

Resolution 2020-35

RESOLUTION TRANSFERRING UNENCUMBERED OR UNEXPENDED APPROPRIATIONS BALANCES FROM ONE FUND TO ANOTHER AND AMENDING APPROPRIATIONS FOR THE FISCAL YEAR 2018-2020 BIENNIAL BUDGET OF THE CITY OF LARAMIE, WYOMING

Whereas, there is a need to adjust the City of Laramie, Wyoming fiscal year 2018-2020 biennial budget to transfer unencumbered funds for additional items that have been authorized during the year by the City Council or City Manager or to cover minor overruns that have occurred during the year, and make administrative transfers as authorized by Wyoming Statute in Section 16-4-112 and Section 16-4-113.

Whereas, the Municipal Court division requests a budget increase in 2019-2020 of twenty-seven thousand four hundred fifty-five dollars (\$27,455) for a correction to budgeted amounts for InCode software maintenance fees approved by the Council on November 7, 2018.

Whereas, the General Accounts division requests a budget increase in 2019-2020 of one hundred thousand dollars (\$100,000) for taxes on formerly exempt properties for sixty thousand dollars (\$60,000) and for an interfund transfer to move allocated projects funds to the Capital Construction Fund for forty thousand dollars (\$40,000).

Whereas, the Safety division requests additional budget in 2019-2020 of eleven thousand forty dollars (\$11,040) for safety program expenses funded by an award from the City's workers' compensation insurance carrier.

Whereas, the Police Administration division requests additional budget in 2019-2020 of twenty-seven thousand three hundred dollars (\$27,300) for up-fitting on two squad units funded by rebudget reserves for twenty-one thousand dollars (\$21,000) and additional equipment to support electronic ticketing software funded by Court Automation fees for six thousand three hundred dollars (\$6,300).

Whereas, the Fire EMS division requests additional budget in 2019-2020 of one thousand three hundred twenty-five dollars (\$1,325) for IV pump purchases.

Whereas, the Streets division requests a budget reduction in 2019-2020 of five hundred eighty thousand three hundred sixteen dollars (\$580,316) to increase the 22nd and Reynolds Traffic Control project budget for bids awarded by the Council on March 17, 2020 by one hundred eighty-nine thousand six hundred eighty-four dollars (\$189,684), to reduce the Pierce/Curtis Interchange project in the amount of forty thousand dollars (\$40,000) and the Fourth Street Reconstruction Phase Two project in the amount of three hundred thousand dollars (\$300,000) to reflect the capital schedule recommended in the fiscal year 2021 budget, and to reduce the Venture Drive project in the amount of four hundred thousand dollars (\$400,000) and the Drainage Pond Optimization Pond projects in the amount of thirty thousand dollars (\$30,000) for project schedule adjustments based on anticipated financial impacts of the COVID-19 pandemic.

Whereas, the Parks division requests a budget decrease in 2019-2020 of three thousand three hundred twenty-five dollars (\$3,325) to transfer unused project funds from the Sand Volleyball project to the Parks & Recreation Development fund to complete the Jacoby Trail Development Project.

Whereas, the Cemetery division requests a budget reduction in 2019-2020 of sixty thousand dollars (\$60,000) to adjust the Cemetery Land Acquisition project as recommended in the fiscal year 2021 budget.

Whereas, the Planning division requests additional budget in 2019-2020 of twelve thousand five hundred dollars (\$12,500) for an update to the Small Wireless Facilities Regulations in Municipal Code and the development of Master License Agreement as approved by the Council on December 17, 2019.

Whereas, the Finance division requests a budget decrease in 2019-2020 of two hundred thousand dollars (\$200,000) to adjust the Capital Project Management and Budgeting Software project as recommended in the fiscal year 2021 budget.

Whereas, the Recreation Center Fund requests a budget reduction of fourteen thousand one hundred ten dollars (\$14,110) to adjust the budget for the pool gutter improvement project for the bid awarded by Council on February 4, 2020 and to eliminate the retractable bleacher project and reallocate grant funding as approved by the Albany County Recreation Board.

Whereas, the Capital Construction Fund requests no adjustment to overall appropriations, but requires a budget increase to the Third Street and Bill Nye Traffic Control project of sixty-thousand dollars (\$60,000) for the bid awarded by the Council on February 4, 2020 and a budget reduction of sixty-thousand dollars (\$60,000) to reduce the Madison Line Storm Drainage project in the amount of one hundred thousand dollars (\$100,000) and to increase the Pierce/Curtis Interchange project in the amount of forty thousand dollars (\$40,000) to reflect the capital schedule recommended in the fiscal year 2021 budget.

Whereas, the Parks and Recreation Development Fund requests a budget increase in 2019-2020 of three thousand three hundred twenty-five dollars (\$3,325) to complete the Jacoby Trail Development project, funded a by a project transfer from the General Fund.

Whereas the SPT 2018 Fund requests a budget reduction in 2019-2020 of eighty-three thousand fifty-two dollars (\$83,052) to increase the budget for the Police Locker Room Remodel project based on the bid awarded by the Council on January 7, 2020 in the amount of seven thousand five hundred thirty dollars (\$7,530), to increase the Fifteen Street Reconstruction project by ninety thousand dollars (\$90,000), the Flint Street Reconstruction project by fifty thousand dollars (\$50,000), the West Laramie Storm Water Outfall project by two hundred ninety-four thousand four hundred eighteen dollars (\$294,418), and the Fourth Street Reconstruction Phase Two project by three hundred thousand dollars (\$300,000), and to decrease the Turner Tract Detention Pond Trail project by two hundred thousand dollars (\$200,000), the Scout Park Development project by two hundred fifty thousand dollars (\$250,000), and the Boswell Drive Reconstruction project by three hundred seventy-five thousand dollars (\$375,000) to reflect the capital schedule recommended in the fiscal year 2021 budget.

