



**Council Agenda Item
February 1, 2021**

10. ORDINANCES

- (c) Consider an ordinance amending the general budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021; transferring various appropriations among accounts; appropriating supplemental revenue to various fund accounts; amending the authorized staffing for Fiscal Year 2021; authorizing the appropriate city officials to take steps necessary to accomplish such transfers; making certain findings; containing certain provision relating to the subject; and consider the ordinance on the first and final reading. (*Proposed presenter: Director of Financial Services Allena Portis*)
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Cover memo – ***Provided 01.29.21***

Ordinance – ***Provided 01.29.21***



CITY COUNCIL AGENDA ITEM COVER MEMO

February 1, 2021

To: Mayor and City Council
Agenda Item: 10(a) Consider an ordinance amending the FY 2021 Adopted Budget
Submitted by: Bertha P. Alexander, Budget & Financial Reporting Manager

SYNOPSIS

Consider an ordinance amending the budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021; transferring various appropriations among accounts; appropriating supplemental revenue to various fund accounts; amending the authorized staffing; authorizing the appropriate city officials to take steps necessary to accomplish such transfers making certain findings; containing certain provisions relating to the subject; and consider the ordinance on the first and final reading.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Maintain a financially sound City

BACKGROUND

In accordance with Article IX, Section 9.04 of the City of Missouri City Charter, upon request by the City Manager, the Council may by ordinance transfer part or all of any unencumbered balance from one department, office or agency to another.

The purpose of this amendment is to increase FTE within the City Attorney's Office pursuant to Council action on January 11, 2021. This amendment removes the First Assistant City Attorney position and adds two Junior Associate Assistant City Attorney positions. Salary, benefits and associated non-personnel costs are included in Exhibit A and the new positions are included on Exhibit B.

In addition to amending the City Attorney's Office budget and positions, this amendment provides for revenue and appropriation for the City Park 380 Agreement payment approved by City Council on January 4, 2021. The City received \$970,000 from Fort Bend County to reimburse City Park according to the agreement.

BUDGET ANALYSIS

See
Exhibit A - Budget Amendment Details
Exhibit B - Authorized Full-time Staffing Summary

Purchasing Review: N/A
Financial/Budget Review: N/A

Note: Compliance with the conflict of interest questionnaire requirements, if applicable, and the interested party disclosure requirements (HB 1295) has been confirmed/is pending within 30-days of this Council action and prior to execution.

SUPPORTING MATERIALS

1. Budget Amendment Ordinance
2. Exhibit A – Budget Amendment Details
3. Exhibit B – Authorized Full-time Staffing Summary

STAFF'S RECOMMENDATION

The Finance and Services Committee and Staff recommends approval of the FY 2021 budget amendment as presented.

Director Approval:

Allena Portis, Director of Financial Services

Assistant City Manager Approval:

Bill Atkinson

ORDINANCE NO. O-21-__

AN ORDINANCE OF THE CITY OF MISSOURI CITY, TEXAS, AMENDING THE GENERAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; TRANSFERRING VARIOUS APPROPRIATIONS AMONG ACCOUNTS; APPROPRIATING SUPPLEMENTAL REVENUE TO VARIOUS FUND ACCOUNTS; AMENDING THE AUTHORIZED STAFFING FOR FISCAL YEAR 2021; AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO TAKE STEPS NECESSARY TO ACCOMPLISH SUCH TRANSFERS; MAKING CERTAIN FINDINGS; AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT.

* * * * *

WHEREAS, pursuant to Ordinance No. O-20-38, passed and approved on September 21, 2020, the City Council of the City of Missouri City (the "City Council") adopted the City of Missouri City, Texas, General Budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021 ("Fiscal Year 2021"); and

WHEREAS, Article IX, Section 9.04 of the City Charter authorizes the City Council, upon written request by the City Manager, to transfer by Ordinance all or part of any unencumbered appropriations balance from one department, office, or agency to another; and

WHEREAS, Article IX, Section 9.04 of the Charter authorizes the City Council, upon certification by the City Manager, to appropriate by Ordinance all or part of any unencumbered supplemental appropriations balance to one or more fund accounts, including capital improvement projects fund accounts; and

WHEREAS, the City Manager has certified that certain unencumbered appropriations and supplemental appropriations are available and has requested that such unencumbered appropriations be transferred to various other accounts and that such supplemental revenues be appropriated to various fund accounts; and

WHEREAS, the City Manager hereby requests City Council authorization to amend the staffing for fiscal year 2021; and

WHEREAS, it is the desire of City Council to comply with the requests of the City Manager; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:

Section 1. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The General Budget of the City of Missouri City, Texas, for Fiscal Year 2021 be, and is hereby, amended as set forth in Exhibit "A," which is attached hereto and incorporated herein by reference for all purposes.

Section 3. The General Budget of the City of Missouri City, Texas, for the fiscal year 2021 be, and is hereby, amended as set forth in Exhibit "B," staff authorization changes, which is attached hereto and incorporated herein by reference.

