

**"THE GREAT CITY"**



**MEMORANDUM**

**To:** Yvette Harrell  
City Manager

**From:** Charmaine Parchment   
Finance Director

**Date:** March 17, 2017

**Re:** Budget Update  
Adjustments made at the Meeting held on February 27, 2017

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During the budget hearing on Monday, February 27, 2017, Commissioner John Riley proposed an amendment to the budget ordinance. The amendment was to reduce his salary by \$3,300.00 and place those funds into the city clerk's budget to address the reduction in regular staff salaries.

The resulting effects are as follow:

(1) Reduce the City Commission Budget:

Reduction in the following line items –

Salaries	3,300.00
FICA	253.00
FRS	<u>1,401.51</u>
<b>Total</b>	<b><u>\$4,954.51</u></b>

(2) Increase in the City Clerk's Office and in the General Fund Reserve:

City Clerk's Budget:

Allocation –John Riley      \$3,300.00

General Fund (GF) Reserves:

GF Reserves      \$1,654.51  
**Total**      **\$4,954.51**

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### March 2, 2017 Budget Differences

In updating the budget to reflect the amendments by both the State and City, the columns labeled “FY2017 Governor’s Designee”, “Required Reductions per Oversight”, and “Additional Reductions” were removed for presentation purposes. In deleting those columns the linked formulas in the budget amendment columns were affected, thus impacting the calculations. These columns have now been reinserted.

### GAP Insurance

It was recommended that the GAP insurance available to all city employees and paid by the city, be defunded for the remaining six months of the budget year. The insurance will still be available to all city employees who are willing to pay to maintain the coverage.

The reductions in the GAP insurance, for the remaining six months, were recognized in the Life & Health line item allocation in each division of each department budget. This resulted in a decrease in each department personnel expenses.

### Personnel Tables

Some departments have more than one division within their budget. In order to reconcile the totals on the table, all the divisions within the department must be added together to arrive at the totals.

### Working Papers

There are two working paper attachments to the budget document:

- Attachment #1 is the staff working papers outlining how the required additional savings were achieved.
- Attachment #2 shows the personnel expenses by department and also by division within the departments.

**END OF MEMORANDUM**