



MEMORANDUM

TO: Mayor and City Councilors
FROM: Rich Olson, City Manager
DATE: January 7, 2016
REF: Consideration – Adoption of Budget Amendment Related to Downtown Improvement Grant Program

BACKGROUND:

The City Council approved the creation of the Downtown Improvement Grant Program (DIG) during fiscal year 2013-2014. Funding for the DIG program is a transfer of funds from the Aviation Park Account to the General Fund.

In fiscal year 2013-2014, \$80,000 was transferred. In FY 2014-2015, no additional funds were transferred. In FY 2015-2016 to date, no funds have been transferred from the Aviation Park Account to the General Fund. The City Council has only approved one DIG application this fiscal year in the amount of \$4,888.50 for improvements to the Arcade Building.

As of November 30, 2015, the City has expended \$67,403 in DIG funds in the current fiscal year. The discrepancy is because a number of grants approved in FY 2014-2015 were not closed out until late July or August of 2015. These grants were charged to the FY 2015-2016 budget allocation. In FY 2014-2015 the City expended \$56,321 out of the DIG line item.

A review of the transfers and expenditures since the creation of the DIG program is shown below:

Fiscal Year	Transfer Budgeted	Amount Transferred	Expenditures
2013-2014	\$80,000	\$80,000	\$25,932
2014-2015	80,000	-0-	56,321
2015-2016	80,000	80,000	67,403
Total	\$240,000	\$160,000	\$149,656

The City has received three proposed DIG applications, which are companion items on this agenda. The following DIG applications are under consideration:

Applicant	Amount
The Flour Girls	\$20,000
Christ Episcopal Church	9,152
Locus in Quo	\$20,000
Total	\$49,152

If the City Council would like to fund all three applications, a budget amendment in the amount of \$38,808 will need to be adopted.

FINANCIAL:

The Finance Committee discussed this matter during their meeting of January 7, 2016. Upon made by Councilman Donnelly, seconded by Mayor Peel, the committee unanimously recommended approval by the City Council.

STAFF RECOMMENDATION:

By motion, adopt the attached budget amendment in the amount of \$38,808.

RCO/vdw

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 Transfer from Aviation Park (103930.6300) and Downtown Improvement Grant Expenditures (106600.4300) be increased by \$38,808.

That Aviation Park Fund Balance Appropriated (633990.0001) and Transfer to General Fund (639008.9103) be increased by \$38,808.

(To record transfer from Aviation Park to fund Downtown Improvement Grants.)

ADOPTED, this 11th day of January 2016.

Joseph W. Peel
Mayor

Vivian D. White, CMC/NCCMC
City Clerk