



# MEMORANDUM

---

**TO:** Members of the Finance Committee

**FROM:** Rich Olson, City Manager  
Sarah E. Blanchard, Director of Finance

**DATE:** July 28, 2016

**REF:** Consideration – Adoption of Budget Amendment for Accounting Purposes

***BACKGROUND:***

Adoption of the following budget amendment is requested for accounting purposes:

- 1) To appropriate funds for the Phase II Environmental Assessment performed for the Griffin Shipyard property.

During the City Council meeting held on June 27, 2016, the Council authorized the City Manager to execute the Phase II Environmental Site Assessment and Hazardous Materials Assessment Agreement with ATC of Virginia Beach after July 1, 2016. This requested action appropriates the funding for this agreement.

This amendment will decrease fund balance by \$29,907 from previously collected Parks and Recreation Impact Fees.

***STAFF RECOMMENDATION:***

By motion, recommend that the City Council adopt the attached budget amendment as presented.

## BUDGET AMENDMENT

BE IT ORDAINED by the City Council of the City of Elizabeth City that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2016:

SECTION I. That the General Fund Fund Balance Appropriated (103990.0000) and the Shipyard Phase II Environmental Assessment (106200.4500) be increased by \$29,907.

(To appropriate funds for Phase II Environmental Assessment at Shipyard.)

This amendment will decrease fund balance by \$29,907 from previously collected Parks and Recreation Impact Fees.

ADOPTED, this 8<sup>th</sup> day of August 2016.

---

Joseph W. Peel  
Mayor

*Attest:*

---

Vivian D. White, CMC/NCCMC  
City Clerk