

**CITY OF LARAMIE, WYOMING
RESOLUTION 2021-72**

RESOLUTION TRANSFERRING UNENCUMBERED OR UNEXPENDED APPROPRIATIONS BALANCES FROM ONE FUND TO ANOTHER AND AMENDING APPROPRIATIONS FOR THE FISCAL YEAR 2021-2022 ANNUAL BUDGET OF THE CITY OF LARAMIE, WYOMING

Whereas, there is a need to adjust the City of Laramie, Wyoming fiscal year 2021-2022 annual budget to transfer unencumbered funds for additional items that have been authorized during the year by the City Council or City Manager, to transfer unspent appropriations for certain budget items from the prior fiscal year, to cover minor overruns that have occurred, and to make administrative transfers as authorized by Wyoming Statute in Section 16-4-112 and Section 16-4-113.

Whereas, detailed disclosures for each budget amendment contained in this resolution were included in the meeting packet, and these details were presented by staff during the regular City Council meeting on November 16, 2021.

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 2021-2022 adopted budget.

General Fund		2021-2022
Increase	General Accounts	\$ 25,000
(Decrease)	Municipal Court	29,000
	City Council	18,000
	City Manager	23,000
	Police Administration and Operations	128,677
	Fire Operations	160,000
	Facilities Management	85,000
	Ice and Events Center	(7,230)
	Planning	150,000
	Finance	26,300
	Information Technology	51,850
	Total Increase (Decrease):	\$ 689,597
Sources	Blue Sky grant award	\$ 39,465
	Capital project transfers	55,300
	Rebudget reserves from fiscal year 2021	229,850
	Available cash reserves	364,982
	Total Sources:	\$ 689,597
Economic Development Fund		2021-2022
Increase	Economic Development	\$ 252,445

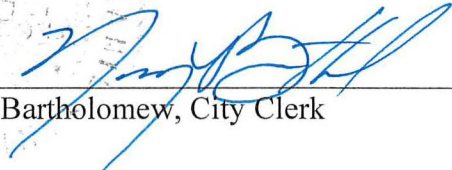
(Decrease)	Total Increase (Decrease):	<u>\$ 252,445</u>
Sources	Interfaith project contributions	\$ 234,445
	Available cash reserves	18,000
	Total Sources:	<u>\$ 252,445</u>
	Recreation Center Fund	2021-2022
Increase	Recreation Center	\$ 2,400
(Decrease)	Total Increase (Decrease):	<u>\$ 2,400</u>
Sources	Available cash reserves	\$ 2,400
	Total Sources:	<u>\$ 2,400</u>
	Capital Construction Fund	2021-2022
Increase	Capital Construction	\$ (55,300)
(Decrease)	Total Increase (Decrease):	<u>\$ (55,300)</u>
Sources	Capital project transfers	\$ (55,300)
	Total Sources:	<u>\$ (55,300)</u>
	2018 Specific Purpose Tax Fund	2021-2022
Increase	2018 SPT Projects	\$ 95,720
(Decrease)	Total Increase (Decrease):	<u>\$ 95,720</u>
Sources	Donation for skate park improvements	\$ 50,000
	Available cash reserves	45,720
	Total Sources:	<u>\$ 95,720</u>
	Water Fund	2021-2022
Increase	Administration	\$ 2,000
(Decrease)	Pumps and Wells	1,000
	Transmission	362,643
	Meters	7,122
	Water Rights	130,000
	Total Increase (Decrease)	<u>\$ 502,765</u>
Sources	Rebudget reserves from fiscal year 2021	\$ 365,643
	Available cash reserves	137,122
	Total Sources:	<u>\$ 502,765</u>
	Wastewater Fund	2021-2022
Increase	Collection	\$ 288,166
	Lift Station	4,314
(Decrease)	Total Increase (Decrease)	<u>\$ 292,480</u>
Sources	Rebudget reserves from fiscal year 2021	\$ 245,092
	Available cash reserves	47,388
	Total Sources:	<u>\$ 292,480</u>

	Solid Waste Fund	2021-2022
Increase	Administration	\$ 1,000
	Disposal	186,240
	Total Increase (Decrease):	\$ 187,240
Sources	Rebudget reserves from fiscal year 2021	\$ 1,000
	Available cash reserves	186,240
	Total Sources:	\$ 187,240

