
MEMORANDUM

DATE: March 22, 2022
TO: Gabe Reaume, City Manager
FROM: Kim Quin, Finance Director
RE: 2021-2022 Mid-year Budget Adjustments

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

General Fund –

- An increase of \$107,365 in Transfer from Escrow Fund (revenue) for the developer's reimbursement of expenses related to the Beltmill PID. The expenses are for legal, financial, and administrative consultants used in establishing the PID.
- An increase of \$58,000 in special requests is the match required for the Green Ribbon Grant approved by the City Council on January 18, 2022.
- An increase of \$99,590 in special requests for pool repairs not covered by insurance approved by the City Council on October 19, 2021.
- Increases totaling \$27,255 for expenses related to demolition and asbestos abatement at 345 North Saginaw Boulevard approved by the City Council on November 2, 2021 and December 21, 2021.
- An increase of \$45,000 for legal advertising due to the higher than average actions requiring public notice this year. Public notice is required for bid requests, zoning and rezoning hearings, establishing and modifying PID's and TIRZ's, grant applications and the opioid settlements.
- Funding for a one time employee retention payment of \$500 for full time employees and \$250 for part time employees and related taxes and retirement contributions totaling \$84,475.
- In an effort to better track recreation revenue streams, additional line items are created and budgeted revenues are being redistributed. If the Aquatic Center is able to open, revenue increases will be likely at year end.
- Repairs to the audio visual system (\$54,855) in the City Council chamber is being carried forward from last year.
- Additional funding of \$4,980 from the Tarrant County Emergency Services District will be received and used for fire hose and nozzles as approved by the City Council on December 7, 2021.

Additional revenues total \$112,345. The use of General Fund balance is \$369,720. The projects being carried forward from last fiscal year total \$55,400. 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 \$426,665.

Enterprise Fund –

- Impact fee funding of \$510,845 is being transferred to the Enterprise Fund for the Saginaw Boulevard 16” water line project and the Northwest Booster Pump project. Funding for these projects is being carried forward (WL \$125,845 and Booster Pump \$385,000).
- Funding for a one time employee retention payment of \$500 for full time employees and \$250 for part time employees and related taxes and retirement contributions totaling \$9,675.
- Funding of \$32,500 is carried forward for the Risk and Resiliency Plan that was not completed last year. \$13,000 is added to include emergency response actions to the plan as approved by the City Council on December 7, 2021.
- Funding of \$94,700 is carried forward for the completion of meter replacement project.
- Funding of \$1,268,880 is added for the Beltmill Booster Pump Station as approved by the City Council on January 18, 2022 and \$44,375 is carried forward. The City anticipates that the TIRZ will reimburse the City for this project in the future.
- Funding of \$20,770 is added for emergency repairs made to the Palomino water line.

Budget adjustments will reduce the Enterprise Fund balance by \$1,483,900.

Capital Projects Fund –

- Funding of \$1,115,410 is being carried forward for the completion of Bailey Boswell Overpass project.
- The Tarrant County contribution for the completion of the Bailey Boswell Overpass project is \$582,260.
- Funding is carried forward for sidewalk improvements, the new Fire Station, and engineering for North Old Decatur Road, Knowles Drive, the signal at Knowles and Bailey Boswell, the Old Decatur Road/Boaz intersection improvements, and sub-surface utility engineering for the Blue Mound/Industrial improvements.
- Funding of \$354,830 is provided for the improvements at Blue Mound Road and Industrial as approved by the City Council on October 19, 2021.
- An increase of \$156,680 for the sidewalk construction contract approved by the City Council on January 5, 2021.

The use of Capital Projects Fund balance is \$14,293,985. Funding for projects carried forward from last year total \$14,521,415. 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.

Drainage Utility Fund –

- Funding of \$123,500 is carried forward for the design of the East Cement Creek Phases 2 and 3.
- Estimated construction of The East Cement Creek Drainage Project Phase 2 is budgeted to be \$1,500,000.

The use of Drainage Utility Fund balance is \$1,623,500. Drainage Utility fees are collected and reserved in fund balance for these large drainage projects.

Street Maintenance Fund –

- Carry forward \$20,000 for sidewalk replacement, \$30,000 for crack sealing, and \$190,000 for street repairs not used in prior fiscal year.
- Funding of \$87,000 is budgeted for the pavement management program approved by the City Council on January 4, 2021.
- Funding for Burlington Road reconstruction (\$434,480) is carried forward.

The use of Street Maintenance Fund balance is \$761,480.

