

2. Ordinance amending Section 1 of the Budget Ordinance 2024-23 for Fiscal Year 2025 (Amendment No. 5)



Item Number: 2

# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Scott Saindon, Deputy Chief Financial Officer  
Fiscal Services

**SUBJECT:** Ordinance amending Section 1 of the Budget Ordinance 2024-23  
for Fiscal Year 2025 (Amendment No. 5)

## 1. Fiscal Services Department – Budget Stabilization Fund

The purpose of the Budget Stabilization Fund (BSF) is to serve as the City's "savings account" and to assist in stabilizing revenues and protecting critical programs for citizens during periods of economic recession. The Fiscal Services Department is requesting to increase the balance in the Budget Stabilization Fund by \$1,000,000 in order to maintain the 10% Fund Balance goal. As of the most recent fiscal year end – FY2024, the BSF was at 9.6%. Without an additional transfer, this percentage is forecast to decline further as expenditures rise. Based on current financial forecasts, BSF Fund Balance must be at least \$18,798,835 in order to maintain the 10% target level through FY2025. As such, additional funding is requested from GOF Fund Balance. This request complies with Public Act 30 of 1978 (MCL 141.443) requiring, among other things, a sufficient surplus in the General Fund in the fiscal year prior to the transfer as well as not-to-exceed fund balance limitations in the BSF. Approval of this request would not only authorize the increased appropriation but also the subsequent transfer by the Comptroller Department (see Attachment A).

Approval would authorize an increase of \$1,000,000 in Appropriations of the **General Operating Fund – General Administration Dept. (1010)** with a corresponding decrease in Fund Balance. It would further authorize an increase of \$1,000,000 in Estimated Revenue of the **Budget Stabilization Fund (1020)** with a corresponding increase in Fund Balance.

## 2. Information Technology Department – State and Local Cybersecurity Grant

The Information Technology Department is requesting to recognize and appropriate a State and Local Cybersecurity Grant Program (SLCGP) award in the amount of \$147,936 from the Federal Emergency Management Agency – GPD and passed through the Michigan State Police Emergency Management and

Homeland Security Division for the reimbursement of costs associated with implementing an Endpoint Detection and Response Program to further enhance the City's cybersecurity posture. This grant is to implement the endpoint detection and response system delivered and monitored by the Center for Internet Security (CIS). Funds will be used to pay for the procurement of an EDR system over the next two years. This system will give better protection on our computing endpoints and help secure our network. The City will have until November 30, 2026, to spend these funds. Once funds are expended the ongoing O&M will come from the Information Technology Fund. This grant was accepted by the City Commission (Proceeding No. 93780) on August 13, 2024. There are no matching funds required for this grant (see Attachment B).

Approval would authorize an increase of \$147,936 in Estimated Revenue and Appropriations of the ***Other Grants Fund (2730)*** with no effect on Fund Balance.

### **3. Engineering Department – 1500 Scribner Project Grant Award**

The Engineering Department is requesting to recognize and appropriate an estimated grant revenue/expenditure reimbursement of \$1,000,000 from the State of Michigan to support the administration of election activities in connection with the 1500 Scribner project. The City was awarded this grant for municipal facilities infrastructure that supports the administration of elections activities including, but not limited to, the storage of elections equipment, secure spaces for tabulation or processing of ballots, and training of elections workers. The City Clerk's secure storage of election equipment was located in the 201 Market complex. With the sale of the property for the amphitheater project, election secured storage, and operations will relocate to the 1500 Scribner complex. This grant will help alleviate the costs for the buildout of the space for election operations and installing proper security for election storage. This grant was accepted by the City Commission on July 16, 2024 (Proceeding No. 93670) and no local match is required (see Attachment C).

Approval would authorize an increase of \$1,000,000 in Estimated Revenue and Appropriations of the ***Capital Improvement Fund (4010)*** with no effect on Fund Balance.

### **4. Police Department – FY2022 Homeland Security Grant for MEVO Anywhere Kits**

The Police Department is requesting to recognize and appropriate a grant award in the amount of \$21,000 from the Department of Homeland Security (DHS) through the State of Michigan and the West Michigan Regional Medical Consortium (WMRMC) that will be used for the purchase of MEVO Anywhere Kits. InDigital's MEVO Anywhere Kits which will allow the City's Public Safety Answering Point (PSAP) to receive calls while operating remotely or when primary 911 and administrative systems are unavailable. The cost of the equipment purchased will be reimbursed to the Grand Rapids Police Department.

The resolution authorizing the required Intergovernmental Agreement on behalf of the City with the Region 6 fiduciary, West Michigan Regional Medical Consortium was approved by the City Commission on July 25, 2023 (Proceeding No. 92770). There is no local match required for this grant (see Attachment D).

Approval would authorize an increase of \$21,000 in Estimated Revenue and Appropriations of the ***Police Grants Fund (2731)*** with no effect on Fund Balance.

**5. Fire Department – FY2022 Homeland Security Grant for Training Course**

The Fire Department is requesting to recognize and appropriate a grant award in the amount of \$30,583.14 from the Department of Homeland Security (DHS) through the State of Michigan and the West Michigan Regional Medical Consortium (WMRMC) that will be used for the cost of a training course (IMT O-305) that was held in October 2024. The City will be reimbursed by the WMRMC for costs incurred for the training. The resolution authorizing the required Intergovernmental Agreement on behalf of the City with the Region 6 fiduciary, West Michigan Regional Medical Consortium was approved by the City Commission on July 25, 2023 (Proceeding No. 92770). There is no local match required for this grant (see Attachment E).

