

City of Saint Paul Financial Analysis Template Instructions

Purpose of the Fiscal Analysis Template:

- Provide summary information of the fiscal impact of financial resolutions that come before the Mayor and City Council
- Provide accurate accounting information (codes, and amounts) so that budget amendments can be reflected in the Infor system.
- Resolutions and administrative orders without this information will not be approved by OFS, and will be returned to the resolution drafter.

Financial Analysis Template

- Provide the requested information in the [Financial Analysis Template \(green tab\)](#) of this file. Pop-up windows will appear throughout the file to provide more details on what information is required.
- Complete the **top section** (line #s 1-27) of the Financial Analysis Template for any finance related resolutions, including:
 - Grants: applying for, accepting, and budgeting
 - Donations: soliciting, accepting, and budgeting
 - Budget amendments: both resolutions and administrative orders
 - All other resolutions with a financial impact
- Required fields are marked with red font or borders.
- **General Ledger (GL) - Annual Budget**
 - Complete the **General Ledger** section for all changes to the annual budget
 - Provide accurate **GL account codes**: Company, Accounting Unit (fund-department-cost center), Account
 - If you need help with GL codes, check the Chart of Accounts crosswalk on the intranet or contact Lori Lee x68822
 - This section is required for all changes to the budget via budget amendment or administrative order
- **Activity Ledger (AC) - Life to Date Activity Budget**
 - Complete the **Activity Ledger** section in addition to the GL section for changes to the following budgets:
 - Grants
 - Capital and Capital Bond Proceeds
 - STAR
 - TIF
 - HRA
 - Provide accurate **AC account codes**: Activity Group, Activity, Account Category
 - If you need help with AC codes, check the Chart of Accounts crosswalk on the intranet or contact Patty Germain x68807

Budget Reference Tabs

- The [Operating Budget Reference](#) and [CIB Budget Reference](#) pages (blue tabs) contain guidance on what kind of Mayoral and/or Council action is required for budget changes to the operating and capital budgets. Charter and administrative code citations for various financial resolutions are also provided.
- If you have questions about what is required to accomplish a particular financial action, please contact your budget analyst.

City of Saint Paul Financial Analysis

1	<u>File ID Number:</u>	RES PH 21-234
2		
3	<u>Budget Affected:</u>	CIB Budget Public Works Capital
4		
5	<u>Total Amount of Transaction:</u>	2,542,419.00
6		
7	<u>Funding Source:</u>	Multiple CIB MSA
8		
9		Appropriation already included in budget? No
10		
11	<u>Charter Citation:</u>	City Charter 10.07.1
12		
13		

Fiscal Analysis

Amending the financing and spending plans in the Department of Public Works Capital Budget to transfer CIB and MSA funding into projects.

- Transfer \$93,408 CIB and \$465,587 MSA from the RR Program into the 2021 Cleveland Railroad Safety Project.
- Transfer \$572,143 from the Citywide Stairway Repair and Replacement Program to the 2021 Bancroft Stairway Project.
- Transfer \$1,196,591 from the Bridge Enhancement Program to 2020 Randolph Bridge Project.
- Transfer \$44,000 CIB from the Aguirre Avenue Connection to the 2021 Payne and Wells Pedestrian Improvements Project.
- Transfer \$44,877 CIB from the Greenbrier Bicycle Boulevard to the 2021 Payne and Wells Pedestrian Improvements Project.
- Transfer \$26,635 CIB from the Eastern Heights Elementary School Project the 2021 Payne Wells Pedestrian Improvements Project.
- Transfer \$49,315 CIB from the Maryland Avenue at Edgerton Street Channelization to the 2021 Payne and Wells Pedestrian Improvements Project.
- Transfer \$49,863 CIB from the Sidnev/State/Robert Intersection Redesign & Reconstruction to the 2021 Payne and Wells Pedestrian

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

GL Annual Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Company	Fund-Dept-Cost Center	Account	Description			
				-	-	-
				-	-	-
			TOTAL:	-	-	-

Financing Changes

(Action Accomplished)

GL Annual Budget				CURRENT BUDGET	CHANGES	AMENDED BUDGET
Company	Fund-Dept-Cost Center	Account	Description			
				-	-	-
				-	-	-
			TOTAL:	-	-	-

ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET

Complete this section for Grants, Capital, Capital Bond Proceeds, STAR, TIF, and HRA amendments.

