522,339	
All Requirements (Note 2)		\$ 7,850,202	
(2) Electric Trucks	3.45%	\$ 146,906	02/01/22
Water:			
Capital Projects	2.63%	\$ 1,500,000	04/01/29
Wastewater:			
Capital Projects-Pre-Const.	2.29%	\$ 40,010	09/15/36
Capital Projects-Design	.66%	\$ 747,946	11/15/38
Solid Waste:			
Garbage Trucks – 2	2.33%	\$ 41,804	07/01/20
Recycling Truck – 1	4.504%	\$ 87,557	01/24/22
Construction Fund:			
Police Facility / EOC	1.63%	\$ 1,054,000	07/01/26
Spring Park	2.25%	\$ 851,000	07/01/31

Note 1: The annual debt service is paid out of the total cost each month. These costs include purchased power as well as debt service. The annual payment for 2020 is estimated at \$981,688.

Note 2: The annual debt service on the All Requirements is made through the formula for computing purchase power annually and not budgeted as a separate line item. The principal balance is estimated as of this date.

CURRENT DEBT OBLIGATIONS

Construction Fund:

Police Facility / EOC
Spring Park

Electric Capital Projects:

One (1) 2016 International 4300 Altec Digger Derrick Truck
One (1) 2016 International 4300 Altec Bucket Truck
Magnolia Point 3rd Feed
Roberts Avenue Rebuild
Pole Inspection/Replacement Program
Fuse Coordination
Chapman Substation Maintenance
Magnolia Point UG Cable Sectionalizing/Testing and Replacement
Ground Resistance Measuring
Ground Resistance Remediation
Oak Street CSX Railroad Crossing
Conductor Replacement – Various
LED Program
North Substation Equipment Replacement and Upgrade
South Substation Equipment Replacement and Upgrade
Harbor Road Substation Equipment Replacement and Upgrade
Core City 23kV Conversion

Water Capital Projects:

Reynolds Park Water Distribution System Improvements

Wastewater Capital Projects:

FDEP SRF Pre-Construction Phase Wastewater System Improvements
FDEP SRF Design Phase Wastewater System Improvements

Solid Waste Capital Projects:

Two (2) 2016 Freightliner Trucks
One (1) 2018 Freightliner Truck



SECTION SIX

GLOSSARY OF KEY TERMS

GLOSSARY OF KEY TERMS

AD VALOREM TAX is a tax levied in proportion (usually expressed in mills) to the assessed value of the property on which it is levied. This tax is also called PROPERTY TAX.

ADOPTED BUDGET is the financial plan for the fiscal year beginning October 1. Florida Statutes require the City Council to approve this budget at the second of two (2) public hearings.

AMENDED OR REVISED BUDGET is the current year adopted budget adjusted to reflect all budget amendments approved by the City Council through the date indicated.

APPROPRIATION is the legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUE is a value set upon real estate or other personal property by a government as a basis for levying taxes. The assessed value in the City of Green Cove Springs is set by the Property Appraiser.

BALANCED BUDGET is a budget in which revenues and expenditures are equal.

BUDGET is a plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single year. It is usually necessary to specify whether the budget under consideration is preliminary, tentative or whether it has been approved by the appropriating body.

BUDGET MESSAGE is a general discussion of the proposed budget as presented in writing by the City Manager to the legislative body.

CAPITAL IMPROVEMENT PROGRAM (CIP) is the financial plan of approved capital projects, their timing and cost over a five year period. The CIP is designed to meet City infrastructure needs in a responsive and efficient manner. It includes projects which are, or will become the property of the City of Green Cove Springs, as well as projects that although not owned by the City, will be part of a joint project agreement.

CAPITAL OUTLAY or CAPITAL EQUIPMENT is an item such as office furniture, fleet equipment, data processing equipment or other equipment with a unit cost of \$1,000 or more.

CAPITAL PROJECT is any improvement or acquisition of major facilities with a useful life of at least five (5) years such as roads, bridges, buildings, or land.

CHARGES FOR SERVICES are revenues stemming from charges for current services. They include all revenue related to services performed whether received from private individuals or other governmental units.

CONTINGENCY is an appropriation of funds set aside to cover unforeseen events that occur during the fiscal year, such as new State mandates, shortfalls in revenue and unanticipated expenditures.

DEBT SERVICE is the dollars required to repay funds borrowed by means of an issuance of bonds or a bank loan. The components of the debt services payment typically include an amount to retire a portion of the principal amount borrowed as well as interest on the remaining outstanding unpaid principal balance.

DEFICIT is the excess of expenditures or expenses over resources.

DEPARTMENT is, for budgeting purposes, any distinct government organizational entity receiving direct funding approved by the City Council in order to provide a major governmental function.

ENDING FUND BALANCE is funds carried over at the end of the fiscal year. Within a fund, the revenue on hand at the beginning of the fiscal year, plus revenues received during the year, less expenses equals ending fund balance.

ENTERPRISE FUND is a fund used to account for operations that are financed and operated in a manner similar to private business enterprises, wherein the stated intent is that costs (including depreciation) of providing goods and services be financed from revenues recovered primarily through user fees.

GLOSSARY OF KEY TERMS

FISCAL YEAR is a 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The fiscal year for the City of Green Cove Springs is October 1 through September 30.

FIXED ASSETS are long-term assets which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, and equipment.

FTE is the acronym for Full-Time Equivalent. See the definition for **FULL-TIME EQUIVALENT**.

FULL-TIME EQUIVALENT is one (1) position funded for a full year. For example, a permanent employee funded and paid for 40 hours/week and 52 weeks/year or two (2) employees funded and paid for 20 hours/week and 52 weeks/year would be equal to one (1) Full-Time Equivalent.

FUNCTIONAL CLASSIFICATION is the expenditure classification according to the principal purposes for which expenditures are made. Examples are general government, public safety, and transportation.

FUND is an accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE represents the excess of fund current assets over its current liabilities. For accounting purposes, Fund Balance is calculated as of year-end and is based on the difference between actual revenues and expenditures for the fiscal year.

GENERAL FUND is a fund that accounts for all financial transactions except those required to be accounted for separately. The fund resources, ad valorem taxes, and other revenues provide services or benefits to all residents of the City of Green Cove Springs.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) comprises the uniform minimum standards of, and guidelines for external financial reporting that govern the form and content of the basic financial statements. They include not only broad guidelines of general application, but also detailed practices and procedures.

GOVERNMENTAL ACCOUNTING AND FINANCIAL REPORTING (GAFR) is a specific method of reporting "government-type activities" usually not found in private enterprises. GAFR standards are set by the Governmental Accounting Standards Board (GASB).

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) is an independent private organization responsible for establishing financial accounting standards, otherwise known as GAAP, for State and Local government entities.

GOVERNMENT FINANCE OFFICERS' ASSOCIATION (GFOA) is a national organization consisting of members from state and local governments throughout the United States. Its purpose is to promote improved accountability for State and Local governments by providing practical guidance through seminars and publications.

GRANTS AND AIDS includes all grants, subsidies, and contributions from other government agencies or private organizations.

INFRASTRUCTURE is a permanent installation such as a building, road, or wastewater collection system that provides public services.

INTERFUND TRANSFER is the movement of funds from one accounting entity to another within a single government.

INTER-GOVERNMENTAL REVENUES are revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

LEVY is the action of imposing taxes, special assessments, or service charges for the support of City activities.

GLOSSARY OF KEY TERMS

MAJOR ACCOUNT CODE is a broad designation for more specific line item accounts. The City of Green Cove Springs adopts its budget within six (6) major account codes: Personal Services, Operating Expenses, Grants and Aids, Debt Service, Non-Operating and Capital Outlay.

MIL is a monetary measure equating to 0.001 of a dollar. When referring to the AD VALOREM TAX it means that a 1-mil tax is one dollar (\$1.00) of tax on \$1,000 of taxable value.

MILLAGE RATE is the rate per \$1,000 of taxable property value which, when multiplied by the taxable value, yields the tax billing for a given parcel.

MISSION STATEMENT is a broad statement of purposes that is derived from organization and/or community values and goals.

NON-OPERATING EXPENDITURES are costs of government services that are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to community service organizations.

NON-OPERATING REVENUES comprise income received by a government not directly attributable to providing a service. An example would include debt proceeds received from a bond issue.

OPERATING BUDGET is the budget including appropriations for recurring and certain one-time expenditures that will be consumed in a fixed period of time to provide for day-to-day operations (e.g. salaries and related benefits, operating supplies, professional services and operating equipment).

OPERATING TRANSFERS are legally authorized transfer of money from one fund to another fund from which the resources are to be expended.

PROPERTY TAX is another term for Ad Valorem Tax. See definition for AD VALOREM TAX.

PROPRIETARY FUND is a fund category which often emulates the private sector and focuses on the measurement of net income. Expenditures are funded by user charges and fees.

PUBLIC SAFETY is a major category of services related to the security of persons and property.

RESERVES AND REFUNDS refers to budget category for funds required to meet both anticipated and unanticipated needs; the balance of anticipated earmarked revenues not required for operation in the budget year; estimated reimbursements to organizations, State or Federal governments for revenues received and not spent, and those required to be set aside by bond covenants.

