City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: April 8, 2020

SUBJECT: Set Public Hearing Date for FY 2019/2020 Budget Amendment #1

The budget is a document required by the State of Iowa to ensure proper use of public monies. A budget is prepared well in advance of the actual operations. Many things/projects can occur between the time a budget is adopted and the end of that operating year. The budget document is also the City's guide for tracking revenues and expenditures. State of Iowa prohibits spending more than what has been budgeted. Knowing the budget is a working document and events occur that were not originally planned in the budget, a budget amendment is often required to follow State of Iowa Code. Below is a listing of the items to be included in this first, and only, budget amendment for FY 2019/2020. All of the items listed were included in the FY 2020 re-estimated amounts when the FY 2021 budget was prepared with the exception of the funding for the Small Business Relief Program.

1) **Airport – Air Methods** – Improvements were completed so Air Methods could operate from the Carroll Airport. Air Methods paid for part of the improvements and is also paying rent.

2) **Park improvements –** A few park improvement items to be included in the budget amendment are carryover money for the removal of ash trees and the purchase of a small utility tractor.

3) **Rec Center Improvements** – This is carryover money for upgrades to the HVAC system.

4) **Central Business District** – This is an allocation for the access study along Main Street for the Courthouse Jail Project and sidewalk repairs that were completed in the downtown area for the 150th Celebration.

5) **General Government** – This section of the budget amendment is to incorporate funds for property taxes for the new City Hall building and 224 N Main Street, Rec Center Building Planning Report, and clean-up costs for 224 N Main Street.

6) **Transfers in/out of General Fund** – The two transfers out are for the city match for the housing rehabilitation grant and the city match for the Airport Entrance Road and Lighting Project. The transfers in are an interfund loan from the Downtown Urban Renewal Fund for clean-up costs for 224 N Main Street, employee benefit revenue to cover employee benefit expenses from the General Fund and a transfer from Water Fund to cover liability/property insurance related to water operations.

7) **Others** - Other non-general fund items include funding for improvements at the Rec Center and Southside Shelter House, Small Business Relief Program, funding to continue clean-up at 224 N Main Street, debt service expense for the 2020A capital loan notes, a transfer to the Water Department from the Downtown Urban Renewal Fund for the TIF loan that is funding the Corridor of Commerce Streetscape projects, expenditures for enterprise capital projects including Watermain Replacement – 2020 Project, Water Tower Improvements Project, well construction and Wastewater Disinfection Improvement Project, the purchase of a sewer cleaner (Jet Vac) and a two studies for the Waste Water Treatment Plant (rate review and copper analysis).

Attached is the notice of public hearing to be published in the newspaper as required by Iowa Code. Also attached is a listing of the items and amounts included in the budget amendment. If you have any questions, please give me a call or stop by City Hall.

RECOMMENDATION: Council motion setting Monday, April 27, 2020 as the date for a public hearing for the F.Y. 2019/2020 Budget Amendment #1.

Jun-19

Form 653.C1

NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2019-2020 CITY BUDGET

The City Council of Carroll in CARROLL County, Iowa

will meet at City Hall, 627 N Adams Street

at 5:15 PM (hour) on 4/27/2020 (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2020 (year)

by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given. Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	6,022,902		6,022,902
Less: Uncollected Property Taxes-Levy Year	2	0		0
Net Current Property Taxes	3	6,022,902	0	6,022,902
Delinquent Property Taxes	4	0		0
TIF Revenues	5	993,156		993,156
Other City Taxes	6	1,979,376		1,979,376
Licenses & Permits	7	88,400		88,400
Use of Money and Property	8	223,805	6,750	230,555
Intergovernmental	9	1,779,834		1,779,834
Charges for Services	10	5,590,845		5,590,845
Special Assessments	11	0		0
Miscellaneous	12	1,360,525	11,500	1,372,025
Other Financing Sources	13	1,484,000		1,484,000
Transfers In	14	7,791,777	670,846	8,462,623
Total Revenues and Other Sources	15	27,314,620	689,096	28,003,716
Expenditures & Other Financing Uses				
Public Safety	16	2,450,189		2,450,189
Public Works	17	2,274,222	44,200	2,318,422
Health and Social Services	18	121,895		121,895
Culture and Recreation	19	3,428,698	277,125	3,705,823
Community and Economic Development	20	198,400	134,125	332,525
General Government	21	1,160,081	188,100	1,348,181
Debt Service	22	1,329,477	2,887	1,332,364
Capital Projects	23	7,647,496		7,647,496
Total Government Activities Expenditures	24	18,610,458	646,437	19,256,895
Business Type / Enterprises	25	5,255,009	909,745	6,164,754
Total Gov Activities & Business Expenditures	26	23,865,467	1,556,182	25,421,649
Transfers Out	27	7,791,777	670,846	8,462,623
Total Expenditures/Transfers Out	28	31,657,244	2,227,028	33,884,272
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29	-4,342,624	-1,537,932	-5,880,556
Beginning Fund Balance July 1	30	19,223,560	4,389,269	23,612,829
Ending Fund Balance June 30	31	14,880,936	2,851,337	17,732,273