Spending Changes

(Action Accomplished)

Life to Date Activity Budget						CURRENT BUDGET	CHANGES	AMENDED BUDGET
Activity Group	Activity	Account Category	Description					
C-FMSCAP	C102T58700000	76199	Infrastructure History	2010 RR Xing	36,296	(21,883)	14,413	
C-FMSCAP	C102T58700000	77005	Cap Int Serv Engineering		3,704	(3,704)	-	
					40,000	(25,587)	14,413	
C-FMSCAP	C112T58800000	76199	Infrastructure History	2011 RR Xing	40,000	(40,000)	-	
C-FMSCAP	C122T58900000	76199	Infrastructure History	2012 RR Xing	47,408	(47,408)	-	
C-FMSCAP	C132T96300000	76199	Infrastructure History	2013 RR Xing	49,000	(49,000)	-	
C-FMSCAP	C142T96300000	76105	Streets	2014 RR Xing	51,000	(51,000)	-	
C-FMSCAP	C152T04600000	76105	Streets	2015 RR Xing	50,000	(50,000)	-	
C-FMSCAP	C162T07900000	76105	Streets	2016 RR Xing	50,000	(50,000)	-	
C-FMSCAP	C172T14200000	76105	Streets	2017 RR Xing	50,000	(50,000)	-	