Approval would authorize an increase of \$30,583.14 in Estimated Revenue and Appropriations of the ***Fire Grants Fund (2732)*** with no effect on Fund Balance.

**6. Engineering Department– Reconstruction of Division Avenue**

The Engineering Department is requesting to recognize and appropriate an estimated revenue/expenditure reimbursement in the amount of \$486,499.50 from a federal grant for the reconstruction of Division Avenue from Fulton St. to north of Crescent St. This project consists of the full reconstruction of Division Avenue from Fulton Street to 345 feet north of Crescent Street, including water main replacement, sewer separation, ornamental street lighting, traffic signal improvements, hot mixed asphalt and porous brick pavement, sidewalks, Americans with Disabilities Act (ADA) compliant ramps, a net addition of 79 street trees, pavement markings, and final restoration. Construction is planned to occur in 2025, following completion of the street lighting and telecommunication improvements project currently underway. It should be noted that a portion of the Federal funds for this project are not available in the current fiscal year. In order to proceed with the work, it is recommended that the City of Grand Rapids (City) approve the agreement which calls for the City to advance a portion of the Federal funds (\$486,499.50) and be reimbursed at the time the funds are available (see Attachment F).

Approval would authorize an increase of \$443,103.75 in Estimated Revenue and Appropriations of the ***Vital Streets Capital - Non-Bond Fund (4090)*** with no effect on Fund Balance. Approval would also authorize an increase of \$37,168.56 in Estimated Revenue and Appropriations of the ***Water Improvement Fund (5912)*** with no effect on Retained Earnings. Lastly, approval

would authorize an increase of \$6,227.19 in Estimated Revenue and Appropriations of the ***Sewer Improvement Fund (5902)*** with no effect on Retained Earnings.

**7. Engineering Department – Improvements to Parkway Drive/Waterford Court Area**

The Engineering Department is requesting to recognize and appropriate \$50,000 of City ARPA funding for Engineering Services in connection with Backyard Drainage Improvements to Parkway Drive/Waterford Court Area Phase 2 (Lake St. Jude). Backyard flooding in Parkway Drive and Waterford Court currently prevents residents from using their own property. When flooding occurs, City staff set up temporary equipment to pump down the flood prone areas. A permanent solution is needed. This project would build a new gravity storm sewer from the east end of the Parkway Drive subdivision to Eastern Avenue, where it will connect to the existing Wells Drain, which is in the Kent County Drain Commissioner's (KCDC) jurisdiction. The new pipe will address flooding and reduce energy consumption and maintenance. The project falls under the Special Assessment policy. Engineering was asked to complete design to refine the budgetary cost before proceeding with the Special Assessment for the Construction phase of the project. This project has been determined eligible for American Rescue Plan Act (ARPA) dollars. This budget amendment in the Capital Improvement Fund will provide the recognition of ARPA funds for this project (see Attachment G).

Approval would authorize an increase of \$50,000 in Estimated Revenue and Appropriations of the ***Capital Improvement Fund (4010)*** with no effect on Fund Balance.

**8. Engineering Department – Preventative Maintenance of Riverside Park Bridge over the Grand River Lagoon**

The Engineering Department is requesting to recognize and appropriate \$247,200 of City ARPA funding for Preventative Maintenance of Riverside Park Bridge over the Grand River Lagoon. This project consists of concrete repairs, guardrail upgrades, HMA pavement improvements, grading, and rip-rap placement above and below the water surface at the Riverside Park Bridge. The placement of the rip-rap is for protection of the concrete abutments from erosion and scour. Due to the potential for habitat of Threatened mussel species, an EGLE permit and Mussel Survey and Relocation have been required for the placement of rip-rap below the water surface. This project has been determined eligible for American Rescue Plan Act (ARPA) dollars. This budget amendment in the Capital Improvement Fund will provide the recognition of ARPA funds for this project (see Attachment H).

Approval would authorize an increase of \$247,200 in Estimated Revenue and Appropriations of the ***Capital Improvement Fund (4010)*** with no effect on Fund Balance.

#### 9. **Fire Department – Purchase of Demo Fire Engine**

The Fire Department is requesting to recognize and appropriate \$434,400 of City ARPA funding for the purchase a demo fire engine that aligns with the fire department's fleet. The Fire Department continues to work an Asset Management Plan (AMP) to maintain an effective, sustainable, and fiscally responsible fire apparatus fleet. This fleet comprises various vehicles, both frontline daily use, and reserve, to assure service delivery without interruption. Through diligent work by this AMP, an opportunity to acquire a demo fire engine was uncovered at half the cost of a new engine and immediate availability. Standardization is paramount for operation and maintenance, further increasing the value of this acquisition. This investment has been determined eligible for American Rescue Plan Act (ARPA) dollars. This budget amendment in the General Operating Fund will provide the recognition of ARPA funds for this project (see Attachment I).

Approval would authorize an increase of \$434,400 in Estimated Revenue and Appropriations of the **General Operating Fund – Fire Department (1010)** with no effect on Fund Balance.