RETAINED EARNINGS APPROPRIATION refers to funds set aside within an Enterprise Fund for future appropriation by the City Manager and/or City Council approval.

REVENUE is funds that governments receive as income, including such items as tax payments, fees for specific services, receipts from other governments, fines and forfeitures, grants, shared revenues and interest income.

REVENUE BONDS are bonds usually sold for constructing or purchasing capital projects. Reliable revenue other than ad valorem taxes is pledged as the source for funding to pay bond principal and interest.

SPECIAL REVENUE FUNDS are funds used to account for proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

STATUTE is a written law enacted by a duly organized and constituted legislative body. Citations are often followed by "F.S." to indicate Florida Statute.

SURPLUS is an excess of resources over expenditures or expenses.

TAXES are compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

TAX RATE is the amount of tax stated in terms of a unit of the tax base. For example, 4.000 mills yields four dollars (\$4.00) per \$1,000 of taxable value.

GLOSSARY OF KEY TERMS

TAXABLE VALUATION is the value used for computing ad valorem taxes levied against property. Taxable value is the assessed value less any exemptions allowed by law. The most common exemption is the Homestead Exemption (up to \$50,000) allowed when the owner uses the property as a principal residence. Exemptions are also granted for disability, government owned, and non-profit owned property.

TRIM is an acronym for "Truth In Millage" Law. See the definition for TRUTH IN MILLAGE LAW.

TRUST AND AGENCY FUNDS are funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

TRUTH IN MILLAGE LAW (TRIM) is a Florida Law enacted in 1980 which changed the budget process for local taxing governments. It was designed to keep the public informed about the taxing intentions of various taxing authorities.

USER (FEES) CHARGES are payments of a fee for receipt of a public service by those individuals benefiting from the service.



SECTION SEVEN

FISCAL POLICIES

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

The City Manager has the responsibility for all financial planning for the City of Green Cove Springs including operating, capital and debt services budgets, debt management, annual audit, TRIM compliance, and the allocation of resources to facilitate accomplishing Council goals to which these duties have been delegated to the Finance Department. To execute these responsibilities and to maintain sound financial management practices, it is important to have fiscal policies and related procedures that complement the statutory requirements and professional standards, which establish local governments' financial framework.

POLICIES AND GUIDELINES

I. DEBT MANAGEMENT POLICIES

Debt management policies are intended to provide a Comprehensive and viable debt management policy which recognizes the capital improvement needs of the City. Before issuing any new debt, the City will consider the following factors:

- Global, national and local financial environment
- Current interest rates
- Expected interest rate changes
- Robustness of local and broad economy
- Cash position
- Current debt position
- Availability of funds to repay
- Flexibility to cover future needs
- Urgency of current capital needs

II. LIMITATIONS ON INDEBTEDNESS

The City will maintain a conservative debt position based on the criteria listed above. Pay-as-you-go and replacement programs will be utilized whenever feasible to avoid financing costs. Debt will be issued only if the benefits outweigh the costs of the debt.

III. PURPOSE OF THE DEBT MANAGEMENT POLICY

The purpose of this policy is to establish guidance for the issuance and management of the debt of the City of Green Cove Springs, Florida (hereinafter referred to as the "City"). Debt includes short-term and long-term obligations issued by the City and any associated financial entities. The policy includes, but is not limited to, traditional financial vehicles such as General Obligation Bonds, Revenue Bonds, Special Tax Bonds and short-term notes. This policy is designed to:

- Set forth a liability management structure to facilitate the sound and efficient management of City debt, addressing both practical aspects of liability management and philosophical aspects.
- Provide guidelines that control the overall debt management process so that all liabilities are managed in accordance with stated objectives.
- Encourage and require communication between staff and the City Council and the City's advisors (legal and financial).
- Develop formalized criteria for evaluating and establishing the basis for comparing actual performance results achieved by debt management.
- Perform analysis to determine the best financing sources and methods to ensure the best interest rates and payback methods/periods are obtained for the City.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

IV. SCOPE AND AUTHORITY

The City's Finance Director on behalf of the City Manager shall be responsible for the implementation of the policies set forth in this Debt Management Policy (the "Policy").

The Policy should be reviewed and revised every three (3) years, or sooner due to the evolution of the financial markets.

V. PERMISSIBLE DEBT

Debt is an integral part of the City's ongoing financial management program. Both short-term and long-term debt help the City accomplish its core goals. While the City rarely uses short-term debt it can be a tool to facilitate the match of revenues and expenses.

A. Short-Term Debt and Interim Debt

The City may issue obligations with a maturity of not more than one year ("Notes") to fund anticipated short-term cash flow needs due to the timing of the receipts of the annual current year ad valorem tax collections from the County Tax Collector and other revenues. The principal of the Notes and the interest thereon will be payable from and secured by a pledge of such ad valorem taxes and other revenues as may be appropriate. Short-term debt may also be issued to finance projects or portions of projects for which the City ultimately intends to issue long-term debt. Short-term and/or interim financing shall not exceed 10% of outstanding long-term debt, unless there is a situation that needs immediate attention in order to address an emergency or to allow for significant cost savings. Under certain other circumstances, short-term obligations may be warranted upon the recommendation of the City Manager.

Interim financing may be appropriate when long-term interest rates are expected to decline in the future. In addition, some forms of short-term obligations can be obtained quicker than long-term obligations and thus can be used in urgent situations until long-term financing can be obtained. Short-term obligations include:

1. Line of Credit-The City may establish a tax-exempt line of credit with a financial institution or other provider. Draws shall be made on the line of credit when the need for financing is so urgent that time does not permit the issuance of long-term debt or the need for financing is so small that the total cost of issuance of long-term debt would be prohibitive.
2. Pooled Financing-If it is financially or strategically beneficial, the City may participate in debt pools with other entities and low-interest loans from state agencies or organizations on either a long-term or short-term basis.
3. Interfund Borrowing-Interfund borrowing, a short-term cash lending from one fund to another fund, shall be discouraged. However, the use of this type of interim financing may be considered if it is in the City's best interests to do so as determined by the City Manager.
4. Bridge Financing-Should the City desire to issue bonds for large capital projects, the City can, upon passage of an intent-to-issue resolution, use non-restricted reserve funds as bridge financing to pay a portion of project costs that will then be paid back with bond proceeds. This type of financing will be reviewed by Bond Counsel to ensure the City is in compliance with applicable federal tax rules.
5. Other types-The City may consider the use of Tax Anticipation Notes, Bond Anticipation Notes, Revenue Anticipation Notes, or other such structured borrowings if it is in the best financial interests of the City to do so.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

Unless the City's desire is to issue taxable obligations, the City will comply with Internal Revenue Code (the "Code") requirements prior to and subsequent to the issuance of the Notes in order that the interest on the Notes not be included in gross income for federal income tax purposes and that the proceeds are spent in a manner consistent with exceptions to the Code.

B. Long-Term Debt

The City will not issue long-term debt obligations or use long term debt proceeds to finance current operations (except when using excess proceeds to make debt service/lease payments as provided for in the financing documents). For purposes of this Policy, long-term debt includes bonds, leases and other similar obligations.

The City may utilize long-term debt for the acquisition, construction or renovation of facilities or the acquisition of equipment that cannot be funded from current revenue sources or in such cases where it is more equitable to finance the facility or equipment over its useful life. The City may also issue long-term debt to refund all or a portion of its outstanding debt subject to limitations detailed in this Policy.

When debt is used to finance capital improvements, the financing term will be for a period not to exceed the useful life of the facilities or equipment, but never greater than forty (40) years unless there are compelling factors which make it necessary to extend the period beyond this point.

VI. MEASURES OF DEBT LEVELS AND DEBT ISSUANCE LIMITS

A. Short-Term Debt

The City will not exceed the maximum allowable issuance size, if any, as determined by regulations governing the federal taxability of interest earned by holders of such debt.

B. Long-Term Debt

1. For General Obligation Bonds

The measure shall be the outstanding debt-to-taxable property ratio and shall not exceed (5%).

2. For Revenue Bonds-Enterprise or Proprietary Fund

Each enterprise or proprietary revenue is unique and debt levels will be driven by rating and bond insurer requirements for debt service coverage, reserve requirements and rate covenants.

Additionally, the City will comply with the various Florida statutory requirements, and take into account other factors suggested or required by the credit rating agencies and/or bond insurers when preparing its capital budget and each specific plan of finance.

3. Master Lease Agreements

The City may enter into a lease agreement with a provider or bank to lease equipment. The terms of the lease should coincide with the life of the equipment to be leased and a tax-exempt rate shall be sought. The City will strive to obtain the lowest rate possible using competitive bidding or current market analysis.

4. Pooled Financing

If it is financially or strategically beneficial, the City may participate in debt pools with other entities and low-interest loans from state agencies or other organizations on either a long-term or short-term basis.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

VII. SELECTING DEBT SALE METHODS

There are three (3) ways the City may sell bonds: competitive (public) sale, negotiated sale and private placement. The City, as a matter of policy, shall seek to issue its debt obligations in a negotiated sale unless it is determined by the City Manager that such a sale method would not produce the best results for the City.

