



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: June 16, 2020
RE: **Resolution 2020-35 to amend the FY 2018-20 Biennial Budget**

Attached is a resolution to adjust the **FY 2018-20 City of Laramie biennial budget** for the City Council's consideration. The purpose of these amendments is to increase appropriations to cover unscheduled expenditures, to make administrative adjustments, 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 2019-20 Amendments

The total recommended amendment to the FY 2019-20 budget is a **reduction** of \$651,858. Most of this amendment is for project changes related to FY 2021 budget preparation or COVID-19 response. There are also some changes due to departmental requests and Council actions, as summarized below.

Type of Change	Proposed Amendment to the FY 2020 Budget
Administrative Budget Changes (Changes for the FY 2021 Capital Plan, Rebudgets)	(\$1,139,582)
COVID19 Reductions to Capital Projects	(\$430,000)
Previous Council Action	\$441,604
Departmental Requests	\$476,120
Total	(\$651,858)

Governmental Funds

The total recommended amendment to governmental funds is a decrease of \$757,858 (General Fund -\$664,021, Recreation Center Fund -\$14,110, Parks and Recreation Development Fund \$3,325, and 2018 SPT Fund -\$83,052). A reduction of \$689,582 is attributable to administrative budget changes necessary to align the capital plan to that recommended in the FY 2021 budget. A reduction of \$430,000 is due to a capital project reduction based on the pandemic's expected financial impacts. An increase of \$285,604 is recommended due to actions already approved by the City Council, while \$76,120 is proposed based on departmental requests.

Enterprise Funds

The total recommended amendment to the Enterprise Funds is an increase of \$106,000 (Water Fund \$1,356,000, Wastewater Fund -\$1,250,000). \$156,000 is due to actions already approved by the City Council, while \$400,000 is proposed based on a departmental request. A reduction of \$450,000 is attributable to administrative budget changes necessary to align the FY 2020 capital plan to that recommended in the FY 2021 budget.

Recommendation for Budget Resolution:

It is the staff's recommendation that the Council pass the resolution to amend the FY 2018-20 biennial budget. Presented below is a brief review of major expenses pertaining to the resolution. Unless otherwise stated, budget amendments are funded by cash reserves.

Recommendations for FY 2019-20

I. General Fund

Departmental Requests & Council Actions

Municipal Court: Staff recommends a \$27,455 increase for InCode Court software maintenance fees, which were incurred prior to the date originally forecasted by the budget team. The contract for software maintenance fees was approved by the City Council on November 7, 2018.

General Accounts: A budget increase of \$60,000 is requested for higher than expected property taxes on non-exempt City properties for 2018 and 2019, with both years being paid in the current budget year. Increased County review of formerly exempt properties resulted in these higher than expected amounts.

Safety: Staff recommends a \$11,040 budget increase for expenses relating to the City's Safety program, funded by an annual award from Wyoming Association of Risk Management.

Police: A budget increase of \$6,300 is recommended for additional equipment purchases necessary to support Digiticket, funded by court automation fees.

Fire - EMS: A budget increase of \$1,325 to recommended for IV pump purchases, due to inflationary increases in the cost of this equipment.

Streets: Staff recommends a budget increase of \$189,684 for two contracts related to the 22nd and Reynolds Traffic Signal project that were approved by Council on March 17, 2020.

Parks: A decrease of \$3,325 is recommended to transfer unused Sand Volleyball project budget for completion of the Jacoby Trail Development project.

Planning: Staff recommends \$12,500 in additional budget for the contract to update Municipal Code Section 15.14.130 - Wireless Communication Towers by adding Small Wireless Facilities Regulations and the development of Master License Agreement, approved by Council on December 17, 2019.

Administrative Budget Changes

There are changes recommended to several divisions to adjust the FY 2020 capital schedule based on the proposed FY 2021 budget. These adjustments include a \$40,000 increase to the General Accounts division, a reduction of \$340,000 to the Streets division, a decrease of \$60,000 to the Cemetery division, and a reduction of \$200,000 to the Finance division. The increase to General Accounts is recommended to transfer existing funding for the Pierce/Curtis Interchange project to the Capital Construction Fund. Projects affected include the Pierce/Curtis Interchange, 4th Street Phase 2 Reconstruction, Cemetery Land Acquisition, and Capital Project Management Software.

