



AGENDA  
FERNANDINA BEACH CITY COMMISSION  
**SPECIAL MEETING**  
CITY HALL COMMISSION CHAMBERS  
204 ASH STREET  
FERNANDINA BEACH, FL 32034  
**NOVEMBER 29, 2016**  
**5:00 P.M.**

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

5. RESOLUTION

5.1. **FY2015/2016 BUDGET AMENDMENTS – VARIOUS DEPARTMENTS**

**FY2015/2016 BUDGET AMENDMENTS – VARIOUS DEPARTMENTS – RESOLUTION 2016-144 APPROVING AMENDMENTS TO THE BUDGET FOR FISCAL YEAR 2015/2016; AND PROVIDING FOR AN EFFECTIVE DATE.** *Synopsis: Approves budget transfers for expense accounts exceeding their respective budgets in the FY 2015/2016 budget.*

**Documents:**

[Resolution 2016-144.pdf](#)

**6. ADJOURNMENT**

*All members of the public are invited to be present and be heard. Persons with disabilities requiring accommodations in order to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired).*

CITY COMMISSION AGENDA ITEM  
City of Fernandina Beach



SUBJECT: **Resolution 2016-144**  
FY 2015/2016 Budget Amendments – Various Departments/Funds

ITEM TYPE:  Ordinance  Resolution  Other  
 Proclamation  Presentation

REQUESTED ACTION: **Approve Resolution 2016-144**

SYNOPSIS: According to Code Sec 2-412 and Charter section 74, the Commission must approve any budget transfers over \$7,500. The purpose of the sixteen budget transfers is to transfer funds for expense accounts exceeding their respective budgets in the FY 2015/2016 budget.

FISCAL IMPACT: No reserves or contingency funds are being used for these transfers. All amendments are within the respective departments and/or are covered by increased revenues.

2016/2017 CITY COMMISSION GOALS:  Beach Safety  Alachua Street  
(As approved by Resolution 2016-51)  Soccer Field Lighting  Stormwater  
 Downtown Density  Opportunity  
 ADA Improvements  Departmental  
 Consideration

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend the City Commission adopt Resolution 2016-144. *DM*

DEPARTMENT DIRECTOR Submitted by: Patti Clifford *PHC* Date: 11/15/16  
Comptroller

CONTROLLER Approved as to Budget Compliance *PHC* Date: 11/15/16

CITY ATTORNEY Approved as to Form and Legality *TEB* Date: 11/15/16

CITY MANAGER Approved Agenda Item for 11/29/16 *DM* Date: 11/15/16

COMMISSION ACTION:  Approved As Recommended  Disapproved  
 Approved With Modification  Postponed to Time Certain  
 Other  Tabled

## RESOLUTION 2016-144

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING AMENDMENTS TO THE BUDGET FOR FISCAL YEAR 2015/2016; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City adopts and operates under a budget for the fiscal year and the City Charter requires that the City Commission approve any budget amendment over \$7,500; and

WHEREAS, City staff has identified several areas needing additional funds for Fiscal Year 2015/2016; and

WHEREAS, the attached sixteen budget amendments are needed to ensure expenditures do not exceed budget on a line-by-line basis for the Fiscal Year ended September 30, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, that:

SECTION 1. The City Commission hereby approves the following budget amendments:

- a. Police, A transfer of \$13,600 from the Repairs/Maintenance Building account, 001-2100-521.4610, to the Improvements account, 001-2100-521.6300, to reclass the carpet installation to the proper account.
- b. Fire, a transfer of \$57,100 to the Equipment account, 001-2200-522.6400, from the Non-Cap Equipment account, 001-2200-522.6401, to reclass the radios purchase to the proper account.
- c. Planning, a transfer of \$3,400 from the Health account, 001-2410-524.2300, to the Salaries account, 001-2410-524.1200, for higher than anticipated costs for salaries due to the hiring of a new Planner and the change in CDD Director.
- d. Code Enforcement, a transfer of \$115 from the Part Time Salaries account, 001-2420-524.1350, to the Salaries account, 001-2420-524.1200, for higher than anticipated salary expenses.
- e. Streets, a transfer of \$2,900 from the Salaries account, 001-4100-541.1200, to the Overtime account, 001-4100-541.1400 for increased overtime due to staff vacancies; a transfer of \$13,100 to the Repairs/Maintenance Vehicle Parts account, 001-4100-541.4640, from the Gas/Oil account, 001-4100-541.5230, due to the higher than anticipated vehicle repair costs related to Streets skid-steering loader and front end loader.
- f. Recreation/Youth, a transfer of \$11,600 to the Youth Part Time Salaries account, 001-7230-572.1350, from the Rec Part Time Salaries account, 001-7200-572.1350, for the additional staff needed to fill in for full time staff out on workers' comp.
- g. Aquatics, a transfer of \$1,750 from the Chemicals account, 001-7400-574.5240 to the Other Current account, 001-7240-572.4900 for higher than budgeted aquatics program costs.
- h. Capital Improvement Fund, an increase to the Loan Proceeds (Revenue) account, 300-360.1000, and an increase to the new account, Transfer to Utility Billing account, 300-3000-580.9520, for UB's share of the new debt issue 2016A for the new ERP software. **This budget amendment increases the Total City Budget from \$110,536,179 to \$110,586,879.**
- i. Golf, a transfer of \$6,500 from the Operating Supplies account, 410-7260-572.5200, to the R/M Equipment account, 410-7260-572.4620, for higher than anticipated costs of repairs to equipment.

