



City of Laramie
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TO: Janine Jordan, City Manager
FROM: Malea Brown, Chief Operating Officer
Jennifer Wade, Deputy Administrative Services Director
DATE: April 20, 2021
RE: **Resolution 2021-29 to amend the FY 2020-21 Annual Budget**

Attached is a resolution to adjust the **FY 2020-21 City of Laramie annual budget** for the City Council's consideration. The purpose of these amendments is to increase appropriations to cover unscheduled expenditures and to adjust budgets for amounts already approved by the Council. These types of adjustments are authorized by Wyoming Statutes Section 16-4-112 and Section 16-4-113.

FY 2020-21 Amendments

The recommended amendment for the FY 2020-21 budget is \$5,091,142. Of this amount, \$584,110 has not been previously approved by the City Council. The recommended changes are summarized below.

Governmental Funds

The total recommended amendment to Governmental Funds is \$1,528,533 (General Fund for \$119,722, Recreation Center Fund for \$157,033, Capital Construction Fund for -\$40,000, and SPT 2018 Fund for \$1,291,778). Of the Governmental Funds recommended adjustment, \$666,610 has not been previously approved by the Council.

Enterprise Funds

The total recommended amendment to the Enterprise Funds is \$3,562,609 (Water Fund for \$708,821, Wastewater Fund for \$422,821, and Solid Waste Fund for \$2,430,967). Of the Enterprise Funds recommended adjustments, -\$82,500 has not been previously approved by the Council.

Recommendation for Budget Resolution:

It is the staff's recommendation that the Council pass the resolution to amend the FY 2020-21 annual budget. Presented below is a brief review of major expenses pertaining to the resolution.

Recommendations for FY 2020-21

I. General Fund

City Clerk: A budget increase is recommended for \$15,582 to reflect the Council broadcast equipment bid award on February 16, 2021, which exceeded the originally budgeted amount. This increase is mostly offset by a transfer from the City Council division.

- City Council: A budget decrease of \$13,582 is recommended to transfer funds for Council broadcast equipment replacement. This one-time transfer is a reduction from unspent travel budgets.
- Municipal Court: Staff recommends a \$27,455 increase for InCode Court software maintenance fees, which were incurred prior to the date originally forecasted. The contract for software maintenance fees was approved by the City Council on November 7, 2018.
- General Accounts: A budget increase of \$138,767 is recommended. Most of the increase is due to a project transfer of \$198,000 from the General Fund to the 2018 SPT Fund and is offset by a reduction in the Engineering division. The transferred project is the FY 2021 allocation for the Concrete Improvement Program. Other amendments include a reduction of \$70,000, approved by the Council on July 7, 2020, to adjust the service agreement for the Laramie Regional Airport to the actual amount and an increase of \$10,767 for the contract payment adjustment to the Laramie Regional Airport approved by the Council on December 1, 2020 for reimbursement of plant investment fees.
- Fire EMS: Staff recommends a budget increase of \$25,000 due to a budget shortfall for a scheduled patient simulator replacement. The Fire Chief has indicated that the City will make a request to the hospital for funding to try to offset the shortfall. At this time, no revenue is included as an offset.
- Fire Prevention: A budget increase of \$4,000 is recommended to allow for additional provisional employee work during a time of key staffing transition and catching up on departmental back logs. This increase is offset by underspending in the last quarter of 2020, when operations were put on hold due to the pandemic.
- Engineering: A budget decrease of \$198,000 is recommended to transfer the Concrete Improvements Program project to the 2018 SPT Fund.
- Facil Management: A budget increase of \$95,000 is recommended to move three projects (City Hall MAU Replacement for \$70,000, Annex Air Handler Replacement for \$10,000, and Police Air Handler Replacement for \$15,000) from the 2018 SPT Fund to the General Fund. Based on the economic uncertainty generated by the pandemic, the City Manager recommended moving these projects to the 2018 SPT Fund in FY 2021. Based on revenue results, the current recommendation is that these projects are best managed in the General Fund, allowing 2018 SPT Funds to be used for different projects.
- Streets: Staff recommends a budget increase of \$25,000 to remediate a detention pond. The current pond requires removal of the existing inlet and culvert crossing, filling, a new manhole, and a small amount of new storm sewer pipe. The need for this project was discovered in conjunction with the Coughlin Pole-Mountain subdivision. The existing structure is difficult to maintain and failing, while causing damage to the neighboring property.

Mosquito Control: A budget decrease of \$2,500 is recommended to adjust the equipment replacement schedule. The division has recommended that the lab refrigerator and freezer be replaced in a future fiscal year, rather than the current one.

Information Technology: A budget increase of \$3,000 is recommended for an additional annual license for backup of social media sites. Public records laws require the City to produce social media posts, comments, etc. upon a public records request. Because Facebook, twitter, etc. control the content, a user could delete their comment on a city post. If the City received a request for that comment, the only way we can ensure being complaint with records laws is to archive social media content. Archiving also give the City easier controls to search social media for records request compliance.

II. Recreation Center Fund

Recreation Center: Staff recommends a budget increase of \$157,033 for several items, including \$150,000 in additional budget for scheduled replacement of a rooftop unit. The quotes for unit replacement came in significantly higher than the budgeted amount of \$200,000, and the replacement is critical to facility operation. An increase of \$5,000 is requested to install turnstiles in conjunction with the SPT facility upgrade project to streamline facility entry and \$2,033 is recommended for a rebudget of unspent Recreation Mill grant funding reallocated to a camera replacement.