Whereas, the Water Pumps & Wells division requests a budget reduction in 2019-2020 of two hundred forty-four thousand dollars (\$244,000) to increase the budget for the Imperial Heights PRV Communication project based on the contract approved by Council on April 7, 2020 by fifty-six thousand dollars (\$56,000) and to reduce the Venture Drive Pressure Reducing Valve project by three hundred thousand dollars (\$300,000) to reflect the capital schedule recommended in the fiscal year 2021 budget.

Whereas, the Water Transmission division requests additional budget in 2019-2020 of one million two hundred thousand dollars (\$1,200,000) to increase the budget for the Hancock-Lyon Alley Priority project for the contract approved by Council on April 7, 2020 in the amount of one hundred thousand dollars (\$100,000) and to increase the budget for the North Campus Waterline project by one million one hundred thousand dollars (\$1,100,000) to reflect the capital schedule recommended in the fiscal year 2021 budget.

Whereas, the Water Rights division requests additional budget in 2019-2020 of four hundred thousand dollars (\$400,000) to increase the T143 Well Drilling project to reflect the capital schedule recommended in the fiscal year 2021 budget.

Whereas, the Wastewater Collection division requests a budget reduction in 2019-2020 of one million two hundred fifty thousand dollars (\$1,250,000) to decrease the B2/Spring Creek Replacement project to reflect the capital schedule recommended in the fiscal year 2021 budget.

Whereas, the City, pursuant to Wyo. Stat. 16-4-112, may transfer any unencumbered or unexpended appropriations balance or part thereof from one fund to another upon the request of the City Budget Officer.

Whereas, the transfer of the unexpended appropriations is permissible under Wyo. Stat. 16-4-112 and the budget may be increased pursuant to Wyo. Stat. 16-4-113;

NOW THEREFORE THE CITY COUNCIL OF LARAMIE, WYOMING, RESOLVES:


Section 1. That the following amendments are to be made to the City's 2018-2020 adopted budgets.

General Fund		2019-2020
Increase	Municipal Court	\$ 27,455
(Decrease)	General Accounts	100,000
	Safety	11,040
	Police Administration	27,300
	Fire-EMS	1,325
	Streets	(580,316)
	Parks	(3,325)
	Cemetery	(60,000)
	Planning	12,500
	Finance	(200,000)
	Total Increase (Decrease):	\$ (664,021)
Sources	Cash Reserves	\$ (742,361)
	Rebudget Reserves	61,000
	Court Automation Fees	6,300
	WARM revenue for safety initiatives	11,040
	Total Sources:	\$ (664,021)
Recreation Center Fund		2019-2020
Increase	Recreation Center	\$ (14,110)
(Decrease)	Total Increase (Decrease):	\$ (14,110)
Sources	Cash Reserves	\$ (44,110)
	Transferred ACRB grant	30,000
	Total Sources:	\$ (14,110)
Parks & Recreation Development Fund		2019-2020
Increase	Parks & Recreation Development	\$ 3,325
(Decrease)	Total Increase (Decrease)	\$ 3,325

Parks & Recreation Development Fund		2019-2020
Sources	Project Budget Transfer	\$ 3,325
	Total Sources:	\$ 3,325
SPT Fund		2019-2020
Increase	City Facilities	\$ 7,530
(Decrease)	Streets	\$ 359,418
	Parks	\$ (250,000)
	Trails	\$ (200,000)
	Total Increase (Decrease)	\$ (83,052)
Sources	Cash Reserves	\$ (277,470)
	SLIB Consensus Grant	194,418
	Total Sources:	\$ (83,052)
Water Fund		2019-2020
Increase	Water Pumps & Wells	\$ (244,000)
(Decrease)	Water Transmission	1,200,000
	Water Rights	400,000
	Total Increase (Decrease)	\$ 1,356,000
Sources	Cash Reserves	\$ 1,356,000
	Total Sources:	\$ 1,356,000
Wastewater Fund		2019-2020
Increase	Wastewater Collection	\$ (1,250,000)
(Decrease)	Total Increase (Decrease):	\$ (1,250,000)
Sources	Cash Reserves	\$ (1,250,000)
	Total Sources:	\$ (1,250,000)

Section 2. The above amendments to reduce appropriations in the General Fund by six hundred sixty-four thousand twenty-one dollars (\$664,021), the Recreation Center Fund by fourteen thousand one hundred ten dollars (\$14,110), the SPT 2018 Fund by eighty-three thousand fifty-two dollars, and the Wastewater Fund by one million two hundred fifty thousand dollars (\$1,250,000) and the above amendments to increase appropriations in the Parks and Recreation Development Fund by three thousand three hundred twenty-five dollars (\$3,325) and the Water Fund for one million three hundred fifty-six thousand dollars (\$1,356,000) shall be adopted into the City's 2019-2020 budget.

PASSED, APPROVED, AND ADOPTED THIS 16th DAY OF JUNE 2020

By: 
 Joe Shumway, Mayor and President of the
 City Council

Attest: 
 Nancy Bartholomew, City Clerk



City of Laramie
Administrative Services
P.O. Box C
Laramie, Wyoming 82073

(307) 721-5223
FAX (307) 721-5211

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.

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.

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.