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Memorandum

To: Council Members
From: Jessica McClellan, Controller
Date: November 22, 2024
Re: Appropriation Ordinance 2024-09

Appropriation Ordinance 2024-09 is our comprehensive 2024 year-end appropriation. The total additional appropriation is zero. This year all appropriations are simple transfers between departments which has zero net impact on the total budget.

1. **General Fund – Various.** The majority of this ordinance transfers appropriations between departments and categories in order to cover changes between the initial budget prepared, and actual operational results. For 2024, the net effect on the actual appropriation from the General Fund is zero. There will be no impact on the fund balance or tax rates.
 - a. **Public Works Administration** – the **Public Works Department** is requesting \$117,777 transfer from Classification 3 – Services to Classification 4 – Capital to help cover the cost of sanitation trucks. The savings in Classification 3 is due from lower than anticipated insurance premiums and the 2024 TPT scooter enforcement personnel costs were covered via Parking Services Division. This request will come from other General Fund departmental funding releases.
 - b. **ESD** – the **Economic and Sustainable Development Department** is requesting the release of \$69,000 from Classification 3 – Services. The savings comes from lower than expected costs for dues and subscriptions, plus some unused sustainability grants. The savings will fund other General Fund departments.
 - c. **Fire** – the **Fire Department** is requesting a transfer from Classification 3 – Services to Classification 1 – Personnel Services in the amount of \$100,000. The savings comes from the ERS and DeviceMagic contracts not being renewed and few physicals performed since new hires had current physicals on file. In addition, the department is requesting an appropriation of \$294,000 in Classification 1 – Personnel Services to cover the salary gap (total gap is \$394,000) of new recruits moving off of probation. General Fund departmental funding releases will cover the appropriation request.
 - d. **Legal** – the **Legal Department** is requesting the release of \$1,400 from Classification 1 – Personnel Services. The savings comes from staff turnover. The savings will fund other General Fund departments.

- e. **Mayor** – the **Office of the Mayor** is requesting the release of \$95,000 from Classification 1 – Personnel Services. The savings comes from staff turnover and longer than expected vacancies. The savings will fund other General Fund departments.
 - f. **Police** – the **Police Department** is requesting the transfer of \$66,100 from Classification 1 – Personnel Services due to unfilled officer positions to Classification 4 -- Capital, and \$15,000 from Classification 3 – Services due to the tactical athletic training program was unfilled to Classification 2 – Supplies. The transfers will cover the higher than anticipated fuel expense in Classification 3 and additional worked on the Range project. There is no fiscal impact to this request.
 - g. **Public Works – Facilities Maintenance** – the **Public Works Department** is requesting the release of \$105,000 from Classification 3 – Services and \$15,000 from Classification 4 -- Capital. The savings comes from lower than expected emergency repairs and capital projects came in under expected costs. The savings will fund other General Fund departments.
 - h. **Board of Public Safety** – the **Legal Department** is requesting an additional appropriation of \$1,400 in Classification 1 – Personnel Services to reconcile Board of Public Safety salaries. This request will come from other General Fund departmental funding releases.
 - i. **Information Technology Services** – the **Information Technology Services Department** is requesting a transfer of \$30,000 from Classification 1 – Personnel Services to Classification 3 – Services in the amount of \$30,000. In addition, the department is requesting a release of \$10,000 from Classification 1 – Personnel Services. The total \$40,000 savings will come from vacancies throughout 2024. The funds are being released to cover shortfalls in other General Fund departments.
2. **Economic Development LIT Fund – Various.** This ordinance transfers appropriations between departments and categories in order to cover changes between the initial budget prepared, and actual operational results. For 2024, the net effect on the actual appropriation from the Economic Development LIT Fund is zero. There will be no impact on the fund balance.
- a. **Economic Development LIT Fund** – the **Economic & Sustainable Development Department** is requesting a release of \$16,500 funds from Classification 3 – Services. The surplus comes from a funding partner de-committing. There is no fiscal impact to this request.
 - b. **Economic Development LIT Fund** – the **HAND Department** is requesting a \$20,000 transfer of funds from Classification 3 – Services to Classification 1 – Personnel Services. The transfer will cover the cost related to interdepartmental staffing shifts. There is no fiscal impact to this request.
 - c. **Economic Development LIT Fund** – the **Public Works Department Facilities Maintenance Division** is requesting a release of \$51,000 from Classification 3 – Services. The surplus comes from lower invoicing amounts from the Centerstone purchase order. There is no fiscal impact to this request.
 - d. **Economic Development LIT Fund** – the **Office of the Controller** is requesting a \$67,500 increase in Classification 3 – Services to cover higher than anticipated consulting services. The funds will come from departmental funding releases within the Economic Development LIT Fund.

