



STAFF REPORT

DATE: February 18, 2025

TO: Mayor & Council
FROM: Clarissa Hadler, Finance Director
AGENDA ITEM: Budget Amendments & Fund Transfers

BACKGROUND:

The below items are minor “clean-up” items for 2024 and 2025 budgets.

City Center Shared Expenses

As part of the 2025 Budget process and to clean up the shared city center expense process, staff created the 703 Fund, an internal service fund that will pay shared expenses and then bill the city center departments for their share. As part of that budgeting process, we missed adding the City Center property insurance. In addition, staff finds that it would be most consistent if we also amend the 2024 Budget to reflect the current process, so that the comparison between 2023, 2024, and 2025 isn’t quite as different or confusing. After the amendment, the change in practice will appear to have been from 2023 to 2024 only and then continued from there.

Fire Display

Chief Kalis has requested that the donations received in 2024 from Don Raleigh’s memorials be utilized for the Fire Department History Display, a project that was previously approved by council on 11/19/2024, though there was no funding source designated and it was not included in any annual budget. Those donations totaled \$5864. The project is expected to be completed in 2025, so the transfer will be reflected in 2024, but the expense will be 2025.

Valley Creek RR Crossing Project

The final transfer is from Fund 446 (Hudson Blvd) to 430 (RR Crossing). We bonded for the Hudson Blvd project, but also received reimbursement by MSA dollars, so that MSA funding is now available for general use. The transfer is for \$1 million. This allows us to avoid the tentatively planned bonding for that project.

RECOMMENDED MOTION

1. Motion to approve budget amendments and fund transfers to 2024 and 2025 as shown on attached.

ATTACHMENTS

1. Budget Amendments & Fund Transfers

101 General Fund		2024	2024	2024	2024	2025	2025
		Adopted	YTD	Amended	Est. Actual After Amend	Adopted	Amended
101-410-1320-43810	Electric Utility	4,200.00	3,820.60			-	
101-410-1320-43830	Gas Utility	1,050.00	-			-	
101-410-1320-43840	Refuse	210.00	334.34			-	
101-410-1320-44010	Repairs/Maint Contractual Bldg	2,331.00	4,163.92			-	
101-410-1320-44050	Transfer - Shared City Center Expenses	-	-	13,610.00	14,137.86	29,815.46	32,315.46
101-410-1520-43810	Electric Utility	4,200.00	3,178.30			-	
101-410-1520-43830	Gas Utility	1,050.00	-			-	
101-410-1520-43840	Refuse	210.00	334.34			-	
101-410-1520-44010	Repairs/Maint Contractual Bldg	2,331.00	3,984.03			-	
101-410-1520-44050	Transfer - Shared City Center Expenses	-	-	11,226.00	10,931.67	29,815.46	31,815.46
101-410-1910-43810	Electric Utility	2,400.00	1,816.19			-	
101-410-1910-43830	Gas Utility	600.00	-			-	
101-410-1910-43840	Refuse	120.00	372.82			-	
101-410-1910-44010	Repairs/Maint Contractual Bldg	1,332.00	4,036.95			-	
101-410-1910-44050	Transfer - Shared City Center Expenses	-	-	4,452.00	6,225.96	27,815.46	29,815.46
101-420-2100-43810	Electric Utility	8,400.00	6,356.60			-	
101-420-2100-43830	Gas Utility	2,100.00	-			-	
101-420-2100-43840	Refuse	420.00	191.68			-	
101-420-2100-44010	Repairs/Maint Contractual Bldg	4,662.00	3,924.23			-	
101-420-2100-44050	Transfer - Shared City Center Expenses	-	-	15,582.00	10,472.51	11,094.45	12,094.45
101-420-2100-44300	Misc. Building Exp.	140.00	-			-	
101-420-2220-43810	Utility	32,400.00	30,295.57			-	
101-420-2220-43830	Gas Utility	8,100.00	-			-	
101-420-2220-43840	Refuse	1,620.00	977.91			-	
101-420-2220-44010	Repairs/Maint Bldg	17,982.00	24,280.99	10,000.00	10,000.00	10,000.00	10,000.00
101-420-2220-44050	Transfer - Shared City Center Expenses	-	-	70,154.00	65,466.47	30,498.96	43,098.96
101-420-2400-43810	Electric Utility	8,400.00	6,356.59			-	
101-420-2400-43830	Gas Utility	2,100.00	-			-	
101-420-2400-43840	Refuse	420.00	748.26			-	
101-420-2400-44010	Repairs/Maint Contractual Bldg	4,662.00	8,348.07			-	
101-420-2400-44050	Transfer - Shared City Center Expenses	-	-	21,471.00	21,341.92	32,027.21	44,627.21
101-410-1320-43610	Insurance (included property & liability in GF accts)	26,087.09	42,291.39	36,500.00	36,472.39	46,778.59	44,278.59
101-410-1520-43610	Insurance	2,206.15	4,735.66	1,300.00	1,300.66	3,434.04	934.04
101-420-2100-43610	Insurance	3,013.15	1,259.55	1,300.00	1,259.55	6,582.54	4,082.54
101-420-2220-43630	Insurance	21,950.21	35,906.54	16,000.00	15,994.54	33,863.59	21,263.59
101-420-2400-43630	Insurance	7,206.77	12,974.32	7,100.00	7,085.32	13,515.58	915.58
Sum of these Line Items		171,903.36	200,688.85	208,695.00	200,688.85	275,241.34	275,241.34
Change from Original Budget				36,791.64			-

703 Shared City Center Expense Fund		2024	2024	2024	2024	2025	2025
		Adopted	YTD	Amended	Est. Actual After Amend	Adopted	Amended
703-000-0000-42110	Cleaning Supplies		-	-	-	6,100.00	6,100.00
703-000-0000-42111	Other Supplies		-	-	-	2,000.00	2,000.00
703-000-0000-43610	Property Insurance		-	35,055.00	35,055.00	-	33,071.00
703-000-0000-43810	Utilities		1,621.77	75,000.00	53,445.62	78,300.00	78,300.00
703-000-0000-43840	Refuse		671.20	3,000.00	3,630.55	3,000.00	3,000.00
703-000-0000-44010	Repairs/Maint Contractual Bldg		2,865.00	-	2,865.00	9,200.00	9,200.00
703-000-0000-44011	Cleaning Services		-	33,300.00	48,738.19	32,085.00	32,085.00
703-000-0000-44013	Lawn/Landscape Maintenance		-	10,000.00	-	10,000.00	10,000.00
703-000-0000-44040	Repairs/Maint Eqpt		-	-	-	16,882.00	16,882.00
703-000-0000-44300	Miscellaneous		-	2,000.00	-	3,500.00	3,500.00
Sum of these Line Items		-	5,157.97	158,355.00	143,734.36	161,067.00	194,138.00
Change from Original Budget				158,355.00			33,071.00

Other Amendments & Transfers		2024	2024	2024	2024	2025	2025
		Adopted	YTD	Amended	Est. Actual After Amend	Adopted	Amended
Fire Display Project							
101-420-2220-47300	Transfer to Fire Equipment & Project Fu	-		5,864.00			
407-420-2220-39201	Transfers from General Fund			5,864.00			
407-420-2220-45XXX	Furnishings & Fixtures					-	5,864.00
Railroad Crossing							
446-480-8129-47200	Transfer Out						1,000,000.00
430-000-000-39200	Transfer In						1,000,000.00