City and its Financial Advisor will determine whether the sale of long-term debt shall be sold via competitive sale or negotiated sale after considering such factors as the size, complexity of the offering, market conditions and timing of the transaction.

- A. Negotiated Sale-** Bonds may be sold through an exclusive arrangement between the City and an underwriter or underwriting syndicate. At the end of successful negotiations, the issue is awarded to the underwriters. This method offers flexibility for the City. In a negotiated sale, the underwriter shall be selected through the Request for Proposal (RFP) process. The criteria used to select an underwriter in a negotiated sale should include, but not be limited to the following: overall experience, marketing philosophy, capability, previous experience, underwriter's discount, and expenses.
- B. Competitive Sale-**When determined appropriate by the Finance Director, the City may sell its debt obligations in which any interested underwriter is invited to submit a proposal to purchase an issue of bonds. The bonds are awarded to the underwriter presenting the best bid according to stipulated criteria set forth in the notice of sale. The criteria used to select an underwriter in a competitive sale shall be the true interest costs.
- C. Private Placement-**When determined appropriate by the Finance Director, the City may elect to sell its debt obligations through a private placement or limited public offering. Selection of a placement agent shall be selected through the Request for Proposal (RFP) process.

VIII. FINANCING STRUCTURE

The financing structure-consisting of principal amortization, call provisions, coupons/yields, credit enhancement- will be developed for each financing after considering relevant market conditions and then current practices. Each structure will be developed to provide the lowest long-term effective financing cost while providing the greatest flexibility to extract additional value as market conditions change over time.

A. Amortization Structure

Principal should be structured to provide level debt service payments for the life of the transaction. "Wrapped debt service" and "bullet maturities" may be appropriated for certain financings, but should only be employed when deemed necessary.

B. Issuing Variable Rate Debt

The City may issue variable rate obligations in amounts and in proportion to its fixed rate debt that the City and its Financial Advisor determine are appropriate to achieve the City's goals.

C. Credit Ratings

The credit review process incorporates both quantitative analysis (fund balance, debt levels, and wealth levels) and qualitative factors (management experience, political climate and policies /procedures). As a result, credit ratings provide an indication of both the short-term and long-term financial health of the City. Higher credit ratings also result in reduced borrowing costs and decreased cost of bond insurance.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

The City will exercise prudence and diligence in preparing its budget and managing its finances to maintain credit ratings consistent with Florida local governments of similar size and demographic makeup.

D. Credit Enhancements

Credit enhancements (insurance, letters of credit, etc.) will be used only in those instances where the anticipated present value savings in terms of reduced interest expense exceeds the cost of the credit enhancement.

E. Investing Debt Proceeds

Safety of capital is regarded as the highest priority in handling of investment of debt proceeds. All other investment objectives are secondary to the safety of capital. City staff will develop investment strategies that are consistent with the investment policy and provide the maximum return while complying with the Code. Specifically, City staff and the Financial Advisor will attempt to structure investments that allow the City to meet exceptions to the rebate requirements in the Code.

Debt proceeds are only to be invested in permitted investments, as defined in financing agreements, escrow agreements, resolutions, law and the City's written Investment Policy. Neither the City nor any other person under its control or direction will make any investment of bond proceeds in any manner that would cause the bonds to be deemed private activity bonds or arbitrage bonds by the Internal Revenue Service. The City will comply with all federal tax arbitrage regulations.

IX. DEBT REFUNDING

The City will monitor outstanding debt in relation to existing conditions in the debt market and may refund any outstanding debt when sufficient cost savings can be realized.

X. COMPLIANCE AND REPORTING

A. Disclosure Policy

The City will provide full and fair disclosure in connection with the initial sale and distribution of its publicly marketed debt instruments and to provide ongoing secondary market information, in compliance with the requirements of applicable federal and state securities laws, rules and regulations, including Securities and Exchange Commission Rule 15c2-12.

B. Budget Debt Service Payments

Annually the City Manager will include in the proposed budget presented to the City Council for its consideration and approval the amounts necessary to make the required debt service payments during the fiscal year.

C. Compliance with Financing Covenants, Federal and State Law

The City shall comply with all covenants and requirements of financing resolutions, and State and Federal laws authorizing and governing the issuance and administration of debt obligations.

D. Bond Yield Arbitrage Monitoring

It is the City's policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the applicable laws.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, arbitrage calculations will be performed by qualified arbitrage professionals in strict adherence to applicable laws and regulations. These calculations will be done in accordance with required Internal Revenue Service reporting dates, which are five (5) years after the delivery date of each issue, and each fifth year thereafter until the bonds have been matured, redeemed early or retired.

Arbitrage rebate costs shall be charged as negative interest revenue to the funds in which the related obligation proceeds were originally deposited.

XI. ASSEMBLING A FINANCING TEAM

A Financing Team will be assembled to provide professional services that are required to develop and implement the City's debt program with the goal of continuity, quality service and competitive prices.

Bond Counsel-The City Attorney, with input from the Finance Director, shall select Bond Counsel. The Bond Counsel's role is to prepare or review and advise the issuer regarding authorizing resolutions or ordinances, trust indentures, official statements, validation proceedings and litigation.

Underwriters-The City may solicit proposals for underwriting services for all debt issued in a negotiated or private placement sale. The solicitation process used for these services shall comply fully with City Purchasing Procedures.

Financial Advisor- The City may solicit proposals for financial advisory services for all debt issued in a negotiated, competitive or private placement sale. The solicitation process used for these services shall comply fully with City Purchasing Procedures.

City Staff-The City Manager shall appoint the Finance Director and any other City staff members deemed appropriate to coordinate the efforts of the hired consultants and the City. The City Attorney shall supervise all counsel as necessary, as well as provide any other legal services required for issuance of debt.

XII. BUDGET ADOPTION PROCESS AND REQUIREMENTS

An annual budget shall be prepared, approved and adopted for each fiscal year. The budget controls the levy of taxes and expenditure of money for all City purposes. The budget shall be conducted in accordance with Chapters 166, 200 and 218 of the Florida Statutes, as amended.

By July 1, the Property Appraiser must certify the (initial) taxable value of property within each taxing district.

Within 35 days of either July 1, or the date the Property Appraiser certifies the taxable value of property, whichever is later, the City Council must set proposed millage rates. At that time, a date, time and place is set for a public hearing on the proposed budget and millage rates.

Within 65 to 80 days of July 1, or the date the Property Appraiser certifies the taxable value, the City Council must hold a public hearing, after 5:00 p.m., to hear public testimony and to adopt a proposed budget and proposed millage rates. The percentage increase in the proposed millage rate over the roll-back rate and the specific purpose for which ad valorem tax revenues are being increased must be discussed in a public hearing. The City Council may amend the proposed budget as it deems necessary, adopt the amended proposed budget, recompute its proposed millage rate and publicly announce the percent, if any, by which the recomputed proposed millage exceeds the roll-back rate. A date, time and place for a second public hearing is set at this hearing, also to be held after 5:00 p.m. The City may not hold its hearings at the same time as the School Board or County Commission holds their hearings.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

Within fifteen (15) days after the first public hearing, the City must publish two adjacent budget ads in a newspaper of the general circulation in the County. One advertisement notifies the City residents of the City Council's intent to finally adopt millage rates and a budget, identifying any increase in property taxes. The second advertisement summarizes the proposed budget, showing for each budget and for the total of all budgets, the proposed millage rates, balances, reserves, and major revenues and expenditures classifications. Specific size, placement, and working requirements apply as set forth in Chapter 200.065(2) (g) of the Florida Statutes, as amended.

Within two to five days after the advertisements are published, a second public hearing is held to hear public testimony and to adopt a final budget and final millage rates. If, for any reason, the adoption of the final budget is delayed beyond the start of the next fiscal year, the City Council can expend moneys as outlined in Chapter 200.065(2) (g) of the Florida Statutes, as amended. Fax and mail precertification form DR487V, along with resolution to Department of Revenue.

Copies of the completed resolutions adopting the final millage are forwarded to the Property Appraiser and the Tax Collector by the City Manager within approximately 100 days of certification of preliminary taxable value by the Property Appraiser.

Within thirty (30) days following adoption of a resolution establishing a property tax levy, the City Council shall certify to the Florida Department of Revenue compliance with the provisions of Chapter 200 of the Florida Statutes, as amended. This includes a statement of compliance, a copy of the adopted millage resolution, a copy of the budget advertisements, including proof of publication and a copy of the Certification of Taxable Value form. Include Forms 487, DR422 and DR420-MM in the TRIM package to Department of Revenue.

Upon final adoption of the budget, the budget shall regulate the expenditures of the City and the budget shall not be amended, except as provided for in Chapter 166, Florida Statutes, as amended, unless otherwise specified in the City's Charter.

