DATE: February 3, 2020
TO: Honorable Mayor and Members of the City Council through City Manager
FROM: Corey Garberolio, Finance Director
       Isabel Craft, Accountant Analyst
SUBJECT: Introduction (First Reading) of Ordinances to Change Certain Appropriations for the Operations of the City of Petaluma from July 1, 2019 to June 30, 2020; and Resolution Releasing General Fund Reserve Funds for Specific Uses

RECOMMENDATION

It is recommended that the City Council introduce the attached Ordinances Amending Ordinances 2682, 2683, 2684, 2685, 2686, 2686A, N.C.S. to Change General Fund, Enterprise Funds, Utilities Funds, Internal Service Funds, Special Revenue and Trust Funds, and Capital Projects and Debt Funds – Appropriations for the Operations of the City of Petaluma from July 1, 2019 to June 30, 2020. It is also recommended that the City Council adopt a Resolution Authorizing the Release of Various General Fund Reserves for Specific Uses.

BACKGROUND

The City reviews its budget on a continual basis and recommends periodic adjustments. The proposed Mid-Year Budget Adjustments are to the Adopted Budget for FY 2019/2020. Adjustments to the adopted budget reflect unexpected budget changes and provide a more accurate and timely calculation of actual vs. budget comparisons.

DISCUSSION

The proposed Mid-Year Budget Adjustments are for the General Fund, Enterprise Funds, Utilities Funds, Internal Service Funds, Special Revenue and Trust Funds, and Capital Projects and Debt Funds for the fiscal year ending June 30, 2020. These proposed mid-year requests were submitted by Departments and comprise critical and time-sensitive needs, unexpected increases, and adjustments previously approved by Council action since the adoption of the budget on July 1, 2019.

The resulting adjustments are herein presented for City Council consideration and approval. Budget adjustments modify previously approved budget appropriations. The proposed changes are categorized as follows:

Adjustments – Increases or (decreases) in funds to update the budget based on current economic conditions, changes to City projects, or changes in work activity.
**Transfers** – Transfers from one fund to another to identify funding sources, facilitate reporting requirements, and true-up fund balances. A Transfer In from one fund is always accompanied by a Transfer Out from another; i.e.: Transfers In = Transfers Out.

**Encumbrances & Designated Reserves** – Encumbrances are appropriations budgeted in the prior fiscal year that were delayed for a variety of reasons. Designated Reserves can be used for unexpected, critical and one-time expenditures and for Council approved specific uses. These transactions do not affect fund balances in the current fiscal year.

The recommended Mid-Year budget adjustments are summarized below. Fund and account details are listed in Exhibit A.

- Salary and Benefit adjustments resulting from labor negotiations. Adjustment to General Fund appropriations, $329,674.
- Salary and Benefit adjustments resulting from labor negotiations. Adjustment to General Fund appropriations, $303,548.
- Safety supplies and upgrade computers to bring Airport Operations into compliance. Adjustment to Airport Operations appropriations, $10,500.
- Airport supplies, furniture, and ground to air radios. Adjustment to Airport Operations appropriations, $15,000
- Temporary agency administrative support for 90 days. Adjustment to Airport Operations appropriations, $19,500.
- Tree removal and fence repair mandates. In addition, general repairs and maintenance of the airport facilities. Adjustment to Airport Operations appropriations, $26,000.
- Increase airport janitorial services from once a week to three times per week. Adjustment to Airport Operations appropriations, $10,000.
- Needed tools and supplies to repair and maintain airport hangars. Adjustment to Airport Operations appropriations, $5,000.
- Consulting services for capacity optimization feasibility study to benchmark current treatment performance at the Ellis Creek Water Recycling Facility necessary to explore options for handling biological loads that are beyond the capabilities of the existing facility. The optimization strategies will be compared with alternative treatment modifications or additions. Adjustment to Wastewater appropriations, $100,000.
- Modular furniture for 4 workstations at the Water Field Office to accommodate additional CIP & Water Conservation personnel. Adjustment to Wastewater and Water appropriations, $20,000 each, totaling $40,000.
• Enhanced editing software for engineering and additional laptops and tablets to accommodate a mobile workforce. Adjustment to Wastewater and Water appropriations, $10,000 each, totaling $20,000.

• Funding for Interim Housing Administrator. Adjustment to Successor Agency Housing appropriations, $49,000. Transfers Out from In Lieu Housing Impact Fees and Transfers In to Successor Agency Housing, $49,000.

• Funding for Advanced Planner Housing Element. Adjustment to General Fund and funded by reserves set aside for the General Plan Update- 2025 General Plan appropriations, $44,000.

• Budget for Council Chambers AV improvement project. Contractor will design, construct and purchase equipment to improve audio and video capabilities by adding video displays to the chambers for better viewing by the public in attendance and via community access and live streaming. Adjusted appropriations to Facilities CIP, $75,000. Transfers Out from City Facilities Impact Fee and Transfers In to Facilities CIP, $75,000.

