



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session

MEETING DATE: November 2, 2021

FROM: Marlena Guthrie, Finance Director

SUBJECT: Public Hearing and approval of Resolution R-28-2021, a Resolution amending the Special Revenue Building Department Fund operating budget for Fiscal Year 2021 per Exhibit "A".

BACKGROUND

Exhibit "A" is attached listing the budget adjustment #1 for fiscal year ending September 30, 2021. This adjustment recognizes unanticipated revenues and expenditures as of September 30, 2021.

FISCAL IMPACT

The Special Revenue Building Department Fund will increase by \$50,000 from \$330,748 to \$380,748.

RECOMMENDATION

Approve Resolution No. R-28-2021 amending the 2021 Operating Budget for the Special Revenue Building Department Fund per Exhibit "A".

RESOLUTION NO. R-28-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA AMENDING THE FISCAL YEAR 2020-2021 OPERATING BUDGETS, RECOGNIZING UNANTICIPATED REVENUES AND EXPENSES IN THE 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 2020-2021 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, 2021 and;

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

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

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

DONE AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN DUPLICATE, IN REGULAR SESSION THIS 2ND DAY OF NOVEMBER 2021.

CITY OF GREEN COVE SPRINGS, FLORIDA

Edward Gaw, Mayor

ATTEST:

Erin West, City Clerk

APPROVED AS TO FORM ONLY:

L. J. Arnold III, City Attorney

| EXHIBIT "A" | | BUDGET AMENDMENT #1 | | | | | |
|----------------------|--------------------------------|----------------------------|----------------|----------|----------|-----------------|---|
| | | 11/2/2021 | | | | | |
| | | ACCOUNT DESCRIPTIONS | CURRENT BUDGET | INCREASE | DECREASE | ADJUSTED BUDGET | JUSTIFICATION |
| BUILDING FUND | | | | | | | |
| 102 | | | | | | | |
| | | Building Fund (102) | | | | | |
| | | Revenues | | | | | |
| 3810000 | Transfers In From Fund Balance | 88,748 | 50,000 | | | 138,748 | Increase due to carry over of Cares Act Projects. |
| | TOTALS | 88,748 | 50,000 | - | | 138,748 | |
| | Increase in Revenues | | 50,000 | | | | |
| | | | | | | | |
| | | EXPENSES | | | | | |
| 5006300 | Software | - | 50,000 | | | 50,000 | |
| | TOTALS | - | 50,000 | - | | 50,000 | |
| | Net Increase in Expenses | | 50,000 | | | | |

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 14, 2021
Contact: Finance Director Marlena Guthrie
Phone: (904) 297-7500
Fax: (904) 284-2718

Run Once/ Legal Ad Section on October 21, 2021

Furnish Proof of Publication

Bill to Address Shown Above

PUBLIC HEARING NOTICE

The City Council of the City of Green Cove Springs has scheduled a public hearing to be held at 7:00 p.m., Tuesday, November 2, 2021, in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida, to consider a resolution increasing the Special Revenue Building Department Fund Budget in the amount of \$50,000 and amending the respective operating budget within the Special Revenue Building Department Fund for fiscal year 2020/2021.

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

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

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

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