XIII. BUDGETARY REPORTING

The City will establish and maintain a system of budgetary and financial reporting to:

1. Maintain accounting and reporting practices in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles (GAAP).
2. Maintain budget and financial reporting system records on a basis consistent with the accepted standards for local government accounting according to Governmental Accounting and Financial Reporting (GAFR), the National Council on Governmental Accounting (NCGA), the Governmental Accounting Standards Board (GASB), and in compliance with Florida Statutes, Chapters 129 and 200, as amended.
3. Maintain a system of quarterly reporting to the City Council by the Finance Department on the operating condition of the City, and, where applicable, identify potential trends and, if necessary, recommend options for corrective action.

BUDGET AMENDMENTS

The City will establish and maintain practices for the administration and amendment of the annual budget per Article I, Chapter 5.09 of the City Charter.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

Section 5.09 Amendments after adoption.

- A. *Supplemental Appropriations.* If during the fiscal year, the city manager certifies that there are available for appropriation unanticipated (i.e. grants) revenues in excess of those estimated in the budget, the council by resolution may make supplemental appropriations for the year up to the amount of such excess.
- B. *Emergency Appropriations.* To meet a public emergency affecting life, health, property or the public peace, the council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of section 2.14. To the extent that there are no available unappropriated revenues to meet such appropriations, the council may, by such emergency ordinance, authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes, and the renewals of any fiscal year shall be paid not later than the last day of the fiscal year.
- C. *Reduction of Appropriations.* If at any time during the fiscal year, it appears probable to the city manager that the revenues available will be insufficient to meet the amount appropriated, a report in writing to the council shall be done without delay, indicating the estimated amount of the deficit, any remedial action taken and a recommendation as to any other steps to be taken. The council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose, it may, by resolution, reduce one (1) or more appropriations.
- D. *Transfer of Appropriations.* The council may, by resolution, provide that at any time during the fiscal year, the city manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency to another.
- E. *Limitations: Effective Date.* No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

XIV. AUDITS

An annual audit will be performed by an independent public accounting firm in accordance with Florida Statute and the City Charter, with an audit opinion to be included in the City's Audited Financial Report.

XV FUND BALANCE POLICY

Definitions:

- A. ***Fund Balance***-As defined by the Governmental Accounting, Auditing and Financial Reporting of the Government Finance Officers Association, "The difference between assets and liabilities reported in a governmental Fund." Fund Balance is referred to as net assets in an enterprise fund.
- B. ***Non-Spendable Fund Balance***-The portion of fund balance that cannot be spent because of form or because it must be maintained intact.
- C. ***Restricted Fund Balance***-The portion of fund balance with limitations imposed by creditors, grantors, laws, regulations, or enabling legislation.
- D. ***Committed Fund Balance***-The portion of fund balance that can be used only for the specific purposes determined by a formal action of the City Council, the City's highest decision making authority. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the original constraint.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

- E. **Assigned Fund Balance**-The residual fund balance of all governmental funds except the General Fund. In the General Fund, it is the amounts intended to be used for specific purposes, but do not meet the criteria for restricted or committed. Intent is stipulated by the City Council or official to whom that authority has been given by the City Council.
- F. **Unassigned Fund Balance**-The residual portion of fund balance for the General Fund. Represents available financial resources which have not been obligated to a specific purpose.
- G. **Unrestricted Fund Balance**-The total *committed fund balance, assigned fund balance, and unassigned fund balance*.
- H. **Net Assets**-The difference between fund assets and fund liabilities in an enterprise fund.
- I. **Restricted Net Assets**-Restricted net assets are equivalent to restricted fund balance. The amounts are legally restricted and are not available for appropriation or expense.
- J. **Net Assets Invested in Capital Assets, Net of Related Debt**: This represents capital and intangible assets less accumulated depreciation/amortization less outstanding debt that are attributable to acquisition, construction or improvements of those assets.
- K. **Unrestricted Net Assets**-Unrestricted net assets in the enterprise funds are roughly equivalent to unassigned fund balance in governmental funds. It is calculated as total net assets less restricted assets less invested in capital assets, net of related debt.
- L. **Shortfall**-The amount by which the required unassigned fund balance reserve falls short of the amount required.
- M. **Expenditures**-Expenditures-are all uses of financial resources, budgeted for any purpose, and include operating and capital expenses, debt service, and transfers to other funds.
- N. **Operating Expenses**-Operating expenses are uses of financial resources for personnel, supplies, services and materials, and exclude capital expenditures, debt service, and transfers to other funds.

Unassigned fund balance represents available financial resources which have not been obligated to a specific purpose and are established to provide for the following:

- Funding for authorized mid-year increases that will provide for a level of service that was not anticipated during the budget process.
 - Funding for unexpected increases in the cost of providing existing levels of service.
 - Temporary and nonrecurring funding for unanticipated projects.
 - Funding of a local match for public or private grants.
 - Funding to off-set losses in revenue caused by actions of other governmental bodies and/or unanticipated economic downturns.
 - Funding to accommodate unanticipated program mandates from other governmental bodies.
 - Funding for emergencies, whether economic, natural disaster or act of war.
1. Use of these reserves requests must be approved by the City Council. Such requests will be evaluated to insure consistency with other City policy; the urgency of the request; the scope of services to be provided; the short and long-term fiscal impact of the request; a review of alternative methods of funding or providing the services; a review for duplication of services with other agencies; a review of efforts to secure non-City funding; a discussion of why funding was not sought during the normal budget cycle; and a review of the impact of not funding or delaying funding to the next fiscal year.
2. A reserve for contingency will be calculated and established by the Finance Department for each operating fund in an amount not greater than 10% of the total operating budget and in accordance with Florida Statutes 129.01(2) (c).

CITY OF GREEN COVE SPRINGS FISCAL POLICIES

3. The Surtax restricted reserve account should always maintain a minimum of \$400,000 cash unless authorized by Council to go below this minimum.

There is hereby created in the general fund and utility fund (Electric, Water, Wastewater, Solid Waste, and Customer Service) an unassigned_fund balance reserve equal to the following:

- A. General Fund-In the general fund, there shall be created a reservation of fund balance equal to 30 days of the current fiscal year operating budget for the fund, excluding capital outlay, transfers out, and/or debt service. For the purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.
- B. Utility Fund (electric, water, wastewater, solid waste, and customer service)-In each of the utility funds now or hereafter created by the Council, there shall be a reservation of fund balance of at least 90 days of the current fiscal year budget for that fund, excluding capital outlay, transfers out, and/or debt service. For purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.
- C. Shortfall-If it is determined there is a shortfall (an amount below the lower limit of the fund balance range for any fund), the fund shall be brought up to the minimum limits by adding a designated amount to the budget to cover the deficiency over a period not to exceed five (5) years. This may be accomplished by reducing expenditures and/or increasing revenues to restore the minimum requirements. This shall be known as a "contribution to fund balance".
- D. Utilization of surplus reserves-In the event that the unassigned_fund balance exceeds the minimum requirements; the excess may be utilized for any lawful purpose approved by City Council. It is recommended that the first priority be given to utilizing the excess within the fund in which it was generated. In order to minimize the long term effect of such use, the excess, shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs, or other onetime costs including the establishment of or increase in legitimate reservations or designations of fund balance in other funds. The funds may also be used to establish and maintain a "Catastrophic Fund" to help supplement insurance/FEMA reimbursements for damages that occur due to catastrophic events such as hurricanes, fires, tornadoes, floods, and other major damages.
- E. The City shall reduce the committed amounts first, followed by the assigned amounts, and then the unassigned amounts.

Total fund balance must be classified into one of the five possible categories at the end of the fiscal year. It will be determined what funds should be reported as nonspendable. For all but the General Fund, the remaining amounts must be allocated to restricted, committed or assigned by reviewing the constraints placed on available resources and by applying the order of spending policy. For the General Fund, unassigned fund balance is the residual classification after amounts have been classified as nonspendable, restricted, committed or assigned.

The fund balance classifications are possible classifications; however the City may or may not use all classifications. The City shall determine which of the five component of fund balance should be used in financial reporting for the City.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

The City's budget will be amended at such time as the City Council authorizes the use of reserves. All requests for the use of any reserves shall be accompanied by information prepared by the Finance Department showing the year-to-date activity of the reserve account as well as the current account balance and the net effect on the account balance.

Undesignated fund balance represents available financial resources which have not been obligated to a specific purpose and are established to provide for the following:

- Funding for authorized mid-year increases that will provide for a level of service that was not anticipated during the budget process.
 - Funding for unexpected increases in the cost of providing existing levels of service.
 - Temporary and nonrecurring funding for unanticipated projects.
 - Funding of a local match for public or private grants.
 - Funding to off-set losses in revenue caused by actions of other governmental bodies and/or unanticipated economic downturns.
 - Funding to accommodate unanticipated program mandates from other governmental bodies.
 - Funding for emergencies, whether economic, natural disaster or act of war.
1. Use of these reserves requests must be approved by the City Council. Such requests will be evaluated to insure consistency with other City policy; the urgency of the request; the scope of services to be provided; the short and long-term fiscal impact of the request; a review of alternative methods of funding or providing the services; a review for duplication of services with other agencies; a review of efforts to secure non-City funding; a discussion of why funding was not sought during the normal budget cycle; and a review of the impact of not funding or delaying funding to the next fiscal year.
 2. A reserve for contingency will be calculated and established by the Finance Department for each operating fund in an amount not greater than 10% of the total operating budget and in accordance with Florida Statutes 129.01(2) (c).
 3. The Surtax restricted reserve account should always maintain a minimum of \$400,000 cash unless authorized by Council to go below this minimum.