• Increase Information Technology budget for the following needs:
  - Replacement of 4 Emergency Operations Center (EOC) laptops, Agenda Management System, additional Windows and Office licensing due to increase in usage and user accounts, website support from ProudCity software company. Adjusted appropriations to Information Technology, $76,600.

• Excess funds from completed capital projects returned. Transfer from Facilities CIP to Transient Occupancy Tax (TOT), $41,561. Transfer from Water CIP to Water Operating, $46,488. Transfer from Wastewater CIP to Wastewater Operating, $455,294. Completed projects:
  - Water Service Replacements
  - Keller Street Garage LED retrofit
  - Fire Station 1 Roof Replacement
  - Petaluma Blvd S. Sewer Trunk Main
  - Sewer Main Replacement 2016-2017
  - Water Service Replacements I

• Additional funds needed to close out projects. Transfer from Water Operating to Water CIP, $16,182. Transfer from General Funds to Facilities CIP, $8,769. Transfer from Water Operating to Facilities CIP, $1,187. Transfer from Transient Occupancy Tax to Facilities CIP, $9,101. Completed projects:
  - Wilson-Webster Water Main replacement
  - Secure Equip Storage & Bike Barn
  - Field Office Roof Replacement project completed
  - Community Center Parking Lot Rehabilitation.
• The following FY19/20 project budgets are being adjusted for a variety of reasons. Adjustments to appropriations, ($8,433,000) and transfers in and out, ($8,433,000). The affected projects are:
  o Rainier Avenue Cross-Town Connector Phase 1
  o Pavement Restoration FY19/20 Maria Drive
  o Citywide Bridge Repair
  o Intersection Improvements
  o Guardrail & Pedestrian Safety Improvements
  o Tertiary Filtration System Expansion
  o Recycled Water Turnout and Meter Replacements
  o Manhole Rehabilitation
  o Chemical System Upgrade at Ellis Creek Phase 1
  o Payran Lift Station Upgrade

• Funding for 27 Howard Improvements project in order to prepare the property for sale. The kitchen and bathroom will be remodeled for residential use. Carpets and windows will be replaced. Adjusted appropriations to Facilities CIP, $50,000. Transfers Out from City Facilities Impact Fee and Transfers In to Facilities CIP, $50,000.

• Additional funds needed for Petaluma River Flood management Denman Reach Phase 4 project per Resolution 2019-104. Project to be funded by SCWA Zone 2 Assessments. Adjustment to Public Works CIP appropriations and revenues, $108,000.

• Additional funds needed for Country Club & Victoria Pump Improvements project per Resolution 2019-175. Adjustment to Water CIP appropriations, $668,000. Transfers Out from Water Operating and Transfers In to Water CIP, $668,000

• Funding for the Downtown Streets Team program that assists with maintaining a cleaner community including beautification projects such as creek restorations and street cleaning using an approach that empowers those in need to be a part of the solution. Adjustment to Petaluma Tourism Improvement District appropriations, $175,000 and to Transient Occupancy Tax appropriations, $75,000.

• Increase COTS funding needed for additional homeless shelter and expansion of services provided. Adjustment to Transient Occupancy Tax appropriations, $120,000.

• Fund an additional part time Marina attendant to provide customer service by having staff onsite and to perform needed corrective, preventative maintenance of the facilities. Adjustment to Marina Operations appropriations, $15,780.

• Funding to purchase three electric cargo bikes to augment city fleet vehicles. Adjustment to Water, Wastewater and Street Maintenance appropriations, $2,000 each, for a total of $6,000.
Committed Reserves:

The City Council has provided direction that 15% of General Fund expenditures be maintained in a committed reserve to be used for contingencies. These contingencies may include economic downturns and emergencies including natural disasters, catastrophic events, and emergency capital projects and purchases.

In addition to the reserve for urgent contingencies, funds have been committed for other specific uses. Governmental Accounting Standards Board (GASB) number 54 requires that fund balances committed and released for specific purposes be authorized by resolution of the City Council.

The following FY 20 appropriations are recommended from these committed reserves:

- Released (Used) Committed Reserves - $500,000 for Employee Compensation and $300,000 for FEMA Disaster close out of the 2005/2006 Disasters.

FINANCIAL IMPACTS

General Fund

Revenue and transfers in for the General Fund remain unchanged. Appropriations will increase by $677,222 due to negotiated salary and benefits, and the funding for an Advanced Planner Housing Administrator. Transfers out will increase by $8,769 for the close out Secure Equip Storage & Bike Barn project. The net financial impact to the General Fund associated with the recommended budget adjustments is a decrease in fund balance of $685,991.