#### 10. **Fiscal Services Department – ARPA Funding for Construction of the Public Works Facility (Scribner Ave) and Grand Rapids Greenway Projects**

The Fiscal Services Department is requesting to recognize and appropriate \$7,606,002.29 of City ARPA funding for construction of the Public Works facility located on Scribner Avenue and for additional funding for the Grand Rapids Greenway projects. The City of Grand Rapids must obligate the remainder of the State and Local Fiscal Recovery Funds allocated by the American Rescue Plan Act (ARPA) before December 31, 2024. This funding will complement projects already under construction and allow the City to utilize this one-time funding rather than needing to leverage other city revenues or issue additional debt. The remaining funds will provide funding for the construction at the new public works facility on Scribner Avenue in the amount of \$4,006,002.29. The remainder, \$3,600,000, will be allocated to the Grand Rapids Greenway projects to help fill some of the outstanding gaps in funding. These projects have been determined eligible for American Rescue Plan Act (ARPA) dollars. This budget amendment in the Capital Improvement Fund will provide the recognition of ARPA funds for these projects (see Attachment J).

Approval would authorize an increase of \$7,606,002.29 in Estimated Revenue and Appropriations of the **Capital Improvement Fund (4010)** with no effect on Fund Balance.

#### 11. **Executive Office Department – Participatory Budgeting Investments Reappropriation**

The Executive Office Department is requesting to reappropriate General Operating Fund (GOF) fund balance in the amount of \$1,701,112.69 for various unspent

Participatory Budgeting investments as well as related consulting and assistance funding in the amount of \$75,000. In 2022, the City of Grand Rapids commenced the Participatory Budgeting (PB) process, a process in which community members came together to make recommendations by Ward on how to spend \$2 million of allocated General Fund appropriation. The investments were determined by public vote and a vendor was selected through a Request for Proposals (RFP) process. At this time, a budget amendment is requested to reappropriate the unobligated portion of these programs as well as the unspent consulting and assistance funding. The allocation for Participatory Budgeting has been held in GOF reserved fund balance since fiscal year 2022. This proposed budget amendment will reduce the remaining fund balance reserve for Participatory Budgeting to zero (see Attachment K).

Approval would authorize an increase of \$1,776,112.69 in Appropriations of the ***General Operating Fund – Executive Office Dept. (1010)*** with a corresponding decrease in Fund Balance.

#### **12. Executive Office Department – Third Ward Equity Fund Reappropriation**

The Executive Office Department is requesting to reappropriate Third Ward Equity Fund (TWEF) reserved GOF Fund Balance in the amount of \$750,000 for Third Ward investments. The City Commission approved 2025 Fiscal Year plan called for \$750,000 to be allocated to the Third Ward Equity Fund from unspent FY2024 funds. This combined with \$250,000 in FY2025 Adopted funds provides for a total of \$1,000,000 in FY2025 for Third Ward Equity projects. The attached memorandum provides a list of investment focus areas, allocated amounts and current status. The Third Ward Equity Fund was established in the FY2019 budget to intentionally invest in projects that would reduce disparities and increase equity in the City's Third Ward. Approval of this budget amendment will provide for the necessary appropriation where the funds will ultimately be expended (see Attachment L).

Approval would authorize an increase of \$250,000 in Appropriations of the ***General Operating Fund – Executive Office Department (1010)*** and an increase of \$500,000 in Appropriations of the ***General Operating Fund – General Administration Department (1010)*** with a corresponding decrease of \$750,000 in Fund Balance.

#### **13. Fiscal Services Department – Reassignment of Certain Personnel and Functions Effective January 6, 2025**

The Fiscal Services Department is requesting to transfer thirteen (13) permanent personnel positions and related appropriations in the amount of \$1,317,511 from the Comptroller Department to the Fiscal Services Department within the General Operating Fund (GOF). This budget amendment will move the positions to a new division in Fiscal Services to be called "Accounting Services" and will also set up three new units where the positions and related appropriations will reside. The positions and functions performed by employees in the Comptroller Department

have been evaluated and it has been determined that under the current structure the City is not in compliance with the City Charter. Additionally, supervision of certain functions within a single department is in tension with the independent audit function of the Comptroller as outlined in the Charter, which presents additional risk to the City. Therefore, it is recommended that several of these functions would more appropriately report to the Chief Financial Officer as part of the City Manager's operational responsibilities. After discussion with the City Manager and City Attorney, it was determined that changes should be made (see Attachment M).

Approval would authorize the transfer of the below listed thirteen (13) positions from the permanent personnel roster of the **General Operating Fund – Comptroller Department (1010)** to the permanent personnel roster of the **General Operating Fund – Fiscal Services Department (1010)**.

Financial Analyst III  
 Accountant II  
 Accountant I (3 positions)  
 Accounts Payable Manager  
 Financial Assistant II (2 positions)  
 Payroll Supervisor  
 Financial Analyst II  
 Financial Analyst I (2 positions)  
 Financial Systems Analyst

Approval would authorize an increase of \$1,317,511 in Appropriations of the **General Operating Fund – Fiscal Services Department (1010)** with a corresponding decrease in in Appropriations of the **General Operating Fund – Comptroller Department (1010)**.

