



## City Council Memorandum

**To: Mayor Fasbender & City Councilmembers**  
**From: Chris Eitemiller, Finance Manager**  
**Date: March 18, 2024**  
**Item: Budget Carryovers – 2023 to 2024**

### **Council Action Requested:**

Staff requests Council approval to carryover expense budgets from the 2023 budget to the 2024 budget for unspent donations and select capital and equipment purchases.

### **Background Information:**

A balanced budget is adopted before the beginning of a fiscal year. Current practice is to allow the budget amount for capital items that are not purchased in a budget year due to extenuating circumstances to be moved to the next fiscal year. A capital item is an individual purchase greater than \$10,000 with a useful life greater than one year. The requests include several items that were budgeted in 2023 but were not completed due to various factors or delays.

The first item staff is requesting is from the Finance department. This \$311,090 request is needed to complete implementing a new Finance System. This needs to be carried forward into 2024 due to the vendor's schedule.

The Facilities Department requests carrying forward a total of \$34,688 for the Highway 55 City sign. This was also delayed due to the vendor's schedule.

The IT department asks to carry forward 3 items. These include: \$3,000 for mobile device management, \$23,435 for a phone system upgrade and \$5,500 for a server refresh. The phone system upgrade was completed earlier this month, and the others were delayed by equipment availability.

Fire requests to carry forward \$99,000 for the remaining balance for a new Brush Truck, and Public Works requests \$260,000 for a new dump truck. Both items were delayed in being delivered to the respective departments.

The Parks department is requesting six items be carried forward. First, \$20,000 is requested for carry forward to assist property owners that qualify for assistance in removing trees that must be removed due to Emerald Ash Borer infections. Next, there is a need to carry forward \$37,269 to complete 2023 trail work. Another request is for \$400 to complete vision planning for the Civic Arena. Planning funds for the trail system in the amount of \$19,752 are requested to be carried forward. The department requests \$425,931 be carried forward to complete the Lake Isabel Redevelopment project. Finally, the department needs a total of \$38,053 carried forward to complete projects from the 2022 and 2023 Community Investment Fund lists that need more time to be completed.

Community Development requests that \$50,000 to fund a zoning ordinance review and update be carried forward, along with \$100,000 for environmental cleanup of Artspace on Block 1.

Fire requests that \$2,100 be carried forward for the department's marina slip rental payment that was delayed.

The remaining eight items requested are for the City's utilities. The Water utility requests \$50,000 to complete the multi-year water meter replacement project, \$13,594 for a variable frequency drive and \$97,479 for Water's share of the SCADA upgrade all be carried forward.

The Wastewater utility needs \$41,449 carried forward for a Lift Station Pump Control and \$8,304 for the utility's share of the SCADA upgrade.

The Stormwater utility requests \$20,216 be carried forward to fund a direct drainage assessment that requires more time to be completed.

Finally, the Hydro Plant requests \$58,000 be carried forward to complete the study examining the hydro plant's ongoing viability. This will be completed in 2024.

**Donations:**

Donations are accepted by the City Council and designated for a special purpose. Donations received by departments can be carried to the next fiscal year for two years before reverting to the fund balance if not spent. The donation amounts requested on the schedule are consistent with prior practice.

**Financial Impact:**

All items are currently in the 2023 budget and all funds requested for carryforward remain unspent.

