



# MEMORANDUM

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**TO:** Mayor and City Councilors

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

**DATE:** January 7, 2016

**REF:** Consideration – Adoption of Various Budget Amendments

***BACKGROUND:***

Adoption of the following Budget Amendments is requested for accounting purposes:

- 1) To record budget cuts by departments.
- 2) To remove funding for Public Safety Building from General Fund and create Capital Project Fund.
- 3) A Water & Sewer Maintenance van was approved in the budget for the City electrician and the department is now requesting the funds be re-appropriated to purchase a Water Treatment Plant truck instead.
- 4) To record additional funds for library's tutoring program
- 5) To close out Middle School Renovation Fund.

***FINANCIAL:***

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

A request was made by Councilman Stimatz to indicate clearly in the budget ordinance amendment that the adjustments in Section I were decreases. This correction has been made as requested.

***STAFF RECOMMENDATION:***

By motion, adopt the attached budget amendments and Public Safety Building Capital Project Ordinance as presented.

RCO/vdw

## BUDGET AMENDMENTS

**BE IT ORDAINED** by the City Council of the City of Elizabeth City that the following amendments be made to the annual budget ordinance for fiscal year ending June 30, 2016 and the Middle School Renovation Special Revenue Fund:

### SECTION I.

Department	Account Description	Appropriation	Adjustment	Revised Appropriation	Total Budget	% Reduction
<b>Legislative</b>						
104100.3300	Departmental Supplies	\$9,000	\$2,000	\$7,000		
104100.5300	Dues & Subscriptions	4,700	1000	\$3,700		
	<b>Total</b>	<u>13,700</u>	<u>(\$3,000)</u>	<u>\$10,700</u>	<u>\$130,026</u>	2.31%
<b>Administration</b>						
104200.0220	Overtime	\$2,500	\$1,000	\$1,500		
104200.2600	Advertising	\$2,500	\$1,500	\$1,000		
104200.3200	Office Supplies	\$1,500	\$500	\$1,000		
	<b>Total</b>	<u>\$6,500</u>	<u>(\$3,000)</u>	<u>\$3,500</u>	<u>\$376,608</u>	0.80%
<b>Finance Administration and Accounting</b>						
104400.0200	Salaries & Wages -					
	Regular	\$240,544	\$5,852	\$234,692		
104400.1200	Printing	\$1,750	\$1,500	\$250		
104400.3200	Office Supplies	\$4,500	\$1,250	\$3,250		
104400.3300	Departmental Supplies	\$2,000	\$1,500	\$500		
104400.7400	Capital Outlay	\$7,000	\$5,178	\$1,822		
	<b>Total</b>	<u>\$255,794</u>	<u>(\$15,280)</u>	<u>\$240,514</u>	<u>\$387,631</u>	3.94%
<b>Planning</b>						
104900.1101	Postage	\$1,500	\$500	\$1,000		
104900.1200	Printing	\$500	\$500	\$0		
104900.1400	Travel & Education	\$3,500	\$500	\$3,000		
104900.1410	Travel - Commissions	\$3,500	\$500	\$3,000		
104900.1600	Maintenance & Repair -					
	Equipment	\$2,500	\$1,500	\$1,000		
	Maintenance of					
104900.1700	Vehicles	\$1,250	\$600	\$650		
104900.1701	Personal Computer					
	Expense	\$500	\$200	\$300		
104901.2600	Advertising	\$3,500	\$1,250	\$2,250		
104900.3100	Auto Supplies	\$1,200	\$600	\$600		
104900.3200	Office Supplies	\$2,000	\$500	\$1,500		
104900.3300	Departmental Supplies	\$3,500	\$500	\$3,000		
104900.4500	Contracted Services	\$1,000	\$500	\$500		
104900.5800	Land Use Plan	\$500	\$500	\$0		
	<b>Total</b>	<u>\$24,950</u>	<u>(\$8,150)</u>	<u>\$16,800</u>	<u>\$377,714</u>	2.16%
<b>City Hall and Annex</b>						
	Total			\$0	\$1,037,008	0.00%
<b>Police</b>						
105100.0200	Salaries & Wages -					
	Regular	\$3,088,649	\$89,600	\$2,999,049		
105100.1060	Fees for Investigation	\$10,000	\$4,000	\$6,000		
105100.1100	Communications	\$70,000	\$5,000	\$65,000		
105100.1200	Printing	\$3,500	\$1,500	\$2,000		
105100.1400	Travel & Education	\$57,000	\$20,000	\$37,000		
105100.1500	Maintenance &					
	Repairs-Bldgs & Realty	\$7,500	\$5,500	\$2,000		

