
MEMORANDUM

DATE: March 22, 2023
TO: Gabe Reaume, City Manager
FROM: Kim Quin, Finance Director
RE: 2022-2023 Mid-year Budget Adjustments

The attached schedule shows the recommended mid-year budget adjustments. The changes are described below.

General Fund –

- Carry forward \$6,985 balance of funding approved by the City Council on July 5th 2022 for plans to repurpose the current Library building and recognizing the America Rescue Plan Act (ARPA) funding for the project.
- Carry forward Tarrant County Emergency Services District grant funding for Fire Department PPE \$29,985.
- A \$12,950 increase in revenue collected from EMS-ISD for SRO and crossing guard services.
- A \$10,000 increase for Tarrant County Emergency Service District revenue for Fire Department calls approved by the City Council October 18th, 2022.
- A \$9,475 decrease in Switchyard revenue approved by the City Council on December 6th, 2022.
- Carry forward \$6,500 for the K-9 program funding from the prior year
- Carry forward \$4,605 for ammunition from the prior year.
- Carry forward \$30,315 for the completion of emergency signal light repairs at Bailey Boswell and High Country.
- Carry forward \$531,720 for the balance of the Square development agreement.
- Carry forward \$9,800 and add \$21,100 for the Green Ribbon Grant project Phase 2. The additional funding was approved by the City Council on February 7th, 2023.
- Funding \$64,000 for Phase 3 of the Green Ribbon Grant project approved by the City Council on November 15th, 2022.
- ARPA funding \$107,835 for the Highland Station Park restroom approved by the City Council on July 5th, 2022.
- Carry forward \$22,985 for replacement flooring at the Recreation Center. The cost of the flooring was \$1,985 more than budgeted.
- Funding of \$8,990 for the Community Center sign replacement.

- Additional funding for Facility Maintenance and Repairs due to necessary repairs at the Aquatic Center. These repairs were approved by the City Council on February 21st, 2023. With several high dollar repairs this increase will be needed by year end to fund the everyday and ongoing repairs throughout the City.
- ARPA funding \$49,400 for the Animal Shelter assessment study approved by the City Council on September 20th, 2022.
- Funding of \$1,510 to include Animal Control Officer body cameras with the AXON police equipment agreement.
- ARPA funding for land purchase \$235,000 and land clearing \$12,950 at 300 W McLeroy. These expense were approved by the City Council on December 6th, 2022 and March 7th, 2023.
- Transfer project savings in the Bailey Boswell Overpass back to the General Fund. The estimated savings is \$112,605 of the \$2.6 M transferred in fiscal year 2020/2021.
- Additional Tarrant County Emergency Services District grant funding \$150,000 for Fire Department equipment approved by the City Council on March 7th, 2023.

Net additional revenues total \$718,235. The use of General Fund balance is \$626,915. The projects being carried forward from last fiscal year total \$612,580. These projects were budgeted but not completed at fiscal year-end. The unspent balance of the incomplete projects was added back to the fund balance at the end of last fiscal year. The budget adjustment will provide funding for the completion of these projects in the current fiscal year. Expenses added to the budget total \$732,570. Grants (ARPA and TCESD) provide \$555,185 funding for these added expenses.

Enterprise Fund –

- Carry forward \$662,255 for the balance of the Square development agreement.
- Carry forward funding for emergency generators \$69,915 ordered but not received in the previous fiscal year.
- Funding \$150,000 for the development agreement with Triton approved by the City Council October 18th, 2022.

Budget adjustments will reduce the Enterprise Fund balance by \$882,170. The unspent balance of the incomplete projects was added back to the fund balance at the end of last fiscal year. The budget adjustment will provide funding for the completion of these projects in the current fiscal year.

Capital Projects Fund –

As part of the Fiscal Year 2022/2023 budget process project costs were estimated. The following adjustments revise the estimated project expenditures to reflect the actual remaining budget for these projects.

- Projects carried forward with funding from the 2020 Certificates of Obligation: \$1,250 for Old Decatur Road North, \$436,210 for Knowles Drive, \$48,320 for Central Fire Station, and \$588,490 for sidewalk improvements.
- Projects carried forward with funding provided from the 2021 General Obligation Bond proceeds: \$484,455 Knowles Drive and \$48,770 Library. The estimated budget for the Senior Center was \$64,105 more than estimated; the total budget remains the same, the adjustment reflects a higher expenditure in fiscal year 2021/2022 than originally estimated.
- Additional funding \$45,000 for the Kiwanis Park approved by the City Council October 18th, 2022.
- Additional funding \$317,000 for the Saginaw Switchyard approved by the City Council October 18th, 2022.
- Funding \$318,000 for design of West McLeroy Ph3 approved by the City Council March 8th, 2023.
- Carry forward \$18,905 for the completion of the Bailey Boswell Overpass and \$112,605 estimated project savings transferred back to the General Fund.
- The estimated reimbursement from Tarrant County for the Knowles Ph1 project is \$2,788,210 in fiscal year 2022/2023.

