

**CITY OF GREEN COVE SPRINGS, FLORIDA  
STAFF REPORT  
FOR MEETING OF NOVEMBER 19, 2019**



**SUBJECT:** Public Hearing and approval of Resolution No. R-28-2019, a Resolution amending the Special Revenue Building Fund and Solid Waste Fund operating budgets for Fiscal Year 2019.

**BACKGROUND:** Exhibit "A" is attached listing the budget adjustment #1 for fiscal year ending September 30, 2019. This adjustment recognizes unanticipated revenues and expenditures as of September 30, 2019.

**FISCAL IMPACT/FUNDING SOURCE:** The Special Revenue Building Department Fund will increase by \$129,200 from \$308,564 to \$437,764 and the Solid Waste Fund will increase by \$67,478 from \$754,642 to \$822,120.

**RECOMMENDATION:** Approve Resolution No. R-28-2019 amending the 2019 Operating Budget for the Special Revenue Building Department Fund and Solid Waste Utility Fund per Exhibit "A".

**MOTION:** Approve Resolution No. R-28-2019 amending the 2019 Operating Budget for the Special Revenue Building Department Fund and Solid Waste Utility Fund per Exhibit "A".

**Created/Initiated By:** Marlena Guthrie, Finance Director on 11/13/2019 8:41 AM

**Final Approval By:** Steve Kennedy, City Manager on 11/13/2019 8:45 AM

## **RESOLUTION NO. R-28-2019**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA AMENDING THE FISCAL YEAR 2018-2019 OPERATING BUDGETS, RECOGNIZING UNANTICIPATED REVENUES AND EXPENSES IN THE SPECIAL REVENUE BUILDING DEPARTMENT FUND AND SOLID WASTE UTILITY FUND AND PROVIDING AN EFFECTIVE DATE IN ACCORDANCE WITH EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.**

**WHEREAS**, it is necessary to increase the Fiscal Year 2018-2019 Special Revenue Building Department Fund budget to reflect revenues and expenses associated with unanticipated revenues from residential and commercial building permit fees, building inspection fees, residential plan review fees and school impact fees and to fund unanticipated expenditures and;

**WHEREAS**, it is necessary to increase the Fiscal Year 2018-2019 Solid Waste Utility Fund budget to reflect revenues and expenses associated with unanticipated revenues from residential building and to fund unanticipated expenditures and;

**WHEREAS**, it is necessary to hold a public hearing to approve the amendment to the Special Revenue Building Department Fund to recognize unanticipated revenues and unanticipated expenditures for the fiscal year ending September 30, 2019 and;

**WHEREAS**, it is necessary to hold a public hearing to approve the amendment to the Solid Waste Utility Fund to recognize unanticipated revenues and unanticipated expenditures for the fiscal year ending September 30, 2019 and;

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

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

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

**DONE AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN DUPLICATE, IN REGULAR SESSION THIS 19TH DAY OF NOVEMBER 2019.**

**CITY OF GREEN COVE SPRINGS, FLORIDA**

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**Steven Kelley, Mayor**

**ATTEST:**

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**Erin West, City Clerk**

**APPROVED AS TO FORM ONLY:**

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

EXHIBIT "A"	BUDGET AMENDMENT #1					
	11/19/2019					
	ACCOUNT DESCRIPTIONS	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	JUSTIFICATION
<b>BUILDING FUND 102</b>						
	<b>Building Fund (102)</b>					
	<b>Revenues</b>					
3221000	Bldg Permits-Residential	195,000	90,000		285,000	Increase in Building Permit activity for Magnolia West.
3221010	Bldg Permits-Commercial	60,000	10,000		70,000	
3221100	Bldg Inspections	500	5,200		5,700	
3222000	Plan Reviews	10,000	5,000		15,000	
3222301	Surcharge	2,000	10,000		12,000	
3810000	Transfers In From Fund Balance	36,064			36,064	
3699240	School Impact Fees	5,000	9,000		14,000	
	<b>TOTALS</b>	<b>308,564</b>	<b>129,200</b>	<b>-</b>	<b>437,764</b>	
	<b>Increase in Revenues</b>		<b>129,200</b>			
	<b>EXPENSES</b>					
	Personal Services	229,620	-	125,000	104,620	
5003100	Professional Services	500	132,000		132,500	
5003101	Maint Support/Software	3,000	1,500		4,500	
5003115	Building Inspections	1,000	120,000		121,000	
5003210	Auditing	2,500	-		2,500	
5003425	Other Contractual Services	1,000	-		1,000	
5004000	Travel & Per Diem	550	-		550	
5004100	Communications	1,200	50		1,250	
5004400	Rents & Leases	30,000	-		30,000	
5004500	Insurance	543	-		543	
5004610	Equipment Maintenance	1,500	450		1,950	
5004700	Printing & Binding	250	-		250	
5004910	Advertising	500	-		500	
5005100	Office Supplies	1,800	200		2,000	
5005200	Operating Supplies	3,000	-		3,000	
5005230	Vehicle Fuel	845	-		845	
5005400	Membership Dues	500	-		500	
5005401	Wellness Membership	120	-		120	
5005402	Wellness Program Premium Credit	540	-		540	
5005403	EAP Program	96	-		96	
5005410	Professional Development	2,500	-		2,500	
5006431	Vehicles	27,000	-		27,000	
5009992	To Be Appropriated	-			-	
	<b>TOTALS</b>	<b>308,564</b>	<b>254,200</b>	<b>125,000</b>	<b>437,764</b>	
	<b>Net Increase in Expenses</b>		<b>129,200</b>			