Donations Fund –

- Funding for the additional holiday light display is carried forward due to the invoice being paid in the current fiscal year. Total funding of \$31,120 is split evenly between parks and beautification donations.
- Parks donation funding of \$9,600 for the Parks Master Plan is carried forward.
- Funding for tennis court resurfacing is budgeted to be \$17,260 as approved by the City Council on March 1, 2022.
- Additional funding for the fireworks show is budgeted (\$7,250) as approved by the City Council on January 18, 2022.

The use of Donations fund balance is \$65,230 (\$49,670 from Parks donations and \$15,560 from Beautification donations). The budget modification will provide funding for these projects in the current fiscal year.

General Escrow Fund –

- Funding of \$26,975 is provided from the insurance escrow to replace a damaged public works truck.
- Revenue and expense line items related to the Beltmill PID reflect the collection of an additional 78,535 for expenses totaling \$107,510.
- Revenue and expense line items related to the UCD Developer agreement to provide a median opening on Blue Mound Road. Adjustments reflect the collection of an additional \$61,615 for expenses totaling \$154,295. The latest agreement was approved by the City Council on October 19, 2021.

The use of General Escrow Fund balance is \$148,630. The budget modifications will provide funding in the current fiscal year.

Enterprise Escrow Fund –

Previously collected impact fees for the Northwest Booster Pump and the Saginaw Boulevard 16” water line project are transferred to the Enterprise fund as described above.

**MID-YEAR BUDGET ADJUSTMENTS
FY 2021-2022**

<u>ACCOUNT DESCRIPTION</u>	<u>ACCT NUMBER</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>COMMENTS</u>
General Fund				
Transfer from Escrow Fund	01-9121-00-00	\$ 107,365.00		Beltmill PID escrow reimbursement of expenses
Contractual Services	01-5250-13-00		\$ 50,000.00	Beltmill PID creation expense - financial
Contractual Services	01-5250-13-00		\$ 50,000.00	Beltmill PID creation expense - legal
Contractual Services	01-5250-13-00		\$ 7,365.00	Beltmill PID creation expense - admin
Special Requests	01-7000-06-00		\$ 58,000.00	Green Ribbon Grant match approved 1/18/22
Special Requests	01-7000-08-00		\$ 99,590.00	Pool repairs approved 10/19/21
Property Abatement	01-6250-10-00		\$ 3,950.00	environmental report 345 N Saginaw Blvd
Property Abatement	01-6250-10-00		\$ 14,305.00	asbestos removal approved 11/2/21
Property Abatement	01-6250-10-00		\$ 9,000.00	demolition approved 12/8/21
Special Requests	01-7000-11-00		\$ 545.00	Vehicle completion carried forward
Legal Advertising	01-6010-02-00		\$ 45,000.00	Funding increase in line item
Recreation Fees	01-3500-00-00	\$ (250,000.00)		Recreation revenue line item redistribution
Recreation/Aquatic Membership	01-3501-00-00	\$ 27,500.00		Recreation revenue line item redistribution
Recreation/Aquatic Day Pass	01-3502-00-00	\$ 38,750.00		Recreation revenue line item redistribution
Recreation Programs & Classes	01-3503-00-00	\$ 38,750.00		Recreation revenue line item redistribution
Recreation Athletic Leagues	01-3504-00-00	\$ 15,000.00		Recreation revenue line item redistribution
Summer Camp Fees	01-3505-00-00	\$ 77,500.00		Recreation revenue line item redistribution
Facility Rental Fees	01-3506-00-00	\$ 47,500.00		Recreation revenue line item redistribution
Recreation/Aquatic misc	01-3507-00-00	\$ 5,000.00		Recreation revenue line item redistribution
Salaries	01-4010-02-00		\$ 4,000.00	one-time retention payment
Social Security	01-4150-02-00		\$ 305.00	one-time retention payment
TMRS	01-4160-02-00		\$ 850.00	one-time retention payment
Salaries	01-4010-03-00		\$ 500.00	one-time retention payment
Social Security	01-4150-03-00		\$ 40.00	one-time retention payment
TMRS	01-4160-03-00		\$ 105.00	one-time retention payment
Salaries	01-4010-04-00		\$ 15,000.00	one-time retention payment
Social Security	01-4150-04-00		\$ 1,145.00	one-time retention payment
TMRS	01-4160-04-00		\$ 3,195.00	one-time retention payment
Salaries	01-4010-05-00		\$ 24,000.00	one-time retention payment
Social Security	01-4150-05-00		\$ 1,835.00	one-time retention payment
TMRS	01-4160-05-00		\$ 5,110.00	one-time retention payment
Salaries	01-4010-06-00		\$ 4,500.00	one-time retention payment
Social Security	01-4150-06-00		\$ 345.00	one-time retention payment
TMRS	01-4160-06-00		\$ 960.00	one-time retention payment
Salaries	01-4010-07-00		\$ 1,000.00	one-time retention payment
Social Security	01-4150-07-00		\$ 75.00	one-time retention payment
TMRS	01-4160-07-00		\$ 215.00	one-time retention payment