Additionally, there is also a \$430,000 reduction recommended to move the Venture Drive Reconstruction and drainage pond optimization projects to the Capital Construction Fund and delay the project schedule to the estimated financial impacts of the pandemic. A rebudget of \$21,000 for upfitting on two police patrol cars is the remaining administrative change.

II. Recreation Center Fund

Departmental Requests & Council Actions

A budget reduction of \$14,110 is recommended for the Recreation Center Fund. There is a departmental request to reduce the retractable gym bleachers project by \$30,000 and reallocate Recreation Mill funding to the pool gutter improvement project, as approved by the ACRB. A budget adjustment is also necessary for \$15,890, based on the bid awarded by the Council on February 4, 2020, for the pool gutter improvement project.

III. Capital Construction Fund

Departmental Requests & Council Actions

Staff recommends an increase of \$60,000 for the bid awarded by the Council on February 4, 2020 for the 3rd Street/Bill Nye Traffic Control project.

Administrative Budget Changes

A budget decrease of \$60,000 is recommended to move projects between City funds for administration, including the Pierce/Curtis Interchange and the West Laramie Storm Water Outfall projects.

IV. Parks & Recreation Development Fund

Departmental Requests & Council Actions

A budget increase of \$3,325 is recommended to complete the Jacoby Trail Development project, funded by a project transfer from the General Fund.

V. SPT Fund

Departmental Requests & Council Actions

Staff recommends a budget increase of \$7,530 for the bid award on the Police Locker Room project contract approved by Council on January 7, 2020.

Administrative Budget Changes

Staff recommends a budget decrease of \$90,582 to reflect the capital project schedule detailed in the FY 2021 recommended budget, including transferring projects between City funds to facilitate administrative management, making adjustments necessary for COVID-19 response, and adjusting the project schedule based on departmental recommendations. Projects affected include 15th Street Reconstruction, Flint Street Reconstruction, West Laramie storm water outfall, 4th Street Phase 2 Reconstruction, Turner Tract Detention Pond Trail, Scout Park Development, and Boswell Drive Reconstruction. The SLIB consensus grant funding for the West Laramie Storm Water Outfall has also been transferred as expected revenue for this Fund.

VI. Water Fund

Departmental Requests & Council Actions

Pumps & Wells: A budget increase of \$56,000 is recommended for the Imperial Heights PRV Communications project contract award approved by Council on April 7, 2020.

Transmission: Staff recommends a budget increase of \$100,000, which was approved by Council on April 7, 2020 for the Hancock-Lyon Alley Priority project contract award.

Water Rights: An increase of \$400,000 is recommended to establish the 41T3 Well Drilling project in FY 2020, as included in the recommended capital budget for FY 2021. Completing this project as proposed requires work in the current fiscal year.

Administrative Budget Changes

Staff recommends an increase of \$800,000 for administrative changes, which includes adjusting the project schedule for the North Campus Waterline and the PRV Venture Drive projects.

VII. Wastewater Fund

Administrative Budget Changes

Wastewater: A decrease of \$1,250,000 is recommended to adjust the project schedule for the B2 (Spring Creek) replacement project.

Transfers for FY 2019-20

VIII. General Fund

Parks: Staff recommends a division transfer of \$10,275 to move funds between existing projects based on actual requirements.

General Accounts: A budget transfer of \$15,000 is recommended for the WAM Conference hosting budget from Council Reserves, approved by Council on March 19, 2019.

Mosquito: Staff recommends a transfer of \$18,000 within division accounts to fund the purchase of an additional mosquito fogger.

Finance: A division transfer of \$10,000 is recommended to move funds between existing projects based on actual expenditures and ERP planning efforts.

IX. Wastewater Fund

Collection: A project budget line transfer of \$40,000 is recommended within the Priority Alley Improvement projects for the contract award approved by Council on April 7, 2020.