



**City of Laramie**  
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TO: Janine Jordan, City Manager  
Malea Brown, Chief Operating Officer  
FROM: Jennifer Wade, Administrative Services Director  
DATE: February 21, 2023  
RE: **Resolution 2023-21 to amend the FY 2023 and FY 2024 Biennial Budget**

Attached for the City Council’s consideration is a resolution to adjust the **FY 2023 and FY 2024 City of Laramie biennial budget**.

The purpose of these amendments is to increase appropriations to cover unscheduled expenditures, to reappropriate certain budget items from the prior fiscal year (FY) and 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.

***Recommendation for Budget Resolution:***

It is the staff’s recommendation that the Council pass the resolution to amend the FY 2023 – FY 2024 biennial budget. Presented below is a review of each amendment included in this resolution. These amendments would be funded by cash reserves unless otherwise stated.

***Summary of FY 2023 – FY 2024 Amendments***

The recommended amendment to the FY 2023 budget is an increase of \$1,545,409. Of this amount, \$880,190 has already been approved by the City Council and \$274,400 is a reappropriation of funding. The recommended amendment to the FY 2024 budget is \$62,000, of which \$55,000 has been previously approved by Council action. The Council is being asked to consider \$390,819 in new appropriations for FY 2023 and \$7,000 in FY 2024.

***Governmental Funds***

The total recommended amendment to Governmental Funds is \$941,573 in FY 2023 (\$733,212 in the General Fund, \$162,839 in the E911 Fund, (-\$4,478) in the Parks and Recreation Development Fund, and \$50,000 in the 2018 SPT Fund). Of these items, \$583,828 has been previously approved by the City Council, \$15,000 is for a reappropriation request, and new appropriations total \$342,745. There is \$341,310 in revenue to offset amendment requests in the governmental funds.

The recommended amendment to Governmental Funds in FY 2024 is \$62,000. \$55,000 has already been approved by Council action, while \$7,000 is a new request.

***Enterprise Funds***

The total recommended amendment to the Enterprise Funds is an increase of \$603,836 in FY 2023 (\$341,413 in the Water Fund, \$37,428 in the Wastewater Fund, and \$224,995 in the Solid Waste Fund). \$296,362 of this request has been previously approved by City Council, \$259,400 is a reappropriation request from the prior year, and new appropriation requests total \$48,074.

## Recommendations for FY 2023

### **I. General Fund**

- City Attorney's Office: Staff recommends a \$10,948 increase to reflect compensation changes in the City Attorney's contract approved by the Council on 12/20/22.
- Municipal Court: Staff recommends a \$2,000 increase to move spending authority from the ERP project in the Finance division to the Municipal Court software project to reflect actual spending. Some of the committed consulting funds for these two projects were comingled and a project transfer is necessary.
- General Govt: Staff recommends a \$150,000 decrease to transfer appropriations for the Fire Pension A employer assessment to the fire administration and suppression division, where the loan will be repaid.
- Police Admin & Ops: Staff request a \$60,000 increase for two items: an additional \$55,000 for outside investigative services approved by the Council on 2/7/23 and \$5,000 to replace a failed printer.
- Animal Control: Staff recommends a \$22,000 increase for facility upgrades and shelter supplies offset by previously received and restricted donations.
- Fire Admin & Suppr: Staff request a \$254,817 increase for two items: \$113,640 for ARPA stipends approved by the City Council on 11/1/22 and offset by revenue, except employer taxes, and \$141,177 to transfer the Fire Pension A employer assessment to the division for loan servicing.
- Fire EMS: Staff recommends a \$147,366 increase for ARPA stipends approved by the City Council on 11/1/22 and offset by revenue, except employer taxes.
- Fire Operations: Staff requests an \$8,700 increase to replace a self-contained breathing apparatus (SCBA) lost in shipping and offset by \$7,100 in insurance claim proceeds.
- Fire Prevention: Staff requests a \$42,182 increase for two items: \$36,500 for an additional 0.8 full time equivalent (FTE) benefited position authorized by the Council on 9/20/22, funded partially by a transfer from non-benefited wages, and \$5,682 for ARPA stipends approved by the City Council on 11/1/22 and offset by revenue, except employer taxes.
- Public Works Admin: Staff recommends a \$2,649 increase for floor mat service at the Municipal Operations Center.
- Engineering: Staff recommends a \$15,245 increase for two items: a \$19,000 increase for the bid award of the Harney Street Corridor Study awarded by the Council on 11/16/22, offset fully by a transfer from the oversizing project in the Street division, and a \$3,755 decrease to move replacement of fleet vehicle 887 to the code administration division.

Streets: Staff recommends a \$143,000 increase for four items: \$12,000 for bus stop installation authorized by Council resolution 2022-52 on 8/23/22; \$135,000 for 3<sup>rd</sup> Street beautification treatments approved by the Council on 2/7/23; \$15,000 for decommissioning of the 4<sup>th</sup> street fuel tank; and a reduction of \$19,000 to transfer oversizing project funding to the Harney Street Corridor Study approved by the Council on 11/16/22.