- j. Airport, a transfer of \$11,425 from the Repairs/Maintenance Grounds account, 420-4200-542.4610 to the Salaries account, 420-4200-542.1200, (\$2,700) and to the Interest account, 420-4200-542.7200 (\$8,725) for the higher than anticipated Salaries cost and the under budgeted Interest expense.
- k. Sanitation, an amendment to the budget increasing the Garbage Fees Revenue account, 440-343.4000, and increasing the Sanitation Services expense account, 440-3400-534.3500, both by \$12,500 for higher fees and costs related to sanitation services. **This amendment increases the Total City Budget from \$110,586,879 to \$110,599,379.**
- l. Wastewater, a transfer of \$2,100 to the R/M Vehicles Parts account, 450-3500-535.4640, from the Contractual account, 450-3500-535.3400, for unanticipated repairs to the Wastewater Sewer Cleaning Truck and other aging equipment.
- m. Water, a transfer of \$26,300 from the Contractual account, 460-3600-533.3400 to the Overtime account, 460-3600-533.1400 (\$2,700), and to the Utilities – Electric account, 460-3600-533.4300, for higher than anticipated Overtime and electric bills.
- n. Marina, a transfer of \$6,400 to the Operating Expenses account, 480-7500-575.5200, from the Contractual account, 480-7500-575.3400, for higher than budgeted bank card fees.
- o. Central Garage, a transfer of \$19,000 from the Gas/Oil account, 510-1950-519.8600, to the Vehicle Parts account, 510-1950-519.8700, for higher than anticipated repairs to the aging fleet.
- p. Utility Billing, a transfer of \$1,120 to the Operating Expenses account, 520-1320-513.5200, from the Equipment account, 520-1320-513.6400, for the higher than budgeted bank card fees.

SECTION 2. This Resolution shall be effective immediately upon passage.

ADOPTED this 29th day of November, 2016.

ATTEST:

CITY OF FERNANDINA BEACH

\_\_\_\_\_  
Caroline Best  
City Clerk

\_\_\_\_\_  
Robin C. Lentz  
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:



\_\_\_\_\_  
Jammi E. Bach  
City Attorney

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

DEPARTMENT: Police

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

<b>FROM</b>	<b>TO</b>	
001-2100-521.4610 R/M Building	001-2100-521.6300 Improvements	13,600

**REASON FOR TRANSFER:**

To transfer funds for carpet installed at the Police Department to the proper account.  
Originally recorded / budgeted as a repair.

  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

 11/14/16  
\_\_\_\_\_  
CONTROLLER                      DATE

\_\_\_\_\_  
CITY MANAGER                      DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE:

11/14/2016

DEPARTMENT: Fire

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

**FROM**

**TO**

001-2200-522.6401  
Non Cap Equipment

001-2200-522.6400  
Equipment

57,100

**REASON FOR TRANSFER:**

To transfer funds for radios to the proper account. Originally recorded / budgeted in the Non Capital Equipment account.

*P. Clifford for Ty. Bilecox*  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
*P. Clifford* 11/14/16  
CONTROLLER DATE

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

DEPARTMENT: Planning

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

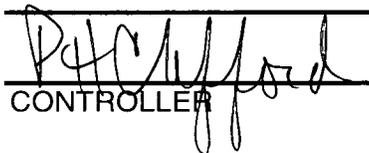
<b>FROM</b>	<b>TO</b>	
001-2410-524.2300	001-2410-524.1200	
Health Insurance	Salaries	3,400

**REASON FOR TRANSFER:**

To transfer funds for higher than anticipated salary costs related to the hiring of an additional planner and reorganization of the department.

  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

 11/14/16  
\_\_\_\_\_  
CONTROLLER                      DATE

\_\_\_\_\_  
CITY MANAGER                      DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

DEPARTMENT: Code Enforcement

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

<b>FROM</b>	<b>TO</b>	
001-2420-524.1350	001-2420-524.1200	
Part Time	Salaries	115

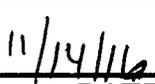
REASON FOR TRANSFER:

To transfer funds for higher than anticipated Salaries.

