



MEMORANDUM

TO: Members of the Finance Committee

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

DATE: March 7, 2016

REF: Consideration – Adoption of Budget Amendment

BACKGROUND:

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

- To record reimbursement for tuition and books requested by IT Director for Doctorate Degree courses.

ANALYSIS:

As requested by the City Council, staff would like to note that a “General Fund Balance Appropriated increase” means that fund balance (i.e. City savings account) will be used for this expenditure.

The City’s Personnel Policy Manual states the following: “The City continues to encourage “education and training” for employees in their current positions and will pay for tuition, books, lodging and registration if the budget permits...” The IT Department was created as a standalone department during fiscal year 2014-2015. Since that time, very little has been budgeted in the Education and Training line item for that department. Staff supports the opportunity for our IT Director to continue his education and training in this ever changing field.

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 Balance Appropriated (103990.0000) and Information Technology Travel and Education (106900.1400) be increased by \$3,909.

(To record reimbursement for tuition and books requested by IT Director for Doctorate Degree courses.)

General Fund Balance Appropriated increase means fund balance is being used.

Adopted this 14th day of March 2016.

Joseph W. Peel.
Mayor

Attest:

Vivian D. White, CMC/NCCMC
City Clerk