There is hereby created in the general fund and utility fund (Electric, Water, Wastewater, Solid Waste, and Customer Service) an undesignated fund balance reserve equal to the following:

- A. General Fund-In the general fund, there shall be created a reservation of fund balance equal to 30 days of the current fiscal year operating budget for the fund, excluding capital outlay, transfers out, and/or debt service. For the purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.
- B. Utility Fund (electric, water, wastewater, solid waste, and customer service)-In each of the utility funds now or hereafter created by the Council, there shall be a reservation of fund balance of at least 90 days of the current fiscal year budget for that fund, excluding capital outlay, transfers out, and/or debt service. For purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

- C. Shortfall-If it is determined there is a shortfall (an amount below the lower limit of the fund balance range for any fund), the fund shall be brought up to the minimum limits by adding a designated amount to the budget to cover the deficiency over a period not to exceed five (5) years. This may be accomplished by reducing expenditures and/or increasing revenues to restore the minimum requirements. This shall be known as a “contribution to fund balance”.
- D. Utilization of surplus reserves-In the event that the undesignated fund balance exceeds the minimum requirements, the excess may be utilized for any lawful purpose approved by City Council. It is recommended that the first priority be given to utilizing the excess within the fund in which it was generated. In order to minimize the long term effect of such use, the excess, shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs, or other one time costs including the establishment of or increase in legitimate reservations or designations of fund balance in other funds. The funds may also be used to establish and maintain a “Catastrophic Fund” to help supplement insurance/FEMA reimbursements for damages that occur due to catastrophic events such as hurricanes, fires, tornadoes, floods, and other major damages.

The City’s budget will be amended at such time as the City Council authorizes the use of reserves. All requests for the use of any reserves shall be accompanied by information prepared by the Finance Department showing the year-to-date activity of the reserve account as well as the current account balance and the net effect on the account balance.

XVI. CAPITAL MANAGEMENT POLICIES

Capital Management Policies are intended to provide parameters and guidance for the management, monitoring, assessment and evaluation of the Capital Improvement Program. The Capital Improvement Program (CIP) shall consist of projects/equipment with a cost estimate of at least \$25,000 and an asset life of at least five (5) years. A CIP project, under this definition, is intended to include those projects that involve a new purchase of capital outlay, infrastructure, any new construction or renovation of City infrastructure, or equipment.

- 1. Annually, a five-year Capital Improvement Program (CIP) will be developed. The CIP will be consistent with and implement the Capital Improvement Element (CIE) of the City’s Comprehensive Plan. The CIE established Level of Service Standards for facilities required by law to address the impacts of development, level of service guidelines for other public facilities, and priorities for capital improvement projects.
- 2. Annual updates of the CIP shall be coordinated through Finance.
- 3. The Capital Improvement Plan will include, in addition to current maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and to avoid any significant unfunded liability.
- 4. Ensure that debt financings are planned and the details are incorporated in the Capital Improvement Program. Proposed capital projects will be reviewed by a cross-departmental team regarding accurate costing (design, capital, and operating) estimates.
- 5. The City will make all capital improvement expenditures in accordance with the Capital Improvement Program (CIP).
- 6. The first year of the 5-Year Capital Improvement Program will be used as a basis for formal fiscal year appropriations during the annual budget process. Appropriations approved in prior years for which expenditures have not been incurred nor projects completed, will be reevaluated and incorporated into appropriations for the new fiscal year.

CITY OF GREEN COVE SPRINGS

FISCAL POLICIES

XVII. INVESTMENT POLICY

The City has adopted a separate Investment Policy in accordance with State Law and was approved by Council in April 2006. The Investment Policy was revised in 2016 which the Council approved in March 2016.

XVIII. INTERFUND TRANSFERS

The City adopted a policy (Resolution R-17-95) on September 5, 1995 regarding interfund transfers because historically the General Fund depended, in part, on transfers from its Utility Fund (or Utilities Funds) to support current service levels. Furthermore, the City was advised that its credit standing may be enhanced by establishing a formula for transferring funds from the Utility Fund to the General Fund. A formula was established upon recommendation from various auditing firms, Florida Municipal Electric Association, Florida Municipal Power Agency, and other highly regarded organizations with which the City was familiar.

The transfer formula to the General Fund was established at ten percent (10%) of the prior fiscal year's combined electric, water, and wastewater revenues as stated in the City's annual audited financial report. Effective with the adoption of Resolution R-18-2014 on September 16, 2014 the change in the transfer formula to the General Fund will take effect on October 1, 2014. The transfer formula to the General Fund is established at thirteen percent (13%) of the prior fiscal year's combined electric, water and wastewater revenues as stated in the City's annual audited financial report. This amount shall be transferred from the Utility Fund to the General Fund. However, in any fiscal year where such amount is not required to support the current service levels in the General Fund, a lesser amount may be transferred.

The City shall also transfer from the Solid Waste Fund to the General Fund using the same formula as used for the Utilities Funds.

XIX. PENSION MANAGEMENT

The City has a Police Pension Board comprised of five members (2 residents, 2 police officers and 1 member elected by the other 4) that make decisions about the activities of the Pension Fund. The Florida Municipal Pension Trust Fund at the Florida League of Cities administers funds in the "Green Cove Springs Police Pension Plan" and reports directly to the Pension Board. The Board has outside legal counsel that advises the Board on legal issues.

XX. ANNUAL REVIEW

Compliance with the provisions of this policy shall be reviewed as part of the annual budget process.

CITY OF GREEN COVE SPRINGS



FISCAL YEAR 2019/2020

BUDGET INSTRUCTION MANUAL

Prepared by: Finance Department
April 2, 2019

TABLE OF CONTENTS

Introduction

Annual Budgeting Process

Section 1:	Instructions	1
Section 2:	Highlights	2
Section 3:	Tentative Budget Calendar	3
Section 4:	Budget Preparation Instructions	6

INTRODUCTION

This budget instruction manual marks the "kick-off "of the FY 2019/2020 budget process. This year's budget process will be impacted by the actions of the Florida Legislature and the country's current economic conditions. It is anticipated that several revenue sources (Discretionary Sales Tax, Half-Cent Sales Tax, Municipal Revenue Sharing, Building Permits, certain Charges for Services, and Property Taxes, etc.) may increase slightly or remain the same for the upcoming year.

Included in this packet are the tools to help you create your budget submittal package. Deadlines will be strictly adhered to. The Finance Department will be available to address any questions or concerns you may have throughout this process.

Respectfully,

Steve Kennedy
City Manager

ANNUAL BUDGETING PROCESS

SECTION 1: INSTRUCTIONS:

Chapters 166 and 200 of the Florida Statutes require that all municipalities prepare an annual budget. The City Charter requires the City Manager to submit the Capital Improvement Plan (CIP) and the Operating Budget on or before the 1st day of August. The Statutes detail actions and many of the other functions of the budget preparation process. This section will offer instruction, guidance and information for the preparation of the Fiscal Year 2020 budget.

Each individual departmental budget can be broken down into several various categories of expenditure. They include:

- **Personal Services** – salaries, fringe benefits (insurance, retirement), overtime, vacation payouts, longevity, vehicle allowances, phone stipends, etc.
- **Operating Expenses** – professional services, travel, office supplies, rentals, communication expenses, etc.
- **Capital Outlay** – furniture, machinery, equipment, and vehicles, capital improvements, etc.

The Finance Department has prepared a packet of budget materials for each department of the City. This packet will include the following materials:

- Tentative Budget Calendar
- Budget Worksheet Forms (this is where you will input your FY 2019/2020 budget figures along with your comments).
- Position Control Report (PCR)
- Capital Improvements Worksheets – Five (5) year schedule

All CIP forms and budget worksheet forms will be distributed electronically to you. It is our hope that this packet will make budgeting a meaningful and efficient process. Any suggestions that you feel will improve this process should be forwarded to the Finance Department.

SECTION 2: HIGHLIGHTS:

The Capital Improvement Worksheets and Operating Budget Worksheets **IN TOTAL** are due back to the Finance Department by Tuesday, **May 14, 2019**. Partial submittals will not be accepted. NO EXCEPTIONS. It is imperative that requests be done in a timely fashion. No extensions will be granted. Plan Accordingly.

Personal Services will be completed by the Finance Department and captured on the PCR, a copy for your department is included in your packet.

The employer costs have not yet been adjusted to reflect the estimated pension rates as predicted by the State of Florida, insurance provider and federal government. These rates will change during the budget process.

Vacant positions are budgeted at the base rate of the salary schedule and the employer costs are calculated upon this compensation.

