



# 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 No. R-31-2020, a Resolution amending the Disaster Fund and General Fund operating budgets for Fiscal Year 2020.

### BACKGROUND

Exhibit "A" is attached listing the budget adjustment #2 for fiscal year ending September 30, 2020. This adjustment recognizes unanticipated revenues and expenditures as of September 30, 2020.

### FISCAL IMPACT

The Disaster Fund will increase by \$1,517,500 from \$0 to \$1,517,500 and the General Fund will increase by \$1,200,000 from \$10,401,719 to \$11,601,719.

### RECOMMENDATION

Approve Resolution No. R-31-2020 amending the 2020 Operating Budget for the Disaster Fund and General Fund per Exhibit "A".

EXHIBIT "A"		BUDGET AMENDMENT #2				
		11/10/2020				
	ACCOUNT DESCRIPTIONS	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	JUSTIFICATION
<b>DISASTER FUND</b>						
<b>101</b>						
	<b>REVENUE</b>					
3472910	FEMA Revenue	-	27,500		27,500	
3472915	County Revenue	-	1,490,000		1,490,000	COVID-19 & CARES ACT Expenditures
	<b>TOTALS</b>	-	1,517,500	-	1,517,500	
	<b>Increase in Revenues</b>		1,517,500			
	<b>EXPENSES (1005) COVID-19</b>					
5003420	COVID-19 - Contract Services		4,200		4,200	
5005200	COVID-19 - Operating Supplies		44,000		44,000	
5006400	COVID-19 - IT Equipment and Software		37,500		37,500	
5006404	COVID-19 - ASACC Class Upgrades/Paved Drive/Food Pantry Upgrades		178,800		178,800	COVID-19 & CARES ACT Expenditures
5006405	COVID-19 - Citywide Touchless Faucets, Toilets & Lights		53,000		53,000	
5009998	COVID-19 - Transfers Out	-	1,200,000		1,200,000	
	<b>TOTALS</b>	-	1,517,500	-	1,517,500	
	<b>Net Increase in Expenses</b>		1,517,500			
<b>GENERAL FUND</b>						
<b>001</b>						
	<b>REVENUE</b>					
3832000	Disaster Funds Transfer In	-	1,200,000		1,200,000	COVID-19 (Cares Act) Reimbursements for Police Salaries and Benefits
	<b>TOTALS</b>	-	1,200,000	-	1,200,000	
	<b>Increase in Revenues</b>		1,200,000			
	<b>EXPENSES</b>					
	<b>General Services (1319)</b>					
5009000	Contribution to GF Reserves	60,000	1,200,000		1,260,000	
	<b>TOTALS</b>	60,000	1,200,000	-	1,260,000	
	<b>Net Increase in Expenses</b>		1,200,000			

## RESOLUTION NO. R-31-2020

**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 DISASTER FUND AND GENERAL FUND AND PROVIDING AN EFFECTIVE DATE IN ACCORDANCE WITH EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.**

**WHEREAS**, it is necessary to increase the Fiscal Year 2019-2020 Disaster Fund budget to reflect revenues and expenses associated with unanticipated revenues from COVID-19 public health emergency and CARES ACT reimbursements and to fund unanticipated expenditures and;

**WHEREAS**, it is necessary to increase the Fiscal Year 2019-2020 General Fund budget to reflect revenues and expenses associated with unanticipated revenues from COVID-19 public health emergency and CARES ACT reimbursements and to fund unanticipated expenditures and;

**WHEREAS**, it is necessary to hold a public hearing to approve the amendment to the Disaster Fund to recognize unanticipated revenues and unanticipated expenditures for the fiscal year ending September 30, 2020 and;

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

# 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 Disaster Fund Budget in the amount of \$1,517,500 and the General Fund Budget in the amount of \$1,200,000 and amending the respective operating budgets within the Disaster Fund and General 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