Special Revenue Funds

Special Revenue Funds budgeted revenue will remain unchanged. Expenses will increase by $421,000 due to funding the Interim Housing Administrator position, the Downtown Streets Team program, the COTS expansion of services program, and the purchase of City fleet electric cargo bikes. Transfers in will increase by $90,561 for the Interim Housing Administrator and refunds from the close out of the Keller Street Garage LED retrofit and Fire Station 1 Roof Replacement projects. Transfers out will decrease by $4,260,899 for capital projects that have been re-budgeted in FY 2020/21 and for the Interim Housing Administrator position, the close out of the Community Center Parking Lot Rehab project, funding for Council Chamber Improvements and the 27 Howard Improvement projects. The net financial impact to the funds will be an increase in fund balance of $3,930,460.

Capital Project Funds

Budgeted revenues and transfers in for the Capital Project Funds will decrease by $7,496,761 due primarily to FY19/20 project budgets that will be re-budgeted in the FY20/21 budget. This is slightly offset by budget increases for the Pet River Flood Mgmt. Denman Reach Phase 4, Country Club & Victoria Pump Improvements, Council Chambers AV Improvements, 27 Howard Improvements projects and additional funds needed to close out the Wilson-Webster Water Main replacement, Secure Equip Storage & Bike Barn, Field Office Roof Replacement,
Community Center Parking Lot Rehab projects. Corresponding appropriations will decline by $7,532,000 offset by increases for the Council Chambers Improvements, the 27 Howard Improvements, the Pet River Flood Mgmt. Denman Reach Phase 4 and the Country Club & Victoria Pump Improvements projects. Refunds for projects completed under budget will increase transfers out by $543,343. The net financial impact to the Capital Project Funds is a decrease of $508,104.

Enterprise Funds

Budgeted appropriation for the Enterprise Funds will increase by $101,780 due to purchase of Airport office furniture and ground to air radios, temporary agency administrative support, Airport repairs and maintenance including mandated tree removal and fence repairs, increase janitorial services from 1 day to 3 days per week, needed tools and supplies needed to repair and maintain hangars, and 1 part time Marina attendant. Total change to fund balance is a decrease of $101,780.

Utility Funds

Utility Fund Transfers In will increase by $501,782 due to capital projects completed underbudget. Appropriations will increase by $164,000 due to Ellis Creek consulting services for feasibility studies to benchmark current treatment performance to explore options of treatment modifications or additions, 4 workstation modular furniture at the Water Field Office, enhanced editing software for engineering along with additional laptops and tablets for a mobile workforce and purchase of 3 electric cargo bikes to augment city fleet vehicles. Transfers out will decline by $3,303,631 due to FY19/20 project budgets that will be included in the FY20/21 budget, the close out the Wilson-Webster Water Main replacement and Field Office Roof Replacement projects and to fund the Country Club & Victoria Pump Improvements project. The net financial impact to the Utilities Funds is an increase of $3,641,413.

Internal Service Funds

Budgeted revenue for the Internal Service Funds to remain unchanged. Appropriations will increase by $76,600 to replace 4 outdated Emergency Operations Center laptops, to fund the increase cost of Granicus contract due to enhancements, the cost for additional Microsoft licensing and the ProudCity contract for the City’s website support. The net financial impact to the Internal Service Funds is a decrease in fund balances of $76,600.

Committed Reserves

Finally, it is recommended that General Fund reserves totaling $800,000 be released for the following: $500,000 for Employee Compensation, $300,000 for the FEMA Disaster Close out of the 2005/2006 Disasters.
ATTACHMENTS

1. FY 2019/20 Mid-Year Budget Adjustment Summary
2. Appropriations Ordinance Amendment, General Fund
3. Appropriations Ordinance Amendment, Enterprise Funds
4. Appropriations Ordinance Amendment, Utilities Funds
5. Appropriations Ordinance Amendment, Internal Service Funds
6. Appropriations Ordinance Amendment, Special Revenue and Trust Funds
7. Appropriations Ordinance Amendment, Capital Projects and Debt Funds
8. Exhibit A – Detailed FY 2019/20 Mid-Year Budget Adjustments
9. Resolution Releasing General Fund Reserves for Specific Uses
<table>
<thead>
<tr>
<th>Ref</th>
<th>Description</th>
<th>General Fund Increase/Decrease</th>
<th>Special Revenue Fund Increase/Decrease</th>
<th>Capital Project Fund Increase/Decrease</th>
<th>Enterprise Fund Increase/Decrease</th>
<th>Utility Fund Increase/Decrease</th>
<th>Internal Service Fund Increase/Decrease</th>
<th>TOTAL ALL FUNDS Increase/Decrease</th>
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<td>Budget for Pet River Flood Mgmt Denman Reach Phase 4 project.</td>
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<td>To Facilities CIP from City Facilities Impact Fee to fund Council Chambers AV Improvements</td>
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<td>501,782</td>
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<td>Transfers in to Capital projects needing additional funds to close out</td>
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<td>To Water CIP from Water Operating to fund Country Club &amp; Victoria Pump Improvements project</td>
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<td>668,000</td>
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**Total Transfers In** 90,561 (7,604,761) - 501,782 - (7,012,418)

