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 <u>Financial Analysis Template (green tab)</u> 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 <u>in addition to</u> 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

File ID Number: RES PH 25-251

Budget Affected: CIB Budget Financial Services Capital

Total Amount of Transaction: -

Funding Source: Multiple

Appropriation already included in budget?

Charter Citation: 10.09

Fiscal Analysis New Line items Changes

Detail Accounting Codes:

To move Green

ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET

Moving budget authority in the Capital Projects Fund.

Spending Changes

27	Life to Date Activity B	udget					
28	Activity Group	Activity	Account Category	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
29	Capital Outlay Green I	Energy Contingency					
30	C-FMSCAP	C196T04901000	76805	Capital Outlay	868,032.07	\$ (554,882.82)	313,149.25
31	Updating Existing Pro	jects					-
32	C-FMSCAP	C196T049110001	76805	Capital Outlay - OFS - (Municipal Garage LED Lighting Project)	99,459.89	\$ 7,981.06	107,440.95
33	C-FMSCAP	C196T049110002	76805	Capital Outlay - OFS - (Multiplle HVAC Units Project)	140,812.00	\$ (21,769.00)	119,043.00
34	C-FMSCAP	C196T049210001	76805	Capital Outlay - Public Works - (Street Maint Office & Garages LED Lighting Project)	127,496.05	\$ (2,562.81)	124,933.24
35	C-FMSCAP	C196T049310001	76805	Capital Outlay - Parks & Rec - Lighting (Wilder Rec Center gym)	5,500.00	\$ (5,500.00)	-
36	C-FMSCAP	C196T049310002	76805	Capital Outlay - Parks & Rec - Lighting (North Dale Rec Center)	55,996.62	\$ (1,599.02)	54,397.60
37	C-FMSCAP	C196T049310003	76805	Capital Outlay - Parks & Rec - Lighting (MLK Community Center)	78,285.55	\$ 3,744.22	82,029.77
38	C-FMSCAP	C196T049310004	76805	Capital Outlay - Parks & Rec - HydroMX (Como Zoo Visitor Ctr & Polar Bear Exhbt)	31,085.00		31,085.00
39	C-FMSCAP	C196T049310005	76805	Capital Outlay - Parks & Rec - (Hillcrest Recreation Center)	42,589.33	\$ (2,129.47)	40,459.86
40	C-FMSCAP	C196T049310006	76805	Capital Outlay - Parks & Rec - (Como-Lakeside Pavilion, Passive Parks?)	154,470.72	\$ (24,846.92)	129,623.80
41	C-FMSCAP	C196T049310007	76805	Capital Outlay - Parks & Rec - (Passive Parks Lighting Project)	158,940.97	\$ (0.05)	158,940.92
42	C-FMSCAP	C196T049310008	76805	Capital Outlay - Parks & Rec - (Arlington Hills Community Center Energy Improvements	20,868.42	\$ (1,345.00)	19,523.42
43	C-FMSCAP	C196T049310009	76805	Capital Outlay - Parks & Rec - (Wellstone Center LED Lighting Project)	80,513.27	\$ 3,244.34	83,757.61
44	C-FMSCAP	C196T049310010	76805	Capital Outlay - Parks & Rec - (Battle Creek Rec Ctr. LED Lighting Project)	30,735.85	\$ 7.21	30,743.06
45	C-FMSCAP	C196T049310011	76805	Capital Outlay - Parks & Rec - (Oxford Community Center)	76,057.66	\$ (854.32)	75,203.34
46	C-FMSCAP	C196T049310012	76805	Capital Outlay - Parks & Rec - (Merriam Park Community Center Center)	10,499.51	\$ (642.42)	9,857.09
47	C-FMSCAP	C196T049310013	76805	Capital Outlay - Parks & Rec - (Battle Creek Community Center Center Exterior Lighting	27,613.46	\$ 1,225.13	28,838.59
48	C-FMSCAP	C196T049310014	76805	Capital Outlay - Parks & Rec - (Daytons Bluff Community Center Interior & Exterior LED	43,456.38	\$ (4,231.91)	39,224.47
49	C-FMSCAP	C196T049310015	76805	Capital Outlay - Parks & Rec - (Highland (hillcrest) Community Center Exterior LED Ligh	3,709.38		3,709.38
