



## *Agenda Briefing*

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**Date of Meeting:** February 2, 2021

**Responsible Department:** Finance

**Presenter:** Michael Gibbs

**Briefing Prepared By:** Kathryn Shannahan

**Strategic Focus Area:** City Services

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**General Information / Subject:**

Ordinance 2021-03 is adjusting various budget accounts for the General, Enterprise and Impact Funds for the FY 2020/21 Budget. This is to increase department line items related to the City Hall painting project, new HR programs, Coral Circle drainage, the Chloramine Project and Friendship Water Tank Project in the amount of \$457,341.

## **Executive Summary / Background:**

### **GENERAL FUND:**

The General Fund budget is being amended using reserves to fund the following projects:

#### **1. City Hall Roof Project**

It was determined that it would be difficult for City staff to accomplish the roof and door portions of the City Hall painting project; therefore, a bid for this project was presented at the January 5th Council meeting and awarded to Geofill Construction.

#### **2. Wellness and Financial Programs (HR)**

In FY 2019/20, our insurance providers Blue Cross Blue shield and Aetna issued COVID-19 related rebates back to the City. HR is using these funds to work with specific vendors, including Naturally Slim wellness and SmartDollar financial programs, to help benefit City employees.

#### **3. 3805 Coral Circle Drainage**

A storm sewer pipe was found to be outside of the City's easement at a residents property and had to be relocated back into the easement. This project was not originally budgeted or known.

### **ENTERPRISE FUND:**

The Enterprise Fund budget is being amended using reserves to fund the following project:

#### **Chloramine Project**

This project was originally on schedule to be completed by September 30, 2020. However, due to delays brought on by COVID-19, necessary parts for the project were not available or deliverable until this fiscal year. The funding was originally budgeted in last fiscal year.

### **IMPACT FUND:**

The Impact Fund budget is being amended to show the use of reserves to fund the following project:

#### **Friendship water Tank**

This project was originally on schedule to be completed by September 30, 2020. Due to a failed inspection, portions of the project were delayed and the project was not completed on schedule. The funding was originally budgeted in last fiscal year.

**Funding / Fiscal Information:**

**Account Number:** 107-5180, 107-3900, 500-5145, 902-6035, 929-6090, 001-2000

**Amount Budgeted:** \$66,909

**Amount Requested / Required:** \$457,341

**Funding Source (if not budgeted):**

Unencumbered funds/Reserves

**Supporting Materials Attached:**

**Prior Action / Review by Council, Boards, Commissions:**

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

**Staff Recommendation:**

Approval of Ordinance 2021-03 and Attachment A - FY 2020/21 Budget Amendment No.1

**APPROVED BY:  
(as appropriate)**

*Kathryn Shannahan*

01/22/2021

\_\_\_\_\_  
Preparer or Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Official, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Secretary, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community and Visitor Relations Director  
if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Court Administrator, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy City Manager, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
EDC Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Services Director, if needed

\_\_\_\_\_  
Date

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*Michael Gibbs*

1/28/2021

\_\_\_\_\_  
Finance Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Director, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief, if needed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director, if needed

\_\_\_\_\_  
Date

*Gayle Cook*

1/25/2021

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

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