**TOTAL REVENUES** 90,561 (7,496,761) - 501,782 - (6,904,418)
### FY 2019/20 Mid-Year Budget Adjustment Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>General Fund</th>
<th>Special Revenue Fund</th>
<th>Capital Project Fund</th>
<th>Enterprise Fund</th>
<th>Utility Fund</th>
<th>Internal Service Fund</th>
<th>TOTAL ALL FUNDS</th>
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<td>B Salary and Benefit adjustments resulting from labor negotiations.</td>
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<td>C Upgrade computers and safety supplies to bring Airport Operations into compliance</td>
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<td>D Office furniture and ground to air radios for Airport Operations</td>
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<td>E Temporary agency administrative support for Airport Operations.</td>
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<td>19,500</td>
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<td>F General repairs and maint. for Airport Operations, including tree removal and fence repair mandates.</td>
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<td>26,000</td>
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<td>G Airport Operations maintenance contracts (janitorial) to increase from 1 to 3 days per week.</td>
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<td>H Operating supplies for Hangar Operations. Needed tools and supplies to repair and maintain hangars.</td>
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<td>J Additional modular furniture at the Field Office for 4 workstations to accommodate additional personnel</td>
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<td>K Enhanced editing software for engineering and additional laptops and tablets</td>
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<td>M Funding for Advanced Planner Housing Element (2025 General Plan)</td>
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<td>N Budget for Council Chambers AV Improvement project</td>
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<td>75,000</td>
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<td>O EOC laptops. Granicus Contract &amp; enhancements. Microsoft licensing. Proud City new web site support</td>
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<td>P Budget reductions for FY19/20 capital project budget changes</td>
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<td>Q Budget for 27 Howard Improvement project</td>
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<td>R Pet River Flood Mgmt. Dornan Reach Phase 4 project additional work at Corona Bridge</td>
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<td>S Budget for Country Club &amp; Victoria Pump Improvements project</td>
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<td>T Downtown Streets Team program to assist in maintaining a cleaner community and beautification projects</td>
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<td>250,000</td>
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<td>U Increased COTS funding for additional homeless shelter and expansion of services provided.</td>
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<td>V Funding for 1 Part Time Marina attendant</td>
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<td>W Purchase 3 electric cargo bikes to augment city fleet vehicles</td>
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<td>2,000</td>
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<td>X Total Expense Adjustments</td>
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<td>364,143</td>
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<th>TOTAL ALL FUNDS</th>
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<td>N From City Facilities Impact Fee to Facilities CIP to fund Council Chambers AV Improvements</td>
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<td>P Transfers Out (refunds) from completed capital projects</td>
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<td>543,343</td>
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<td>Q Transfers Out to capital projects needing additional funds to close out</td>
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<td>8,101</td>
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<td>17,369</td>
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<td>S From City Facilities Impact Fee to Facilities CIP to fund 27 Howard Improvements</td>
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<td>U From Water Operating to Water CIP for Country Club &amp; Victoria Pump Improvements project funding</td>
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<td>668,000</td>
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<tr>
<td>Total Transfers Out</td>
<td>8,769</td>
<td>(4,260,899)</td>
<td>543,343</td>
<td>-</td>
<td>(3,303,631)</td>
<td>-</td>
<td>(7,012,418)</td>
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<td>TOTAL EXPENSES</td>
<td>685,991</td>
<td>(3,839,899)</td>
<td>(6,988,657)</td>
<td>101,780</td>
<td>(3,139,631)</td>
<td>76,600</td>
<td>(13,103,816)</td>
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<td>NET CHANGE TO FUND BALANCES</td>
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<td>3,930,460</td>
<td>(508,304)</td>
<td>(101,780)</td>
<td>3,641,413</td>
<td>(76,600)</td>
<td>6,199,398</td>
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AN ORDINANCE AMENDING ORDINANCE NO. 2682 N.C.S.
TO CHANGE GENERAL FUND APPROPRIATIONS FOR THE OPERATION OF
THE CITY OF PETALUMA FROM JULY 1, 2019 TO JUNE 30, 2020

NOW BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. Ordinance No. 2688 N.C.S. is hereby amended for the fiscal year beginning on July 1, 2019 and ending on June 30, 2020 in the amounts as set forth in the attached Exhibit A, incorporated herein by reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. The City Council hereby finds and determines that the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances for the fiscal year ending June 30, 2020.