**Advisory Commission Discussion:**

N/A

**Council Committee Discussion:**

N/A

**Attachments:**

Listing of budget carryover requests

## Budget Carryover Requests - 2023 to 2024

<u>Account #</u>	<u>Description</u>	2023 <u>Budget</u>	Spent <u>YTD</u>	Carryforward <u>Request</u>
<b>Capital &amp; Initiative Items:</b>				
101-120-1201-6580	Finance system project	430,000.00	118,910.00	<b>311,090.00</b>
101-140-1401-6520	Highway 55 sign	50,000.00	15,312.00	<b>34,688.00</b>
101-150-1501-6311	Zoning Ordinance review/update	50,000.00	-	<b>50,000.00</b>
101-160-1601-6571	Mobile Device Management	3,000.00		<b>3,000.00</b>
101-160-1601-6571	Phone System Upgrades	33,000.00	9,564.96	<b>23,435.04</b>
101-160-1601-6571	SQL Server Refresh	5,500.00	-	<b>5,500.00</b>
101-401-5002-6347	Hardship Relief - EAB tree removal	20,000.00	-	<b>20,000.00</b>
200-401-4440-6311	Trail Wayfinding Planning funds	35,200.00	15,447.59	<b>19,752.41</b>
615-401-4103-6311	Arena vision Planning funds	28,000.00	27,600.00	<b>400.00</b>
401-401-4142-6590	2023 trail work	259,050.00	221,781.00	<b>37,269.00</b>
401-401-4115-6590	Lake Isabel Redevelopment	637,753.00	211,822.00	<b>425,931.00</b>
401-401-4101-6590	Community Investment Fund Projects	21,834.00	6,150.00	<b>15,684.00</b>
200-401-4440-6311	Community Investment Fund Projects	33,675.00	11,306.00	<b>22,369.00</b>
213-210-2100-6581	Marina slip	2,600.00	500.00	<b>2,100.00</b>
407-180-1502-6520	Environmental Cleanup-Artspace	100,000.00	8,682.00	<b>91,318.00</b>
600-300-3300-6580	Variable Frequency Drive	14,000.00	405.98	<b>13,594.02</b>
600-300-3300-6590	Water Meter replacement	466,000.00	416,000.00	<b>50,000.00</b>
601-300-3400-6590	SCADA Upgrade -Sewer Portion	60,000.00	51,696.00	<b>8,304.00</b>
600-300-3300-6590	SCADA Upgrade -Water Portion	100,000.00	2,520.62	<b>97,479.38</b>
601-300-3400-6580	Lift Station Pump/Control	157,500.00	116,051.00	<b>41,449.00</b>
603-300-3600-6590	Direct Drainage Assessment	46,000.00	25,784.00	<b>20,216.00</b>
620-300-3500-6311	Hydro Study	114,977.00	56,736.00	<b>58,241.00</b>
703-600-6006-6580	Fire Brush Truck	150,000.00	50,991.89	<b>99,008.11</b>
703-600-6006-6580	PW - Dump Truck	260,000.00	-	<b>260,000.00</b>

<u>Account #</u>	<u>Description</u>	2023 <u>Budget</u>	Spent <u>YTD</u>	Carryover <u>Request</u>
<b>Donations:</b>				
101-201-2010-6494	HPD needs	2,139.00	1,939.00	<b>200.00</b>
101-201-2010-6494	Medical Equipment	8,267.47	6,628.88	<b>1,638.59</b>
200-401-4440-6494	Memorial bench	25,565.00	23,627.38	<b>1,937.62</b>
200-401-4440-6494	Paws in the Park	500.00	140.19	<b>359.81</b>
200-401-4440-6494	Forestry	200.00	-	<b>200.00</b>
200-401-4440-6494	National Night Out	1,559.40	300.00	<b>1,259.40</b>
200-401-4440-6494	Public Arts	2,500.00	1,000.00	<b>1,500.00</b>
200-401-4440-6494	Safety Camp	1,315.00	500.00	<b>815.00</b>
200-401-4445-6494	Music in the Park	20,739.00	13,256.40	<b>7,482.60</b>
210-170-1704-6494	Pioneer room	889.00	157.39	<b>731.61</b>
213-210-2100-6494	Fire department	3,000.00	177.86	<b>2,822.14</b>
213-210-2100-6494	Fire Prevention	4,470.00	4,150.00	<b>320.00</b>
221-201-2021-6494	Police reserves	2,500.00	-	<b>2,500.00</b>
401-401-4134-6494	Parks Department	275,207.00	270,937.14	<b>4,269.86</b>
			<b>TOTAL</b>	<b>26,036.63</b>

\* Donations have historically remained in a department's expense budget for two consecutive years before reverting to fund balance.

Amounts presented here reflect only those funds eligible for roll-forward to the 2022 budget.