50	C-FMSCAP	C196T049310016	76805	Capital Outlay - Parks & Rec - (W Minnehaha Rec. Center Exterior LED Lighting)	26,955.62	\$ (1,613.12)	25,342.50
51	C-FMSCAP	C196T049310017	76805	Capital Outlay - Parks & Rec - (Wilder Community Center Interior & Exterior LED Lightin	3,572.53	,	2,951.22
52	C-FMSCAP	C196T049310018	76805	Capital Outlay - Parks & Rec - (Phalen Recreation Center Interior & Exterior LED Lightir	41,490.79	,	41,154.76
53	C-FMSCAP	C196T049310019	76805	Capital Outlay - Parks & Rec - (Sacket (Boys and Girls Club) Rec. Center Int. & Ext. LEI	55,513.25	,	-
54	C-FMSCAP	C196T049410001	76805	Capital Outlay - Police - (Griffin Building Energy Improvements)	28,575.00	,	28,575.00
55	C-FMSCAP	C196T049410002	76805	Capital Outlay - Police - (Lighting: Griffin HQ, Central, Eastern, Western Dists)	763,842.00	\$ (107,841.99)	656,000.01
56	C-FMSCAP	C196T049510001	76805	Capital Outlay - Fire Station Lighting (Group 1 - EPD - PSG, Training, Storage)	35,467.92	+ (***,*********************************	35,467.92
57	C-FMSCAP	C196T049510002	76805	Capital Outlay - Fire Station Lighting (Group 2 - FS 7, 9, 17, 24)	82,053.96		82,053.96
58	C-FMSCAP	C196T049510003	76805	Capital Outlay - Fire Station Lighting (Group 3 - FS 6, 8, 18, 22, 51)	117,602.11		117,602.11
59	C-FMSCAP	C196T049510004	76805	Capital Outlay - Fire Station Lighting (Group 4 - FS 5, 14, 20, 23)	82,673.35		82,673.35
60	C-FMSCAP	C196T049700000	63160	General Professional Service - (Energy Consultants/Xcel Energy Audits/Fleet Grant Mat	75,000.00	\$ 30,175.25	105,175.25
61	C-FMSCAP	C196T049810001	76805	Capital Outlay - Rondo Library Lighting	76,918.05	Ψ 00,170.20	76,918.05
62	C-FMSCAP	C196T049810002	76805	Capital Outlay - Hamline Midway Library Lighting	8,544.13		8,544.13
63	C-FMSCAP	C196T049810002	76805	Capital Outlay - Hayden Heights Library Lighting	37,298.05		37,298.05
64	C-FMSCAP	C196T049810003	76805 76805	Capital Outlay - Highland Park Library Lighting	34,700.70	\$ (821.82)	33,878.88
65	C-FMSCAP	C196T049810004 C196T049810005	76805 76805	Capital Outlay - St. Anthony Park Library Lighting	14,940.78	ψ (021.02)	14,940.78
66	C-FMSCAP	C196T049810005	76805 76805	Capital Outlay - St. Anthony Park Library Lighting Capital Outlay - Rice Street Library Lighting	33,094.75		33,094.75
67	C-FMSCAP	C196T049810006 C196T049810007	76805 76805	Capital Outlay - Rice Street Library Lighting Capital Outlay - Sun Ray Library Lighting	18,975.01		18,975.01
68 69	C-FMSCAP C-FMSCAP	C196T049810008 C196T049810009	76805 76805	Capital Outlay - Merriam Park Library Lighting	47,899.73 15.746.07		47,899.73 45.746.07
			76805	Capital Outlay - Riverview Library Lighting	15,746.97	Ф 400 704 OF	15,746.97
70 71	C-FMSCAP	C196T049810010	76805 64505	Capital Outlay - Central Library Energy Improvements	757,950.00		948,684.05
/ I	C-FMSCAP	C196T049810010	64505	Capital Outlay - Central Library Energy Improvements	150,000.00	\$ (150,000.00)	400,000,00
72 72	C-FMSCAP	C258J00093009	76805	2025 ANIMAL SERVICES BUILDING- Green Energy Funding	400,000.00	Φ -	400,000.00
73 74	C-FMSCAP	C196T049510005	76805	Fire Station 3 Remodeling Project- Green Energy Funding	800,000.00		800,000.00
74 75		CASCTO 40 44 0003		Conital Outloy Police (Oriffin LO LIVAO Incressors and		Ф 700 000 00	700 000 00
75 76	C-FMSCAP I	C196T049410003	76805	Capital Outlay - Police - (Griffin HQ HVAC Improvements)	-	\$ 700,000.00	700,000.00
76 77				TOTAL -	F 764 026 02	<u> </u>	5 764 026 02
77				TOTAL:	5,764,936.83	\$ -	5,764,936.83