Section 2. The above amendments to increase appropriations in the General Fund by six hundred eighty-nine thousand five hundred ninety-seven dollars (\$689,597), the Economic Development Fund by two hundred fifty-two thousand four hundred forty-five dollars (\$252,445), the Recreation Center Fund by two thousand four hundred dollars (\$2,400), the 2018 Specific Purpose Tax Fund by ninety-five thousand seven hundred twenty dollars (\$95,720), the Water Fund by five hundred two thousand seven hundred sixty-five dollars (\$502,765), the Wastewater Fund by two hundred ninety-two thousand four hundred eighty dollars (\$292,480), and the Solid Waste Fund by one hundred eighty-seven thousand two hundred forty dollars (\$187,240) shall be adopted into the City's 2021-2022 budget. The above amendment to decrease appropriations in the Capital Construction Fund by fifty-five thousand three hundred dollars (\$55,300) shall be adopted into the City's 2021-2022 budget.

PASSED, APPROVED, AND ADOPTED THIS 16th DAY OF NOVEMBER 2021

By: 
 Paul Weaver, Mayor and President of the
 City Council

Attest: 
 Nancy Bartholomew, City Clerk



City of Laramie
Administrative Services
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TO: Janine Jordan, City Manager
FROM: Malea Brown, Chief Operating Officer
Jennifer Wade, Deputy Administrative Services Director
DATE: November 16, 2021
RE: **Resolution 2021-72 to amend the FY 2021-22 Annual Budget**

Attached for the City Council's consideration is a resolution to adjust the **FY 2021-22 City of Laramie annual budget**. This resolution is the second budget amendment for the fiscal year.

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 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 2021-22 Amendments

The recommended amendment for the FY 2021-22 budget is \$1,967,347. Of this amount, \$841,585 is for appropriations carried forward (rebudgeted) from fiscal year 2021 due to supply chain issues, purchase delays, and capital bid award amendments, and \$981,782 is for amendments already approved by the City Council. Of the total amendment, \$143,980 is for new appropriations not approved by the City Council. The recommended changes are summarized below.

Governmental Funds

The total recommended amendment to Governmental Funds is \$984,862 (General Fund for \$689,597, Economic Development Fund for \$252,445, Recreation Center Fund for \$2,400, Capital Construction Fund for -\$55,300, and SPT 2018 Fund for \$95,720). Of the Governmental Funds recommended adjustment, \$113,980 is for new appropriations not previously approved by the City Council and \$229,850 is for rebudgeted appropriations from fiscal year 2021. These amendments will be funded by a project donation (\$50,000), Blue Sky grant (\$39,465), project partner contributions (\$234,445), rebudget reserves from FY 2021 (\$229,850), and available cash reserves (\$431,102).

Enterprise Funds

The total recommended amendment to the Enterprise Funds is \$982,485 (Water Fund for \$502,765, Wastewater Fund for \$292,480, and Solid Waste Fund for \$187,240). Of the Enterprise Funds recommended adjustment, \$30,000 is for new appropriations not previously approved by the City Council and \$611,735 is for rebudgeted appropriations from fiscal year 2021. These amendments will be funded by rebudget reserves from FY 2021 (\$611,735) and available cash reserves (\$370,750).

Recommendation for Budget Resolution:

It is the staff's recommendation that the Council pass the resolution to amend the FY 2021-22 annual budget. Presented below is a review of each amendment included in this resolution.

Recommendations for FY 2021-22

I. General Fund

General Accounts: A \$25,000 increase is recommended for resolution 2021-57, which provided for vaccination incentives and was approved by the Council on 8/17/21. Available cash reserves will fund this change.

Municipal Court: Staff recommends a \$29,000 increase for project management services on the Municipal Court software implementation. This change has no overall impact to the budget, as a project transfer (Enterprise Resource Planning (ERP) Software Implementation) will fund the request.

City Council: An \$18,000 increase is recommended, funded by rebudgeted reserves from the prior year's Council travel budget, for the professional service agreement for facilitation and mediation services in effort of the working group for police and community approved by the Council on 7/6/21.