**CONTINGENT BALANCE:**

If the Commission approves Budget Ordinance Amendment #25-5 there will be a balance of \$1,500,000 remaining in the General Operating Fund's Contingent Account.

Beginning Contingent Balance	\$ 1,500,000.00
Changes requested:	
	(0.00)
Ending Contingent Balance	<u>\$ 1,500,000.00</u>



Your FISCAL COMMITTEE recommends the adoption of the following amendment to the Budget Ordinance for Fiscal Year ending June 30, 2025.

**ORDINANCE NO. 2025-\_\_**

THE PEOPLE OF THE CITY OF GRAND RAPIDS DO ORDAIN:

Section 1. That the following constitutes amended additions to the designated line items of Section 1 of Ordinance 2024-23, the Budget of the City of Grand Rapids for Fiscal Year 2025, as amended.

CORRECT IN FORM  
  
DEPARTMENT OF LAW

**BA25-05****General Operating Fund**

Previously Approved Resources	189,294,788.00
Other	434,400.00
From (To) Fund Balance	3,526,112.69
Total Amended Resources	<u>193,255,300.69</u>
Previously Approved Appropriations	189,294,788.00
Executive Office Department	2,026,112.69
Comptroller Department	(1,317,511.00)
Fiscal Services Department	1,317,511.00
Fire Department	434,400.00
General Administration Department	1,500,000.00
Total Amended Appropriations	<u>193,255,300.69</u>

**Budget Stabilization Fund**

Previously Approved Resources	-
Other	1,000,000.00
From (To) Fund Balance	(1,000,000.00)
Total Amended Resources	<u>-</u>
Previously Approved Appropriations	-
Requested Changes	-
Total Amended Appropriations	<u>-</u>

**Other Grants Fund**

Previously Approved Resources	23,084,836.78
Other	147,936.00
From (To) Fund Balance	-
Total Amended Resources	<u>23,232,772.78</u>
Previously Approved Appropriations	23,084,836.78
Requested Changes	147,936.00
Total Amended Appropriations	<u>23,232,772.78</u>

**Police Grants Fund**

Previously Approved Resources	2,930,415.19
Other	21,000.00
From (To) Fund Balance	-
Total Amended Resources	<u>2,951,415.19</u>
Previously Approved Appropriations	2,930,415.19
Requested Changes	21,000.00
Total Amended Appropriations	<u>2,951,415.19</u>

**Fire Grants Fund**

Previously Approved Resources	6,384,246.72
Other	30,583.14
From (To) Fund Balance	-
Total Amended Resources	<u>6,414,829.86</u>
Previously Approved Appropriations	6,384,246.72
Requested Changes	30,583.14
Total Amended Appropriations	<u>6,414,829.86</u>

**Capital Improvement Fund**

Previously Approved Resources	105,565,147.32
Other	8,903,202.29
From (To) Fund Balance	-
Total Amended Resources	<u>114,468,349.61</u>
Previously Approved Appropriations	<u>105,565,147.32</u>
Requested Changes	<u>8,903,202.29</u>
Total Amended Appropriations	<u>114,468,349.61</u>

**Vital Streets Capital Projects - Non-Bond Fund**

Previously Approved Resources	36,946,932.95
Other	443,103.75
From (To) Fund Balance	-
Total Amended Resources	<u>37,390,036.70</u>
Previously Approved Appropriations	<u>36,946,932.95</u>
Requested Changes	<u>443,103.75</u>
Total Amended Appropriations	<u>37,390,036.70</u>

**Water Improvement Fund**

Previously Approved Resources	90,408,274.26
Other	37,168.56
From (To) Retained Earnings	-
Total Amended Resources	<u>90,445,442.82</u>
Previously Approved Appropriations	<u>90,408,274.26</u>
Requested Changes	<u>37,168.56</u>
Total Amended Appropriations	<u>90,445,442.82</u>

**Sewer Improvement Fund**

Previously Approved Resources	49,672,785.15
Other	6,227.19
From (To) Retained Earnings	-
Total Amended Resources	<u>49,679,012.34</u>
Previously Approved Appropriations	<u>49,672,785.15</u>
Requested Changes	<u>6,227.19</u>
Total Amended Appropriations	<u>49,679,012.34</u>



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee  
**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Scott Saindon  
Deputy Chief Financial Officer

**SUBJECT:** **Request for Budget Stabilization Fund Appropriation and Subsequent Transfer**

The purpose of the Budget Stabilization Fund (BSF) is to serve as the City's "savings account" and to assist in stabilizing revenues and protecting critical programs for citizens during periods of economic recession. The fund, which had been depleted by the beginning of FY2010 due to the economic downturn, was re-established at the end of FY2013. The goal is to maintain the Budget Stabilization Fund Balance at 10% of GOF expenditures. As of the most recent fiscal year end – FY2024, the BSF was at 9.6%. Without an additional transfer, this percentage is forecast to decline further as expenditures rise.

The following transfers totaling \$17,798,835 have been made to the BSF since inception:

- FY2013      \$3,683,466 (initial transfer)
- FY2014      \$2,257,335
- FY2015      \$3,008,034
- FY2016      \$4,000,000
- FY2018      \$1,350,000
- FY2023      \$3,500,000

Based on current financial forecasts, BSF Fund Balance must be at least \$18,798,835 in order to maintain the 10% target level through FY2025. As such, additional funding of \$1 million is requested from GOF Fund Balance. This request complies with Public Act 30 of 1978 (MCL 141.443) requiring, among other things, a sufficient surplus in the General Fund in the fiscal year prior to the transfer as well as not-to-exceed fund balance limitations in the BSF.

