



# **Commission Meeting Agenda Item Memorandum**

---

**ITEM TYPE**

Action Item

**MEETING DATE:**

November 1, 2021

---

**PRESENTER:**

Cynthia Northrop, City Manager

---

**ITEM DESCRIPTION:**

Discussion and any necessary action regarding authorizing City Manager to approve budget adjustments up to \$25,000 and emergency budget amendments up to \$25,000.

---

**BACKGROUND INFORMATION:**

Authorizing the City Manager to adjust the budget up to \$25,000 (move funds between departments but doesn't increase the bottom line budget) and provide for emergency budget amendments up to \$25,000 that do increase the bottom line budget will give staff flexibility in the ongoing operation and budget management and will increase efficiency in the organization.

Staff currently brings budget adjustments/amendments to Council for approval on a bi-annual schedule and will continue to bring these items to Council for review and approval, as appropriate.

---

**FISCAL IMPACT:**

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required:           No
- Financial Review Completed by:

---

**LEGAL REVIEW:**

Not applicable.

---

**ATTACHMENTS:**

---

**RECOMMENDED MOTION AND/OR ACTION:**

Consider approval of authorizing City Manager to approve budget adjustments up to \$25,000 and emergency budget amendments up to \$25,000.