76									
77	C-FMSCAP	C182T18800000	76105	Streets	2018 RR Xing	50,000	(50,000)	-	
78									
79	C-FMSCAP	C192T23500000	76105	Streets	2019 RR Xing	50,000	(50,000)	-	
80									
81	C-FMSCAP	C202T27400000	76105	Streets	2020 RR Xing	48,000	(48,000)	-	
82									
83	C-FMSCAP	C212T30900000	76105	Streets	2021 RR Xing	48,000	(48,000)	-	
84									
85	C-FMSCAP	C162T07700000	76106	Sidewalks	2016 Stairway	42,472	(42,472)	-	
86	C-FMSCAP	C162T07700000	77590	Public Art		1,200	-	1,200	
87						43,672	(42,472)	1,200	
88									
89	C-FMSCAP	C172T15400000	76105	Streets	2017 Stairway	120,000	(119,671)	329	
90									
91	C-FMSCAP	C182T19500000	76105	Streets	2018 Stairway	125,000	(125,000)	-	
92									
93	C-FMSCAP	C192T24300000	76105	Streets	2019 Stairway	125,000	(125,000)	-	
94									
95	C-FMSCAP	C202T28100000	76105	Streets	2020 Stairway	80,000	(80,000)	-	
96									
97	C-FMSCAP	C212T31600000	76105	Streets	2021 Stairway	80,000	(80,000)	-	
98									
99	C-FMSCAP	C162T08200000	76110	Bridges	16 Bridge Enhance	230,400	(208,316)	22,084	
100	C-FMSCAP	C162T08200000	77590	Public Art		4,600	(4,600)	-	
101						235,000	(212,916)	22,084	
102									
103	C-FMSCAP	C172T14600000	76105	Streets	17 Bridge Enhance	235,000	(83,675)	151,325	
104									
105	C-FMSCAP	C182T19200000	76105	Streets	18 Bridge Enhance	250,000	(250,000)	-	
106									
107	C-FMSCAP	C192T23900000	76110	Bridges	19 Bridge Enhance	250,000	(250,000)	-	
108									
109	C-FMSCAP	C202T27800000	76110	Bridges	20 Bridge Enhance	200,000	(200,000)	-	
110									
111	C-FMSCAP	C212T31300000	76105	Streets	21 Bridge Enhance	200,000	(200,000)	-	
112									
113	C-FMSCAP	C132E11200000	76199	Infrastrcture History	Aguirre Ave	34,560	(34,560)	-	
114	C-FMSCAP	C132E11200000	77005	Cap Int Serv Engineering		9,000	(9,000)	-	
115	C-FMSCAP	C132E11200000	77590	Public Art		440	(440)	-	
116						44,000	(44,000)	-	
117									
118	C-FMSCAP	C172E15900000	76105	Streets	Greenbrier Bike	45,000	(44,877)	123	
119									
120	C-FMSCAP	C172A17700000	76105	Streets	Eastern Heights	63,000	(26,635)	36,365	
121									
122	C-FMSCAP	C172E17300000	76105	Streets	Maryland Edgerton	250,000	(49,315)	200,685	
123									
124	C-FMSCAP	C172C17600000	76105	Streets	Sidney/State/Robert	50,000	(49,863)	137	
125									
126	C-FMSCAP	C212P33920071	64305	Street and Sidewalk Repair	Cleveland RR	-	447,995	447,995	
127	C-FMSCAP	C212P33920071	68190	Engineering Services		-	111,000	111,000	
128						-	558,995	558,995	
129									
130	C-FMSCAP	C212C31620010	64305	Street and Sidewalk Repair	Bancroft Stairway	-	457,715	457,715	
131	C-FMSCAP	C212C31620010	68190	Engineering Services		-	114,428	114,428	
132						-	572,143	572,143	
133									
134	C-FMSCAP	C202I30423044	76105	Streets	Randolph Bridge	1,000,000	-	1,000,000	
135	C-FMSCAP	C202I30423044	76110	Bridges		444,582	668,591	1,113,173	
136	C-FMSCAP	C202I30423044	77005	Cap Int Serv Engineering		-	528,000	528,000	
137						1,444,582	1,196,591	2,641,173	
138									
139	C-FMSCAP	C212E33825109	64305	Street and Sidewalk Repair	Payne and Wells	-	171,790	171,790	
140	C-FMSCAP	C212E33825109	68190	Engineering Services		-	42,900	42,900	
141						-	214,690	214,690	
142	Financing Changes								
143	<i>(Action Accomplished)</i>								
144	Life to Date Activity Budget						CURRENT	AMENDED	
145	Activity Group	Activity	Account Category	Description		BUDGET	CHANGES	BUDGET	
146									
147	C-FMSCAP	C102T58700000	46351	Muni State Aid Construction	2010 RR Xing	(40,000)	25,587	(14,413)	
148									
149	C-FMSCAP	C112T58800000	46351	Muni State Aid Construction	2011 RR Xing	(40,000)	40,000	-	
150									
151	C-FMSCAP	C122T58900000	46351	Muni State Aid Construction	2012 RR Xing	(40,000)	40,000	-	
152	C-FMSCAP	C122T58900000	56255	Transfer from CIB		(7,408)	7,408	-	