SECTION 3: TENTATIVE BUDGET CALENDAR:**CITY OF GREEN COVE SPRINGS TENTATIVE BUDGET CALENDAR FY 2019-2020**

CITY OF GREEN COVE SPRINGS FY 2020 BUDGET CALENDAR		
DATE(S)	ACTIVITY	PARTICIPANTS
<i>APRIL 2019</i>		
T 2	Budget kick-off meeting - distribute Operating Budget & CIP Worksheets	City Manager, Finance, Depts.
<i>MAY 2019</i>		
T 14	Dept. heads submit Operating Budgets and Capital Improvement Worksheets to Finance	Finance, Depts.
<i>JUNE 2019</i>		
M-TH 3-6	City Manager meets with individual dept. heads to review Operating Budgets and Capital Improvement Worksheets	City Manager, Finance, Depts.
M-TH 10-27	City Manager & Finance prepare Operating and Capital Improvement Budgets	City Manager, Finance
<i>JULY 2019</i>		
M 1	Receive DR420 from Property Appraiser Contact School Board, & BOCC for hearing dates (TBD)	Finance Finance Director
M-T 1-16	Finalize Budget & CIP	City Manager, Finance Director
T 9	Council establishes firm workshop dates and hearing dates.	Council
TH 18	City Manager submits Operating Budget & Final CIP to Council	City Manager
T 23	Council establishes tentative millage rate and sets dates for public hearings.	

AUGUST 2019

TH	1	Finance certifies millage rate to tax appraiser & 1st hearing date to adopt tentative budget, millage & CIP - due within 35 days of certification. Send DR420 & MMP to Appraiser & Tax Collector	Finance Director
T	6	9 AM Budget Workshop for Outside Agencies, Health Insurance Plan and Utility Enterprise Funds & associated CIP	Council, City Manager, Depts.
TH	8	9 AM Budget Workshop for Utility Enterprise Funds & associated CIP, Building Special Revenue Fund & associated CIP, and Special Law Enforcement Trust Fund	Council, City Manager, Depts.
TH	15	Estimated Date: Notice of Proposed Millage Rates mailed to taxpayers by County.	
T	13	9 AM Budget Workshop for General Fund Revenues and Expenditures & associated CIP, Police Building Capital Improvement Fund and Spring Park Capital Improvement Fund	Council, City Manager, Depts.
T	20	9 AM Budget Workshop-Review/Complete any unfinished Budget Issues	Council, City Manager, Depts.
TH	29	Tentative Budget put on website to announce public hearing dates	Finance

SEPTEMBER 2019 (TBD)

TBD	Tentative budget, millage and CIP hearings/ adoption	Council, City Manager, Depts.
TBD	1st reading of Resolution to pass Budget, Millage and CIP Cannot be held sooner than 10 days after notices mailed by appraiser Send ads to newspaper for advertising in Clay Today-final budget & millage hearings/adoption on TBD. Send Budget Summary & Notice of Tax Increase/ Decrease (Make sure proper summary is used due to whether rolled back rate & millage are equal). Clay Today uses a Thursday date	Finance Director
TBD	Ad appears in Clay Today for final hearing on budget & millage and CIP	Clay Today
TBD	Final Hearing on budget, millage, CIP & adoption of all Must be within 15 days after tentative adoption- must be at least 2 but not greater than 5 days after the ad	Council, City Manager, Depts.

TBD	Mail Precertification to DOR Form 487V along with millage resolutions	Finance Director
TBD	Certify adopted millage to Property Appraiser, Tax Collector & DOR (within 3 days of final hearing) (Send resolution on millage only) Send to DOR as well. Receipt of Resolution is official notification of millage approved by Council.	Finance Director
TBD	Post final adopted Budget on website within 30 days of adoption	Finance/IT
TBD	Complete & certify DR - 422 on E-Trim to Property Appraiser, Tax Collector, & DOR Must be within 3 days of receipt of form from Property Appraiser. Send form 487V to DOR - include DR420 MM in TRIM package	Finance Director
OCTOBER 2019 (TBD)		
TBD	Certify compliance with SS 200.065 & SS 200.068 to DOR within 30 days of final adoption. Send Form 487, Cover Sheet, DR422 & 487V to DOR - include DR 420-MM in TRIM package.	Finance Director

SECTION 4-BUDGET PREPARATION INSTRUCTIONS:

Personal Services

Reclassification or new positions:

Any request for a new classification or an additional position for FY 2019/2020 may be considered. The wage and benefit study released in 2014 was fully implemented in FY 16. Requests for reclassifications and new positions **will be subject to availability of funding.**

Please review the PCR very carefully and verify the number of positions by classification and benefits. The PCR at this date does not have final health insurance, worker's compensation, and pension costs. Pursuant to Council directive, the PCR excludes any adjustments for either a Cost-of-Living or Merit Increase. These items will be adjusted later in the budget process as directed by Council.

Operating Expenditures

The totals submitted with your completed FY 2019/2020 budget package should not be more than the FY 2018/2019 Budget. Any increase must be separately justified on the "Budget Worksheet Forms". Line items for utilities, debt service, bad debts, cost allocations, etc. will be adjusted by the Finance Department. Departments will be notified when adjustments are made.

Please use the "Budget Worksheet" Forms to list the details and amounts for each individual account number. Write any significant notes under the comments column including requests for increases.

Capital Projects

The beginning total for Capital Outlay items is zero for all departments. Any balance remaining on an unfinished Capital Project will not be automatically carried forward.

Figures from last year's capital projects have been brought forward, however since priorities can change, please modify the approved CIP for FY 19 through FY 23 by reprioritizing the projects currently budgeted in year one to outer years or vice versa. This would involve decreasing funds from budgeted projects and moving those funds to previously unfunded or new projects. New projects that require additional funding from a source other than a previously accepted project will be considered during the budget process.

Please prioritize your year 2019/2020 Capital items on the "Capital Projects Priority" form. If you know the funding source for the project, please list the source in the "Funding Source" column. Finance will work with you to determine the availability of funds for projects.

The City Manager, with input from Departments, will then review your prioritized Capital Project requests by utilizing the following criteria:

- A. Mandate by law or government agency including Comp Plan Concurrency.
- B. Minimizes potential liability to the City for health, safety and welfare issues.
- C. Supports the goals as outlined by the Council.
- D. Addresses potential degradation of service.

The adopted CIP for FY 2019-2023 with a new column for FY 2023/2024 will be provided to you electronically for your information. Please submit these forms back to Finance electronically. Information from these forms will be submitted for discussion and review by the City Manager. At that point, priorities for requests will be assigned for recommendation to the City Council.

Please return the Five Year Capital Project Sheets to the Finance Department no later than **Tuesday, May 14, 2019.**

If you have questions regarding the forms or instructions, please contact the Finance Department at ext. 3309. Your participation is greatly appreciated.

**CITY OF GREEN COVE SPRINGS, FLORIDA
STAFF REPORT
FOR MEETING OF MAY 11, 2018**



SUBJECT: City Council Review of the Community Visioning Plan.

BACKGROUND:

The City held a community visioning workshop on March 3, 2018. Ms. Marilyn Crotty, Director of the Florida Institute of Government at the University of Central Florida, designed and facilitated the session. Approximately 75 people attended the session. Ms. Crotty prepared the attached report on the Visioning Session that was presented to the Council at their April 17th meeting. The report contains the comments generated in response to the questions related to the "Community Treasure and Values" and for the "Vision 2025". The comments related to "Community Treasure and Values" and for the "Vision 2025" were each grouped into 7 areas. The report also included conclusions that were supported by many of the participants.

At the April 17th meeting, the Council decided to hold a workshop to discuss the Visioning Report and to prioritize the areas identified for the "Vision 2025". Those areas in alphabetical order are :

Appearance/Beautification
Development/Redevelopment
Economic Development
Education
Government Services/Operations
Infrastructure
Quality of life

Staff has prepared a summary sheet for the Council to prioritize the areas. The summary sheet also includes the concluding statements by area that were included in the Visioning Report. Staff also attached the comments generated by participants at the March 3rd Visioning Session for each area, documents from previous vision sessions, and the CRA plan prepared by the University of Florida.

The City Council needs to prioritize the "Vision 2025" areas and direct staff to develop implementation measures to achieve the desired vision for the City.

FISCAL IMPACT/FUNDING SOURCE: None

RECOMMENDATION: Prioritize the "Vision 2025" areas and direct staff to develop implementation measures to achieve the desired vision for the City.

MOTION: Prioritize the "Vision 2025" areas and direct staff to develop implementation measures to achieve the desired vision for the City.

Created/Initiated By: Janis Fleet, Principal Planner on 05/07/2018 11:58 AM

Final Approval By: Danielle J. Judd, City Manager on 05/07/2018 02:28: PM



COMMUNITY VISIONING CITY OF GREEN COVE SPRINGS

MARCH 3, 2018

Facilitated by
Marilyn E. Crotty
Institute of Government
University of Central Florida

INTRODUCTION

The City of Green Cove Springs held a community visioning workshop on March 3, 2018. Ms. Marilyn Crotty, director of the Florida Institute of Government at the University of Central Florida, designed and facilitated the session.

