



# MEMORANDUM

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**To:** Mayor and Members of the City Council

**From:** Rich Olson, City Manager  
Suzanne Tungate, Finance Director

**Date:** November 8, 2019

**Ref:** Consideration – Approval of Budget Amendment – Insurance Reimbursements

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***BACKGROUND:***

From time to time, budget amendments are needed after the initial budget is adopted by the City Council in June for the following fiscal year. These amendments are necessary for a variety of reasons – to carry forward projects that were approved in the prior year, but were not completed before June 30<sup>th</sup>; to reflect contracts that were approved in the current year, but were not foreseen and previously budgeted; and for increases in costs that were estimated in the budget at a lower amount.

***ANALYSIS:***

Insurance reimbursements were received for vehicle accidents in the Electric Department and the Water & Sewer Department. Budget amendments are needed to reflect the revenue not anticipated or budgeted and the expenditure to repair necessary equipment.

***FINANCIAL:***

The Finance Committee discussed this matter during their November 7, 2019 meeting. Upon motion made by Councilwoman Young, seconded by Councilwoman Hummer, the Committee unanimously recommended approval by the City Council.

***STAFF RECOMMENDATION:***

By motion, approve the Electric Fund and Water & Sewer Fund Budget Amendments attached to modify the original Budget Ordinance as approved by City Council on June 10, 2019.



## 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, 2020:

SECTION I. That the Electric Fund Insurance Revenue (30-3350-8300) will be increased by \$3,045.60,

And that the Electric Fund Vehicle Maintenance (30-8200-1700) will be increased by \$3045.60.

That the Water & Sewer Fund Insurance Revenue (31-3350-8300) will be increased by \$1,252.38,

And that the Water & Sewer Fund Vehicle Maintenance (31-8200-1700) will be increased by \$1,252.38.

(This amendment will authorize the Electric and Public Utilities Departments to make repairs needed due to vehicle accidents.)

ADOPTED, this 12<sup>th</sup> day of November 2019.

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Bettie J. Parker  
Mayor

**Attest:**

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April Onley  
City Clerk