Approval of this request would not only authorize the increased appropriation but also the subsequent transfer by the Comptroller Department. The following amendment would increase the appropriated transfer from the General Operating Fund to the Budget Stabilization Fund as follows:

<u>Sources/Appropriations</u>	<u>Description</u>	<u>Amount (From)/To</u>
1010-261-3000-9951	General Operating Fund- General Administration Dept.	(\$1,000,000)
1020-261-5000-6991	Budget Stabilization Fund	\$1,000,000

Please contact me should you have any questions concerning this request. Thank you for your consideration.

cc:	Erica Bills	Kate Berens	Doug Matthews
	Jacob Carter	Max Frantz	



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Doug Start, Director  
Information Technology

**SUBJECT:** **Budget Amendment Request for State and Local Cybersecurity Grant Program (SLCGP)**

## **Background**

1. The State and Local Cybersecurity Grant Program (SLCGP) has awarded the City of Grand Rapids up to \$147,936 for the procurement and implementation of an endpoint detection and response system to further enhance our cybersecurity posture.

## **Request**

Request the City recognize and appropriate grant funding from the SLCGP for the procurement and implementation of an endpoint detection and response system to further enhance the City's cybersecurity posture. This grant was accepted by the City Commission (Proceeding No. 93780) on August 13, 2024.

## **Impact**

Funds will be used to pay for the procurement of and EDR system over the next two years. Further reoccurring costs will be added to the City's Information Technology Budget.

<b><u>Sources/Appropriations</u></b>	<b><u>Project Description</u></b>	<b><u>Amount (From)/To</u></b>
2730-228-7000-5052-SLCG25-Z25SLCG	Endpoint Detection and Response System	(\$147,936)
2730-228-7000-9330-SLCG25-Z25SLCG	Endpoint Detection and Response System	\$147,936

cc: Scott Saindon

Erica Bills




# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Tim Burkman, P.E., City Engineer 

**SUBJECT:** Request for Capital Improvement Fund Budget Amendment – Construction of City Facilities at 1500 Scribner Avenue NW

On July 16, 2024 (Proceeding No. 93670), the City approved accepting a grant from the State of Michigan in the amount of \$1 million to support the administration of election activities in connection with the above-captioned project.

Public Act 321 of 2023 provided for the Municipal Facilities Infrastructure Election Grants: “Sec 702. from the funds appropriated in part 1 for municipal facilities infrastructure, the department must allocate grants for facilities that support the administration of elections activities including, but not limited to, the storage of elections equipment, secure spaces for tabulation or processing of ballots, and training of elections workers.”

The department must allocate grants of \$1,000,000 to each of the following municipalities: “(b) A city with a population between 195,000 and 200,000 according to the most recent federal decennial census.”

The City Clerk’s secured storage of election equipment was located in the 201 Market complex. With the sale of the property for the amphitheater project, election secured storage and operations will relocate to the 1500 Scribner complex. This grant will help alleviate the costs for the build out of the space for election operations and installing proper security for election storage.

The following budget amendment in the Capital Improvement Fund provides for the recognition of anticipated revenue/expenditure reimbursement in an estimated not-to-exceed amount of \$1,000,000 from the State of Michigan Grant. Please include this request in the next budget amendment.

<u>Sources/Appropriations</u>	<u>Project Description</u>	<u>Amount (From)/To</u>
<u>Revenue/expenditure Reimbursement</u>		
4010-447-9000-5762-20071-401020071T	State of Michigan Grant	(\$1,000,000)
<u>Capital Improvement Fund</u>		
4010-447-9000-9880-20071-401020071T	1500 Scribner Ave NW	\$1,000,000

If you have any questions, please advise. Thank you for your assistance in this matter.

cc: Kate Berens Scott Saindon  
Erica Bills Lorrie Freeman Joel Hondorp

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17045





# CITY OF GRAND RAPIDS

## AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee  
**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Eric Winstrom, Chief of Police

**SUBJECT:** **Budget Amendment for the grant award from the Fiscal Year 2022 Homeland Security Grant Program, via the West Michigan Regional Medical Consortium (WMRMC), in the amount of \$21,000 for the purchase of MEVO Anywhere Kits**

As a state recognized Emergency Management Program and a member of the State of Michigan Region 6 Homeland Security Planning Board, the City is eligible to receive Department of Homeland Security (DHS) grant funds and grant funded equipment to augment its emergency response and preparedness capabilities. The West Michigan Regional Medical Consortium (WMRMC) is designated as the Fiduciary for the 2022 Homeland Security Grant Program by the Region 6 Homeland Security Planning Board and accepted this position of Fiduciary. An Intergovernmental Agreement between the City of Grand Rapids and the West Michigan Regional Medical Consortium (WMRMC) was approved on July 25, 2023 (Resolution #92770), enabling the City of Grand Rapids to receive these pass-through funds from the Michigan State Police (the State Administrative Agency).

