

# Mayor and Council Communication

DATE: 02/02/21

M&C FILE NUMBER: M&C 21-0082

LOG NAME: 03FY21 CAPITAL CLEANUP Q1

## **SUBJECT**

(ALL) Authorize Financial Transactions in Certain Capital Project Funds to Facilitate the Clean-Up and Close-Out of Capital Projects, Address Projected Project Shortfalls, Adopt Appropriation Ordinances and Amend the FY2021-2025 Capital Improvement Program

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## **RECOMMENDATION:**

It is recommended that the City Council:

1. Adopt the attached appropriation ordinance adjusting receipts and appropriations in the Information Technology Systems Capital Fund by decreasing receipts and appropriations in the Public Safety Information Technology Improvements programmable project (City Project No. P00094) in the amount of \$10,842.00 and increasing receipts and appropriations in the Business Applications – Information Technology programmable project (City Project No. P00037) by the same amount for the purpose of closing the Public Safety Records Management System project (City Project No. 100748) and the Public Safety Information Technology Improvements programmable project;
  2. Adopt the attached appropriation ordinance adjusting receipts and appropriations in the Information Technology Systems Capital Fund by decreasing receipts and appropriations in the Information Technology Systems Vehicles programmable project (City Project No. P00039) in the total amount of \$51,000.00 and by increasing receipts and appropriations in the Business Applications – Information Technology programmable project by \$34,332.00 and the Technology Infrastructure – Information Technology programmable project (City Project No. P00038) by \$16,668.00 for the purpose of funding capital project needs;
  3. Adopt the attached appropriation ordinance adjusting receipts and appropriations in the Information Technology Systems Capital Fund by decreasing receipts and appropriations in the Enterprise Resource Planning Information Technology programmable project (City Project No. P00093) in the total amount of \$321,000.00 and by increasing receipts and appropriations in the Business Applications – Information Technology programmable project by \$216,088.00 and the Technology Infrastructure – Information Technology programmable project by \$104,912.00 for the purpose of funding capital project needs;
  4. Adopt the attached appropriation ordinance increasing receipts and appropriations in the General Capital Projects Fund for the Insurance Command Truck Replacement project (City Project No. 102993) in the amount of \$828,750.00, from available funds, for the purpose of using insurance funds for equipment replacement;
  5. Authorize acceptance of funding in the amount of \$28,072.49 from Mayfest, Inc., for improvements to Trinity Park;
  6. Adopt the attached appropriation ordinance increasing receipts and appropriations in the Special Donations Capital Projects Fund in the amount of \$28,072.49 for the Mayfest Bathroom Enclosures project at Trinity Park (City Project No. 102674);
  7. Authorize the re-categorization of appropriations in the Municipal Golf Fund for the Park and Recreation Department, in the amount of \$18,082.00, from Operations and Maintenance to Capital Transfer for the purpose of transferring to the General Capital Projects Fund for the Golf Improvements programmable project;
  8. Adopt the attached appropriation ordinance increasing receipts and appropriations in the General Capital Projects Fund the amount of \$18,082.00, transferred from the Municipal Golf Fund, for the Golf Improvements programmable project (City Project No. P00096); and
  9. Amend the FY2021-FY2025 Capital Improvement Program.
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## **DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to provide for capital project clean-up as identified throughout the fiscal year. Items that need clean up may include but are not limited to actions such as authorizing transfers, balancing receipts and appropriations for primarily completed projects to facilitate closing, provide correcting budget transfers and general ledger entries to prepare for project closure or to balance a project, move additional or residual receipts and appropriations to the appropriate capital project fund, and other ancillary actions to fulfill capital obligations as needed.

As the City has enhanced budgetary and expenditure controls, these requested items seek approval for transparency and control purposes. To the extent possible, each request has been reviewed by the Budget Division in conjunction with the participating departments for accuracy and completeness.

This action will amend the FY2021-2025 Capital Improvement Program (CIP) as approved in connection with Ordinance 24446-09-2020.