Section 3. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be unconstitutional, unlawful or otherwise invalid by a court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Petaluma hereby declares that it would have passed and adopted this ordinance and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional, unlawful or otherwise invalid.

Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

INTRODUCED and ordered posted/published this _______ day of _____________, 2020, by the following vote:
AN ORDINANCE AMENDING ORDINANCE NO. 2683 N.C.S. TO CHANGE ENTERPRISE FUNDS APPROPRIATIONS FOR THE OPERATION OF THE CITY OF PETALUMA FROM JULY 1, 2019 TO JUNE 30, 2020

NOW BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. Ordinance No. 2669 N.C.S. is hereby amended for the fiscal year beginning on July 1, 2019 and ending on June 30, 2020 in the amounts as set forth in the attached Exhibit A, incorporated herein by reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. The City Council hereby finds and determines that the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances for the fiscal year ending June 30, 2020.

Section 3. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be unconstitutional, unlawful or otherwise invalid by a court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Petaluma hereby declares that it would have passed and adopted this ordinance and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional, unlawful or otherwise invalid.

Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

INTRODUCED and ordered posted/published this ______ day of ____________, 2020, by the following vote:
AN ORDINANCE AMENDING ORDINANCE NO. 2684 N.C.S. TO CHANGE UTILITIES FUNDS APPROPRIATIONS FOR THE OPERATION OF THE CITY OF PETALUMA FROM JULY 1, 2019 TO JUNE 30, 2020

NOW BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. Ordinance No. 2670 N.C.S. is hereby amended for the fiscal year beginning on July 1, 2019 and ending on June 30, 2020 in the amounts as set forth in the attached Exhibit A, incorporated herein by reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. The City Council hereby finds and determines that the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances for the fiscal year ending June 30, 2020.

Section 3. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be unconstitutional, unlawful or otherwise invalid by a court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Petaluma hereby declares that it would have passed and adopted this ordinance and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional, unlawful or otherwise invalid.

Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

INTRODUCED and ordered posted/published this _______ day of ____________, 2020, by the following vote:
AN ORDINANCE AMENDING ORDINANCE NO. 2685 N.C.S. TO CHANGE INTERNAL SERVICE FUNDS APPROPRIATIONS FOR THE OPERATION OF THE CITY OF PETALUMA FROM JULY 1, 2019 TO JUNE 30, 2020

NOW BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. Ordinance No. 2671 N.C.S. is hereby amended for the fiscal year beginning on July 1, 2019 and ending on June 30, 2020 in the amounts as set forth in the attached Exhibit A, incorporated herein by reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. The City Council hereby finds and determines that the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances for the fiscal year ending June 30, 2020.

Section 3. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be unconstitutional, unlawful or otherwise invalid by a court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Petaluma hereby declares that it would have passed and adopted this ordinance and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional, unlawful or otherwise invalid.

Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

INTRODUCED and ordered posted/published this _______ day of ____________, 2020, by the following vote:
AN ORDINANCE AMENDING ORDINANCE NO. 2686 N.C.S. TO CHANGE SPECIAL REVENUE AND TRUST FUNDS APPROPRIATIONS FOR THE OPERATION OF THE CITY OF PETALUMA FROM JULY 1, 2019 TO JUNE 30, 2020

NOW BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. Ordinance No. 2672 N.C.S. is hereby amended for the fiscal year beginning on July 1, 2019 and ending on June 30, 2020 in the amounts as set forth in the attached Exhibit A, incorporated herein by reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. The City Council hereby finds and determines that the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances for the fiscal year ending June 30, 2020.

Section 3. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be unconstitutional, unlawful or otherwise invalid by a court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Petaluma hereby declares that it would have passed and adopted this ordinance and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional, unlawful or otherwise invalid.

Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

INTRODUCED and ordered posted/published this ______ day of ____________, 2020, by the following vote:
AN ORDINANCE AMENDING ORDINANCE NO. 2686A N.C.S. TO CHANGE CAPITAL PROJECTS AND DEBT FUNDS APPROPRIATIONS FOR THE OPERATION OF THE CITY OF PETALUMA FROM JULY 1, 2019 TO JUNE 30, 2020

NOW BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PETALUMA AS FOLLOWS:

Section 1. Ordinance No. 2673 N.C.S. is hereby amended for the fiscal year beginning on July 1, 2019 and ending on June 30, 2020 in the amounts as set forth in the attached Exhibit A, incorporated herein by reference, and distributed to the various funds as set out in said exhibit and shall be expended and used in accordance therewith.

Section 2. The City Council hereby finds and determines that the amount of appropriations provided hereby does not exceed the estimated revenue, other sources and available fund balances for the fiscal year ending June 30, 2020.