  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

  
CONTROLLER

  
DATE

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE:

11/14/2016

DEPARTMENT: Streets

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

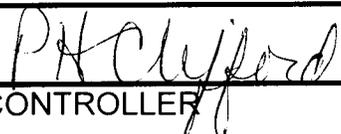
<b>FROM</b>	<b>TO</b>	
001-4100-541.1200 Salaries	001-4100-541.1400 Overtime	2,900
001-4100-541.5230 Gas/Oil	001-4100-541.4640 R/M Vehicle Parts	13,100

REASON FOR TRANSFER:

To transfer funds for higher than budgeted Overtime due to staff vacancies and higher than anticipated costs to repair the Streets skid-steering loader and the Streets front end loader.

  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

  
\_\_\_\_\_  
CONTROLLER                      DATE

\_\_\_\_\_  
CITY MANAGER      DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE:

11/14/2016

DEPARTMENT: Recreation / Youth

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

**FROM**

**TO**

001-7200-572.1350

001-7230-572.1350

Rec Part Time

Youth Part Time

11,600

REASON FOR TRANSFER:

To transfer funds for higher than budgeted Part Time salaries due to increase in Youth Camp enrollments and an additional employee had to be hired due to an employee out on workers comp.



DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS:

\_\_\_\_\_

P. Clifford 11/14/16  
CONTROLLER                      DATE

\_\_\_\_\_  
CITY MANAGER                      DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE:

11/14/2016

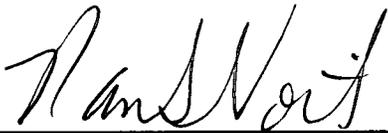
DEPARTMENT: Aquatics

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

<b>FROM</b>	<b>TO</b>	
001-7240-572.5240 Chemicals	001-7240-572.4900 Other Current	1,750

REASON FOR TRANSFER:

To transfer funds for higher than budgeted aquatics program costs.



DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS:

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CONTROLLER

11/14/16  
DATE

CITY MANAGER

DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE:

11/14/2016

DEPARTMENT: Capital Improvement Fund

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

**INCREASE**

300-360.1000  
Loan Proceeds

**INCREASE**

300-3000-580.9520  
Transfer to Utility Billing

**50,700 \***

**REASON FOR TRANSFER:**

To transfer funds to Utility Billing for their portion of new debt issue.

**This budget amendment increases the Total City Budget from \$110,536,179 to \$110,586,879.**

RECOMMENDATIONS/COMMENTS:

\_\_\_\_\_

*[Signature]* 11/14/16  
CONTROLLER DATE

\_\_\_\_\_  
CITY MANAGER DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

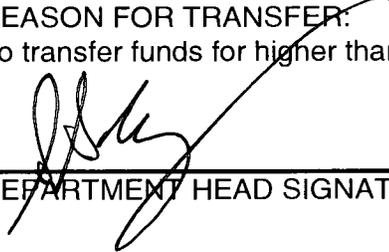
DEPARTMENT: Golf

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

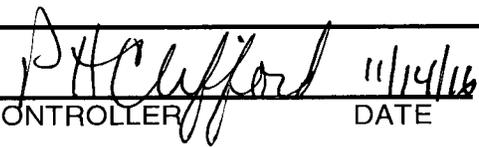
FROM	TO	AMOUNT
410-7260-572.5200 Operating Supplies	410-7260-572.4620 R/M Equipment	6,500

REASON FOR TRANSFER:

To transfer funds for higher than anticipated repairs to equipment.

  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

  
\_\_\_\_\_  
CONTROLLER

11/14/16  
DATE

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

DEPARTMENT: Airport

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

FROM	TO	AMOUNT
420-4200-542.4610 R/M Grounds	420-4200-542.1200 Salaries	2,700 a
420-4200-542.4610 R/M Grounds	420-4200-542.7200 Interest	8,725 b

REASON FOR TRANSFER:

- a To transfer funds for higher than anticipated Salaries costs.
- b To transfer funds for underbudgeted Interest expense.

  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

 11/14/16  
CONTROLLER DATE

\_\_\_\_\_  
CITY MANAGER DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

DEPARTMENT: Sanitation

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

**INCREASE**

440-343.4000  
Garbage Fees

**INCREASE**

440-3400-534.3500  
Sanitation Services Expense

**12,500 \***

**REASON FOR TRANSFER:**

To transfer funds for higher fees and costs related to sanitation services.