153						(47,408)	47,408	-
154								
155	C-FMSCAP	C132T96300000	46351	Muni State Aid Construction	2013 RR Xing	(40,000)	40,000	-
156	C-FMSCAP	C132T96300000	56255	Transfer from CIB		(9,000)	9,000	-
157						(49,000)	49,000	-
158								
159	C-FMSCAP	C142T96300000	46351	Muni State Aid Construction	2014 RR Xing	(40,000)	40,000	-
160	C-FMSCAP	C142T96300000	56014	Intra Fund In 2014 Bond Draw		(11,000)	11,000	-
161						(51,000)	51,000	-
162								
163	C-FMSCAP	C152T04600000	46351	Muni State Aid Construction	2015 RR Xing	(40,000)	40,000	-
164	C-FMSCAP	C152T04600000	56015	Intra Fund In 2015 Bond Draw		(10,000)	10,000	-
165						(50,000)	50,000	-
166								
167	C-FMSCAP	C162T07900000	46351	Muni State Aid Construction	2016 RR Xing	(40,000)	40,000	-
168	C-FMSCAP	C162T07900000	56016	Intra Fund In 2016 Bond Draw		(10,000)	10,000	-
169						(50,000)	50,000	-
170								
171	C-FMSCAP	C172T14200000	46351	Muni State Aid Construction	2017 RR Xing	(40,000)	40,000	-
172	C-FMSCAP	C172T14200000	56017	Intra Fund In 2017 Bond Draw		(10,000)	10,000	-
173						(50,000)	50,000	-
174								
175	C-FMSCAP	C182T18800000	46351	Muni State Aid Construction	2018 RR Xing	(40,000)	40,000	-
176	C-FMSCAP	C182T18800000	56018	Intra Fund In 2018 Bond Draw		(10,000)	10,000	-
177						(50,000)	50,000	-
178								
179	C-FMSCAP	C192T23500000	46351	Muni State Aid Construction	2019 RR Xing	(40,000)	40,000	-
180	C-FMSCAP	C192T23500000	56019	Intra Fund In 2019 Bond Draw		(10,000)	10,000	-
181						(50,000)	50,000	-
182								
183	C-FMSCAP	C202T27400000	46351	Muni State Aid Construction	2020 RR Xing	(40,000)	40,000	-
184	C-FMSCAP	C202T27400000	56020	Intra Fund In 2020 Bond Draw		(8,000)	8,000	-
185						(48,000)	48,000	-
186								
187	C-FMSCAP	C212T30900000	46351	Muni State Aid Construction	2021 RR Xing	(40,000)	40,000	-
188	C-FMSCAP	C212T30900000	56022	Intra Fund In 2022 Bond Draw		(8,000)	8,000	-
189						(48,000)	48,000	-
190								
191	C-FMSCAP	C162T07700000	56016	Intra Fund In 2016 Bond Draw	2016 Stairway	(42,472)	42,472	-
192								
193	C-FMSCAP	C172T15400000	56017	Intra Fund In 2017 Bond Draw	2017 Stairway	(119,671)	119,671	-
194								
195	C-FMSCAP	C182T19500000	56018	Intra Fund In 2018 Bond Draw	2018 Stairway	(125,000)	125,000	-
196								
197	C-FMSCAP	C192T24300000	56019	Intra Fund In 2019 Bond Draw	2019 Stairway	(125,000)	125,000	-
198								
199	C-FMSCAP	C202T28100000	56020	Intra Fund In 2020 Bond Draw	2020 Stairway	(80,000)	80,000	-
200								
201	C-FMSCAP	C212T31600000	56022	Intra Fund in 2022 Bond Draw	2021 Stairway	(80,000)	80,000	-
202								
203	C-FMSCAP	C162T08200000	56016	Intra Fund In 2016 Bond Draw	16 Bridge Enhance	(235,000)	212,916	(22,084)
204								
205	C-FMSCAP	C172T14600000	56017	Intra Fund In 2017 Bond Draw	17 Bridge Enhance	(235,000)	83,675	(151,325)
206								
207	C-FMSCAP	C182T19200000	56018	Intra Fund In 2018 Bond Draw	18 Bridge Enhance	(250,000)	250,000	-
208								
209	C-FMSCAP	C192T23900000	56019	Intra Fund In 2019 Bond Draw	19 Bridge Enhance	(250,000)	250,000	-
210								
211	C-FMSCAP	C202T27800000	56020	Intra Fund In 2020 Bond Draw	20 Bridge Enhance	(200,000)	200,000	-
212								
213	C-FMSCAP	C212T31300000	56022	Intra Fund in 2022 Bond Draw	21 Bridge Enhance	(200,000)	200,000	-
214								
215	C-FMSCAP	C132E11200000	56255	Transfer from CIB	Aguirre Ave	(44,000)	44,000	-
216								
217	C-FMSCAP	C172E15900000	56017	Intra Fund In 2017 Bond Draw	Greenbrier Bike	(45,000)	44,877	(123)
218								
219	C-FMSCAP	C172A17700000	56017	Intra Fund In 2017 Bond Draw	Eastern Heights	(63,000)	26,635	(36,365)
220								
221	C-FMSCAP	C172E17300000	46351	Muni State Aid Construction	Maryland Edgerton	(200,000)	-	(200,000)
222	C-FMSCAP	C172E17300000	56017	Intra Fund In 2017 Bond Draw		(50,000)	49,315	(685)
223						(250,000)	49,315	(200,685)
224								
225	C-FMSCAP	C172C17600000	56017	Intra Fund In 2017 Bond Draw	Sidney/State/Robert	(50,000)	49,863	(137)
226								
227	C-FMSCAP	C212P33920071	46351	Muni State Aid Construction	Cleveland RR	-	(465,587)	(465,587)
228	C-FMSCAP	C212P33920071	56014	Intra Fund In 2014 Bond Draw		-	(11,000)	(11,000)
229	C-FMSCAP	C212P33920071	56015	Intra Fund In 2015 Bond Draw		-	(10,000)	(10,000)