105100.1600	Maintenance & Repairs-Equipment	\$55,000	\$5,000	\$50,000	
105100.1701	Personal Computer Expense	\$7,500	\$3,000	\$4,500	
105100.2100	Equipment Rental	\$5,000	\$5,000	\$0	
105100.2600	Legal Advertising	\$1,500	\$1,500	\$0	
105100.3100	Auto Supplies	\$180,000	\$23,000	\$157,000	
105100.3303	PAL Expense	\$55,000	\$5,000	\$50,000	
105100.3320	Dog Expense	\$6,500	\$1,500	\$5,000	
105100.7300	Construction of Firing Range	\$25,000	\$20,000	\$5,000	
	<b>Total</b>	<b>\$3,572,149</b>	<b>(\$189,600)</b>	<b>\$3,382,549</b>	<b>\$6,280,806</b>

3.02%

**Fire**

105300.0200	Salaries & Wages-Regular	\$1,724,064	\$54,820	\$1,669,244	
105300.1100	Communications	\$26,000	\$10,000	\$16,000	
105300.1400	Travel & Education	\$48,000	\$10,000	\$38,000	
105300.3300	Departmental Supplies & Exp	\$40,000	\$10,000	\$30,000	
	<b>Total</b>	<b>\$1,838,064</b>	<b>(\$84,820)</b>	<b>\$1,753,244</b>	<b>\$3,535,913</b>

2.40%

**Fire Inspections**

<b>Total</b>				\$297,641	0.00%
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**Inspections**

105400.0200	Salaries & Wages-Regular	\$249,876	\$17,222	\$232,654	
105400.4600	Housing & Demolitions	\$30,000	\$5,346	\$24,654	
	<b>Total</b>	<b>\$279,876</b>	<b>(\$22,568)</b>	<b>\$257,308</b>	<b>\$451,362</b>

5.00%

**Public Works Administration**

105450.1400	Travel & Education	\$5,000	\$1,300	\$3,700	
105450.2600	Legal Advertising	\$500	\$200	\$300	
105450.3100	Auto Supplies	\$2,000	\$400	\$1,600	
105450.3200	Office Supplies	\$2,000	\$400	\$1,600	
105450.5300	Dues & Subscriptions	\$1,750	\$750	\$1,000	
	<b>Total</b>	<b>\$11,250</b>	<b>(\$3,050)</b>	<b>\$8,200</b>	<b>\$60,663</b>

5.03%

**GIS**

105500.1400	Travel & Education	\$2,500	\$1,400	\$1,100	
105500.1600	Maintenance & Repair Equipment	\$2,500	\$1,200	\$1,300	
105500.3200	Office Supplies	\$3,000	\$2,000	\$1,000	
105500.4500	Contracted Services	\$15,250	\$2,900	\$12,350	
	<b>Total</b>	<b>\$23,250</b>	<b>(\$7,500)</b>	<b>\$15,750</b>	<b>\$185,354</b>

4.05%

**Garage**

105550.3100	Automotive Supplies	\$5,000	\$3,000	\$2,000	
105550.3500	Laundry	\$3,800	\$1,300	\$2,500	
105550.4850	Purchase for Resale	\$38,000	\$1,336	\$36,664	
105550.5870	Shoe/Eye/Phy/Glasses	\$500	\$300	\$200	
	<b>Total</b>	<b>\$47,300</b>	<b>(\$5,936)</b>	<b>\$41,364</b>	<b>\$0</b>

**Street**

105600.0200	Salaries & Wages-Regular	\$440,013	\$15,500	\$424,513	
105600.1200	Printing	\$500	\$400	\$100	
105600.1300	Utilities	\$178,500	\$16,500	\$162,000	
105600.1400	Travel & Education	\$3,000	\$2,000	\$1,000	
105600.1500	Maint & Repair-Bldgs & Realty	\$3,000	\$1,000	\$2,000	
105600.2600	Legal Advertising	\$1,000	\$750	\$250	