City Manager: Staff recommends a \$23,000 increase for a non-benefited position to assist with the City's many environmentally related projects and assessments, which are necessary to meet the adopted carbon neutrality goal. Working within the City Manager's Office under Natural Resources, the primary focus will be to finalize the draft Municipal Emissions Reduction Plan and bring it to Council for formal adoption. This position will also serve as the main point of contact and be available provide support to the various community environmental organizations as well as the Haub School. In addition to these core duties, this position may also assist in solar projects and planning, public outreach, coordination with other WY communities, emissions forecasting models and the Environmental Advisory Committee.

Police Administration and Operations:

Staff recommends a \$128,677 increase for two items: \$90,000 for a migration of existing tasers to a newer model and \$38,677 for the replacement of patrol unit 129 damaged in service. Available cash reserves will fund most of these requests, with insurance claim proceeds available to partially offset unit 129 replacement.

The Taser replacement project was requested by the Police Chief and recommended by the City Manager. Laramie Police Department (LPD) has been using its current Taser model for over 10 years, and LPD recently learned that Taser is phasing out the model currently in use. This budget request contains what Chief Stalder proposes as the most cost effective and efficient way to complete this necessary migration. LPD will use existing funds appropriated for Taser replacement for the upgrade, thereby investing no additional resources in phased out units. Additionally, officers will be trained on the new units en masse, which results in administrative efficiency. Finally, Taser units will be interchangeable across LPD officers, which creates operational efficiency in the event of a field failure or other circumstances that would require officers to interchange weapons.

Fire Operations: Staff recommends a \$160,000 increase to rebudget appropriations from fiscal year 2021 due to pandemic-related supply chain issues. Several equipment items were ordered last fiscal year but have not yet been received: flashover simulator for \$125,000, self-contained breathing apparatus (SCBA) replacement for \$15,000, and bunker gear replacement for \$20,000. Rebudget reserves from FY 2021 will fund this change.

Facilities Management: An \$85,000 increase is recommended based on the Council's acceptance of a Blue Sky grant award to install a solar array on and electric vehicle charging station at Fire Station 3 on 10/19/21. A \$39,465 Blue Sky grant is available for this project, and \$45,535 in available reserves will fund the rest.

Ice and Events Center: Staff recommends a budget reduction of \$7,230 to move appropriations between fiscal years 2022 and 2021. The FY 2022 budget contained additional budget of \$7,230 for electrical upgrades at the Ice and Events Center. However, the project was completed slightly in advance of the fiscal year transition. This adjustment reduces the current year appropriation and provides for the recommended appropriation to FY 2021.

Planning: A \$150,000 increase is recommended based on Council's approval of an Albany County Memorandum of Understanding (MOU) for collaborative and coordinated growth management and development of a joint growth area agreement on 9/21/21. Available cash reserves will fund this change.

Finance: Staff recommends a \$26,300 increase for change management planning and services for the ERP software implementation project. This change has no overall impact to the budget, as a project transfer (ERP Software Implementation) will fund the request.

IT: Staff recommends a \$51,850 increase to rebudget appropriations from fiscal year 2021 due to pandemic-related supply chain and project timing issues. Replacements of computers and servers has been delayed because of supply shortages, and a \$32,500 rebudget is recommended for these items. A rebudget of \$19,350 is recommended to complete wiring on the camera replacement project and purchase related licensing. Rebudget reserves from FY 2021 will fund this change.

II. Economic Development Fund

Economic Development: A \$252,445 increase is recommended for two items: \$234,445 for the Interfaith Food Pantry project construction bid award and design amendments approved by the Council on 9/21/21 and \$18,000 for resolution 2021-36, which approved the City's portion of Hollyhock Commons asphalt improvement costs and beautification. Interfaith project contributions of \$234,445 and available cash reserves of \$18,000 will fund these changes.

III. Recreation Center Fund

Recreation Center: Staff recommends a \$2,400 increase for specialized recreation software training made necessary by a key staffing transition. Available cash reserves will fund this change.

IV. Capital Construction Fund

Capital Construction: Staff recommends a \$55,300 budget decrease to transfer ERP software implementation project appropriations to related projects accounted for in the General Fund (municipal court software project implementation and ERP project management services). This change has no impact to the overall budget, since it transfers appropriations between City funds.