**MID-YEAR BUDGET ADJUSTMENTS
FY 2021-2022**

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Salaries	01-4010-08-00		\$ 3,000.00	one-time retention payment
Social Security	01-4150-08-00		\$ 230.00	one-time retention payment
TMRS	01-4160-08-00		\$ 640.00	one-time retention payment
Salaries	01-4010-09-00		\$ 4,000.00	one-time retention payment
Social Security	01-4150-09-00		\$ 305.00	one-time retention payment
TMRS	01-4160-09-00		\$ 855.00	one-time retention payment
Salaries	01-4010-10-00		\$ 5,000.00	one-time retention payment
Social Security	01-4150-10-00		\$ 385.00	one-time retention payment
TMRS	01-4160-10-00		\$ 1,065.00	one-time retention payment
Salaries	01-4010-11-00		\$ 2,500.00	one-time retention payment
Social Security	01-4150-11-00		\$ 190.00	one-time retention payment
TMRS	01-4160-11-00		\$ 535.00	one-time retention payment
Salaries	01-4010-12-00		\$ 1,000.00	one-time retention payment
Social Security	01-4150-12-00		\$ 80.00	one-time retention payment
TMRS	01-4160-12-00		\$ 215.00	one-time retention payment
Salaries	01-4010-14-00		\$ 1,000.00	one-time retention payment
Social Security	01-4150-14-00		\$ 80.00	one-time retention payment
TMRS	01-4160-14-00		\$ 215.00	one-time retention payment
Special Requests	01-7000-02-00		\$ 54,855.00	Council chamber AV system carried forward
County Fire Run Aid	01-3820-00-00	\$ 4,980.00		Additional TC ESD funding 12/7/21
Speical Requests	01-7000-02-00		\$ 4,980.00	fire hose and nozzles
USE OF FUND BALANCE		\$ 369,720.00		
GENERAL FUND TOTAL		\$ 482,065.00	\$ 482,065.00	

**MID-YEAR BUDGET ADJUSTMENTS
FY 2021-2022**

<u>ACCOUNT DESCRIPTION</u>	<u>ACCT NUMBER</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>COMMENTS</u>
Enterprise Fund				
Transfer from EF Escrow	05-9125-00-00	\$ 125,845.00		Impact Fee funding for Sag. Blvd 16" WL Ph2
Transfer from EF Escrow	05-9125-00-00	\$ 385,000.00		Impact Fee funding for NW Booster Pump
Salaries	05-4010-50-00		\$ 7,500.00	one-time retention payment
Social Security	05-4150-50-00		\$ 575.00	one-time retention payment
TMRS	05-4160-50-00		\$ 1,600.00	one-time retention payment
Special Requests	05-7000-50-00		\$ 32,500.00	Risk & Resiliency Plan carried forward
Special Requests	05-7000-50-00		\$ 13,000.00	Risk & Res. Plan additional funding approved 12/7/2021
Special Requests	05-7000-50-00		\$ 94,700.00	Meter replacements carried forward
Sag. Blvd 16" WL Ph2	05-7022-55-00		\$ 125,845.00	Project carried forward
NW Booster Pump	05-7027-55-00		\$ 385,000.00	Project carried forward
Beltmill Booster Pump	05-7029-55-00		\$ 1,313,255.00	Approved by City Council 1/18/2022
Palomino WL Repairs	05-7030-55-00		\$ 20,770.00	emergency water line repairs
USE OF FUND BALANCE		\$ 1,483,900.00		
ENTERPRISE FUND TOTAL		\$ 1,994,745.00	\$ 1,994,745.00	
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Capital Projects Fund				
Bailey Boswell Overpass	06-4052-45-00		\$ 1,115,410.00	Project carried forward
ODR North	06-1502-20-00		\$ 93,050.00	Project carried forward
Knowles Drive	06-1507-20-00		\$ 951,915.00	Project carried forward
ODR/Boaz Intersection	06-1508-20-00		\$ 126,255.00	Project carried forward
Fire Station	06-1509-20-00		\$ 11,212,255.00	Fire Station funding carried forward
Street/Sidewalk improvements	06-1514-20-00		\$ 820,990.00	Sidewalk funding carried forward
Blue Mound/Industrial Imprv	06-1516-20-00		\$ 4,000.00	carry forward subsurface utility engineering funding
Blue Mound/Industrial Imprv	06-1516-20-00		\$ 354,830.00	Approved by City Council 10/19/2021
Knowles/BB Signal	06-1517-20-00		\$ 197,540.00	Project carried forward
Tarrant County Funding	06-3851-00-00	\$ 582,260.00		Remaining funding contribution
USE OF FUND BALANCE		\$ 14,293,985.00		
CAPITAL PROJECTS FUND TOTAL		\$ 14,876,245.00	\$ 14,876,245.00	