3. **Parks & Recreation General Fund** – the **Parks and Recreation Department** is requesting a transfer of \$259,851 from Classification 1 – Personnel Services to Classification 2 – Supplies in the amount of \$8,010, Classification 3 – Services in the amount of \$166,841, and \$85,000 to Classification 4 – Capital. The savings will come from significant turnover/vacancies during 2024. The transfers will cover new employee supplies in Classification 2, Liability/Casualty Premium and solar panel expenditure coverage shortage in Classification 3, and the purchase of a bucket truck for storm damage in Classification 4. There is no fiscal impact to this request.
4. **Public Safety LIT Fund – Police Department**, is requesting transfer of \$15,400 from Classification 1 – Personnel Services to Classification 4 – Capital to cover the radio repeater replacement which was damaged during a storm. The savings will come from chronic Dispatch vacant positions. There is no fiscal impact to this request.
5. **ARPA Local Fiscal Recovery Fund – Various**. This ordinance transfers already appropriated funds between departments to cover changes between the initial budget prepared, and actual operational results. In some instances the funds were not properly budgeted into the correct department during the 2024 budget process. For 2024, the net effect on the actual appropriation from the ARPA Local Fiscal Recovery Fund is zero. There will be no impact on the fund balance.
 - a. **ARPA Local Fiscal Recovery Fund – the Economic & Sustainable Development Department** is requesting a release of \$9,600 funds from Classification 3 – Services. The surplus comes from a planned project identified as ARPA ineligible, meaning it did not meet Treasury criteria. There is no fiscal impact to this request.
 - b. **ARPA Local Fiscal Recovery Fund – the CFRD Department** is requesting a release of \$336,200 funds from Classification 3 – Services. Of the \$336,200 funds being released, \$118,000 will be transferred to Human Resources to cover approved projects which were mistakenly placed under CFRD. The remaining \$218,200 will be transferred to Parks and Recreation to help cover additional costs associated to 2024 eligible projects. The surplus comes from initial projects being identified as ARPA ineligible and the remaining amount is due to funds being placed under the incorrect department. There is no fiscal impact to this request.
 - c. **ARPA Local Fiscal Recovery Fund – the Human Resources Department** is requesting \$118,000 in Classification 3 – Services to cover the projects initially planned for 2024 as funds were mistakenly placed under the wrong department during the budget process. There is no fiscal impact to this request.
 - d. **ARPA Local Fiscal Recovery Fund – the HAND Department** is requesting \$834,000 in Classification 3 – Services to cover the project initially planned for 2024 as funds were mistakenly placed under the wrong department during the budget process. There is no fiscal impact to this request.
 - e. **ARPA Local Fiscal Recovery Fund – the Parks and Recreation Department** is requesting \$227,800 in Classification 3 – Services to cover an ARPA eligible project which will replace the CFRD ineligible project. There is no fiscal impact to this request.
 - f. **ARPA Local Fiscal Recovery Fund – the Public Works Department Street Division** is requesting a release of \$834,000 from Classification 3 – Services. The project associated with this release was being completed by HAND. The funds were mistakenly budgeted under PW Street Division

during the 2024 budgeting process. There is no fiscal impact to this request.

6. **Alternative Transportation Fund** – the **Public Works Department, Parking Division**, is requesting a transfer of \$9,500 from Classification 3 – Services to Classification 1 – Personnel Services to cover the cost of two neighborhood officer salaries which were incorrectly budgeted during the 2024 budget process. The savings in Classification 3 comes from minimal outside services used in 2024. There is no fiscal impact to this request.

Thank you for your consideration of this request. As always, we are happy to answer questions related to this request.