The result of these budget adjustments will be an estimated fund balance increase of \$433,310. The balance will be used to fund future City Council approved projects.

Crime Control and Prevention District Fund –

- Funding of \$42,065 is carried forward equipment agreement for body cameras and tasers.
- Funding of \$5,580 is carried forward for SWAT ammunition purchase.
- Funding of \$280,115 is carried forward for the 4 scheduled replacement vehicle from last fiscal year. This adjustment includes a \$40,355 increase for 4 vehicles; the price of the vehicles on order was not guaranteed.

The use of CCPD Fund balance is \$327,760. These items were budgeted but not completed at fiscal year-end. The unspent balance of the incomplete projects was added back to the fund balance at the end of last fiscal year. The budget adjustment will provide funding for these items in the current fiscal year.

Street Maintenance Fund –

- Carry forward \$18,015 for sidewalk replacement and \$1,200 for the pavement management project.
- Funding for Burlington Road reconstruction (\$434,480) is carried forward.

The use of Street Maintenance Fund balance is \$453,695. These items were budgeted but not completed at fiscal year-end. The unspent balance of the incomplete projects was added back to the fund balance at the end of last fiscal year. The budget adjustment will provide funding for these items in the current fiscal year.

Donations Fund –

- Additional items added to the Park Donations budget are \$5,000 for an outdoor warning system and \$20,000 for the holiday drone show approved by the City Council on October 18th, 2022 and November 15th, 2022.

The use of Donations fund balance is \$25,000. The budget modification will provide funding for these projects in the current fiscal year.

General Escrow Fund –

- Funding of \$4,025 is carried forward for the intersection improvements at Industrial and Blue Mound Road.
- Funding of \$12,335 is carried forward for the Gambian delegation expenses approved by the City Council on July 5th, 2022. The approval was for \$15,000. The actual expenses were less than estimated and not realized until the current fiscal year for the Train and Grain event.

The use of General Escrow Fund balance is \$23,735. The budget modifications will provide funding in the current fiscal year.

MID-YEAR BUDGET ADJUSTMENTS

FY 2022-2023

<u>ACCOUNT DESCRIPTION</u>	<u>ACCT NUMBER</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>COMMENTS</u>
<u>General Fund</u>				
ARPA Grant	01-3840-00-00	\$ 6,985.00		ARPA funding for Keeter repurpose
Special Requests	01-7000-02-00		\$ 6,985.00	Keeter building repurpose carry forward from PY approved 7/5/22 - ARPA
TC ESD grant	01-3800-00-00	\$ 29,985.00		PPE grant funding carried forward
Special Requests	01-7000-04-00		\$ 29,985.00	PPE grant funding carried forward
EMS-ISD SRO	01-3810-00-00	\$ 12,950.00		revenue collected for services more than the budgeted 3 months
County Fire Run Aid	01-3820-00-00	\$ 10,000.00		Additional TC ESD funding approved 10/18/22
Switchyard Fees	01-3931-00-00	\$ (9,475.00)		estimated revenue loss due to fee changes approved 12/6/22
Special Requests	01-7000-05-00		\$ 6,500.00	K-9 funding carried forward from PY
Firing Range Supplies	01-4690-05-00		\$ 4,605.00	Funding for ammunition carried forward from PY
Signal Light Repairs	01-4985-06-00		\$ 30,315.00	Funding for Emergency signal light repair BB&High Country
Special Requests	01-7000-06-00		\$ 531,720.00	The Square developer's agreement carried forward
Special Requests	01-7000-06-00		\$ 9,800.00	Green Ribbon Grant Ph2 exp carry forward from PY approved 1/18/22
Special Requests	01-7000-06-00		\$ 21,100.00	Green Ribbon Grant Ph2 overage approved 2/7/23
Special Requests	01-7000-06-00		\$ 64,000.00	Green Ribbon Grant Ph3 approved 11/15/22
ARPA Grant	01-3840-00-00	\$ 107,835.00		ARPA funding for Highland Station Park Restroom
Special Requests	01-7600-07-00		\$ 107,835.00	Highland Station Park Restroom approved 7/5/22 - ARPA
Special Requests	01-7000-08-00		\$ 22,985.00	Recreation Center flooring carried forward \$1,985 overage
Special Requests	01-7000-08-00		\$ 8,990.00	Community Center sign replacement
Building Maint & Repairs	01-4900-06-00		\$ 51,470.00	Aquatic Center repairs approved 2/21/23
ARPA Grant	01-3840-00-00	\$ 49,400.00		ARPA funding for Animal Shelter assessment
ARPA Project	01-7600-11-00		\$ 49,400.00	Animal Shelter assessment approved 9/20/22
Special Requests	01-7000-11-00		\$ 1,510.00	AXON equipment for ACO
ARPA Grant	01-3840-00-00	\$ 247,950.00		ARPA funding for land purchase and site prep
Land	01-7001-02-00		\$ 235,000.00	Land purchase approved 12/6/22
Land	01-7001-02-00		\$ 12,950.00	Clear land purchased approved 3/7/23
Transfer from Capital Proj Fund	01-9106-00-00	\$ 112,605.00		BB Overpass savings back to General Fund
Grant Assistance	01-3800-00-00	\$ 150,000.00		Additional TC ESD funding approved 3/7/23
Special Requests	01-7000-04-00		\$ 150,000.00	fire equipment TC ESD grant
USE OF FUND BALANCE		\$ 626,915.00		
GENERAL FUND TOTAL		\$ 1,345,150.00	\$ 1,345,150.00	
<u>Enterprise Fund</u>				
Special Requests	05-7000-50-00		\$ 662,255.00	The Square developer's agreement carried forward
Special Requests	05-7000-50-00		\$ 26,570.00	Jarvis Generator carried forward
Special Requests	05-7000-50-00		\$ 43,345.00	PW Generator carried forward
Special Requests	05-7000-50-00		\$ 150,000.00	Economic Dev agreement Triton approved 10/18/22
USE OF FUND BALANCE		\$ 882,170.00		
ENTERPRISE FUND TOTAL		\$ 882,170.00	\$ 882,170.00	

