



MEMORANDUM

TO: Mayor and Members of the City Council

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

DATE: June 22, 2016

REF: Consideration – Adoption of Budget Ordinance Amendments for Fiscal Year End 2015-2016

BACKGROUND:

Approval of Year-End Budget Amendments for the following is requested:

- 1) To record overages in General Fund.
- 2) To record overages in Water & Sewer Fund.
- 3) To replace budget amendment presented at prior meeting that listed an incorrect account number.

I am very pleased with the manner in which department heads managed their budgets for fiscal year 2015-2016, which created a need for only a \$70,508 total budget amendment in the City's General Fund. This was achieved despite the fact that the City Council approved a budget decrease across all General Fund departments mid- budget year totaling \$502,913 in connection with the LGC's requirements to purchase the new Public Safety Building.

FINANCIAL:

The Finance Committee discussed this matter during their meeting of June 22, 2016. Upon motion made by Councilman Donnelly, seconded by Mayor Peel, the Committee unanimously recommended approval by the City Council.

STAFF RECOMMENDATION:

By motion, adopt the budget ordinance amendments for fiscal year 2015-2016 as presented.

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 the fiscal year ending June 30, 2016:

SECTION I.		<u>Increase/(Decrease)</u>
(103990.0000) General Fund Balance Appropriated	\$ 70,508	
(103970.1000) USCG Rent Revenue – Payment in Lieu of Taxes	60,000	
(104600.4600) Tax Purchase of Foreclosed Property		\$ 25,000
(104700.0401) Legal Expenses		20,000
(105000.3300) Public Buildings – Departmental Supplies		3,195
(105000.7100) Public Buildings – Public Safety Building		12,000
(105450.1700) Public Works Administration – Maintenance of Vehicles		2,702
(105450.4500) Public Works Administration – Contracted Services		1,806
(105450.5430) Public Works Administration – Insurance Claims Paid		1,000
(105550.6000) Public Works Garage – Labor Charges Allocation		(5,120)
(105550.6100) Public Works Garage – Parts Charges Allocation		(569)
(105600.0400) Public Works Street – Professional Services		7,549
(105600.1300) Public Works Street – Utilities		20,000
(105600.1700) Public Works Street – Maintenance of Vehicles		12,945
(106600.4527) USCG Payment in Lieu of Taxes Expenditure – Pasquotank County		30,000

(To record overages in General Fund)

This will decrease General Fund Balance by \$70,508

SECTION II.

(313990.0000) Water and Sewer Fund Retained Earnings Appropriated	\$ 196,500	
(318100.3302) Water Treatment – Chemical and Lab Supplies		\$ 39,000
(318200.1300) Wastewater Treatment - Utilities		36,000
(318200.3302) Wastewater Treatment – Chemical and Lab Supplies		25,000
(318200.4500) Wastewater Treatment – Contracted Services		41,500
(318280.1300) Water & Sewer Maintenance – Utilities		55,000

(To record overages in Water and Sewer Fund)

SECTION III.

(643990.0000) Middle School Fund Balance Appropriated	\$ 4,579	
(649012.9000) Transfer to General Fund		\$ 4,579

(To replace prior budget amendment that listed an incorrect account number.)

Joseph W. Peel
Mayor

Vivian D. White, CMC/NCCMC
City Clerk