



# MEMORANDUM

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

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

**Date:** February 8, 2018

**Ref:** Consideration – Approval of Budget Amendments

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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 increases in costs that were estimated in the budget at a lower amount.

## ***ANALYSIS:***

The demolition of the Annex Building at 304 E. Colonial Avenue was estimated at \$17,000. Previously, staff advised the City Council that the final amount would likely be higher. Asbestos removal was not originally factored into the cost, and was an additional \$21,000; and the tipping fees totaled \$20,000. The final bill has been received and an amendment in the amount of \$41,000 is needed.

## ***FINANCIAL:***

The Finance Committee discussed this meeting during their February 8, 2018 meeting. Upon motion made by Councilman Caudle, seconded by Councilwoman Young, the Committee unanimously recommended approval by the City Council.

## ***STAFF RECOMMENDATION:***

By motion, approve the attached budget amendment to modify the original Budget Ordinance, as approved by City Council on June 26, 2017.



## 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, 2018:

SECTION I. That the Electric Fund Capital Outlay (307200.7400) be increased \$41,000,  
and the Electric Fund Balance Appropriated (303990.0000) be increased by \$41,000.

(To amend budget for demolition of Annex Building.)

This amendment will decrease Electric Fund Balance by \$41,000.

ADOPTED, this 12<sup>th</sup> day of February 2018.

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Bettie J. Parker  
Mayor

***Attest:***

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April Onley  
Interim City Clerk