



To: Members of Council
Thomas R Kneeland, Mayor
Shane Ewald, City Attorney

From: Robert Priestas, Director of Public Service and Engineering

Date: October 12, 2018

RE: Report to Council, October 22, 2018

ACTION ITEM #1: AUCTION PROCEEDS SUPPLEMENTAL APPROPRIATION

When we created our current fleet program, we tried to design it to encourage efficient behaviors and discourage waste. One specific issue that had plagued us was what we refer to as “fleet creep.” One negative to fleet creep is when departments acquire equipment that requires regular preventive maintenance even though it is not often used and should actually be rented when needed.

In an effort to encourage each department to “right-size” their fleet, the fleet program includes the caveat that the proceeds from the sale of equipment would be held for future equipment purchases by the department that sold the equipment. For this piece of the program to work, Council action is required to supplementally appropriate the money from the sale of equipment to the proper expense line items so that the funds can be encumbered and spent on future equipment. This action is performed on a quarterly basis. We are respectfully requesting supplemental appropriations for auction proceeds from 3rd quarter 2018 (July – September).

Legislation Needed: Ordinance
Emergency/Waiver: None
Vendor Name: n/a
Vendor Address: n/a
Already Appropriated (Amounts & Accounts): n/a
Supplemental/Transfer (Amounts & Accounts): see below

	Revenue Acct. No. (where revenue currently located)	Expense Acct. No. (where revenue needs appropriated)	Total
General Fund (Police)	101.140.4641	101.211.5515	\$2,057

ACTION ITEM #2: INSURANCE CLAIM PROCEEDS SUPPLEMENTAL APPROPRIATION

When damage occurs to City property (vehicle, streetlight, fire hydrant, etc) the repairs are paid out of our current appropriations. Our appropriations are tight and do not necessarily have enough money to cover damage from unforeseen accidents. When we receive the insurance payments, we ultimately want those funds to end up in the expense accounts that paid for the repairs. This action is performed on a quarterly basis. We are respectfully requesting supplemental appropriations for insurance claims proceeds from 3rd quarter 2018 (July – September).



Legislation Needed: Ordinance
 Emergency/Waiver: None
 Vendor Name: n/a
 Vendor Address: n/a
 Already Appropriated (Amounts & Accounts): n/a
 Supplemental/Transfer (Amounts & Accounts): see below

	Revenue Acct. No. (where revenue currently located)	Expense Acct. No. (where revenue needs appropriated)	Total
Streetlight Repairs	101.141.4634	101.140.5214	\$158
Vehicle Repairs	101.141.4634	101.512.5317.001	\$400
Veh Rep (GF Parks)	101.141.4634	101.512.5515.003	\$14,300
Equip/Repairs (Water)	651.350.4634	651.350.5416	\$770

ACTION ITEM #3: WATER METER PROCEEDS SUPPLEMENTAL APPROPRIATION

For each new build/new development the City charges developers a water meter fee. The City also charges a water meter fee for replacement meters (ie: frozen meters), purchase of a new sewer adjustment meters (SAMs), etc. This fee reimburses the City the cost of purchasing the new water meters that are required to be installed. When we receive reimbursement for such fees, we ultimately want those funds to end up in the expense accounts that paid for the new water meters. This action is performed on a quarterly basis. We are respectfully requesting supplemental appropriations for water meter proceeds from 3rd quarter 2018 (July – September).

Legislation Needed: Ordinance
 Emergency/Waiver: None
 Vendor Name: n/a
 Vendor Address: n/a
 Already Appropriated (Amounts & Accounts): n/a
 Supplemental/Transfer (Amounts & Accounts): see below

	Revenue Acct. No. (where revenue currently located)	Expense Acct. No. (where revenue needs appropriated)	Total
Water Fund (Meters)	651.350.4405	651.350.5332	\$28,108