



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session **MEETING DATE:** November 10, 2020
FROM: Marlena Guthrie, Finance Director
SUBJECT: Public Hearing and approval of Resolution R-30-2020, a Resolution amending the Special Revenue Building Department Fund operating budget for Fiscal Year 2020 per Exhibit "A".

BACKGROUND

Exhibit "A" is attached listing the budget adjustment #1 for fiscal year ending September 30, 2020. This adjustment recognizes unanticipated revenues and expenditures as of September 30, 2020.

FISCAL IMPACT

The Special Revenue Building Department Fund will increase by \$133,900 from \$311,941 to \$445,841.

RECOMMENDATION

Approve Resolution No. R-30-2020 amending the 2020 Operating Budget for the Special Revenue Building Department Fund per Exhibit "A".

RESOLUTION NO. R-30-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA AMENDING THE FISCAL YEAR 2019-2020 OPERATING BUDGETS, RECOGNIZING UNANTICIPATED REVENUES AND EXPENSES IN THE SPECIAL REVENUE BUILDING DEPARTMENT 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 2019-2020 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 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, 2020 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 10TH DAY OF NOVEMBER 2020.

CITY OF GREEN COVE SPRINGS, FLORIDA

B. Van Royal, Mayor

ATTEST:

Erin West, City Clerk

APPROVED AS TO FORM ONLY:

L. J. Arnold III, City Attorney

EXHIBIT "A"		BUDGET AMENDMENT #1				
11/10/2020						
	ACCOUNT DESCRIPTIONS	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	JUSTIFICATION
BUILDING FUND						
102						
	Building Fund (102)					
	Revenues					
3221000	Bldg Permits-Residential	195,000	5,000		200,000	Increase in Building Permit activity for Magnolia West.
3221010	Bldg Permits-Commercial	60,000	110,000		170,000	Increase in Commercial Building Permit activity.
3221100	Bldg Inspections	500	7,700		8,200	
3222000	Plan Reviews	10,000	3,000		13,000	
3222301	Surcharge	3,500	7,000		10,500	
3810000	Transfers In From Fund Balance	37,941	-		37,941	
3699240	School Impact Fees	5,000	1,200		6,200	
	TOTALS	311,941	133,900	-	445,841	
	Increase in Revenues		133,900			
	EXPENSES					
Various	Personal Services	261,399	-	125,000	136,399	
5003100	Professional Services	-	140,500		140,500	
5003101	Maint Support/Software	4,470	-		4,470	
5003115	Building Inspections	1,500	4,600		6,100	
5003210	Auditing	2,500			2,500	
5003425	Other Contractual Services	2,500	-		2,500	
5004000	Travel & Per Diem	-	-		-	
5004100	Communications	1,200	-		1,200	
5004400	Rents & Leases	30,000	-		30,000	
5004500	Insurance	620	-		620	
5004610	Equipment Maintenance	1,500	2,500		4,000	
5004700	Printing & Binding	250	-		250	
5004910	Advertising	200	-		200	
5005100	Office Supplies	1,800	-		1,800	
5005200	Operating Supplies	3,000	-		3,000	
5005230	Vehicle Fuel	246	-		246	
5005400	Membership Dues	-	-		-	
5005401	Wellness Membership	120	-		120	
5005402	Wellness Program Premium Credit	540	-		540	
5005403	EAP Program	96	-		96	
5005410	Professional Development	-	-		-	
5006220	Building Improvements	-	13,000		13,000	
5009992	To Be Appropriated	-	98,300		98,300	
	TOTALS	311,941	258,900	125,000	445,841	
	Net Increase in Expenses		133,900			

LEGAL AD

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

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

Date: October 22, 2020
Contact: Finance Director Marlena Guthrie
Phone: (904) 297-7500
Fax: (904) 284-2718

Run Once/ Legal Ad Section on October 29, 2020
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 10, 2020, 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 \$133,900 and amending the respective operating budget within the Special Revenue Building Department Fund for fiscal year 2019/2020.

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

