

It's real.

**MEMORANDUM**

**To:** Mayor and City Councilmembers  
Steve Parker, City Manager

**From:** Susan Caddell, Director of Finance

**Subject:** Mid-year Budget Amendments

**Date:** March 13, 2024

Attached you will find budget amendments for the General Fund, Utility Fund, and Special Revenue Fund. Along with each amendment, you will find the explanation for each of the amendments. Each year, after receiving results of the audit, we review any unexpected expenditures that have arisen since approval of the original budget. We then review the list of capital items requested during the budget process, but we were unable to fund. After receiving the results of the audit and taking away any fund balance we are budgeting to use in FY24, we have over 6 months operating expenditures in the General Fund available based upon the FY24 budget. After these budget amendments, we will have over 4.7 months of fund balance, which equates to \$6.7 million available to use, if needed. In the Utility Fund after receiving the results of the audit and taking away any retained earnings we are budgeting to use in FY24, we have over 5.2 months operating expenditures in retained earnings. After these budget amendments, we will have over 4.6 months of retained earnings, which equates to \$8 million available to use, if needed.

I have also included a summary of all the budget amendments. If you need further detail on the amendments, you can find that detail within the ordinances.

After these amendments are approved, all funds will maintain the minimum required fund balance of three months operating expenditures as required by the City's Fund Balance Policy.

I will be available for questions prior to and during the meeting. Please let me know if you have any questions.

## GENERAL FUND BUDGET AMENDMENTS

### Capital

Amount	Project	Reason
\$10,000	Fire Station Awning	Item requested in FY24 budget process but not funded
\$100,000	Central Park Fountain	Item requested in FY24 budget process but not funded
\$75,000	Restripe Various Parking Lots (Parks)	Item requested in FY24 budget process but not funded
\$30,300	Replacement Data Center UPS Units	Item requested in FY24 budget process but not funded
\$7,700	New Faxing Platform	Item requested in FY24 budget process but not funded
\$57,000	Citywide Security/Badge Access	Item requested in FY24 budget process but not funded
\$4,400	Guest Network ISP Circuit	Item requested in FY24 budget process but not funded
\$90,000	Handheld Radios	Item requested in FY24 budget process but not funded
\$13,500	Police UTV	Item requested in FY24 budget process but not funded
\$25,000	Battery Operated PPV Fans	Item requested in FY24 budget process but not funded
\$52,000	Thermal Imaging Cameras	Item requested in FY24 budget process but not funded
\$50,000	Mowing Shredder (Public Works)	Item requested in FY24 budget process but not funded
\$50,000	Zero Turn Mowers (Parks)	Item requested in FY24 budget process but not funded
\$95,006	Streets Maintenance	Additional sales tax collected and balance of FY23
\$164,375	Enterprise Leases	Fund remaining FY24 and FY25
\$425,000	Police Vehicles	Appropriate funds for FY25 lease payments and down payment
\$35,832	Zipper Payment	Appropriate funds for FY25 lease payments
\$26,140	Tandem Wheel Roller Payment	Appropriate funds for FY25 lease payments
\$34,344	Motor Grader Payment	Appropriate funds for FY25 lease payments
\$308,927	Fire Trucks (2) Payment	Appropriate funds for FY25 lease payments
\$14,000	Railroad Quiet Zones	Increase appropriation
\$113,000	Zipper Project (Utility Cuts)	Increase appropriation
\$20,000	Parks Truck	Increase appropriation
\$25,000	ISO Rating Study	New project
\$375,000	Lay Down Machine	New project

## GENERAL FUND BUDGET AMENDMENTS

### GRANTS

Amount	Account	Funding Source
\$20,000	Police Overtime	Border Security Grant
\$802	LEOSE Expenses	LEOSE Education Fund
\$70,730	Seguin Youth Services	Truancy Prevention Grant
\$265,000	Safe Streets For All	USDOT
\$66,300	Safe Streets For All	City Match
\$50,000	Rodeo Arena Lighting	SECO Grant
\$12,224	Rodeo Arena Lighting	City Match
\$2,002,496	Transporation Alternatives Plan	Federal Infrastructure and Jobs Act
\$38,198	Hazmat UTV & Trailer	Homeland Security Grant
\$36,476	Police Helmets	Justice Assistance Grant

### OTHER

Amount	Account	Reason
\$75,000	Heavy Equipment Maintenance (VM)	Unexpected Repairs
\$7,500	Professional Services (IT)	Additional training
\$12,000	Public Relations (Non Dept)	Monthly videos
\$755,000	Transfers to Golf Course	Funding provided during construction

# UTILITY FUND BUDGET AMENDMENTS

## Capital

Amount	Project	Reason
\$199,500	Water Tank Maintenance Program	Provide funding for ongoing program for FY25
\$250,000	Water Asset Management Program	Provide funding for ongoing program for FY25
\$70,000	BIGS Program	Provide funding for ongoing program for FY 24 and FY25
\$10,200	Replacement Data Center UPS Units	Item requested in FY24 budget process but not funded
\$7,700	New Faxing Platform	Item requested in FY24 budget process but not funded
\$4,400	Guest Network ISP Circuit	Item requested in FY24 budget process but not funded
\$28,500	Citywide Security/Badge Access	Item requested in FY24 budget process but not funded
\$11,270	Vac Truck	Appropriate funds for FY25 lease payments
\$76,000	Televising Van	Appropriate funds for FY25 lease payments

## OTHER

Amount	Account	Reason
\$18,000	Chemicals (Water Plant)	Unforeseen increase in costs
\$54,000	V&E Maint.-Pumps & Motors (Water Plant)	Unexpected repairs
\$175,000	Overtime/On-Call (Water/WW Maint)	OT required for numerous water/sewer projects
\$75,000	Professional Services (Water/WW Maint)	Additional water modeling services
\$2,000	Uniforms (Water/WW Maint)	Higher employee turnover
\$50,000	Meters (Water/WW Maint)	Additional meters for Springs Hill CCN takeover
\$8,000	Testing/Inspection Fees (GCWWTP)	Increased operational costs
\$15,000	Overtime/On-Call (WBWWTP)	OT required due to after hours equipment failures & weather events
\$5,000	Testing/Inspection Fees (WBWWTP)	Increased operational costs
\$7,500	Professional Services (IT)	Additional training
\$12,000	Public Relations (Non Dept)	Monthly videos
\$1,900,000	Transfer to Utility Reserve	Continue to transfer to meet required balance from TWDB Bonds

## SPECIAL REVENUE FUND BUDGET AMENDMENTS

### Capital

Amount	Project	Fund	Reason
\$45,000	Smokey Joe Williams Field Improvements	ARPA	Improvements needed for SJW Field
\$9,175	Wave Pool Repairs	ARPA	Replacement of chemical room door
\$20,000	Fairgrounds Utility Upgrade	Seguin Events Complex	Utility upgrades at the fairgrounds

### OTHER

Amount	Account		Reason
\$11,000	Arts Grants	Seguin Arts Commission	Reappropriate funds from FY23