The City of Grand Rapids Police Department (GRPD) was approved for a budget of \$21,000 to purchase InDigital's MEVO Anywhere Kit which will allow the City's Public Safety Answering Point (PSAP) to receive calls while operating remotely or when primary 911 and administrative systems are unavailable. The cost of the equipment purchased will be reimbursed to the Grand Rapids Police Department.

The accounting for the request is as follows:

<u>Sources/Appropriations</u>	<u>Accounting Codes</u>	<u>Amount (From)/To</u>
Dept Homeland Security-Pass Thru	2731-301-7000-5056-HSGP22- P22HSG2	(\$21,000)

<b>Total Revenue (Sources)</b>		<b>(\$21,000)</b>
Maintenance Service	2731-301-7000-9340-HSGP22- P22HSG2	\$21,000
<b>Total Appropriations</b>		<b>\$21,000</b>



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Brad Brown, Fire Chief  
Fire Department

**SUBJECT:** Budget Amendment Request for Grant Budget Amendment

As a state recognized Emergency Management Program and a member of the State of Michigan Region 6 Homeland Security Planning Board, the City is eligible to receive Department of Homeland Security (DHS) funds to augment its emergency response and preparedness capabilities. The West Michigan Regional Medical Consortium (WMRMC) was designated fiduciary for the grant program, and

The resolution authorized the Mayor or his/her designee to sign the required Intergovernmental Agreement on behalf of the City with the Region 6 fiduciary, West Michigan Regional Medical Consortium on July 25, 2023 (Resolution 92770).

A budget amendment is being requested for the amount of \$30,583.14 for costs related to the IMT O-305 Training course held in October 2024 through the State DHS Grant Program. The City will be reimbursed by the WMRMC for costs incurred for the training.

Please authorize the Estimated Revenue and Expenditures as follows:

<u>Sources/Appropriations</u>	<u>Project Description</u>	<u>Amount (From)/To</u>
2732-336-7000-5056-HSGP22-F22HSG1	DHS Grant Reimbursement	(\$30,583.14)
2732-336-7000-8015- HSGP22-F22HSG1	IMT O-305 Training	\$30,583.14

cc: Scott Saindon

Erica Bills




# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Tim Burkman, P.E., City Engineer 

**SUBJECT:** Request for Vital Streets Capital, Water System, and Sewer System Funds Budget Amendment – Reconstruction of Division Avenue from Fulton St. to 345' N. of Crescent St.

This project consists of the full reconstruction of Division Avenue from Fulton Street to 345 feet north of Crescent Street, including water main replacement, sewer separation, ornamental street lighting, traffic signal improvements, hot mixed asphalt and porous brick pavement, sidewalks, Americans with Disabilities Act (ADA) compliant ramps, a net addition of 79 street trees, pavement markings, and final restoration. Division Avenue will be restriped to provide two travel lanes, separated and raised bike lanes, a median island between Monroe Center and Library Street, and left turn lanes at intersections. The project is part of the local region's Surface Transportation Program-Urban (STPU), administered by Grand Valley Metropolitan Council, as part of the FY 2023-2026 Transportation Improvement Program. The reconstruction work furthers the goals of the Vital Streets Plan, the Bicycle Action Plan and Green Grand Rapids Plan. Construction is planned to occur in 2025, following completion of the street lighting and telecommunication improvements project currently underway.

It should be noted that a portion of the Federal funds for this project are not available in the current fiscal year. In order to proceed with the work, it is recommended that the City of Grand Rapids (City) approve the agreement which calls for the City to advance a portion of the Federal funds (\$486,499.50) and be reimbursed at the time the funds are available.

This budget amendment recognizes an estimated revenue/expenditure reimbursement of \$486,499.50 for the Federal Grant.

Please include this request in your next budget amendment.

<u>Sources/Appropriations</u>	<u>Project Description</u>	<u>Amount (From)/To</u>
4090-449-9010-5024-409021059G	Federal Grant	(\$443,103.75)
4090-449-9010-9895-409021059G	Division-Fulton to Michigan	\$443,103.75
5912-536-9000-5024-591221059G	Federal Grant	(\$ 37,168.56)
5912-536-9000-9880-591221059G	Division-Fulton to Michigan	\$ 37,168.56

5902-527-9000-5024-590221059G	Federal Grant	(\$ 6,227.19)
5902-527-9000-9880-590221059G	Division-Fulton to Michigan	\$ 6,227.19

If you have any questions, please advise. Thank you for your assistance in this matter.

cc:	Kate Berens	Scott Saindon	Erica Bills
	Wayne Jernberg	Tai Verbrugge	Tiffany Berry

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#20055

## SUMMARY OF ESTIMATED COSTS

for

### Reconstruction of Division Avenue from Fulton Street to 345 Feet north of Crescent Street

#### Project Funding Source(s)

	<u>Currently Approved</u>	<u>Budget Request(s)</u>	<u>Revised Project Estimate</u>
MDOT STPU Grant 2024	\$729,822	\$0	\$729,822
MDOT STPU Grant 2025 (Advance Construct) **	0	972,999	972,999
Water System Fund	494,825	1,890,075	2,384,900
Sewer System Fund	433,355	(354,445)	78,910
Capital Improvement Bond Series 2021 (Street Lighting)	2,345,100	(1,519,860)	825,240
Vital Streets Fund*	4,446,950	0	4,446,950
Vital Streets Fund (Traffic Signal)	2,075,390	0	2,075,390
Downtown Development Authority	0	892,710	892,710
Total Project Sources	<u>\$11,498,441</u>	<u>\$908,480</u>	<u>\$12,406,921</u>

\*Vital Streets Fund is currently appropriated in Major and Local Street and Capital Funds. This project will use currently appropriated funds until the Major and Local Street Funds Maintenance of Effort obligation to the Vital Streets Program has been fulfilled. It may be necessary to bring a budget request in the future.