230	C-FMSCAP	C212P33920071	56016	Intra Fund In 2016 Bond Draw		-	(10,000)	(10,000)
231	C-FMSCAP	C212P33920071	56017	Intra Fund In 2017 Bond Draw		-	(10,000)	(10,000)
232	C-FMSCAP	C212P33920071	56018	Intra Fund In 2018 Bond Draw		-	(10,000)	(10,000)
233	C-FMSCAP	C212P33920071	56019	Intra Fund In 2019 Bond Draw		-	(10,000)	(10,000)
234	C-FMSCAP	C212P33920071	56020	Intra Fund In 2020 Bond Draw		-	(8,000)	(8,000)
235	C-FMSCAP	C212P33920071	56022	Intra Fund In 2022 Bond Draw		-	(8,000)	(8,000)
236	C-FMSCAP	C212P33920071	56255	Transfer from CIB		-	(16,408)	(16,408)
237						-	(558,995)	(558,995)
238								
239	C-FMSCAP	C212C31620010	56016	Intra Fund In 2016 Bond Draw	Bancroft Stairway	-	(42,472)	(42,472)
240	C-FMSCAP	C212C31620010	56017	Intra Fund In 2017 Bond Draw		-	(119,671)	(119,671)
241	C-FMSCAP	C212C31620010	56018	Intra Fund In 2018 Bond Draw		-	(125,000)	(125,000)
242	C-FMSCAP	C212C31620010	56019	Intra Fund In 2019 Bond Draw		-	(125,000)	(125,000)
243	C-FMSCAP	C212C31620010	56020	Intra Fund In 2020 Bond Draw		-	(80,000)	(80,000)
244	C-FMSCAP	C212C31620010	56022	Intra Fund In 2022 Bond Draw		-	(80,000)	(80,000)
245						-	(572,143)	(572,143)
246								
247	C-FMSCAP	C202I30423044	56012	Intra Fund In 2012 Bond Draw	Randolph Bridge	(444,582)	-	(444,582)
248	C-FMSCAP	C202I30423044	56016	Intra Fund In 2016 Bond Draw		-	(212,916)	(212,916)
249	C-FMSCAP	C202I30423044	56017	Intra Fund In 2017 Bond Draw		-	(83,675)	(83,675)
250	C-FMSCAP	C202I30423044	56018	Intra Fund In 2018 Bond Draw		-	(250,000)	(250,000)
251	C-FMSCAP	C202I30423044	56019	Intra Fund In 2019 Bond Draw		-	(250,000)	(250,000)
252	C-FMSCAP	C202I30423044	56020	Intra Fund In 2020 Bond Draw		-	(200,000)	(200,000)
253	C-FMSCAP	C202I30423044	56021	Intra Fund In 2021 Bond Draw		(1,000,000)	-	(1,000,000)
254	C-FMSCAP	C202I30423044	56022	Intra Fund In 2022 Bond Draw		-	(200,000)	(200,000)
255						(1,444,582)	(1,196,591)	(2,641,173)
256								
257	C-FMSCAP	C212E33825109	56017	Intra Fund In 2017 Bond Draw	Payne and Wells	-	(170,690)	(170,690)
258	C-FMSCAP	C212E33825109	56255	Transfer from CIB		-	(44,000)	(44,000)
259						-	(214,690)	(214,690)