Green Cove Springs residents, businesses, organizations, and other stakeholders were invited to the workshop to share their hopes and dreams for the future of the city. Approximately 75 people attended the session. While the Mayor, members of the City Council, and staff were present at the workshop, their role was to observe and listen to the ideas generated by the participants.

The attendees were assigned to small groups in which they responded to questions posed by the facilitator. This report is a summary of the ideas that were generated with special attention to the emerging consensus on issues that became apparent at the workshop.

This information will be shared with the City Council as they plan for the future of the city.

COMMUNITY TREASURES AND VALUES

The participants were asked to identify the treasures and values of the City of Green Cove Springs...the things that they love about the city and want to see continued, protected or improved. These might be physical places or intangibles like community character. There were ten small discussion groups with about 7 or 8 people in each group. The responses have been grouped into seven categories (environmental, city facilities/infrastructure, qualities/characteristics, community assets, events/activities, government services, values) with the number in front of the item indicating the number of groups (10 groups total) that included this issue on their lists. A complete list of each small group's comments is included in Appendix A of this report.

PART I – Treasures and Values

What are the treasures and values of Green Cove Springs...the things (whether physical places, or intangibles like community character) you love about the city and want to see continued, protected or improved? What would you want to ensure is preserved as Green Cove Springs plans for the future?

Environmental

- (4) Trees
- (1) Weather – 3 seasons
- (1) Nature
- (1) Conservation area

City Facilities/Infrastructure

- (5) Brick streets
- (2) Trails and trail plans
- (2) Senior Center
- (1) Courthouse
- (1) Jail
- (1) County administration building
- (1) DMV
- (1) Fire Station
- (1) Clay transit hub
- (1) Town Center
- (1) Gateway corridor
- (1) Four Parks
 - (1) Vera Francis Park
- (1) Augusta Savage Community Center

Qualities and Characteristics

- (6) Historic feeling
- (5) Small town – quaint, cozy
- (3) Walkability
- (3) Sense of community – relationships
- (2) Home town feel
- (2) Small businesses – no chains
- (1) Potential for growth
- (1) Tourism
- (1) Diversity
- (1) Security in schools
- (1) Single family and older homes
- (1) Close to big stores
- (1) Congruency – feel, look, mood
- (1) Old Florida style of architectural design
- (1) Character
- (1) Greatest generation
- (1) Charm

Community Assets

- (10) River – waterfront
- (9) Spring Park
- (3) Bed and breakfast
- (3) Public access to river
- (3) Museums
- (3) Historical triangle
- (2) Historic buildings
- (2) Clay Theater
- (2) Schools
- (2) Governors Creek
- (1) Clay Port area
- (1) Fairgrounds
- (1) Churches
- (1) Golf course
- (1) Industrial Park
- (1) Airport
- (1) Charitable organizations – VFW, Elks, etc.
- (1) Cemetery
- (1) Antique shops
- (1) Walnut St.
- (1) Railroad
- (1) Like Avondale

Events/Activities

(4) Festivals/Events

- Arts & Crafts Festival
- Riverfest
- CalaVida
- Christmas on Walnut
- Christmas parade
- Soul Food Festival
- Clay County Fair
- Antique Car Show

(2) Kayaking and boating

(1) Fishing

Government Services and Personnel

(5) Police Department

(1) Waste/sanitation crew

(1) Easy access to city staff – responsive

(1) City electric value

(1) VA representative

(1) Code Enforcement

(1) Supervisor of Elections

(1) City Council

(1) Customer focus

(1) Professional services

(1) Well run

Values

(2) Family oriented

(1) Spirituality

(1) Community service and caring

(1) Protection

(1) Trust

VISION 2025

The second task assigned to the small groups was to discuss the City of Green Cove Springs seven years from now. What will the city be like? What does it look like? What is it like to live here, work here, retire here? What kinds of economic activity take place here? The participants were invited to share their hopes and dreams for the future of the city. The responses have been organized into seven categories (appearance/beautification, quality of life, economic development, development/redevelopment, education, government services/operations, and infrastructure) combining information from all the groups. The number in front of the item indicates the number of groups at the workshop (total of 8) that included this issue on their lists. A separate listing of the responses from each group is found in Appendix B.

Appearance/Beautification

- (2) Remove “trashy” look Hwy 17
- (1) US 17 and Walnut St. beautification
- (1) Maintaining city look when beltway comes in
- (1) Treescape plan – beauty and safety
- (1) Cleaner – streetscape, medians improved
- (1) Remove shuttle fuel tank
- (1) Improve face structure of buildings – Walnut St.
- (1) Reclaim brick roads
- (1) Uniform architecture
- (1) Incentives to add landscaping barriers

Quality of Life

- (3) Family friendly activities
 - Children’s activities
- (3) River life – boating, canoeing, kayaking
 - River Access
 - Canoe and kayak slide – City Park and Governor’s Creek
- (2) Activities to stay alive
 - Increase opportunities for seniors
- (2) Community involved in decisions
 - Community involvement in completing tasks – getting things done
- (1) Keep small town feel
- (1) Improvements in outdoor activities
- (1) Noise restrictions – trucks
- (1) Historic area preserved
- (1) Preserve architecture
- (1) Keep next generation here

Economic Development

- (6) Restaurants – walking distance, open at night
- (4) Grocery store – Trader Joes, Whole Foods, Fresh Market
- (4) Employment opportunities
 - Job opportunities for college students
 - Generation friendly jobs
 - Good paying jobs
- (3) Retail shops – Vibrant shops, a Mt. Dora North
- (2) Hotel
- (1) Center of attraction for families to come
- (1) Movies
- (1) Port
- (1) Riverfront condos
- (1) Commercial building on SR16
- (1) Light industrial on SR16
- (1) Water taxi – port and pier
- (1) Train stop – Amtrak, light rail Jacksonville
- (1) Local taxi service
- (1) Marketing – promoting Green Cove Springs
- (1) Industry - \$50,000
- (1) Tours
- (1) Pedestrian tourism
- (1) Young adult entertainment
- (1) Cafes, like Avondale

Development/Redevelopment

- (3) Parking accessibility
- (3) Annexation
 - At least to service area
- (2) Redevelop Reynolds Park
- (1) Affordable housing
- (1) Better retirement facilities
- (1) Development on Hwy 17
- (1) More freedom of development/bigger/less restrictions
- (1) Blend new buildings with old
- (1) Canvas canopies
- (1) Historic fixtures
- (1) Redevelopment of west side Green Cove Springs – upgrade housing
- (1) Less strip malls
- (1) Waterfront development for recreation, banquet hall
- (1) Zoning that makes sense – restrict certain businesses
- (1) Managed growth
- (1) No Blanding Blvd.

Education

- (1) Opportunities for young minds
- (1) Better schools
- (1) Schools teaching to the whole person and management
- (1) Community involvement in schools

Government Services/Operations

- (2) Improved parks/playgrounds
 - Make each park unique in its own way
- (2) Multi modal transportation hub – improve ride choice
- (1) Consolidate transportation items
- (1) Self driving transit – trams
- (1) Traffic control – traffic lights, speed bumps
- (1) Traffic diversion from Hwy 17
- (1) Lower electric rate
- (1) Have County maintain/upgrade their buildings
- (1) City communication strategy, surveys

Infrastructure

- (3) Underground utilities
 - Different electric company
- (2) Pedestrian bridge over Hwy 17
- (2) Internet
 - City-wide WiFi
 - Outstanding social media to attract more people
- (1) Drainage
- (1) Improved infrastructure
- (1) City pier improvement
- (1) More sidewalks
- (1) Grove St. opened for canoe access to river
- (1) Fix the dock
- (1) Waterfront benches at end of streets
- (1) Trails – proposed; master trail plan

CONCLUSIONS

The community visioning workshop was well attended with a mix of participants who were fairly new to the city along with long-time residents. However, one common characteristic was evident and that was the love the residents of Green Cove Springs have for the city and their optimism to see it continue as a wonderful place to live in the future.

There was no shortage of ideas generated and as the City Council plans for the future, it is important that the Council keeps in mind the identified treasures and values that the residents would like to see continued or improved upon. There was broad agreement upon the following:

- The river is a major asset that must be preserved with access available for water-centric activities;
- City parks are highly valued, particularly Spring Park;
- The historic nature of the city, brick streets, and the quaint environment are treasured;
- Residents love the small town feel of Green Cove Springs, its walkability, and sense of community;
- Events and festivals play a major role in the city; and,
- A safe city with the security of having a police department is important.

While numerous suggestions were made for projects and programs to be initiated to create a desired future for the city, there was not a great deal of consensus on what that should consist of. It is clear however that the following issues were supported by many of the people in attendance at the workshop:

- Efforts to cleanup and beautify the city should happen;
- Anything that enhances and maintains a high quality of life for the residents would be welcomed;
- There is a need for economic development, particularly a desire for more options in the city for shopping, restaurants, grocery stores, hotels, and entertainment;
- Job development, for all ages, is seen as essential;
- There is an acceptance that growth will occur, but it should be managed to maintain the historic nature of the city and its small town, family-friendly culture;
- Housing variety and upgrades are important;
- There is a need for transportation alternatives; and,
- The city should invest in technology, particularly WiFi for all residents.