EXHIBIT "A"	BUDGET AMENDMENT #1					
	11/19/2019					
	ACCOUNT DESCRIPTIONS	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	JUSTIFICATION
<b>SOLID WASTE FUND 404</b>						
	<b>Solid Waste Fund (404)</b>					
	<b>Revenues</b>					
3433610	Interest FSBA	4,800	3,000		7,800	Increase in Building activity for Magnolia West.
3434300	Residential Fees	616,500	11,500		628,000	
3434301	Residential Fees-Special Assessment	84,600	16,000		100,600	
3434311	Construction Debris	4,200			4,200	
3434400	Dumpster Fees	6,420			6,420	
3434500	Franchise Fees	34,000	35,000		69,000	
3699150	Bad Debts Collected	600			600	
3699300	Miscellaneous-Late Fees	3,522	1,978		5,500	
	<b>TOTALS</b>	<b>754,642</b>	<b>67,478</b>	<b>-</b>	<b>822,120</b>	
	<b>Increase in Revenues</b>		<b>67,478</b>			
	<b>EXPENSES</b>					
	Personal Services	386,672			386,672	
5003200	Auditing	2,500			2,500	
5003420	Container Pickup Fees-SW	6,000	5,000		11,000	
5003421	Commercial Landfill Fees-County	4,350	5,650		10,000	
5003422	Temp Labor	-	20,000		20,000	
5004100	Communication/Freight	700			700	
5004500	Insurance	5,372			5,372	
5004610	Equipment Maintenance	-	1,500		1,500	
5004620	Vehicle Maintenance	25,000	5,000		30,000	
5004910	Advertising	300			300	
5005100	Office Supplies	100			100	
5005200	Operating Supplies	33,000			33,000	
5005220	Uniforms	2,000			2,000	
5005230	Vehicle Fuel	35,617			35,617	
5005401	Wellness Membership	360			360	
5005402	Special Assessment Fees	992	508		1,500	
5005404	Wellness Program Premium Credit	360			360	
5005403	EAP Program	230			230	
5005410	Professional Development	300			300	
5005900	Deprec Reserve Set Aside	43,891	29,820		73,711	
5007100	Principal on Debt	73,233			73,233	
5007230	Interest on Debt	6,970			6,970	
5008000	Bad Debts	3,000			3,000	
5009990	Cost Recovery & Allocation	62,226			62,226	
5009993	Customer SVC Allocation	41,350			41,350	
5009994	Transfer to General Fund	16,000			16,000	
5009995	Customer SVC Deficit Repayment	4,119			4,119	
	<b>TOTALS</b>	<b>754,642</b>	<b>67,478</b>	<b>-</b>	<b>822,120</b>	
	<b>Net Increase in Expenses</b>		<b>67,478</b>			

# LEGAL AD

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CITY OF GREEN COVE SPRINGS - 321 WALNUT STREET - GREEN COVE SPRINGS, FLORIDA 32043

TEL. (904) 297-7500 - FAX (904) 284-8118

**Date:** October 31, 2019  
**Contact:** Finance Director Marlena Guthrie  
**Phone:** (904) 297-7500  
**Fax:** (904) 284-2718

**Run Once/ Legal Ad Section on November 7, 2019**  
**Furnish Proof of Publication**  
**Bill to Address Shown Above**

## PUBLIC HEARING NOTICE

The City Council of the City of Green Cove Springs has scheduled a public hearing to be held at 7:00 p.m., Tuesday, November 19, 2019, in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida, to consider a resolution increasing the Special Revenue Building Department Fund Budget in the amount of \$129,200 and the Solid Waste Utility Fund Budget in the amount of \$67,478 and amending the respective operating budgets within the Special Revenue Building Department Fund and Solid Waste Utility Fund for fiscal year 2018/2019.

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

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

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

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