Items addressed in this M&C are as follows:

### **Information Technology Systems (ITS) Capital Fund (ITS Department) – Consolidation of Funding for the Public Safety Records Management System (RMS) Project**

Via M&C G-18860, approved on October 25, 2016, the City authorized the acceptance of funds from the Tarrant County 9-1-1 district for the Fiscal year 2016 Radio Assistance Program. Appropriations were increased in the ITS Capital Fund in the Public Safety programmable project to utilize these funds upon receipt. The ITS Department determined that the Public Safety RMS project had been split into two different City project numbers, 100748 and 100745, which are in two different programmable project buckets, P00094 and P00037, respectively. Approving this M&C

and its attached appropriation ordinances will authorize the consolidation of residual funding in the Public Safety RMS project into one City project number, 100745, so that project 100748 may be closed.

**ITS Capital Fund (ITS Department) – Adjustment of Previously Appropriated General Fund Pay-As-You-Go Funding**

This M&C requests the authorization to adjust appropriations in the ITS Capital Fund by a total amount of \$372,000.00 via recommendations two and three. The approval of this M&C will authorize the adjustment of Pay-As-You-Go receipts and appropriations through reductions in the ITS Vehicles and Enterprise Resource Planning (ERP) Information Technology (IT) programmable projects and increases in the Business Applications – IT and Technology Infrastructure – IT programmable projects. The purpose of this adjustment is to reallocate funding for high priority projects.

**General Capital Projects Fund (Fire Department) – Rollover Insurance Funds**

On February 2, 2020, the City authorized the rollover of Fiscal Year 2019 fund balance from Fiscal Year 2019 savings in the amount of \$2,491,094.00 within the General Fund for the contractual commitments of various departments through M&C 20-0057. Of this total amount, the Fire Department was authorized to rollover \$828,750.00 of receipted, but unappropriated, Fiscal Year 2019 insurance funds into Fiscal Year 2020 for the purpose of transferring them to a capital project fund. The pending FY2020 closing M&C will authorize the transfer of funds to capital. Though appropriations in the General Fund were increased to facilitate the transfer to the General Capital Projects Fund, the corresponding increase in the project fund did not occur. Approval of this M&C will authorize the increase in project appropriations to facilitate equipment replacement.

**Special Donations Capital Fund (Park and Recreation Department) – Mayfest**

On August 4, 2020, Mayfest notified the Park and Recreation Department (PARC) that \$28,072.49 would be awarded to fund the construction of one permanent port-a-let enclosure for the containment of one accessible unit. This grant will enable the continued implementation of portable restroom enclosures at Trinity Park. The overall plan calls for eight enclosures. This grant represents funding for the fifth enclosure. The structure will consist of a concrete slab, split face concrete masonry unit (CMU) block walls, steel gates and a decorative steel roof structure.

**Municipal Golf Fund and General Capital Project Fund (PARC) – Golf Improvements**

The purchase and installation cost of the 22 cameras at Meadowbrook (9) and Pecan Valley (13) is \$28,082.00 (rounded). The cost includes a one-year warranty. This M&C will authorize the transfer of funding from the operating Municipal Golf Fund to the Golf Improvements programmable project in the General Capital Projects Fund in the amount of \$18,082.00 to augment the \$10,000.00 already identified in the FY2021-2025 CIP to fully fund the project.

These projects are located in ALL COUNCIL DISTRICTS.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are currently available in the Public Safety IT Imprvmnts-IT, ERP IT, and the Vehicles-IT programmable projects within the ITS Capital Fund, the Insurance Command Truck Replac project within the General Capital Projects Fund, the 2019 Mayfest - Restrom Encl project within the Special Donations Cap Projects Fund and in the Municipal Golf Fund and upon approval of the above recommendations and adoption of the attached appropriation ordinances, funds will be available in the ITS Capital Fund for the Business Applications-IT and Technology Infrastructure-IT programmable projects, the General Capital Projects Fund for the Insurance Command Truck Replac and Golf Improvements projects, and the Special Donations Cap Projects Fund for the 2019 Mayfest - Restrom Encl project. Prior to an expenditure being incurred, the participating departments have the responsibility of verifying the availability of funds.

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