Mosquito Control: Staff requests a \$15,000 increase to reappropriate funds for ATV transport trailer replacement between fiscal years due to delivery delays.

Planning: Staff requests a \$47,202 increase for three items: a \$54,295 increase to move replacement fleet vehicle 880 to the planning division; a \$10,593 reduction to transfer appropriations to the IT division based on the bid award approved by the Council on 2/7/23 for replacement of fleet vehicles 880 and 8; and a \$3,500 increase for additional software maintenance costs for Tyler Energov based on final functionality elections.

Code Admin & Enforce: Staff recommends a \$103,510 increase for several items: \$150,550 for third party plan review of the UW dorms, in exchange for a portion of collected plan review fees; \$3,755 to move replacement of fleet vehicle 887 to the code administration division; a reduction of \$54,295 to move replacement fleet vehicle 880 to the planning division; and a \$3,500 increase for additional software maintenance costs for Tyler Energov based on final functionality elections

Finance: Staff recommends a \$2,000 decrease to move spending authority from the ERP project in the Finance division to the Municipal Court software project to reflect actual spending. Some of the committed consulting funds for these two projects were comingled and a project transfer is necessary.

IT: Staff recommends a \$10,593 increase to transfer appropriations to the IT division based on the bid award approved by the Council on 2/7/23 for replacement of fleet vehicles 880 and 8.

## **II. E911 Fund**

E911: Staff recommends a \$162,839 increase in appropriations to replace the aging 911 phone system at LARC and service debt for the equipment lease approved by the Council on 1/17/23 (\$17,692 first year payments). \$145,147 is required to replace a second component of the 911 phone system. Council approved the initial replacement of this system on 10/18/22, as well as a lease purchase agreement to finance the first phase on 1/17/23.

## **III. Parks & Recreation Development Fund**

Parks & Rec Dev: Staff request a reduction of \$4,478 to adjust several Albany County Recreation Board (ACRB) projects based on final funding recommendations in FY 2023.

#### **IV. 2018 SPT Tax Fund**

2018 SPT: Staff recommends a \$50,000 increase for the early acquisition of indoor pool features, as approved by the Council on 11/16/22, and offset fully by an ACRB grant award.

#### **V. Water Fund**

Transmission: Staff recommends \$324,942 for several items: \$59,000 is required based on Council's approval of a contract amendment for the North Campus Water Main project on 9/6/22; \$259,400 is required to reappropriate remaining funding from the North Campus Water Main project from the prior fiscal year based on remaining work; and \$6,542 is necessary based on the bid awarded by the Council on 10/18/22 for service truck replacement.

Treatment: Staff recommends a \$8,117 increase for the bid awarded by the Council on 11/16/22 for skid loader replacement.

Meters: Staff requests a \$8,354 increase for the service truck replacement bid awarded by the Council on 10/18/22.

#### **VI. Wastewater Fund**

Collection: Staff recommends a \$37,428 increase in appropriations for two items: \$28,074 for cost increases on the sewer jet replacement and \$9,354 for the service truck replacement bid awarded by the Council on 10/18/22.

#### **VII. Solid Waste Fund**

Collection: Staff requests a \$20,000 increase for increased commercial collection requests that have required the City to purchase more commercial containers.

Disposal: Staff recommends \$204,995 for the bid awarded by the Council on 10/4/22 for household hazardous waste building construction.

### **Recommendations for FY 2024**

#### **I. General Fund**

Police Admin & Ops: Staff request an additional \$55,000 for outside investigative services approved by the Council on 2/7/23.

Planning: Staff requests a \$3,500 increase for additional software maintenance costs for Tyler Energov based on final functionality elections.

Code Admin & Enforce: Staff recommends a \$3,500 increase for additional software maintenance costs for Tyler Energov based on final functionality elections.

## **Transfers for FY 2023**

### **I. General Fund**

Municipal Court: Staff are disclosing a \$151 transfer between line items for an overage on the office upgrades project.

Police Admin & Ops: Staff are disclosing a \$1,996 transfer between line items necessary for evidence moving storage unit price increases.

Facilities Mgmt.: Staff are disclosing a \$3,465 transfer between line items to cover an overage on a vehicle purchase.

General Accounts: Staff are disclosing a \$105,000 transfer between items to distribute unallocated reserve to designated initiatives, including final community partner funding allocations and additional professional and consulting necessary for staff recruitments.

### **II. SPT 2018 Fund**

SPT 2018: Staff are disclosing a transfer between projects to fund early purchase of indoor leisure pool enhancements as authorized by the Council on 11/16/22.

### **III. Water Fund**

Water: Staff are disclosing a transfer of funds for \$24,431 to appropriately classify a capital invoice and a \$8,117 line-item transfer necessary to replace fleet vehicles 386 and 387.

### **IV. Wastewater Fund**

Wastewater: Staff are disclosing a \$250,000 transfer between wastewater projects based on the bid awarded by the Council on 9/6/22 for ditch cleaning.

### **V. Solid Waste**

Solid Waste: Staff are disclosing a \$100,000 transfer to combine two existing solid waste capital projects based on the household hazardous waste building construction bid awarded by the Council on 10/4/22.