



Agenda Briefing

Date of Meeting: January 7, 2020

Responsible Department: Finance

Presenter: Michael Gibbs, Director of Finance

Briefing Prepared By: Michael Gibbs, Director of Finance

Strategic Focus Area: City Services

General Information / Subject:

The Finance Department has closed the books for Fiscal Year ending September 30, 2019. Staff is preparing for the external auditors examination of the City's financials. An annual Budget amendment is prepared as part of this preparation. Budget Amendment Number 6 is an amendment which properly adjusts account lines, both revenue and expense lines. The standout items of this particular budget amendment:

General Fund Revenue accounts increased by \$632,389.80 as a result of a the sale of city property and the recognized revenue from FEMA distributions.

In order to show a balance for appropriations made in the Public Safety, Hotel and Court Technology funds a the budgetary fund balance accounts need to be adjusted.

Executive Summary / Background:

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.

Funding / Fiscal Information:

Account Number:

Amount Budgeted:

Amount Requested / Required:

Funding Source (if not budgeted):

Supporting Materials Attached:

Prior Action / Review by Council, Boards, Commissions:

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Staff Recommendation:

REVIEWED BY: (as appropriate)

City Manager

Deputy CM

Finance

HR

IT

PD

Emer Svcs

City Sec

EDC

Bldg

PW

Court

Visitor Relations

**APPROVED BY:
(as appropriate)**

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

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EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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

DocuSigned by:

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City Manager

Date

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