



**TO:** Thomas R. Kneeland  
 Members of Council  
 City Attorney

**FROM:** Robert Priestas  
 Director of Public Service and Engineering

**DATE:** July 13, 2018

**SUBJECT:** Report to Council, July 23, 2018

**ACTION ITEM #1 – Fleet Program 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. We have begun performing this action on a quarterly basis. We are currently bringing forward the auction proceeds from 2<sup>nd</sup> quarter 2018.

We are respectfully requesting supplemental appropriations as noted in the table below:

2 <sup>nd</sup> Quarter 2018, Auction Proceeds (April-June)			
Department (Current Fund)	Revenue Acct. No. (where revenue is currently located)	Expense Acct. No. (where revenue needs appropriated)	Total Auction Proceeds

Fleet (General Fund)	101.140.4641	101.512.5515.002	\$170
Parks and Rec (General Fund)	101.140.4641	101.512.5515.003	\$34,612
Police (General Fund)	101.140.4641	101.211.5515	\$18,887
Streets (Streets Fund)	220.330.4641	220.330.5515	\$5,890
Water (Water Fund)	651.350.4641	651.350.5515	\$584
Sewer (Sewer Fund)	661.360.4641	661.360.5515	\$584

**Requested Legislation and Funding**

- Legislation Needed: ordinance
- Emergency/Waiver: n/a
- Name & Address: n/a
- Already Appropriated (Amounts & Accounts): n/a
- Supplemental/Transfer (Amounts & Accounts): see above

**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. We have begun performing this action on a quarterly basis. We are currently bringing forward the insurance claims proceeds from 2<sup>nd</sup> quarter 2018.

We are respectfully requesting supplemental appropriations as noted in the table below:

<b>2<sup>nd</sup> Quarter 2018, Insurance Claim Proceeds (April-June)</b>			
<b>Department (Current Fund)</b>	<b>Revenue Acct. No. (where revenue is currently located)</b>	<b>Expense Acct. No. (where revenue needs appropriated)</b>	<b>Total Insurance Proceeds</b>
Streetlights (General Fund)	101.141.4634	101.140.5214	\$4,929
Vehicle Repairs (General Fund, All Depts)	101.141.4634	101.512.5317.001	\$6,639
Equipment and Repairs	220.330.4634	220.330.5306	\$5,834

(Streets Fund)			
Traffic Lights (Streets Fund)	220.330.4634	220.330.5216	\$384
Equipment and Repairs (Water Fund)	651.350.4634	651.350.5416	\$2,218
Fire Hydrants (Water Fund)	651.350.4634	651.350.5333	\$462

**Requested Legislation and Funding**

- Legislation Needed: ordinance
- Emergency/Waiver: n/a
- Name & Address: n/a
- Already Appropriated (Amounts & Accounts): n/a
- Supplemental/Transfer (Amounts & Accounts): see above

**ACTION ITEM #3 – Water Meter Proceeds Supplemental Appropriation:** For each new build/new development the City charges developers a water meter fee. 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 purchases, we ultimately want those funds to end up in the expense accounts that paid for the new water meters. We have begun performing this action on a quarterly basis. We are currently bringing forward the auction proceeds from 2<sup>nd</sup> quarter 2018.

We are respectfully requesting supplemental appropriations as noted in the table below:

2 <sup>nd</sup> Quarter 2018, Water Meter Proceeds (April-June)			
Department (Current Fund)	Revenue Acct. No. (where revenue is currently located)	Expense Acct. No. (where revenue needs appropriated)	Total Auction Proceeds
Water Meters (Water Fund)	651.350.4405	651.350.5332	\$323

**Requested Legislation and Funding**

- Legislation Needed: ordinance
- Emergency/Waiver: n/a
- Name & Address: n/a
- Already Appropriated (Amounts & Accounts): n/a
- Supplemental/Transfer (Amounts & Accounts): see above

**ACTION ITEM #4 – Central Park TIF Streetlight Supplemental Appropriation:** The intersection of Techcenter Dr and Science Blvd currently has 7

streetlight bases that were installed for future lighting needs as the corridor developed. With increased pedestrian and vehicle traffic from new development, we would like to complete this streetlight system to ensure public safety. The streetlights are located within the Central Park TIF District and as a result the Central Park TIF may pay for the cost of the streetlights.

Council action is required to supplementally appropriate the money from the unappropriated/unencumbered balance of the Central Park TIF Fund to the Central Park TIF streetlights expense line item so that the funds can be encumbered and spent on the equipment.

We are respectfully requesting supplemental appropriations as noted in the table below:

Central Park TIF Streetlights			
Department (Current Fund)	From Acct. No. (where appropriations are currently located)	To Acct. No. (where appropriations needs to be transferred)	Total Amount
Central Park TIF Fund	224.708 (unappropriated / unencumbered balance)	224.708.5214	\$32,755

**Requested Legislation and Funding**

- Legislation Needed: ordinance
- Emergency/Waiver: n/a
- Name & Address: n/a
- Already Appropriated (Amounts & Accounts): n/a
- Supplemental/Transfer (Amounts & Accounts): see above

**ACTION ITEM #5 – Permission to Bid Streetlight Maintenance:** We are respectfully requesting permission to competitively bid streetlight maintenance since our current contract expires December 31, 2018.

**Requested Legislation and Funding**

- Legislation Needed: motion resolution
- Emergency/Waiver: n/a
- Name & Address: n/a
- Already Appropriated (Amounts & Accounts): n/a
- Supplemental/Transfer (Amounts & Accounts): n/a