\*\*Budget Request includes \$972,999 in FY25 Federal grant funds of which the City is required to deposit \$486,499.50 in advance with MDOT.

Construction Contract	\$9,145,387
Previously Authorized Design Phase Services by M&B	390,701
Construction Phase Services Including Inspection by M&B	1,000,000
Public Information Program	4,000
Traffic Safety and Street Lighting Force Account Work	10,000
Administration	<u>527,500</u>
Sub-Total	\$11,077,588
Contingencies	<u>1,329,333</u>
Total Project Uses	<u>\$12,406,921</u>




# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Tim Burkman, P.E., City Engineer 

**SUBJECT:** **Request for Capital Improvement Fund Budget Amendment – Engineering Services in connection with Backyard Drainage Improvements to Parkway Drive/Waterford Court Area Phase 2**

COVID-19 made the home environment significantly more important than before. Early in the pandemic, Grand Rapids residents were under stay-at-home orders and later many people continued working or studying from home. This made private yards important for fresh air, exercise, and safer socialization. However, backyard flooding in Parkway Drive and Waterford Court prevents residents from using their own property.

The flooding is caused by higher than normal rain levels, higher groundwater levels, increased impervious areas around the site, reduced infiltration rates, and the lack of a direct stormwater discharge point from the drainage district to the Grand River. When flooding occurs, City staff set up temporary equipment to pump down the flood prone areas. This temporary operation involves extending long lengths of 3-inch hoses, which cross driveways and sidewalks. Pumping can be over a long duration and is noisy. A permanent solution is needed.

The proposed project will build a new gravity storm sewer from the east end of the Parkway Drive subdivision to Eastern Avenue, where it will connect to the existing Wells Drain, which is in the Kent County Drain Commissioner's (KCDC) jurisdiction. The new pipe will address flooding and reduce energy consumption and maintenance. City staff has an understanding with KCDC regarding how to accomplish the addition of water to the Wells Drain. Once the improvements have been constructed and connected to the Drain, the City would take ownership of the Wells Drain in Eastern Avenue and 4 Mile Road, which outlets to the Grand River.

The project falls under the Special Assessment policy. Engineering was asked to complete design to refine the budgetary cost before proceeding with the Special Assessment for the Construction phase of the project.

This project has been determined eligible for American Rescue Plan Act (ARPA) dollars. The following budget amendment in the Capital Improvement Fund will provide the recognition of ARPA funds for this project. Please include this request in your next budget amendment.

<u>Sources/Appropriations</u>	<u>Project Description</u>	<u>Amount (From)/To</u>
4010-447-9000-5280-25088G- 401025088G-9756	ARPA-Lake St Jude	(\$50,000)
4010-447-9000-9880-25088G- 401025088G-9756	ARPA-Lake St Jude	\$50,000

If you have any questions, please advise. Thank you for your assistance in this matter.

cc:	Kate Berens	Scott Saindon	Erica Bills
	Nicolas Salazar	Lorrie Freeman	Otniel Kish

#19124

P:\CD24\Budget\FC Lake St Jude ARPA amdmt






# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Tim Burkman, P.E., City Engineer 

**SUBJECT:** Request for Capital Improvement Fund Budget Amendment – Preventative Maintenance of Riverside Park Bridge over the Grand River Lagoon

On October 22, 2024 (Proceeding No. 94027), the City approved awarding a contract to Anlaan Corporation and authorizing expenditures in connection with the above project.

This project consists of concrete repairs, guardrail upgrades, HMA pavement improvements, grading, and rip-rap placement above and below the water surface at the Riverside Park Bridge. The placement of the rip-rap is for protection of the concrete abutments from erosion and scour. Due to the potential for habitat of Threatened mussel species, an EGLE permit and Mussel Survey and Relocation have been required for the placement of rip-rap below the water surface.

This project has been determined eligible for American Rescue Plan Act (ARPA) dollars. The following budget amendment in the Capital Improvement Fund will provide the recognition of ARPA funds for this project. Please include this request in your next budget amendment.