78

79	Financing Changes						
80 81	Life to Date Activity Budget				CURRENT		AMENDED
82	Activity Group	Activity	Account Category	Description	BUDGET	CHANGES	BUDGET
83							
84 85	Capital Outlay Green Energ C-FMSCAP	y Contingency C196T04901000	57610	Advance from Other Funds	- 9	(76,203.90)	(76,203.90)
86		C196T04901000	55526	Rebates	(126,569.23) \$		(120,361.23)
87	C-FMSCAP	C196T04901000	56023	Intra-fund Bond Draw (2023)	0.16		-
88	C-FMSCAP	C196T04901000	56024	Intra-fund Bond Draw (2024)	-		-
89	C-FMSCAP	C196T04901000	56025	Intra-fund Bond Draw (2025)	(741,463.00) \$	612,892.22	(128,570.78)
90	Undeting Evicting Decises						-
91 92	Updating Existing Projects C-FMSCAP	C196T049110001	57610	Advance from Other Funds	(71,906.81)	(7,981.06)	- (79,887.87)
93		C196T049110001	55526	Rebates	(27,553.08)	(1,901.00)	(27,553.08)
94	C-FMSCAP	C196T049110002	57610	Advance from Other Funds	(109,492.00) \$	21,769.00	(87,723.00)
95	C-FMSCAP (C196T049110002	55526	Rebates	(31,320.00)		(31,320.00)
96		C196T049210001	57610	Advance from Other Funds	(113,831.23) \$	2,562.81	(111,268.42)
97		C196T049210001	55526	Rebates	(13,664.82)	F F00 00	(13,664.82)
98 99		C196T049310001 C196T049310002	57610 57610	Advance from Other Funds Advance from Other Funds	(5,500.00) \$ (46,501.62) \$		(32,915.94)
100		C196T049310002	55526	Rebates (N Dale Rec. Ctr.)	(9,495.00)	. 0,000.00	(9,495.00)
101	C-FMSCAP	C196T049310003	57610	Advance from Other Funds	(55,793.78)	(3,744.22)	(59,538.00)
102	C-FMSCAP (C196T049310003	55526	Rebates	(22,491.77)		(22,491.77)
103		C196T049310004	57610	Advance from Other Funds	(31,085.00)		(31,085.00)
104 105		C196T049310005 C196T049310005	57610 55526	Advance from Other Funds Rebates	(31,104.65) \$ (11,484.68)	2,129.47	(28,975.18) (11,484.68)
106		C196T049310006	57610	Advance from Other Funds	(126,303.72) \$	24,846.92	(101,456.80)
107		C196T049310006	55526	Rebates (Como Lakeside Pav)	(28,167.00)	_ :,• : • : • :	(28,167.00)
108	C-FMSCAP (C196T049310007	57610	Advance from Other Funds	(145,199.36) \$	0.05	(145,199.31)
109		C196T049310007	55526	Rebates (Passive Parks)	(13,741.61)		(13,741.61)
110		C196T049310008	57610	Advance from Other Funds	(13,291.42) \$	1,345.00	(11,946.42)
111 112		C196T049310008 C196T049310009	55526 57610	Rebates (Arlington Hills Com. Ctr) Advance from Other Funds	(7,577.00) (62,734.08)	(3,244.34)	(7,577.00) (65,978.42)
113		C196T049310009	55526	Rebates	(17,779.19)	(0,244.04)	(17,779.19)
114		C196T049310010	57610	Advance from Other Funds	(20,699.91)	(7.21)	(20,707.12)
115	C-FMSCAP (C196T049310010	55526	Rebates	(10,035.94)		(10,035.94)
116		C196T049310011	57610	Advance from Other Funds	(62,236.58) \$	854.32	(61,382.26)
117		C196T049310011	55526	Rebates (Oxford - Pending Rebates	(13,821.08)	0.40,40	(13,821.08)
118 119		C196T049310012 C196T049310012	57610 55526	Advance from Other Funds Rebates	(9,423.49) \$ (1,076.02)	642.42	(8,781.07) (1,076.02)
120		C196T049310013	57610	Advance from Other Funds	(26,793.79)	(1,225.13)	(28,018.92)
121	C-FMSCAP	C196T049310013	55526	Rebates	(819.67)	,	(819.67)
122	C-FMSCAP (C196T049310014	57610	Advance from Other Funds	(35,539.79) \$	4,231.91	(31,307.88)
123		C196T049310014	55526	Rebates	(7,916.59)		(7,916.59)
124		C196T049310015	57610 55526	Advance from Other Funds	(2,924.92)		(2,924.92)
125 126		C196T049310015 C196T049310016	55526 57610	Rebates Advance from Other Funds	(784.46) (24,817.21) \$	1,613.12	(784.46) (23,204.09)
127		C196T049310016	55526	Rebates	(2,138.41)	1,010112	(2,138.41)