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Airport improvements for Air Methods operations, Emerald Ash Borer tree removal, Rec Center improvements, Central Business District sidewalk improvements, clean-up costs for 224 N Main Street, Small Business Relief Program funding, and water and waste water capital improvements including watermain replacement, water tower improvement,and waste water disinfection

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Laura A. Schaefer

City Clerk/ Finance Officer Name

BUDGET AMENDMENT #1 FY 19/20

GENERAL FUND AMENDMENTS	
Airport - Air Methods improvements	(44,200)
Airport - Air Methods contribution	11,500
Airport - Air Methods rent	6,750
Emerald Ash Borer	(143,775)
Parks utility tractor	(13,350)
Rec Center HVAC Upgrades	(50,000)
Courthouse Access Study	(2,625)
Central Bus District Sidewalk Repairs	(11,500)
Property taxes	(16,500)
Rec Center Bldg Planning	(21,600)
224 N Main Cleanup	(50,000)
Transfer to CP-Housing	(5,000)
Transfer to CP-Airport	(48,086)
Transfer from UR Downtown	50,000
Transfer from Employee Benefit	16,504
Transfer from Water Utility Fund-Ins	572
7/1/2019 General Fund Balance	**$ 3,834,858**
Estimated Revenues	7,789,109
Estimated Expenses	8,674,955
6/30/2020 Projected Balance	**$ 2,949,012**

Note: The above budget amendment includes expenses for items of projects that were started in FY 2020 or earlier and have been or are expected to be completed in current FY 2020. These items were all accounted for in the FY 2020 re-estimated amounts when the FY 2021 budget was prepared.

EMPLOYEE BENEFIT SR FUND	
Transfer to General Fund	(16,504)
LOCAL OPTION SALES TAX FUND	
Rec Center Building Improvements	(60,000)
Southside Shelterhouse improvements	(10,000)
Small Business Relief Program	(100,000)
DOWNTOWN UR FUND	
Revitalization	(120,000)
Transfer to General Fund	(50,000)
Transfer to Water Utility Fund	(109,000)
ASHWOOD UR FUND	
Transfer to Debt Service Fund	(2,714)
DEBT SERVICE FUND	
2020A Debt Payment	(2,887)
Transfer from Ashwood UR Plan	2,714
C.P. AIRPORT	
Transfer from General Fund	48,086
C.P. - HOUSING	
Transfer from General Fund	5,000
WATER UTILITY FUND	
Transfer from Downtown UR - Debt pmt	109,000
Transfer to Water Utility Cap Imp Fund	(145,000)
Transfer to General Fund	(572)
WATER UTILITY CAP IMP FUND	
Watermain Replace - 2020 Project	(86,500)
Tower Improvements Project	(114,245)
Well Construction	(50,800)
Transfer from Water Utility Fund	145,000
SEWER UTILITY FUND	
Sewer Cleaner	(351,000)
Rate Review/Copper Analysis	(27,600)
Transfer to Sewer Utility Cap. Imp. Fund	(293,970)
SEWER UTILITY CAP. IMP.	
WWTP Disinfection Improvements	(269,600)
Transfer from Sewer Utility Fund	293,970
STORM WATER CAP. IMP. FUND	
Streambed Stabilization Project	(10,000)