The City of Green Cove Springs is poised to embrace a future that maintains the qualities that have drawn people to the community in the past and that will ensure it is a city that provides new opportunities for the people who choose to call this home.

APPENDIX A

The treasures and values identified by participants who attended the Community Visioning workshop held on March 3, 2018:

Table #1

Security in Green Cove schools
Love as small town
Keep/save historical feeling of town
Waterfront attractions
Our big treasure – Spring Park
Potential of growth
Family oriented
Waste/sanitation crew (pick up route crew)
City's own police department
Easy accessibility to the City staff

Table #2

Spring park/pool
Historic buildings/day theatre
Arts and craft festival
Tourism/small town feel
Bicyclist/Bed and Breakfast
River/Riverfront
Public access to river
Clay Port area
Museums/historic triangle military
Diversity/people
City electric value
Small businesses

Table #3

Maintain the character of the older parts of the city
Balance of use of the riverfront
Public access
Preserve single family and older homes
Cautious with multi-family or condos
The City Police Department is an asset
Ambiance: trees, brick roads, each home unique
Citizen inclusion/involvement
City festivals/events
County seat of government

Table #4

The river is a value

Water attractive

Kayaking and boating

Only Clay County non-boating access

Brick streets (historic appearance)

Walkability

County seat

Court house

Jail

County administration

DMV

Police Department

Fire station

Veteran's administration representative

Trails and trail plan

Tree city

New pool and Spring Park renovation

Historical triangle

Proximity Fairgrounds

Florida weather (3 seasons)

Market in the park

Events

River fest

CalaVida

Christmas on Walnut and Christmas Parade

Soul Food Festival

Clay County Fair

Antique car show

River cruise stop

Senior Center

Clay Transit hub

Churches

Schools

Governors Creek

Charitable organizations

VFW, Elks, FOE, Food Pantry, Etc.

Nana's, Rotary, VIA

Nature

Recreation

Spirituality

Governance (law, order)

Town Center

Sense of Community

Community service and caring

Museums

Military History

Cemetery in St. Johns Landing
Improved Code Enforcement
Police presence
Commercial building cleanup
M Law building, Walgreens, CVS
Sup Elections
Gateway Corridor

Table #5

Treasure – City Park, spring, boat slips, fishing
Military museum
Old court house and jail
The river
Bed and Breakfast
Having 4 parks – enhance 3 parks
Augusta Savage Community Center
We are the County seat
Walking trails/nature
Festivals
Historic History – small town values

Table #6

River
City dock and harbor
Green Cove History
Brick Street (Walnut St.)
Spring Park and Pool
Small town feel (people and property)
Governor's Creek Boat Ramp (County property)
Close to big stores in Fleming Island so Green Cove can keep quaint shops with the small town feel

Table #7

Historical homes (many...)
Trees/replanting/replacement
Regulation?
Protection
Cobblestone – streets
Congruency – feel/look/mood
Antique shops
Rx
Park
River
Railroad
Courthouse
Military history
River Park Inn
Character
Greatest generation
Trust/family

Table #8

Sidewalk (walkability)
History
Charm
Hometown feel
Park (Spring Park/Pool)
Council
Access to the River!

Table #9

Police response
Customer focus
Professional services
Well run town (won't survive without growth 25,000+)
Quiet/cozy
Good schools
Close community
River (capitalize on the resource)
Walkability (golf carts) (but heavy traffic is a problem)
Hometown non-chain restaurants
Spring and new pool
History
Technology (energy cove court)

Table #10

Spring Park – river, trees, pier

Brick streets

Small town feel

Walnut Street

Like Avondale

Increase local owned café, shops

Less franchise

Golf course – River Bend

Industrial Park

Airport

Historical Triangle

Historical society

Senior Center

Conservation area

Recreation, fishing, boating, trails

Police Department

Relationship with community, seniors, children

Vera Francis Park

Land north of Elks Club potential park

Clay Theatre

Old Florida style

Architectural design

APPENDIX B

VISION 2025

Vision for the City of Green Cove Springs in 2025 as described by the small discussion groups on March 3, 2018. Because some attendees left before these discussions, the groups were consolidated into 8 tables for this portion of the agenda. Items highlighted with an asterisk in front of them are the priorities each group designated for the future.

Table #1

*In 2025, outstanding social media/internet presences to attract more people

*Improved infrastructure

Underground electricity/different electric company

Drainage

Lower electricity rate

*Center of attraction for families to come

Family friendly activities

Improved parks/playgrounds

Movies

Sports organizations

Employment opportunities

Affordable housing

Opportunities for young minds

Increase opportunities for seniors

Better retirement facilities

Activities to stay active

Table #2

*Keep small town feel, with commercial enhancements, walkable

*River life – boating, canoeing, kayaking

*US 17 and Walnut Street beautification

Pedestrian bridge over US17

Legal golf cart community

Evening businesses

Restaurants

Mount Dora North shops/restaurants/pubs

Parking accessibility

City wide Wi-Fi/residents

Improvements on outdoor activities – biking, hiking, nature walks

City pier improvement

Children's recreation

All ages activities

Table #3

- *Annexation to at least service area
- *Maintaining city look when beltway comes in (core)
- *Development (planned) on Hwy 17
- Have county maintain/upgrade their buildings
- Allow out city more freedom of development/bigger/less restriction

Table #4

- *Port
 - River front condos with marina
 - Commercial building on #16
 - Light industry in south of #16
 - Water taxi between port and City pier
 - Remove shuttle fuel tank
 - River access
- *Core city
 - Vibrant shops (no vacancy)
 - Canvas canopies
 - Adequate parking
 - Eateries within walking distance, especially evening dining
 - Blend new building with old structures
 - Trader Joes (Whole Foods, others)
 - Remove “trashy” look of Highway 17
- *Consolidate transportation items
 - Local taxi service
 - Self-driving transit for residents (maybe tram)
 - Multi-modal transport hub
 - Train stop in GCS (not only Amtrak, Light Rail Jax)
 - Improve ride choice
- Keep trees (treescape plan, beauty and safety as focal point)
- Underground electric
- Cleaner (streetscape, row/medians improved)
- Historic fixtures
- Adequate street lighting in business area and residential area
- Traffic diversions from Highway 17
- Redevelop Westside of GCS. (Upgrade housing stock)
- Develop local good paying jobs
- Senior housing (carriage house concert)
- Annex to service area boundaries

Table # 5

*Job opportunities for college students

*Marketing (promoting schools) (what GCS has to offer)

*Grocery Store, hotel, 5 Star restaurant

Industry (\$50,000)

US17

Augusta Savage Center (service center stores)

Cove Life – marketing

Tours (for cruises that come in)

Improve face structure of buildings – Walnut St.

Keep next generation here

Children have no place to go, community center, arcade, keep off streets, move structure

Why should people retire here? + Community center, hospital

Economics in GCS with Beltway coming in

More businesses needed

Tax deduction for businesses

Luring businesses into the City

Table #6

*Canoe and kayak slide at City Park and Governor's Creek also

*Reclaimed brick roads – remove the asphalt

*Electric utilities underground

Less strip malls

Uniform architecture

Better schools

Young adult entertainment options

More restaurants (not chains) (open for dinner)

More sidewalks (walkable sidewalks)

Grove Street opened up for canoe access to the river

Pedestrian bridge crossing, Hwy 17 large enough for bicycles (located in the Core area)

Reynolds Port Development – docks, pier

Traffic control – speeding (traffic light at McDonalds) (speed bumps Magnolia Ave)

Noise restriction for trucks

City incentives to businesses to add landscaping buffers along Magnolia Ave.

Zoning that makes sense – restrict certain businesses (certain commercial areas)

Preserved plans for the future

Small town feel

City bypass to relieve Hwy 17 traffic (part of vision for the future)

Maintain proper buffers for property values

Table #9

- *Lodging – limited place to stay once you are here
- *Community involved in solutions
- *Entertainment lacks opportunities, waterfront development for recreation, banquet hall
- Fix the dock (enhancements)
- Functional Golf Cart Community
- Schools teaching to the whole person and management
- Waterfront benches at the end of streets
- More restaurants
- City communication strategy including survey strategy
- Make each park unique in its own way
- Community involvement in schools
- Redevelop Reynolds Park
- Community involvement completing tasks getting things done
- Grocery store
- Retail stores
- Annexation
- Fresh Markets

Table #10

- *Managed Growth
- *Historic area – preserved
 - Central business district – defined
- *Trails – proposed
 - Master trails plan
 - Parking
- Grocery store – small mom and pop
- Pedestrian Tourism
 - Walnut Street
 - Pedestrian only – bridge 17 across
 - Cafés, Avondale
- Pier – enlarge, improve, more slips
- Walking to Walnut
- Historic garage – 3 stories
- Preserve architecture
 - Rebuild similar design
- Jobs – industry
- Generation friendly jobs
- Restaurants
- No Blanding Blvd