128	C-FMSCAP	C196T049310017	57610	Advance from Other Funds	(3,201.53) \$	621.31	(2,580.22)
129	C-FMSCAP (C196T049310017	55526	Rebates	(371.00)		(371.00)
130		C196T049310018	57610	Advance from Other Funds	(36,658.79) \$	336.03	(36,322.76)
131 132		C196T049310018 C196T049310019	55526 57610	Rebates Advance from Other Funds	(4,832.00) (41,721.25) \$	41,721.25	(4,832.00)
		C196T049310019	55526	Rebates	(13,792.00) \$		-
134		C196T049410001	57610	Advance from Other Funds	(28,575.00)	,	(28,575.00)
135	C-FMSCAP (C196T049410001	55526	Rebates	-		-
136		C196T049410002	56023	Intra-fund Bond Draw (2023)	(680,537.57) \$	107,841.99	(572,695.58)
137		C196T049410002	55526	Rebates	(83,304.43)		(83,304.43)
138 139		C196T049510001 C196T049510001	57610 55526	Advance from Other Funds Rebates	(30,988.83) (4,479.09)		(30,988.83) (4,479.09)
140		C196T049510002	57610	Advance from Other Funds	(66,558.27)		(66,558.27)
141	C-FMSCAP (C196T049510002	55526	Rebates	(15,495.69)		(15,495.69)
142	C-FMSCAP (C196T049510003	57610	Advance from Other Funds	(81,093.49)		(81,093.49)
143		C196T049510003	55526	Rebates	(36,508.62)		(36,508.62)
144 145		C196T049510004 C196T049510004	57610 55526	Advance from Other Funds Rebates	(52,410.31) (30,263.04)		(52,410.31) (30,263.04)
146		C196T049700000	57610	General Professional Service - (Energy Consultants/Xcel Energy Audits)	(75,000.00)	(30,175.25)	(30,263.04)
147		C196T049810001	57610	Advance from Other Funds	(66,512.41)	, · · · · · · · · · · · · · · · · · · ·	(66,512.41)
148		C196T049810001	55526	Rebates	(10,405.64)		(10,405.64)
149		C196T049810002	57610	Advance from Other Funds	(7,280.27)		(7,280.27)
150 151		C196T049810002 C196T049810003	55526 57610	Rebates Advance from Other Funds	(1,263.86) (30,253.24)		(1,263.86) (30,253.24)
151		C196T049810003	55526	Rebates	(30,253.24) (7,044.81)		(30,253.24)
153		C196T049810004	57610	Advance from Other Funds	(23,983.41) \$	821.82	(23,161.59)
154	C-FMSCAP (C196T049810004	55526	Rebates	(10,717.29)		(10,717.29)
155		C196T049810005	57610	Advance from Other Funds	(11,377.23)		(11,377.23)
156		C196T049810005	55526	Rebates	(3,563.55)		(3,563.55)
157 158		C196T049810006 C196T049810006	57610 55526	Advance from Other Funds Rebates	(26,405.61) (6,689.14)		(26,405.61) (6,689.14)
159		C196T049810007	57610	Advance from Other Funds	(10,722.59)		(10,722.59)
		C196T049810007	55526	Rebates	(8,252.42)		(8,252.42)
161		C196T049810008	57610	Advance from Other Funds	(38,856.62)		(38,856.62)
162		C196T049810008	55526	Rebates Advance from Other Funda	(9,043.11)		(9,043.11)
163 164		C196T049810009 C196T049810009	57610 55526	Advance from Other Funds Rebates	(13,271.38) (2,475.59)		(13,271.38) (2,475.59)
165		C196T049810009	55526 57610	Advance from Other Funds	(2,475.59)		(2,475.59) (207,950.00)
166		C196T049810010	56021	Intra-fund Bond Draw (2021)	(150,000.00)		(150,000.00)
167		C196T049810010	56023	Intra-fund Bond Draw (2023)	(530,000.00)		(530,000.00)
168		C196T049810010	56025	Intra-fund Bond Draw (2025)		(40,734.05)	(40,734.05)
169		C196T049810010	55526	Rebates	(20,000.00)	-	(20,000.00)
170 171		C229T05293005 C229T05293005	56024 56025	22 CAPITAL MAINTENANCE - FIRE - Green Energy Program Funding 22 CAPITAL MAINTENANCE - FIRE - Green Energy Program Funding	(463,570.00) (336,430.00)		(463,570.00) (336,430.00)
172		C258J00093009	56025	Animal Services Building - Green Energy Program Funding	(400,000.00)		(400,000.00)
173	CREATE NEW PROJECT- G			-	,		-