Section 4. The appropriate officials are hereby authorized and directed to take those steps necessary to accomplish such transfers and to cause the same to be duly reflected in the records of the City.

PASSED, APPROVED and ADOPTED on first and final reading this 1st day of February, 2021.

Robin J. Elackatt, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson, City Secretary

E. Joyce Iyamu, City Attorney

Exhibit A-Budget Amendment Details - February 1, 2021

Line Item	Funding Source	Account Number	Account Number Description	FY 2021 Original/Revised Budget	FY 2021 Proposed Budget Amendment	FY 2021 Amended Budget	Purpose/Description
1	General Fund	101-51***-10-104-	Salary and Benefits	-	62,276	62,276	To request additional funds for the pro-rate share of salary and benefits for two Jr Assistant City Attorney positions. Some of the costs are funded from existing resources and amount represents the net difference. The annualized amount will be included in the FY 2022 Budget. Amount also includes office set-up for one position; \$5,450 represent one-time costs for computer and furniture.
2	General Fund	101-5****-10-104-	Various	-	8,615	8,615	
3	General Fund	101-39200-00-000-	Fund Balance Reserve	-	(70,891)	(70,891)	
4	General Fund	101-53509-99-999-	Developer Agreement Exp	-	970,000	970,000	To record revenue from Fort Bend County and expense for the City Park for the Beltway 8 Connector economic development agreement.
5	General Fund	101-46130-01-001-	Intergov Rev-Fort Bend County		(970,000)	(970,000)	

EXHIBIT B - STAFFING SUMMARY

		FY 2021		FY 2021	
		AMENDED	1.11.2021	2.1.2021	AMENDED
GENERAL FUND		BUDGET	REQUEST	REQUEST	BUDGET
GENERAL GOVERNMENT - 10					
101	City Management	6.0			6.0
102	City Secretary	4.0			4.0
103	Human Resources/Organ. Dev.	5.0			5.0
104	Legal	5.0	-1.0	2.0	6.0
105	Performance Management Office	0.0			0.0
106	Municipal Court	7.0			7.0
108	Communications	11.0			11.0
109	Economic Development	3.0			3.0
TOTAL GENERAL GOVERNMENT		41.0	-1.0	2.0	42.0
FINANCIAL SERVICES - 12					
110	Finance Administration	1.0			1.0
112	Purchasing & Risk Management	3.0			3.0
113	Budget and Financial Reporting	3.0			3.0
114	Accounting/Treasury	10.0			10.0
TOTAL FINANCIAL SERVICES		17.0	0.0	0.0	17.0
POLICE - 13					
120	Police Administration	10.0			10.0
122	Code Enforcement	8.0			8.0
124	Support Services	26.2			26.2
126	Criminal Investigation	24.0			24.0
128	Patrol	78.0			78.0
TOTAL POLICE		146.2	0.0	0.0	146.2
FIRE & RESCUE SERVICES - 14					
130	Administration	4.0			4.0
132	Fire Prevention	4.0			4.0
134	Training/Education	1.0			1.0
136	Operations	69.0			69.0
TOTAL FIRE		78.0	0.0	0.0	78.0
PUBLIC WORKS DEPARTMENT - 15					
140	Administration	4.0			4.0
141	Capital Projects	2.0			2.0
142	Streets/Drainage/Traffic Control	14.0			14.0
143	Engineering/Utilities Planning	5.0			5.0
144	Geographic Information Services	4.0			4.0
145	Fleet Maintenance	5.0			5.0
146	Facilities Maintenance	4.0			4.0
148	Animal Services	4.0			4.0
TOTAL PUBLIC WORKS		42.0	0.0	0.0	42.0
PARKS & RECREATION - 16					
150	Parks	9.0			9.0
152	Recreation	9.0			9.0
153	Forestry	2.0			2.0
TOTAL PARKS & RECREATION		20.0	0.0	0.0	20.0
DEVELOPMENT SERVICES - 17					
160	Planning & Development	7.2			7.2
162	Inspections & Permits	14.0			14.0
TOTAL DEVELOPMENT SERVICES		21.2	0.0	0.0	21.2
INNOVATION & TECHNOLOGY - 18					
170	Innovation & Technology	11.0			11.0
TOTAL INNOVATION & TECHNOLOGY		11.0	0.0	0.0	11.0
TOTAL GENERAL FUND		376.4	-1.0	2.0	377.4
SPECIAL REVENUE FUNDS					
220	Radio Communications	0.8			0.8
240	Community Development Block Grant (CDBG)	1.8			1.8
255	Hotel Tax Fund	1.0			1.0
TOTAL SPECIAL REVENUE FUNDS		3.6	0.0	0.0	3.6
TOTAL FULL-TIME POSITIONS - GENERAL FUND & SPECIAL FUNDS		380.0	-1.0	2.0	381.0