

**MEMORANDUM**

**To:** Mayor and City Councilmembers  
Rick Cortes, Acting City Manager

**From:** Susan Caddell, Director of Finance

**Subject:** Budget Amendment

**Date:** November 26, 2019

Attached you will find a budget amendment for the Utility Fund. This amendment is needed to appropriate funds for the construction of a building for the new radio infrastructure. The explanation as to why the amendment is needed is contained within the budget amendment.

I will be available for questions prior to and during the meeting. Please let me know if you have any questions.