III. Council Construction Fund

Administration: A budget decrease of \$40,000 is recommended to move the Pierce Curtis Interchange Reconstruction project from the current year to a future year, based on the current construction estimate.

IV. 2018 SPT Fund

2018 SPT: A budget increase of \$1,291,778 is recommended for the fund in total. Of this amount, \$919,156 has already been approved by the City Council (\$198,000 for the 11th Street Reconstruction project, funded by a transfer from the General Fund, to adjust the project budget for the bid awarded by the Council on November 4, 2020, \$2,156 for Amendment 1 to the contract for solar array installation at the Recreation Center approved by the Council on January 5, 2021, \$709,000 for the Recreation Center Facility Updates project bid awarded by the Council on January 5, 2021, and \$10,000 to adjust the Labonte Skate Park Improvement project upon acceptance of additional donations by the Council on December 15, 2020).

The remaining amendments total \$372,622. A \$95,000 reduction is recommended to move three projects from the SPT 2018 Fund to the General Fund (City Hall MAU Replacement for \$70,000, Annex Air Handler Replacement for \$10,000, and Police Air Handler Replacement for \$15,000). This transfer is described in the General Fund section, as well. There is also a reduction of \$250,000 recommended to move the Coughlin Pole Mountain Park project based on the current estimated construction schedule. There is a \$120,000 increase recommended to move the scheduled FY 2022 adjustment to the 30th & Reynolds Intersection project to the current year so that construction can occur in June and July and not disrupt school

traffic in the fall. There is also a \$597,622 increase for the Fire Training Tower project, based on the current estimates for guaranteed maximum prices on construction. The contract for construction is expected to be awarded this fiscal year, so the project budget is being amended proactively.

V. Water Fund

Administration: A budget increase of \$837,271 is recommended to adjust the project support transfer required of the Water Fund based on the Municipal Operations Center construction bid awarded by the Council on December 15, 2020.

Pumps & Wells: Staff recommends an increase of \$21,550 for construction management services on a PRV project, as approved by the Council on January 19, 2021.

Transmission: Staff recommends a decrease of \$100,000 to adjust the estimated project schedule for the Thornburg Alley Replacement project. Staff currently plans to complete this project in FY 2023.

Water Rights: Staff recommends a decrease of \$50,000 to adjust the project schedule for the Consumptive Use Plan update, delaying the project by one year.

VI. Wastewater Fund

Administration: A budget increase of \$227,570 is recommended to adjust the project support transfer required of the Wastewater Fund based on the Municipal Operations Center construction bid awarded by the Council on December 15, 2020.

Collection Staff recommends a budget increase of \$10,467 to increase the budget for the replacement of fleet vehicle unit 336, based on the bid awarded by the Council on January 5, 2021.

Treatment Plant: A budget increase of \$184,784 is recommended to adjust the budget for the Wastewater Treatment Plant Design project. This amendment has two components: an adjustment of \$67,284 for the design bid awarded by the Council on February 2, 2021 and an amendment of \$117,500 for a scheduled payment to Honeywell for energy efficiency analysis and recommendations.

VII. Solid Waste Fund

Collection: A budget increase of \$1,277,936 is recommended to adjust the project support transfer required of the Solid Waste Fund based on the Municipal Operations Center construction bid awarded by the Council on December 15, 2020.

Disposal: A budget increase of 1,153,031 is recommended to adjust the project support transfer required of the Solid Waste Fund based on the Municipal Operations Center construction bid awarded by the Council on December 15, 2020 for \$1,203,031 and to reduce the budget allocated for the landscaping/hydroseed project by \$50,000 to reflect the most current estimated construction schedule.

Transfers for FY 2020-21

VIII. General Fund

Engineering: Staff recommends project transfers to breakout the City-Wide Storm Drainage project into phases. The existing project budget will be reduced by \$257,191 and two new phases will be created: a Stormwater Funding Feasibility Study for \$50,526 and a Stormwater Regulations and Design Manual for \$206,665. This breakout should help the public better understand how funds are being spent for this multi-year drainage evaluation.

Parks: Staff recommends a transfer of \$1,186 from operating accounts to fund a slight overrun on the purchase of a portable pitching mound.

IX. 2018 SPT Fund

2018 SPT: Staff recommends project transfers to consolidate separately budgeted projects to optimize drainage ponds on 22nd Street. Three existing projects (Optimize Drainage Pond – Nighthawk and 22nd, Binford and 22nd, and 22nd and Reynolds) that are budgeted at \$10,000 each will be combined into a master project (Optimize Drainage Ponds – 22nd Street) with a budget of \$30,000.

X. Water Fund

Transmission: A transfer of \$50,000 (reducing the Grafton Waterline Replacement project and increasing the Gerald Place Waterline Replacement project) is recommended to allow design on the Gerald Place project to begin in the current year, based on the current estimate for project construction. Additionally, a transfer of \$300,000 (reducing the placeholder for UW project support and increasing the UW Lewis MOU Agreement project) is requested to allocate project reserves based on actual agreements with UW.

XI. Wastewater Fund

Collection: Staff recommends that \$15,000 be transferred from the cured in place pipe lining project to fund a manhole replacement at 3rd and Park that was not in the current budget. Additionally, a transfer of \$30,000 (reducing the Hillside-Holiday Alley Wastewater project and increasing the Priority Sewer Rehab – Gerald Place project) is recommended to allow design on the Gerald Place project to begin in the current year, based on the current estimate for project construction.