



**FINANCE DEPARTMENT**  
**Memo No. 22-11**

**DATE:** November 2, 2021

**TO:** Greg Harrison, City Manager

**VIA:** Erjeta Diamanti, Budget Officer

**FROM:** Andrew Jean-Pierre, Finance Director

**SUBJECT: Budget adjustment for FY2021**

A budget is an estimate of anticipated expenditures and revenues. The Finance Department in conjunction with the Budget Department has reviewed the current estimates and has found a need to revise budgeted amounts within certain expenditure line items for the end of the fiscal year ending 2021. This will also provide administration a realistic view of the City's financial position.

Below is a summary of the adjustments and the impact on the funds.

**General Fund**

- **\$1,100,439** to cover overtime related to the City's efforts in responding to the COVID-19 pandemic. The majority of the budget adjustment is due the staffing of the City run vaccination site at Citi Centre. The site was shut down on October 29<sup>th</sup>, 2021. The City has received \$2,679,814 in Coronavirus Aid, Relief, and Economic Security (CARES ) Act funding passed-through the County. The additional salary cost will be covered by the CARES Act funding.

**EMS Fund**

- **\$1,087,094** to cover overtime related to the City's efforts in responding to the COVID-19 pandemic. The majority of the budget adjustment is due the staffing of the City run vaccination site at Citi Centre. The site was shut down on October 29<sup>th</sup>, 2021. The City received \$2,679,814 in Coronavirus Aid, Relief, and Economic Security (CARES ) Act funding passed-through the County. The additional salary cost will be covered by the CARES Act funding.

**Disaster Recovery Fund & Central Stores Fund**

- **\$1,577,143** to cover various non-salary costs related to COVID-19. These include testing and contact tracing, food program, teleworking for City employees, personal protective equipment and cleaning/disinfection supplies. In addition to the \$2,679,814 noted above for salaries. The City has received \$1,577,143 in Coronavirus Aid, Relief, and Economic Security (CARES ) Act funding passed-through the County.

On behalf of Finance and the Budget department, we respectfully request your approval of the suggested line item adjustments for a grand total **\$3,764,676**.