Operating Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
1.) Recognize additional/unanticipated revenues (Ex. Outperforming revenues, outside donations, etc.)	Budget Amendment Resolution and Public Hearing	- Mayor certifies that there are available for appropriation total revenues in excess of those estimated in the budget - Amend spending and financing to recognize new revenue in the appropriate company and activity	C.C. 10.07.1
2.) Accept a Grant			
a.) If no budget has previously been established for the grant	Award Letter and/or Grant Agreement Budget Amendment Resolution and Public Hearing	- Mayor certifies that there are available for appropriation total revenues in excess of those estimated in the budget - Amend spending and financing to recognize the grant in the appropriate company and activity	C.C. 10.07.1 Admin 41.03
b.) Previously established grant budget	Award Letter and/or Grant Agreement Resolution Accepting the Grant Funds (No public hearing needed)	- Accept the awarded grant funds - Include in the resolution that the grant funds were included in the current year's budget	
3.) Transfer Appropriations within Departments:			
a.) Within the same Fund/Company	Administrative Order (A.O.)	- Mayor may transfer any unencumbered appropriation balances within a department - Administrative order is prepared to execute the transfer	C.C. 10.07.4
b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between companies - Amend spending and financing to recognize transfer	C.C. 10.07.4

Operating Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
4.) Transfer Appropriations between Departments			
a.) Within the same Fund/Company	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments - Amend spending and financing to recognize transfer	C.C. 10.07.4
b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments - Amend spending and financing to recognize transfer	C.C. 10.07.4
5.) Allow appropriations to lapse (non-capital improvement dollars)	None	- No action required.	C.C. 10.08
For Lapse of appropriations - Capital improvements see City Charter 10.09.		-All non-encumbered appropriations will fall to fund balance at the end of the fiscal year.	
For guidance on budget change procedures for accomplished or abandoned projects, see the CIB Project and Budget Changes Procedures Guide, numbers 1, 2, and 6.		- All encumbered appropriations will be re-appropriated in the following fiscal year's budget for the same purposes	
6.) Enact Emergency Appropriation	Emergency is defined as "a sudden or unforeseen situation affecting life, health, property, or the public peace or welfare that requires immediate council action", C.C. 6.06 Emergency Ordinances Budget Amendment Resolution	- Resolution to appropriate emergency funds is adopted by unanimous affirmative vote by the council	C.C. 10.07.2 C.C. 6.06
7.) Reduction of Appropriations	Report by the Mayor of the estimated amount of the deficit Recommendation by the Mayor to the City Council of steps to be taken	- Resolution or other actions deemed necessary by Council to prevent or minimize any deficit	C.C. 10.07.3

