



**City of Laramie**  
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TO: Janine Jordan, City Manager  
Malea Brown, Chief Operating Officer  
FROM: Jennifer Wade, Administrative Services Director  
DATE: January 18, 2022  
RE: **Resolution 2022-09 to amend the FY 2021-22 Annual Budget**

Attached for the City Council’s consideration is a resolution to adjust the **FY 2021-22 City of Laramie annual budget**. This resolution is the fourth budget amendment of the fiscal year.

The purpose of these amendments is to increase appropriations to cover unscheduled expenditures, to reappropriate certain budget items from the prior fiscal year (FY) , and to adjust budgets for amounts already approved by the Council. These types of adjustments are authorized by Wyoming Statutes Section 16-4-112 and Section 16-4-113.

***FY 2021-22 Amendments***

The recommended amendment for the FY 2021-22 budget is \$1,054,100. Of this amount, \$83,905 is for appropriations carried forward (rebudgeted) from fiscal year 2021 due to supply chain issue and purchase delays, and \$878,378 is for amendments already approved by the City Council. Of the total amendment, \$91,817 is for new appropriations not approved by the City Council. The recommended changes are summarized below.

***Governmental Funds***

The total recommended amendment to Governmental Funds is \$998,653 (General Fund for \$369,053 and Capital Construction Fund for \$629,600). Of the Governmental Funds recommended adjustment, \$91,817 is for new appropriations not previously approved by the City Council. These amendments will be funded by a potential grant (\$150,595), rebudget reserves from FY 2021 (\$28,458), and available cash reserves (\$819,600).

***Enterprise Funds***

The total recommended amendment to the Enterprise Funds is \$55,447 (Wastewater Fund). This amendment is for a rebudget from fiscal year 2021 due to supply chain issues and will be funded with rebudget reserves.

***Recommendation for Budget Resolution:***

It is the staff’s recommendation that the Council pass the resolution to amend the FY 2021-22 annual budget. Presented below is a review of each amendment included in this resolution.

**Recommendations for FY 2021-22**

**I. General Fund**

General Accounts: A \$33,458 increase is recommended for two items. Staff is requesting \$5,000 in additional appropriations for a city-wide servant leadership staff training coordinated by Assistant City Manager Feezer funded by available cash reserves.

\$28,458 is also recommended to rebudget unspent Laramie Soccer Club agency support approved by the City Council on 4/20/21 and funded by FY 2021 rebudget reserves.

Fire Grants:

Staff recommends a \$167,328 increase resulting from a FEMA Assistance to Firefighters Grant application approved by the City Council on 12/21/21. The submitted grant will reimburse eligible costs at 90% up to the amount of the award. The current grant is for firefighter and safety officer training and equipment replacement. A City match of \$16,733, funded with available cash reserves, will be necessary if the grant is awarded.

Finance:

Staff recommends an \$81,450 amendment for recurring software as a service (SAAS) and third-party fees associated with the City's Enterprise Resource Planning (ERP) software upgrade approved by the City Council on 12/7/2021. The amendment will add the entire approved amount to the Finance division, but costs will be distributed across City departments. Future budget transfers will be necessary to reflect the final expense distribution. The amendment is funded by available cash reserves.

IT:

An \$86,817 amendment is necessary to correct the personnel budget for an authorized position omitted from the FY 2022 forecast. An accurate personnel budget relies on complete position control records. During the review of position control for the FY 2022, this omission was not detected and the personnel budget forecast was understated as a result. These types of errors can occur, despite the best efforts of qualified staff, because the City's processes are highly manual. We look forward to the improvements made possible by the City's ERP project.

**II. Capital Construction Fund**

Capital Construction:

Staff recommends a \$629,600 budget increase for the Enterprise Resource Planning (ERP) project bid award approved by the City Council on 12/7/21. This amendment covers the adjustment necessary for one-time project costs to implement Finance, HR/Payroll, Enterprise Resources/Community, Utility Billing, and Enterprise Asset Management modules. This change is funded by available cash reserves for capital projects.

**III. Wastewater Fund**

Collection:

A \$55,447 increase is recommended to rebudget FY 2021 appropriations for the replacement of unit 336, which arrived after fiscal year end. This change is funded by FY 2021 rebudget reserves.

## **Transfers for FY 2021-22**

### **IV. General Fund**

Fire Operations: Staff recommends that \$125,000 budgeted for a flashover simulator replacement be repurposed for potential equipment necessary to place the fire training tower in service.

### **V. Recreation Center Fund**

Recreation Center: Staff recommends a \$250 transfer between division line items to cover a small overage on the 8 lane pool computer replacement.