MEMORANDUM

To: Mayor, Members of the City Council

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

Date: June 19, 2020

Ref: Consideration – Approval of Budget Amendment – End-of-Year

BACKGROUND:

Occasionally, 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 30th; 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:

Finance Director Suzanne Tungate and I reviewed the year-to-date Fiscal Year 2019-2020 results with all department directors. Each cost center in the General Fund has to stand on its own at the end of the year and have expenditures less than budgeted amounts. Some line items may be over budget due to cost increases or unforeseen events such as the current COVID pandemic, which has caused a lot of extra purchases for cleaning supplies and PPE (personal protective equipment) that was never anticipated when preparing the budget last year. Other line items have had less expenditures and can help balance out. Revenues received in excess of budgeted amounts have been used whenever possible, so only $276,600 is required from Fund Balance. I have placed this item on the Regular Agenda to allow the City Council the opportunity to ask detailed questions on each line item if necessary.

STAFF RECOMMENDATION:

By motion, approve the attached budget amendment 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 General Fund Delinquent Tax Revenue (10-3020-2018) will be increased by $158,000,**

That the General Fund Delinquent DMV Revenue (10-3021-2018) will be increased by $8,875,

That the General Fund Senior Center Donations Revenue (10-3220-0063) will be increased by $23,000,

That the General Fund Miscellaneous Revenue (10-3350-0000) will be increased by $13,000,

That the General Fund Insurance Damage Revenue (10-3350-8300) will be increased by $15,000,

That the General Fund Franchise Fees – Waste Revenue (10-3370-0200) will be increased by $5,000,

That the General Fund Electrical Inspection Revenue (10-3570-0000) will be increased by $8,000,

That the General Fund Sponsorships Revenue (10-3650-0050) will be increased by $11,000,

That the General Fund Assessments Revenue (10-3920-0020) will be increased by $72,000,

That the General Fund Interest on Special Assessments Revenue (10-3950-0000) will be increased by $37,000,

That the General Fund Fund Balance Appropriated (10-3990-0000) will be increased by $276,600,

That the General Fund Administrative Salaries & Wages (10-4200-0200) will be increased by $47,000,

That the General Fund Tax Collection Foreclosed Property (10-4600-4600) will be increased by $50,000,

That the General Fund Legal Fees (10-4700-0401) will be increased by $10,000,

That the General Fund Building Maintenance (10-5000-3300) will be increased by $1,500

That the General Fund Public Safety Bldg Roof (10-5000-7100) will be increased by $7,875,

That the General Fund Police Salaries & Wages (10-5100-0200) will be increased by $200,000,

That the General Fund Police Contracted Services E911 (10-5100-4501) will be increased by $32,000

That the General Fund Fire Contracted Services E911 (10-5300-4501) will be increased by $32,000,

That the General Fund Public Utilities Administration Insurance Liability (10-5450-5410) will be increased by $3,600,

That the General Fund Non-Departmental Retiree Insurance (10-6600-0600) will be increased by $43,000,

That the General Fund Non-Departmental Land Acquisition (10-6600-7100) will be increased by $182,000

That the General Fund EC Downtown (10-6700-0200) will be increased by $2,500,

That the General Fund IT Purchased for Other Departments (10-6900-3301) will be increased by $8,000,

And that the General Fund IT Salaries & Wages (10-6900-0200) will be increased by $8,000.

(This amendment will increase budgeted revenues and expenditures for various General Fund departments prior to the end of the fiscal year. All revenues increased except for Fund Balance Appropriated represent amounts already received in excess of previously budgeted amounts and are being used to off-set the increased expenditure estimates.)

ADOPTED, this 22[th] day of June, 2020.

Bettie J. Parker
Mayor

Attest:

April Onley
City Clerk