Section 3. All ordinance or parts of ordinances in conflict herewith are hereby repealed.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be unconstitutional, unlawful or otherwise invalid by a court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of Petaluma hereby declares that it would have passed and adopted this ordinance and each and all provisions thereof irrespective of the fact that any one or more of said provisions be declared unconstitutional, unlawful or otherwise invalid.

Section 5. The City Clerk is hereby directed to post/publish this ordinance or a synopsis of this ordinance for the period and in the manner required by the City Charter.

INTRODUCED and ordered posted/published this ______ day of ____________, 2020, by the following vote:
### Detailed FY 19/20 Mid-Year Budget Adjustments

<table>
<thead>
<tr>
<th>Ref</th>
<th>fund name</th>
<th>amount</th>
<th>project string</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>General Fund</td>
<td>516,923</td>
<td>(516,923)</td>
</tr>
<tr>
<td>B</td>
<td>General Fund</td>
<td>92,752</td>
<td>(92,752)</td>
</tr>
<tr>
<td>C</td>
<td>Airport Operating</td>
<td>10,500</td>
<td>(10,500)</td>
</tr>
<tr>
<td>D</td>
<td>Airport Operating</td>
<td>15,000</td>
<td>(15,000)</td>
</tr>
<tr>
<td>E</td>
<td>Airport Operating</td>
<td>19,500</td>
<td>(19,500)</td>
</tr>
<tr>
<td>F</td>
<td>Airport Operating</td>
<td>26,000</td>
<td>(26,000)</td>
</tr>
<tr>
<td>G</td>
<td>Airport Operating</td>
<td>10,000</td>
<td>(10,000)</td>
</tr>
<tr>
<td>H</td>
<td>Airport Operating</td>
<td>5,000</td>
<td>(5,000)</td>
</tr>
<tr>
<td>I</td>
<td>Waste Water Operating</td>
<td>100,000</td>
<td>(100,000)</td>
</tr>
<tr>
<td>J</td>
<td>Waste Water Operating</td>
<td>20,000</td>
<td>(20,000)</td>
</tr>
<tr>
<td>K</td>
<td>Waste Water Operating</td>
<td>10,000</td>
<td>(10,000)</td>
</tr>
<tr>
<td>L</td>
<td>In Lieu Housing</td>
<td>49,000</td>
<td>(49,000)</td>
</tr>
<tr>
<td></td>
<td>Successor Agency Housing</td>
<td>49,000</td>
<td>(49,000)</td>
</tr>
<tr>
<td>M</td>
<td>General Fund - 2025 - General Plan</td>
<td>44,000</td>
<td>(44,000)</td>
</tr>
<tr>
<td>N</td>
<td>Facilities CIP</td>
<td>75,000</td>
<td>(75,000)</td>
</tr>
<tr>
<td>O</td>
<td>Information Technology</td>
<td>76,600</td>
<td>(76,600)</td>
</tr>
</tbody>
</table>

### Expense Adjustments

- **Salary and Benefit adjustments resulting from labor negotiations.**

- **Upgrade computers and safety supplies to bring Airport Operations into compliance.**

- **Office furniture and ground to air radios for Airport Operations.**

- **General repairs and maintenance for Airport Operations, including tree removal and fence repair mandates.**

- **Airport Operations maintenance contracts (janitorial) for 2 additional days per week. Currently janitorial services are once a week. Currently janitorial services are once a week.**

- **Operating supplies for Hangar Operations. Needed tools and supplies to repair and maintain hangars.**

- **Consulting Services for feasibility study that will allow the City to benchmark current treatment performance in order to explore options for handling biological loads that are beyond the capabilities of the existing facility.**

- **Additional modular furniture at the Field Office for 4 workstations to accommodate additional CIP & Water Conservation personnel.**

- **Funding for enhanced editing software for engineering and additional laptops and tablets to accommodate a more mobile workforce.**

- **Funding for Interim Housing Administrator**

- **Design and construction, and equipment purchases, by contractor. Imprint audio and video capability in Council Chambers.**

- **Replacement of 4 EOC out of date and unusable Disel laptops**

- **Additional features and cost added to the Granicus contract. Peak Agendas Management and GoDelivery.**

- **Increase in Microsoft Windows and Office licensing, due to increases in usage and user accounts.**

- **Web site support from Proud City. New web site system maintenance cost**
Partial budget moved to FY20/21. FY19/20 budget reduced.

Fundgroup c16401925-02411 Field Office Roof Replacement project completed. Additional funds needed to close out. Reso 2019-027

19,490 (588,000) 31,335 31,335 Utilities 6700 6799 6990 F c87401916-67100 Wilson-Webster Water main replacement project completed. Additional funds needed to close out. Reso 2019-125

Public Works Grant (596,000) (596,000) Special Revenue 2800 2800 6990 E c161036-62000 Tertiary Filtration System Expansion project moved to align with NBWRA grant funding. FY19/20 budget reduced.