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FY 2021-2022**

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<u>Drainage Utility Fund</u>				
Capital Outlay/Special Request	14-7000-00-00		\$ 123,500.00	Carry forward East Cement Creek design
Capital Outlay/Special Request	14-7000-00-00		\$ 1,500,000.00	Estimated East Cement Creek Ph2 construction
USE OF FUND BALANCE		\$ 1,623,500.00		
DRAINAGE UTILITY FUND TOTAL		\$ 1,623,500.00	\$ 1,623,500.00	
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<u>Street Maintenance Fund</u>				
Industrial Streets	16-4001-00-00		\$ 50,000.00	Carry forward unused street repair funding
South Streets	16-4008-00-00		\$ 140,000.00	Carry forward unused street repair funding
Contract Maint & Repairs	16-4935-00-00		\$ 30,000.00	Carry forward unused crack sealing funding
Sidewalk Replacement	16-4972-00-00		\$ 20,000.00	Carry forward unused sidewalk repl. funding
Capital Outlay/Special Request	16-6200-00-00		\$ 87,000.00	Pavement Mgt System approved 1/4/2022
Capital Outlay/Special Request	16-7000-00-00		\$ 434,480.00	Carry forward Burlington Rd reconstruction
USE OF FUND BALANCE		\$ 761,480.00		
STREET MAINTENANCE FUND TOTAL		\$ 761,480.00	\$ 761,480.00	
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<u>Donation Fund</u>				
Capital Outlay/Special Request	20-7000-61-00		\$ 15,560.00	holiday lights parks funding carried forward
Capital Outlay/Special Request	20-7000-63-00		\$ 15,560.00	holiday lights beautification funding carried forward
Capital Outlay/Special Request	20-7000-61-00		\$ 9,600.00	Parks Master Plan carried forward
Capital Outlay/Special Request	20-7000-61-00		\$ 17,260.00	Tennis Court resurfacing approved 3/1/2022
Special Programs	20-5232-61-00		\$ 7,250.00	Fireworks show approved 1/18/2022
USE OF FUND BALANCE		\$ 65,230.00		
DONATION FUND TOTAL		\$ 65,230.00	\$ 65,230.00	



**MID-YEAR BUDGET ADJUSTMENTS
FY 2021-2022**

<u>ACCOUNT DESCRIPTION</u>	<u>ACCT NUMBER</u>	<u>REVENUES</u>	<u>EXPENSES</u>	<u>COMMENTS</u>
<u>General Escrow Fund</u>				
Capital Outlay	21-7000-43-00		\$ 26,975.00	Insurance replacement of PW truck
PID Deposit	21-3910-55-00	\$ 78,535.00		Beltmill escrow deposit for related PID expenses
Transfer to General Fund	21-9201-55-00		\$ 107,365.00	Funding for Provident PID expenses
Refunds	21-6503-55-00		\$ 145.00	Refund Beltmill for escrow balance
Other Income	21-3910-57-00	\$ 61,605.00		UCD Escrow for TxDOT median opening
Interest Income	21-3910-57-00	\$ 10.00		Interest on developer escrow
Capital Outlay/Special Request	21-7000-57-00		\$ 154,295.00	TxDOT median opening for UCD dev approved 10/19/2021
USE OF FUND BALANCE		\$ 148,630.00		
GENERAL ESCROW FUND TOTAL		\$ 288,780.00	\$ 288,780.00	
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<u>Enterprise Escrow Fund</u>				
Transfer to Enterprise Fund	25-9205-51-00		\$ 125,845.00	Impact Fee funding for Sag. Blvd 16" WL Ph2
Transfer to Enterprise Fund	25-9205-51-00	\$ -	\$ 385,000.00	Impact Fee funding for NW Booster Pump
USE OF FUND BALANCE		\$ 510,845.00		
ENTERPRISE ESCROW FUND TOTAL		\$ 510,845.00	\$ 510,845.00	