

MEMORANDUM

To: Mayor and City Councilmembers
Douglas Faseler, City Manager

From: Susan Caddell, Director of Finance

Subject: End of year Budget Amendments

Date: April 30, 2019

Since the first reading of the budget amendments, a few more amendments need to be addressed. The Library has received several donations from the Library Foundation, Friends of the Library and other private donations. Staff has purchased 20 new laptops for training purposes. They will also be purchasing gaming supplies, programming supplies and eBooks. In the Utility Fund, additional funding is needed for the Water Plant, Wastewater Treatment Plant and Springs Hill Improvement Project. During the construction phase of the filter under the drain, leaks were discovered in two different filters. A liner will be purchased to correct this issue. In the Special Revenue Fund, a budget amendment is needed for the Municipal Court Security Fund. Municipal Court has been going through a project to improve the security at the Court. A walk-through metal detector has been purchased along with a hand wand. Staff is requested to hire a part-time Court Security Officer to be stationed outside the metal detector. The officer will be responsible for checking bags as the defendants enter the court room. The officer will work up to an average of six hours per week.

After all the amendments are approved, all funds will maintain the minimum required fund balance of three months operating expenditures as required by the City's Fund Balance Policy.

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