Public Works CIP (596,000) (596,000) Special Revenue 3160 3160 6990 E c16101910-62000 Community Center Parking Lot Rehab project completed. Additional funds needed to close out. Reso 2018-139

Public Works CIP (2,000,000) (2,000,000) Special Revenue 3160 3160 6990 E c00501204-30200 Rainier Avenue Cross-Town Connector Phase 1-Undercrossing Structure, additional planning needed before land acquisition.

Public Works CIP (2,000,000) (2,000,000) Special Revenue 2160 2160 6990 F c00501204-02100 Partial budget moved to FY20/21. FY19/20 budget reduced.

Keller Street Garage LED retrofit project completed under budget. Excess TOT funds returned.

Ref fund name Revenue Expenditures amount Fundgroup account string project string Revisions purpose

Public Works CIP (2,000,000) (2,000,000) CIP 3160 3160 6990 E c00501204-30200 Rainbow Avenue Cross-Town Connector Phase 1-Undercrossing Structure, additional planning needed before land acquisition.

Public Works CIP (2,000,000) (2,000,000) CIP 3160 3160 6990 F c00501204-02100 Partial budget moved to FY20/21. FY19/20 budget reduced.

Manhole Rehabilitation project moved to FY20/21. FY19/20 budget reduced.

Refund Waste Water Operating funds to close out. Reso 2019-125

Refund Waste Water Operating funds to close out. Reso 2019-125

Street Maintenance (265,000) (265,000) Special Revenue 241 241 6990 E c161023-03000 Tertiary Filtration System Expansion project moved to align with NBWRA grant funding. FY19/20 budget reduced.

Street Maintenance (265,000) (265,000) Special Revenue 3160 3160 6990 E c161023-03000 Tertiary Filtration System Expansion project moved to align with NBWRA grant funding. FY19/20 budget reduced.

Street Maintenance (265,000) (265,000) Special Revenue 2800 2800 6990 E c16101910-62000 Community Center Parking Lot Rehab project completed. Additional funds needed to close out. Reso 2018-139

Recycled Water Turnout and Meter Replacements project moved to FY20/21. FY19/20 budget reduced.

Refund Waste Water Operating funds to close out. Reso 2019-125

Recycled Water Turnout and Meter Replacements project moved to FY20/21. FY19/20 budget reduced.

Total budget moved to FY20/21. FY19/20 budget reduced.

Detailed FY 19/20 Mid-Year Budget Adjustments Exhibit A

Ref fund name Revenue Expenditures amount Fundgroup account string project string Revisions purpose

Public Works CIP (2,000,000) (2,000,000) CIP 3160 3160 6990 E c00501204-30200 Rainbow Avenue Cross-Town Connector Phase 1-Undercrossing Structure, additional planning needed before land acquisition.

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Manhole Rehabilitation project moved to FY20/21. FY19/20 budget reduced.

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17
### Detailed FY 19/20 Mid-Year Budget Adjustments