**This budget amendment increases the Total City Budget from \$110,586,879 to \$110,599,379.**

RECOMMENDATIONS/COMMENTS:

\_\_\_\_\_

 11/14/16  
\_\_\_\_\_  
CONTROLLER                      DATE

\_\_\_\_\_  
CITY MANAGER                      DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

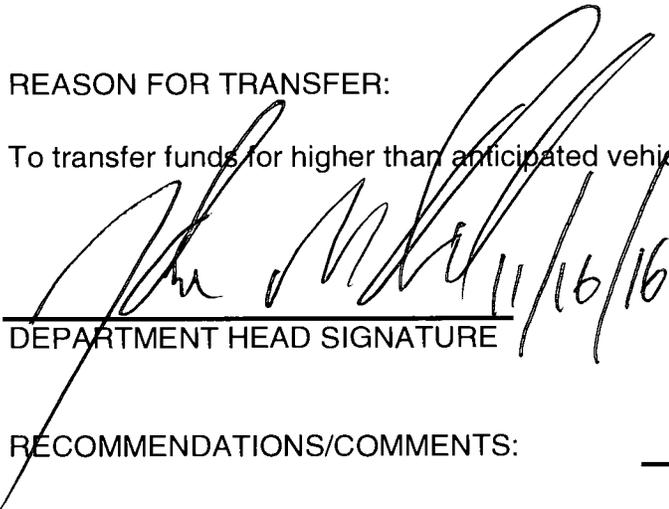
DEPARTMENT: Wastewater

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

FROM	TO	AMOUNT
450-3500-535.3400 Contractual	450-3500-535.4640 R/M Vehicle Parts	2,100

REASON FOR TRANSFER:

To transfer funds for higher than anticipated vehicle repair costs.

  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

  
CONTROLLER

11/15/2016  
DATE

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

DEPARTMENT: Water

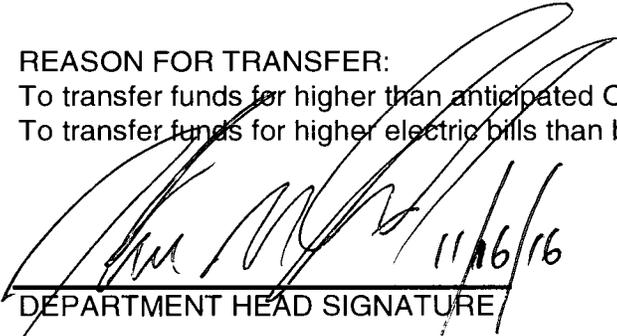
REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

FROM	TO	AMOUNT
460-3600-533.3400 Contractual	460-3600-533.1400 Overtime	2,700
460-3600-533.3400 Contractual	460-3600-533.4300 Utilities - Electric	23,600

REASON FOR TRANSFER:

To transfer funds for higher than anticipated Overtime.

To transfer funds for higher electric bills than budgeted.

  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

  
CONTROLLER

11/14/2016  
DATE

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

DEPARTMENT: Marina

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

FROM	TO	AMOUNT
480-7500-575.3400 Contractual	480-7500-575.5200 Operating Expenses	6,400

REASON FOR TRANSFER:

To transfer additional funds for higher than budgeted bank card fees.

  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CONTROLLER                      DATE

\_\_\_\_\_  
CITY MANAGER                      DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

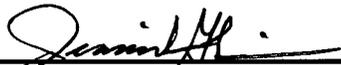
DEPARTMENT: Garage

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

<b>FROM</b>	<b>TO</b>	
510-1950-519.8600 Gas/Oil	510-1950-519.8700 Vehicle Parts / Services	19,000

REASON FOR TRANSFER:

To transfer additional funds for higher than budgeted cost of parts to repair vehicles.

  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

RECOMMENDATIONS/COMMENTS: \_\_\_\_\_

  
\_\_\_\_\_  
CONTROLLER      11/14/16  
DATE

\_\_\_\_\_  
CITY MANAGER      DATE

**CITY OF FERNANDINA BEACH  
REQUEST FOR BUDGET AMENDMENT**

BUDGET AMENDMENT NUMBER:

DATE: 11/14/2016

DEPARTMENT: Utility Billing

REQUEST THAT THE ADOPTED BUDGET FOR THE FOLLOWING ACCOUNTS BE AMENDED:

<b>FROM</b>	<b>TO</b>	
520-1320-513.6400 Equipment	520-1320-513.5200 Operating Expenses	1,120

REASON FOR TRANSFER:

To transfer additional funds for higher than budgeted bank card fees.

RECOMMENDATIONS/COMMENTS:

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*FAC Clifford*      11/14/16  
\_\_\_\_\_  
CONTROLLER      DATE

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\_\_\_\_\_  
CITY MANAGER      DATE