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FY 2022-2023

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<u>Capital Projects Fund</u>				
ODR North	06-1502-20-00		\$ 1,250.00	Project carried forward
Knowles Drive	06-1507-20-00		\$ 436,210.00	Project carried forward
Knowles Drive	06-1507-21-00		\$ 484,455.00	Project carried forward
Fire Station	06-1509-20-00		\$ 48,320.00	Project carried forward
Sidewalk improvements	06-1514-20-00		\$ 588,490.00	Project carried forward
Library	06-6021-21-00		\$ 48,770.00	Project carried forward
Senior Center	06-5006-21-00		\$ (64,105.00)	Project carried forward/re-estimate
Park Projects	06-7014-23-00		\$ 45,000.00	Additional funding for Kiwanis Park approved 10/18/22
Park Projects	06-7014-23-00		\$ 317,000.00	Additional funding for Saginaw Switchyard approved 10/18/22
West McLeroy	06-4021-45-00		\$ 318,000.00	Design for Ph3 approved 3/8/23
Bailey Boswell Overpass	06-4052-45-00		\$ 18,905.00	Project completion carried forward
Transfer to General Fund	06-9201-45-00		\$ 112,605.00	BB Overpass savings back to General Fund
Tarrant County Funding	06-3851-00-00	\$ 2,788,210.00		Estimated TC reimbursment for Knowles Ph1
ADDITION TO FUND BALANCE			\$ 433,310.00	
CAPITAL PROJECTS FUND TOTAL		\$ 2,788,210.00	\$ 2,788,210.00	

Crime Control and Prevention District Fund

Officer Supplies and Equipment	11-4620-00-00		\$ 42,065.00	AXON agreement carried forward from PY- approved 4/19/22
SWAT Training expense	11-6150-00-00		\$ 5,580.00	Carry forward funding for ammunition purchase
Capital Outlay/Special Request	11-7000-00-00		\$ 280,115.00	Vehicle replacement (4) funding carried forward - cost increase
USE OF FUND BALANCE		\$ 327,760.00		
DRAINAGE UTILITY FUND TOTAL		\$ 327,760.00	\$ 327,760.00	

Street Maintenance Fund

Sidewalk Replacement	16-4972-00-00		\$ 18,015.00	Sidewalk funding carried forward
Engineering-Pavement Mgt	16-6200-00-00		\$ 1,200.00	Project carried forward
Capital Outlay/Special Request	16-7000-00-00		\$ 434,480.00	Carry forward Burlington Rd reconstruction
USE OF FUND BALANCE		\$ 453,695.00		
STREET MAINTENANCE FUND TOTAL		\$ 453,695.00	\$ 453,695.00	

MID-YEAR BUDGET ADJUSTMENTS

FY 2022-2023

<u>ACCOUNT DESCRIPTION</u>	<u>ACCT NUMBER</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>COMMENTS</u>
<u>Donation Fund</u>				
Weather warning system	20-4900-61-00		\$ 5,000.00	Approved by CC 10/18/22
Special Programs	20-5232-61-00		\$ 20,000.00	Drone show approved 11/15/22
USE OF FUND BALANCE		\$ 25,000.00		
DONATION FUND TOTAL		\$ 25,000.00	\$ 25,000.00	
<u>General Escrow Fund</u>				
Capital Outlay	21-7000-58-00		\$ 4,025.00	Blue Mound/Industrial Intersection carried forward
Entertainment Expense	21-5232-31-00		\$ 12,335.00	Gambian delegation expense carried forward approved 7/5/22
Capital Outlay	21-7000-43-00		\$ 7,375.00	Additional funding for the replacement Police vehicle
USE OF FUND BALANCE		\$ 23,735.00		
GENERAL ESCROW FUND TOTAL		\$ 23,735.00	\$ 23,735.00	
<u>Enterprise Escrow Fund</u>				
USE OF FUND BALANCE		\$ -		
ENTERPRISE ESCROW FUND TOTAL		\$ -	\$ -	