105600.3100	Auto Supplies	\$34,000	\$8,550	\$25,450		
105600.3300	Departmental Supplies & Exp	\$16,000	\$2,000	\$14,000		
105600.3310	Street Signs	\$10,000	\$1,000	\$9,000		
105600.4850	Purchase for Resale	\$1,000	\$500	\$500		
105600.5300	Dues & Subscriptions	\$500	\$300	\$200		
105600.7400	Capital Outlay- Equipment	\$2,930	\$1,000	\$1,930		
	<b>Total</b>	<u>\$690,443</u>	<u>(\$49,500)</u>	<u>\$640,943</u>	<u>\$1,020,833</u>	4.85%
<b>Parks &amp; Recreation</b>						
106200.0200	Salaries & Wages- Regular	\$592,767	\$4,423	\$588,344		
106200.7300	Capital Outlay Improvements	\$504,440	\$68,750	\$435,690		
	<b>Total</b>	<u>\$1,097,207</u>	<u>(\$73,173)</u>	<u>\$1,024,034</u>	<u>\$2,479,164</u>	2.95%
<b>Cemetery</b>						
106400.1510	Maintenance & Repairs Grounds	\$12,400	\$2,720	\$9,680		
	<b>Total</b>	<u>\$12,400</u>	<u>(\$2,720)</u>	<u>\$9,680</u>	<u>\$54,400</u>	5.00%
<b>Human Resources</b>						
106800.1200	Printing	\$2,000	\$1,000	\$1,000		
106800.3200	Office Supplies	\$2,500	\$200	\$2,300		
106800.4500	Contracted Services	\$26,500	\$26,500	\$0		
106800.5870	SAF Shoe/Eye Exams/Phys/Glasses	\$1,400	\$800	\$600		
	<b>Total</b>	<u>\$32,400</u>	<u>(\$28,500)</u>	<u>\$3,900</u>	<u>\$264,515</u>	10.77%
<b>Information Technology</b>						
106900.4500	Contracted Services	\$9,300	\$1,088	\$8,212		
106900.7400	Capital Outlay - Equipment	\$12,100	\$5,028	\$7,072		
	<b>Total</b>	<u>\$21,400</u>	<u>(\$6,116)</u>	<u>\$15,284</u>	<u>\$122,332</u>	5.00%
103990.0000	<b>Total Reduction</b>		<u>(\$502,913)</u>			

(To record budget cuts by departments.)

**SECTION II.** That the General Fund Balance Other Financing Source (103980.0000) be decreased by \$700,000, Public Buildings Public Safety Building (105000.7100) be decreased by \$700,000; Debt Service Public Safety Building (105000.8100) be decreased by \$20,000, and the General Fund Transfer to Public Safety Building Capital Project Ordinance (106600.6615) be increased by \$20,000.

(To remove funding for Public Safety Building from General Fund and create attached Capital Project Fund.)

**SECTION III.** That the Water & Sewer Treatment Capital Outlay (318100.7400) be increased by \$26,791 and the Water & Sewer Maintenance Capital Outlay (318280.7400) be decreased by \$26,791.

(A Water & Sewer Maintenance van was approved in the budget for the City electrician and the department is now requesting the funds be reappropriated to purchase a Water Treatment Plant truck instead.)

**SECTION IV. That General Fund Community Support Grant (106620.6000) be decreased by \$400 and Library Grant (106620.4540) be increased by \$400.**

**(To record additional funds for library's tutoring program.)**

**SECTION V. That the General Fund Balance Appropriated (103990.000) and Transfer to Middle School Fund (106600.9164) be increased by \$323.**

**That the Transfer from General Fund (643970.1000) and Elizabeth City Middle School Renovations (649012.7300) be increased by \$323.**

**(To close out Middle School Renovation Fund.)**

**ADOPTED, this 11<sup>th</sup> day of January 2016.**

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**Joseph W. Peel**  
**Mayor**

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**Vivian D. White, CMC/NCCMC**  
**City Clerk**

**PUBLIC SAFETY BUILDING  
CAPITAL PROJECT ORDINANCE**

**BE IT ORDAINED** by the City Council of the City of Elizabeth City, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION I.** The project authorized is the Public Safety Building Capital Project to be financed with installment purchase funds.

**SECTION II.** The officers of this unit are hereby directed to proceed with the project within the terms of the project documents and the budget contained herein.

**SECTION III.** The following amounts are appropriated for the Public Safety Building Capital Project:

(513970.1000)	Transfer from General Fund	\$ 20,000
(513980.0000)	Other Financing Source	<u>800,000</u>
		<u>\$ 820,000</u>

**SECTION IV.** The following amounts are appropriated for the Public Safety Building Capital Project:

(516615.7100)	Purchase of Building	\$ 550,000
(516615.7300)	Capital Improvements	<u>270,000</u>
		<u>\$ 820,000</u>

**SECTION V.** Copies of this capital project ordinance shall be made available to the Budget Officer and Finance Director for direction in carrying out this project.

**ADOPTED**, this 11<sup>th</sup> day of January, 2016.

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Joseph W. Peel  
Mayor

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Vivian D. White, CMC/NCCMC  
City Clerk