



## **STAFF REPORT**

**To:** Honorable Mayor and Members of Town Council

**From:** Trish Muller, Finance Director

**Title:** Ordinance: Approving the Second Amendment to the 2016 Budget and Authorizing Changes in Appropriations for Year 2016

---

### **Discussion**

Total requested changes to appropriations referred to in **Attachment B** net to an increase in total expenditures for 2016 of \$511,595. In terms of identified supplemental expenditure items, some of the more significant amounts requested are described here; the Utilities Department requests that the Utilities Fund budgets be increased by a total of \$295,989. Of this, the majority is requested to meet encumbered obligations. This request also includes \$80,000 for construction of a Recreational Vehicle Dump Station and \$17,000 is requested for contract landscape inspection services.

The Parks and Recreation Department requests supplemental appropriation of funds of \$75,431 in the Conservation Trust Fund to support a new Parks Supervisor position. As part of this organizational change, the department is requesting to add another Parks Supervisor and Business Analyst position in 2016. Funding for these two positions is anticipated to be available from personnel savings related to vacancies in the Assistant Director, Special Events Specialist and Parks Operations Manager positions.

The Finance Department requests an increase of expenditures in the Parks & Recreation Capital Fund, Municipal Facilities Capital Fund, Fire Capital Fund, Police Capital Fund, Transportation Capital Fund and Development Services Enterprise Fund related to the impact fee study that began in 2015. This request totals \$61,651 and is distributed among the funds which are affected by Impact and Development Fees.

A listing of all requests for supplemental appropriations for the Second Amendment to the 2016 Budget, including written justification is included in **Attachment B**.

In addition to the supplemental appropriations requests, departments request that unspent appropriations, referenced in **Attachment C**, for capital improvement projects (CIP) in 2015 be re-appropriated into the 2016 budget in the amount of \$15,976,693.

The following chart identifies these requests by fund:

<b>Fund</b>	<b>CIP Amount Requested for Carry over</b>	<b><u>Significant</u> Projects Included in the Requested Amount</b>
<b>General Fund</b>	\$ 876,594	Finance is requesting reappropriation of \$447,634 for expenditures related to Festival Park design and \$121,817 for Downtown Projects. Parks & Recreation is requesting that \$297,883 be reappropriated for the completion of the Wolfensberger Pedestrian Bridge. Funds totaling \$9,260 are requested to complete an ongoing IT Governance project that began in 2015.
<b>Transportation Fund</b>	\$ 778,005	Public Works requests that funds be reappropriated to continue the Traffic Signal Program for additions and improvements to the signal system. These improvements include the replacement of signal equipment, construction of new signals and a software upgrade.
<b>Parks &amp; Recreation Capital Fund</b>	\$ 1,076,662	Parks & Recreation is requesting reappropriation of \$1,076,662 for expenditures for completion of the Amphitheater, Millhouse and Core Plaza at Philip S. Miller Park.
<b>Police Capital Fund</b>	\$ 180,684	The Police Department requests reappropriation of \$180,684 to complete the Police Department basement renovation.
<b>Transportation Capital Fund</b>	\$ 5,086,520	Public Works requests \$5,086,520 be reappropriated to continue ongoing project costs associated with completion of the North Meadows Extension.
<b>General Long-Term Planning Fund</b>	\$ 168,003	The Deputy Town Manager's Office requests reappropriation of \$139,038 to continue the remediation project to monitor ongoing impacts related to the gas station that once existed at the Town Hall location. To complete projects that were encumbered in 2015, funds totaling \$20,453 are requested to complete the parking lot paving project for the Police Department and \$8,500 is requested to construct an enclosure to protect the generator at Town Hall.
<b>Water Fund</b>	\$ 1,730,053	The Utilities Department requests \$504,628 to complete contracted work to improve the South Well Field, \$722,863 for a filter media upgrade at Ray Waterman Treatment Plant and funds to complete various water tank and well improvement projects which were started in 2015.

<b>Fund</b>	<b>CIP Amount Requested for Carry over</b>	<b><u>Significant Projects Included in the Requested Amount</u></b>
<b>Water Resources Fund</b>	\$ 2,770,622	The Utilities Department requests \$1,907,549 to complete construction of additional wells in the Central Well Field, \$466,629 for local pipeline design work related to the WISE project and funds to satisfy multiple smaller purchase orders that are carried forward from 2015.
<b>Stormwater Fund</b>	\$ 1,621,629	The Utilities Department requests \$680,000 to complete drainage improvements at the Plum Creek Pkwy bridge, \$294,989 for creek repairs and improvements at Crystal Valley Pkwy and \$250,000 for stream stabilization as part of the Festival Park redesign project.
<b>Wastewater Fund</b>	\$ 971,417	The Utilities Department requests \$748,274 for construction to upsize the Plum Creek Interceptor, \$110,955 for construction of a new RV Dump Station and funds to complete several other ongoing projects.
<b>Community Center Fund</b>	\$ 570,190	Parks & Recreation requests reappropriation of \$372,680 for the completion of the roof replacement and balcony improvements at the Rec Center, \$125,000 for furnishings for the Millhouse, and to complete ongoing projects at the MAC and Butterfield Pool.
<b>Fleet Services Fund</b>	\$ 146,315	Public Works requests \$146,315 be reappropriated to complete the purchase of a replacement ambulance for the Fire Department.

As per section 9-15 of the Town Charter, appropriations for capital expenditures do not lapse and are automatically re-appropriated into the next year's budget. Therefore, these continuing appropriations are provided for Council's review. It is requested that Town Council adopt the capital projects carry over amounts as presented in **Attachment C**.