 174
 C-FMSCAP
 C196T049410003
 56025
 Intra-fund Bond Draw (2025)
 - \$ (680,000.00)
 (680,000.00)

 175
 C-FMSCAP
 C196T049410003
 55526
 Rebates
 - \$ (20,000.00)
 (20,000.00)

176

144 145 #REF! #REF!

177 TOTAL: (5,764,936.83) \$ 0.00 (5,764,936.83)

Operating Budget Changes Procedures Guide

In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
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	C.C. 10.07.1
		- Amend spending and financing to recognize new revenue in the appropriate company and activity	
Accept a Grant			
a.) If no budget has previously been established for the grant	Award Letter and/or Grant Agreement	- Mayor certifies that there are available for appropriation total revenues in excess of those	C.C. 10.07.1
			Admin 41.03
	110411115	- Amend spending and financing to recognize	
		the grant in the appropriate company and activity	
b.) Previously established grant budget	Award Letter and/or Grant Agreement	- Accept the awarded grant funds	
	Resolution Accepting the Grant Funds (No public hearing needed)	- Include in the resolution that the grant funds were included in the current year's budget	
Transfer Appropriations within Departments:			
a.) Within the same Fund/Company	Administrative Order (A.O.)	- Mayor may transfer any unencumbered appropriation balances within a department	C.C. 10.07.4
		- Administrative order is prepared to execute the transfer	
b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between companies	C.C. 10.07.4
		- Amend spending and financing to recognize transfer	
	Recognize additional/unanticipated revenues (Ex. Outperforming revenues, outside donations, etc.) Accept a Grant a.) If no budget has previously been established for the grant b.) Previously established grant budget Transfer Appropriations within Departments: a.) Within the same Fund/Company	In order to: Recognize additional/unanticipated revenues (Ex. Outperforming revenues, outside donations, etc.) Budget Amendment Resolution and Public Hearing Accept a Grant a.) If no budget has previously been established for the grant Budget Amendment Resolution and Public Hearing b.) Previously established grant budget Award Letter and/or Grant Agreement Resolution Accepting the Grant Funds (No public hearing needed) Transfer Appropriations within Departments: a.) Within the same Fund/Company Administrative Order (A.O.)	Recognize additional/unanticipated revenues (Ex. Outperforming revenues, outside donations, etc.) Budget Amendment Resolution and Public Hearing - Mayor certifies that there are available for appropriation to activity - Amend spending and financing to recognize new revenue in the budget - Amend spending and financing to recognize new revenue in the appropriate company and activity - Amend spending and financing to recognize new revenue in the appropriate company and activity - Amend spending and financing to recognize new revenue in the appropriate company and activity - Amend spending and financing to recognize the grant in the budget - Amend spending and financing to recognize the grant in the properties 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 - Amend spending and financing to recognize the grant funds - Accept the awarded grant funds - Include in the resolution that the grant funds were included in the current year's budget - Administrative Order (A.O.) - Mayor may transfer any unencumbered appropriation balances within a department - Administrative order is prepared to execute the transfer - Administrative order is prepared to execute the transfer - Administrative order is prepared to execute the transfer - Administrative order is prepared to execute the transfer - Amend spending and financing to recognize - Amend spe

