

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



**SUBJECT:** City Council approval of Resolution No. R-29-2019, a Resolution amending the General Fund Operating Budget for fiscal year 2019 per Exhibit "A".

**BACKGROUND:** Exhibit "A" is attached listing the budget adjustments included in adjustment #2 for fiscal year ending September 30, 2019. This adjustment is a cleanup of expenditure accounts as of September 30, 2019. It is not necessary to increase the Fiscal Year 2018/2019 General Fund budget for the interim budget adjustments since the total General Fund budget is not being increased. The total General Fund budget prior to the interim budget adjustments is \$10,247,682 and after the interim budget adjustments are posted the total General Fund budget will remain at \$10,247,682. This is the final budget amendment that will be made to the General Fund for Fiscal Year 2018/2019. Budget amendments may be made within 60 days following the end of the fiscal year per Florida Statutes.

**FISCAL IMPACT/FUNDING SOURCE:** Transfer \$10,000 from General Fund Human Resources Operating Expense Budget, \$35,000 from City Clerk Personal Services and Operating Expense Budget, \$9,000 from Code Enforcement Operating Expense Budget and \$44,000 from General Services Operating Expense Budget to City Manager Budget for \$50,000 due to the City Manager transition, Information Technology Budget for \$40,000 due to a Summer Intern and Upgrading Network Equipment System-Wide and Security improvements and City Attorney Budget for \$8,000 due to operating expenses for outside Legal Services.

**RECOMMENDATION:** Approve Resolution No. R-29-2019 amending the 2019 Operating Budget for the General Fund.

**MOTION:** Approve Resolution No. R-29-2019 amending the 2019 Operating Budget for the General Fund.

**Created/Initiated By:** Marlena Guthrie, Finance Director on 11/13/2019 8:50 AM

**Final Approval By:** Steve Kennedy, City Manager on 11/13/2019 9:58 AM

## **RESOLUTION NO. R-29-2019**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA AUTHORIZING INTERIM BUDGET ADJUSTMENTS FOR FISCAL YEAR 2018/2019 IN ACCORDANCE WITH EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.**

**WHEREAS**, budget adjustments are necessary for changes in General Fund expenditures during Fiscal Year 2018/2019; and

**WHEREAS**, it is not necessary to increase the Fiscal Year 2018/2019 General Fund budget for the interim budget adjustments since the total General Fund budget is not being increased.

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

**Section 1.** The interim budget adjustments for expenditures as indicated on Exhibit "A" attached hereto and made a part hereof, are hereby authorized and approved.

**Section 2.** This Resolution shall take effect immediately upon passage.

**DONE AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN DUPLICATE, IN REGULAR SESSION THIS 19<sup>TH</sup> 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**

**AS TO FORM:**

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

EXHIBIT "A"		BUDGET AMENDMENT #2				
		11/19/2019				
ACCOUNT DESCRIPTIONS		CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	JUSTIFICATION
<b>GENERAL FUND</b>						
<b>001</b>						
	<b>EXPENSES</b>					
	<b>City Manager (1212)</b>					
5001200	Salaries	172,599	40,000		212,599	City Manager Transition
5003420	Contract Services	1,450	7,000		8,450	
5004000	Travel & Per Diem	800	3,000		3,800	
	<b>TOTALS</b>	<b>174,849</b>	<b>50,000</b>	-	<b>224,849</b>	
	<b>Net Increase in Expenses</b>	<b>50,000</b>		-		
	<b>Information Technology (1314)</b>					
5001200	Salaries	88,528	10,000		98,528	Summer Intern
5006400	Equipment	45,000	30,000		75,000	Upgrading Network Equipment System-Wide and Security Improvements
	<b>TOTALS</b>	<b>133,528</b>	<b>40,000</b>	-	<b>173,528</b>	
	<b>Net Increase in Expenses</b>	<b>40,000</b>		-		
	<b>City Attorney (1414)</b>					
5003100	Professional Services	13,500	8,000		21,500	Litigation
	<b>TOTALS</b>	<b>13,500</b>	<b>8,000</b>	-	<b>21,500</b>	
	<b>Net Increase in Expenses</b>	<b>8,000</b>		-		
	<b>Human Resources (1212)</b>					
5005404	Internship Program	10,000		10,000	-	Summer Intern expenses were expensed to the actual department where the Intern was working.
	<b>TOTALS</b>	<b>10,000</b>	-	<b>10,000</b>	-	
	<b>Net Increase in Expenses</b>	-		<b>10,000</b>		
	<b>City Clerk (1211)</b>					
5001200	Salaries	62,853		17,000	45,853	Unspent Personal Services and Operating Expense Balances Redistributed to other General Fund Departments with Personal Services and Operating Expense Overages
5003420	Contract Services	29,000		6,200	22,800	
5004610	Equipment Maintenance	11,800		11,800	-	
	<b>TOTALS</b>	<b>103,653</b>	-	<b>35,000</b>	<b>68,653</b>	
	<b>Net Decrease in Expenses</b>	-		<b>35,000</b>		
	<b>Code Enforcement (1517)</b>					
5003100	Professional Services	5,000		4,000	1,000	Unspent Operating Expense Balance Redistributed to other General Fund Departments with Personal Services and Operating Expense Overages
5005500	Demolition	10,000		5,000	5,000	
	<b>TOTALS</b>	<b>15,000</b>	-	<b>9,000</b>	<b>6,000</b>	
	<b>Net Decrease in Expenses</b>	-		<b>9,000</b>		
	<b>General Services (1319)</b>					
5004100	Communications	40,000		10,000	30,000	Unspent Operating Expense Balance Redistributed to other General Fund Departments with Personal Services and Operating Expense Overages
5004300	Utilities-Electric	32,000		10,000	22,000	
5004500	Insurance	35,315		24,000	11,315	
	<b>TOTALS</b>	<b>107,315</b>	-	<b>44,000</b>	<b>63,315</b>	
	<b>Net Decrease in Expenses</b>	-		<b>44,000</b>		
	<b>Net Change in GF Expenses</b>	<b>557,845</b>	<b>98,000</b>	<b>98,000</b>	<b>557,845</b>	