Capital Project and Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
1.) Close a completed project with excess balances	Administrative Order (completed by OFS) Periodic review by the CIB Committee	- Amend project financing and spending - Transfer excess appropriation to contingency when applicable	Administrative Code 57.09 (2) City Charter 10.09 - Accomplished projects
2.) Close a completed project with no excess balances, but excess spending authority	Administrative Order (completed by OFS) Periodic review by the CIB Committee	- Amend project financing and spending	City Charter 10.09 - Accomplished projects
3.) Close a completed project with no excess balances and no excess spending authority	None	- Contact OFS with project budget codes to have the project inactivated in the finance system	N/A
4.) <u>Adding new spending authority to an existing project (without changing the scope of the project)</u>			
a.) Financing source is new money	CIB Committee review and recommendation Mayor recommends via resolution Compliance with City Comprehensive Plan Public hearing	- Amend project financing and spending to recognize new revenue	Administrative Code 57.09 (1) City Charter 10.07.1

Capital Project and Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
b.) Financing source is contingency (less than \$25,000)	All proposed uses of Contingency funds must first be reviewed by OFS		
	Transfers within a department require an Administrative Order (completed by departments; verified and approved by OFS)	- Reduce amount in appropriate contingency fund	Administrative Code 57.09 (3) a
	A.O.s require periodic review by CIB Committee	- Amend project spending and financing to recognize use of contingency funding	City Charter 10.07.4
	Transfers between departments require a resolution (completed by departments; verified and approved by OFS)		
c.) Financing source is contingency (more than \$25,000)	All proposed uses of Contingency funds must first be reviewed by OFS		
	CIB Committee review and recommendation	- Reduce amount in appropriate contingency fund (" <i>unallocated reserve account</i> ")	Administrative Code 57.09 (3) b
	Mayor recommends via resolution	- Amend project spending and financing to recognize use of contingency funding	City Charter 10.07.4
	Public hearing		

Capital Project and Budget Changes Procedures Guide

2/14/2014

In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
<u>Add a new project</u>			
5.) OR			
<u>Expand the scope of an existing project</u>			
	CIB Committee review and recommendation		
a.) Financing source is new money	Mayor recommends via resolution	- Amend project financing and spending to recognize new revenue	Administrative Code 57.09 (1)
	Compliance with City Comprehensive Plan		City Charter 10.07.1
	Public hearing		
	All proposed uses of Contingency funds must first be reviewed by OFS		
b.) Financing source is contingency	CIB Committee review and recommendation	- Transfer dollars from contingency to new project	Administrative Code 57.09 (1)
	Mayor recommends via resolution	- Amend spending and financing to recognize transfer	City Charter 10.07.4
	Public hearing		
6.) Declare a project abandoned	Council resolution	- Identify project as abandoned -Transfer appropriation for the abandoned project to a separate contingency fund (" <i>unallocated reserve account</i> ")	Administrative Code 57.09 (4) City Charter 10.09
		- Reappropriation of the funds needs CIB Committee review, Mayor recommendation, and Council approval (see either of the Add dollars to a project sections above)	
7.) Replace an approved project with a new project	1) Declare an approved project abandoned or completed with excess balances (see process above) 2) Add new project after capital improvement budget is adopted (see process above)	- Can accomplish both steps in one resolution	

<u>Departments</u> (Select Department)	<u>Affected Budgets</u> (Choose CIB or Operating)	<u>General vs. Special Fund</u> (Choose General, Special or Capital)	<u>Funding Source</u> (Select Funding Source)	<u>Already Appropriated?</u> (Yes or No?)	<u>Company</u> (Choose Company)
Multiple Departments			Transfer of Appropriations	Yes	1
City Attorney's Office	Both Operating and CIB Budgets	General Fund	Grant	No	3
City Council	Operating Budget	Special Fund	Donation		5
Emergency Management	CIB Budget	Capital	Multiple		8
Financial Services		Multiple Funds	Other		9
Fire and Safety Services					
General Government Accounts					
HRA					
Human Resources					
HREEO					
Mayor's Office					
Parks and Recreation					
PED					
Police Department					
Public Health					
Public Library Agency					
Public Works					
RiverCentre					
Safety and Inspections					
Technology and Communications					
Water Department					