Operating Budget Changes Procedures Guide

	In order to:	Resolution, A.O., or Other Documentation Required?	Resolution/AO Action	Charter/Code Citation
4.)	Transfer Appropriations between Departments			
4.)	a.) Within the same Fund/Company	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments	C.C. 10.07.4
			- Amend spending and financing to recognize transfer	
	b.) Between Funds/Companies	Budget Amendment Resolution	- Mayor recommends and council approves through resolution to transfer appropriations between departments	C.C. 10.07.4
			- Amend spending and financing to recognize transfer	
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 reappropriated 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,	- Resolution to appropriate emergency funds is adopted by unanimous affirmative vote by the	C.C. 10.07.2
		property, or the public peace or welfare that requires immediate council action", C.C. 6.06 Emergency Ordinances	council	C.C. 6.06
		Budget Amendment Resolution		
7.)	Reduction of Appropriations	Report by the Mayor of the estimated amount of the deficit	- Resolution or other actions deemed necessary by Council to prevent or minimize any deficit	C.C. 10.07.3
		Recommendation by the Mayor to the City Council of steps to be taken		

Capital Project and Budget Changes Procedures Guide

	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.)	Adding new spending authority to an existing project (without changing	g the scope of the project)		
	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

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) A.O.s require periodic review by CIB Committee Transfers between departments require a resolution (completed by departments; verified and approved by OFS)	 Reduce amount in appropriate contingency fund Amend project spending and financing to recognize use of contingency funding 	Administrative Code 57.09 (3) a City Charter 10.07.4
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 Mayor recommends via resolution Public hearing	 Reduce amount in appropriate contingency fund ("unallocated reserve account") Amend project spending and financing to recognize use of contingency funding 	Administrative Code 57.09 (3) b City Charter 10.07.4

Capital Project and Budget Changes Procedures Guide

	In order to:	Resolution and/or A.O. Required? CIB	Resolution/AO Action	Charter/Code Citation
	Add a new project			
5.)	OR			
	Expand the scope of an existing project			
	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
	b.) Financing source is contingency	All proposed uses of Contingency funds must first be reviewed by OFS CIB Committee review and recommendation Mayor recommends via resolution Public hearing	 Transfer dollars from contingency to new project Amend spending and financing to recognize transfer 	Administrative Code 57.09 (1) City Charter 10.07.4
6.)	Declare a project abandoned	Council resolution	 - Identify project as abandoned - Transfer appropriation for the abandoned project to a separate contingency fund ("unallocated reserve account") - Reappropriation of the funds needs CIB Committee review, Mayor recommendation, and Council approval (see either of the Add dollars to a project sections above) 	Administrative Code 57.09 (4) City Charter 10.09
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	

(Select Department) Multiple Departments City Attorney's Office City Council **Emergency Management** Financial Services 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

CIB Budget

Departments

Affected Budgets Already Appropriated? General vs. Special Fund **Funding Source** (Choose CIB or Operating) (Choose General, Special or Capital) (Select Funding Source) (Yes or No?) Transfer of Appropriations Yes General Fund Both Operating and CIB Budgets Grant No Operating Budget Special Fund Donation Capital Multiple Multiple Funds Other

Company

3

5

8

9

(Choose Company)