V. 2018 SPT Fund

2018 SPT: A budget increase of \$95,720 is recommended for several items. A \$50,000 increase is necessary to amend the budget for resolution 2021-54, through which the Council accepted a donation for Labonte Skate Park enhancements. A \$30,810 increase is needed for the Scout Park project, of which \$25,000 was already approved by the Council when the construction bid was awarded on 8/17/21. The remaining amount (\$5,810) is due to minor project overruns. Finally, a \$14,910 increase is recommended to reflect the Rotary Clubs Park and Grand View Heights design services bid awarded by the Council on 8/17/21. These changes are funded by a \$50,000 donation and \$45,720 in available cash reserves.

IV. Water Fund

Administration: Staff recommends a \$2,000 increase to rebudget appropriations from fiscal year 2021 due to pandemic-related supply chain issues. Shortages have caused delayed delivery of a desktop computer. Rebudget reserves from FY 2021 will fund this change.

Pumps & Wells: Staff recommends a \$1,000 increase to rebudget appropriations from fiscal year 2021 due to pandemic-related supply chain issues. Shortages have caused delayed delivery of a desktop computer. Rebudget reserves from FY 2021 will fund this change.

Transmission: A \$362,643 increase is recommended to rebudget appropriations from FY 2021 for North Campus Water Main project budget amendments for construction and construction inspection services approved by the Council on 5/4/21 and 6/1/2021. Rebudget reserves from FY 2021 will fund this change.

Water Meters: A \$7,122 increase is recommended for the replacement of service truck unit 333, based on the bid awarded by the Council on 11/2/21. This change is funded with available cash reserves.

Water Rights: A \$130,000 increase is recommended for two items: \$100,000 to fund the Albany County MOU for Casper Aquifer Protection Plan (CAPP) technical updates and

review of protective measures approved by the Council on 8/3/21 and \$30,000 for a Ducks Unlimited project match for phase 2 restoration of hay meadows beneath the Goforth reservoir. Ducks Unlimited was successful in obtaining a North American Wildlife Conservation Act (NAWCA) grant to complete this project. These changes are funded with available cash reserves.

VI. Wastewater Fund

Collection: A \$288,166 increase is recommended for three items: \$206,730 to rebudget appropriations for a C-line project design amendment approved by the Council on 6/15/21, \$43,074 for the sewer jet truck unit 327 replacement bid award approved by the Council on 10/19/21, and \$38,362 to rebudget appropriations for the replacement of unit 327, which arrived after fiscal year end. These changes are funded by available cash reserves.

Lift Station: A \$4,314 increase is recommended for the unit 350 hybrid pickup replacement bid award approved by the Council on 11/2/2021. This change is funded by available cash reserves.

VII. Solid Waste Fund

Administration: Staff recommends a \$1,000 increase to rebudget appropriations from fiscal year 2021 due to pandemic-related supply chain issues. Shortages have caused delayed delivery of a desktop computer. Rebudget reserves from FY 2021 will fund this change.

Disposal: A \$186,240 increase is recommended for two items: \$140,000 for green waste grinding services approved by the Council on 8/17/21 and \$46,240 for the landfill dozer unit 602 replacement bid award approved by the Council on 8/17/21. These changes are funded by available cash reserves.

Transfers for FY 2021-22

VIII. General Fund

City Clerk: Staff recommends \$5,040 in transfers between division line items to purchase an air purifier and DocuSign maintenance agreement.

City Council: Staff recommends a \$700 transfer between division line items to purchase an air purifier.

Ice & Events Center: Staff recommends a \$281 transfer between division line items to cover a small overage in the electrical upgrades project.

IX. Recreation Center Fund

Recreation Center: Staff recommends a \$920 transfer between division line items to cover a small overage on the purchase of fitness tracking software.

X. Water Fund

Pumps and Wells:

A reduction of \$73,100 is recommended to rebudget the funds transfer from the Wister Pump Station Barrier project to the 11th Street Priority Replacement project.

Transmission:

A transfer of \$73,100 is recommended to rebudget the transfer funds to the 11th Street Priority Replacement project (see description above). A transfer of \$25,627 is also recommended to move funds between division accounts for the purchase of a utility trench box.