



Cover Memorandum/Staff Report

File #: 20-946

Agenda Date: 11/17/2020

Item #: 7.D.

TO: Mayor and Commissioners
FROM: Marie Kalka, Finance Director
THROUGH: Jennifer Alvarez, Interim City Manager
DATE: November 17, 2020

RESOLUTION NO.196-20 BUDGET AMENDMENT FOR FISCAL YEAR 2020/21

Recommended Action:

Motion to Approve Resolution No. 196-20 amending the budget for Fiscal Year (FY) 2020/21, adopted September 22, 2020.

Background:

This is a request to amend the adopted FY20/21 budget to account for changes necessary since its adoption in September 2020.

First, the Utilities Department recommends the addition of four additional positions in the Utility Engineering section that will increase the Water & Sewer Fund budget by \$491 thousand as outlined below. The Water and Sewer Fund will utilize their fund balance for this increase in budget. In addition to the recently created Regulatory Compliance Section within the Utilities Department, these positions are intended to ensure full compliance with all regulatory requirements and to also enhance internal procedures and controls.

Description	Amount	
Utilities Professional Engineer	\$108,650	Includes salary and fringe benefits
Plan Review/Engineer	\$103,150	Includes salary and fringe benefits
(2) Utility Inspector	\$156,200	Includes salary and fringe benefits
Operating Expenditures (one-time)	\$116,000	Two vehicles, four PCs and space modifications
Operating Expenditures (Recurring)	\$ 7,000	Cell phones and fuel
Total	\$491,000	

In addition, the City is requesting a budget amendment of \$307,958 in the Neighborhood Services Fund to increase both revenues and expenditures to accept additional Coronavirus Relief Funds (CRF) received in the amount of \$162,971 as well as allocate the balance of the initial allocation of \$144,987.

The attached Resolution and exhibit provide details of the proposed changes for all the major funds.

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance recommends approval.

Funding Source/Financial Impact:

See Exhibit A.

Timing of Request:

Approval of this request will address the needed changes in enhanced operating activity in the Utility Department as well as provide the necessary budget for CRF funds received to provide individual assistance to residents negatively impacted by the Coronavirus.