<table>
<thead>
<tr>
<th>Ref fund name</th>
<th>Revenue</th>
<th>Expenditures</th>
<th>amount</th>
<th>Fundgroup</th>
<th>fund</th>
<th>cost ctr</th>
<th>object</th>
<th>Type</th>
<th>revision purpose</th>
</tr>
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<tbody>
<tr>
<td>Facilities CIP</td>
<td>50,000</td>
<td>(50,000) CIP</td>
<td>3110</td>
<td>31100</td>
<td>54151</td>
<td>E</td>
<td>112002036-30600</td>
<td>27 Howard Improvements project. To prepare the property for sale by converting the kitchen &amp; bathroom for residential use.</td>
<td></td>
</tr>
<tr>
<td>City Facilities Impact Fee</td>
<td>50,000</td>
<td>(50,000) Special Revenue</td>
<td>2152</td>
<td>21520</td>
<td>69910</td>
<td>E</td>
<td>112002028-xxxxx</td>
<td>Replace window and carpet, patch and paint interior.</td>
<td></td>
</tr>
<tr>
<td>Public Works CIP</td>
<td>108,000</td>
<td>(108,000) CIP</td>
<td>3160</td>
<td>31600</td>
<td>54151</td>
<td>E</td>
<td>16301722-30600</td>
<td>Pet River Flood Mgmt Denman Reach Phase 4 project. For installation of the rip-rap for scour protection at the Corona Bridge.</td>
<td></td>
</tr>
<tr>
<td>Public Works CIP</td>
<td>108,000</td>
<td>(108,000) CIP</td>
<td>3160</td>
<td>31600</td>
<td>44220</td>
<td>F</td>
<td>16301722-44220</td>
<td>Funded by SCWA Zone 2 Assessments. Per Resolution 2019-104.</td>
<td></td>
</tr>
<tr>
<td>Water CIP</td>
<td>668,000</td>
<td>(668,000) CIP</td>
<td>6700</td>
<td>67000</td>
<td>54151</td>
<td>E</td>
<td>670401917-30600</td>
<td>Country Club &amp; Victoria Pump Improvements project. Project scope expanded due to necessary changes resulting in increased costs. Per Resolution 2019-175.</td>
<td></td>
</tr>
<tr>
<td>Water Operating</td>
<td>668,000</td>
<td>(668,000) Special Revenue</td>
<td>6700</td>
<td>67000</td>
<td>69910</td>
<td>F</td>
<td>670401917-67100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Petaluma Tourism Improvement District</td>
<td>175,000</td>
<td>(175,000) Special Revenue</td>
<td>2525</td>
<td>25250</td>
<td>54130</td>
<td>E</td>
<td>670401917-30600</td>
<td>Downtown Streets Team program to assist with maintaining a cleaner community including beautification projects such as street cleaning and creek restoration using an approach that empowers those in need to be a part of the solution.</td>
<td></td>
</tr>
<tr>
<td>Petaluma Tourism Improvement District</td>
<td>-</td>
<td>(250,000) Special Revenue</td>
<td>2525</td>
<td>25250</td>
<td>54130</td>
<td>F</td>
<td>670401917-30600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transient Occupancy Tax</td>
<td>120,000</td>
<td>(120,000) Special Revenue</td>
<td>2520</td>
<td>25200</td>
<td>54130</td>
<td>E</td>
<td>670401917-30600</td>
<td>Increased OOTS funding needed for additional homeless shelter and expansion of services provided.</td>
<td></td>
</tr>
<tr>
<td>Transient Occupancy Tax</td>
<td>-</td>
<td>(120,000) Special Revenue</td>
<td>2520</td>
<td>25200</td>
<td>54130</td>
<td>F</td>
<td>670401917-30600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marina Operations</td>
<td>15,780</td>
<td>(15,780) Enterprise</td>
<td>6400</td>
<td>64100</td>
<td>51120</td>
<td>E</td>
<td>15,780</td>
<td>(15,780)</td>
<td>Additional Part Time Marina attendant to provide customer service and conduct corrective and preventive maintenance at facilities</td>
</tr>
<tr>
<td>Water Operating</td>
<td>2,000</td>
<td>(2,000) Utilities</td>
<td>6700</td>
<td>67100</td>
<td>53030</td>
<td>E</td>
<td>2,000</td>
<td>(2,000)</td>
<td>Purchase 3 electric cargo bikes to augment city fleet vehicles.</td>
</tr>
<tr>
<td>Waste Water Operating</td>
<td>2,000</td>
<td>(2,000) Utilities</td>
<td>6600</td>
<td>66100</td>
<td>53030</td>
<td>F</td>
<td>2,000</td>
<td>(2,000)</td>
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<tr>
<td>Street Maintenance</td>
<td>2,000</td>
<td>(2,000) Special Revenue</td>
<td>2411</td>
<td>24410</td>
<td>53030</td>
<td>E</td>
<td>2,000</td>
<td>(2,000)</td>
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<tr>
<td>Street Maintenance</td>
<td>-</td>
<td>(6,000) Special Revenue</td>
<td>2411</td>
<td>24410</td>
<td>53030</td>
<td>F</td>
<td>2,000</td>
<td>(2,000)</td>
<td></td>
</tr>
</tbody>
</table>

### NET CHANGE TO FUND BALANCES

| (6,904,416) | (12,653,816) | 5,749,398 |
RESOLUTION RELEASING
GENERAL FUND RESERVES FOR SPECIFIC USES

WHEREAS, the City Council has provided direction that 15% of General Fund expenditures be held in a designated reserve for emergency contingencies; and,

WHEREAS, in addition, one-time General Fund monies have been accumulated for specific uses; and,

WHEREAS, as of June 30, 2019 a total of $4,434,461 was committed for various uses including $2,040,000 for employee compensation, $1,560,839 for a General Plan update, $300,000 for street repairs and maintenance, and $533,622 for the Artificial Turf Replacement Program, and

WHEREAS, as of February 3, 2020 $800,000 is released; $500,000 for employee compensation and $300,000 for FEMA Disaster Close out for the 2005/2006 Disaster.

WHEREAS, as of February 3, 2020 no additional funds are committed; and

WHEREAS, as of February 3, 2020 after balances of $800,000 are released, the General Fund Committed Fund Balance totals $3,634,461; and,

WHEREAS, GASB number 54 requires that those revenues be committed and released by formal Council action,

NOW, THEREFORE, BE IT RESOLVED that:

1. The City Council hereby releases committed General Fund reserves in the amount of $500,000 for employee compensation and $300,000 for the 2005/2006 FEMA Disaster closeout.