

**MEMORANDUM**

**To:** Mayor and City Councilmembers  
Steve Parker, City Manager

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

**Subject:** End of year Budget Amendments

**Date:** September 17, 2020

Attached you will find budget amendments for the General Fund, Utility Fund and Special Revenue Fund. Along with each amendment, you will find the explanation for each of the amendments. The majority of these amendments use increased revenue above what was budgeted, with a few using available fund balance. After these 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.