<u>Sources/Appropriations</u>	<u>Project Description</u>	<u>Amount (From)/To</u>
4010-447-9000-5280-25087G-401025087G-9755	ARPA-Riverside Park Bridge	(\$247,200)
4010-447-9000-9880-25087G-401025087G-9755	ARPA-Riverside Park Bridge	\$247,200

If you have any questions, please advise. Thank you for your assistance in this matter.

cc: Kate Berens  
Nicolas Salazar

Scott Saindon  
Lorrie Freeman

Erica Bills  
Otniel Kish

#23015

P:\CD24\Budget\FC Riverside Park Bridge ARPA amdmt

## SUMMARY OF ESTIMATED COSTS

for

### Preventative Maintenance of Riverside Park Bridge over the Grand River Lagoon

#### Project Funding Source(s)

	<u>Currently Approved</u>	<u>Budget Request(s)</u>	<u>Revised Project Estimate</u>
Capital Improvement Fund	\$375,000	\$0	\$375,000
Capital Improvement Fund (ARPA)	0	247,200	247,200
Total Project Sources	<u>\$375,000</u>	<u>\$247,200</u>	<u>\$622,200</u>

#### Breakdown of Project Uses

Construction Contract	\$377,244.09
Previously Authorized Design Phase Services by ROWE	88,797.00
Construction Phase Services Including Inspection by ROWE	58,500.00
Public Information Program	1,000.00
Testing/Permits	7,500.00
Administration	<u>22,500.00</u>
Sub-Total	\$555,541.09
Contingencies	<u>66,658.91</u>
Total Project Uses	<u>\$622,200.00</u>



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Lori Archer, Financial Analyst  
Fire Department

**SUBJECT:** **Budget Amendment Request for purchase a demo fire engine**

## **Background**

The Fire Department continues to work an Asset Management Plan (AMP) to maintain an effective, sustainable, and fiscally responsible fire apparatus fleet. This fleet comprises various vehicles, both frontline daily use, and reserve, to assure service delivery without interruption. Through diligent work by this AMP, an opportunity to acquire a demo fire engine was uncovered at half the cost of a new. Standardization is paramount for operation and maintenance, further increasing the value of this acquisition.

## **Request**

Use ARPA funding to purchase a demo fire engine that aligns with the fire department's fleet at half the cost and immediate availability.

## **Impact**

Use ARPA funding to purchase a demo fire engine that aligns with the fire department's fleet at half the cost and immediate availability.

<b><u>Sources/Appropriations</u></b>	<b><u>Project Description</u></b>	<b><u>Amount (From)/To</u></b>
1010-336-1000-5280-9754	Federal Grant (ARPA)	(\$434,400)
1010-336-1000-9810-9754	Fire Engine 343	\$434,400

cc: Scott Saindon

Erica Bills



# CITY OF GRAND RAPIDS

## AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Molly Clarin, Chief Financial Officer

**SUBJECT:** **Budget Amendment in the amount of \$7,606,002.29 for the construction of the Public Works facility located on Scribner Avenue and for additional funding for the Grand Rapids Greenway projects**

The City of Grand Rapids must obligate the remainder of the State and Local Fiscal Recovery Funds allocated by the American Rescue Plan Act before December 31, 2024. At this time, I request a budget amendment in the amount of \$7,606,002.29. This funding will complement projects already under construction and allow the City to utilize this one-time funding rather than needing to leverage other city revenues or issue additional debt. The remaining funds will provide funding for the construction at the new public works facility on Scribner Avenue in the amount of \$4,006,002.29. The remainder, \$3,600,000, will be allocated to the Grand Rapids Greenway projects to help fill some of the outstanding gaps in funding.

This proposed budget amendment appropriates funds to the accounting codes listed below.

<u>Sources/Appropriations</u>	<u>Project Description</u>	<u>Amount (From)/To</u>
4010-447-9000-5280-20071G-401020071G-9743	Federal Grants – Other	(\$4,006,002.29)
4010-447-9000-9880-20071G-401020071G-9743	Construction in Progress – ARPA – 1500 Scribner Ave NW	\$4,006,002.29
4010-447-9000-5280-21003G - 401021003G-9758	Federal Grants – Other	(\$2,900,000.00)
4010-447-9000-9880-21003G-401021003G-9758	Construction in Progress – Greenway – Leonard to Ann	\$2,900,000.00



4010-447-9000-5280-24080G-401024080T-9759	Federal Grants – Other	(\$700,000.00)
4010-447-9000-9880-24080G-401024080T-9759	Construction in Progress – Greenway – Fulton to Wealthy	\$700,000.00

Cc: Otniel Kish, Senior Budget Analyst



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee  
**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Asante Cain, Assistant to the City Manager  
Executive Office

**SUBJECT:** **Budget Amendment Request for Executive Office in an amount of \$1,776,112.69 for Participatory Budgeting Projects and Evaluation**

## **Background**

In 2022, the City of Grand Rapids commenced the Participatory Budgeting (PB) process, a process in which community members came together to make recommendations by Ward on how to spend \$2 million of allocated General Fund appropriation. These ideas were voted on by the public. In FY24, funds were allocated to the Executive Office through BA24-9 to operationalize the various participatory budgeting recommendations. After requests for proposals, selection of vendors, and contracting, further implementation of the various projects has continued and is on schedule to be completed during FY2025-26. However, the funding was not reallocated to the Executive Office for FY2025, and its departmental funding has been used to continue the projects. \$467,818.19 has been spent YTD in FY25 in addition to the \$248,887.31 that was spent in FY24. All RFP's have been completed and vendors selected.

In addition, the Dorothy A. Johnson Center for Philanthropy at Grand Valley State University (Johnson Center) was selected to consult and assist the Participatory Budgeting project awardees to develop measurement strategies while assisting in the measurement and reporting of outcomes of Participatory Budgeting projects funded by the City. This was done through BA24-12 where funding was allocated to the Executive Office. As the PB projects are not complete this funding also needs to be reallocated to the Executive Office from FY24.

At this time, it is requested to make the Executive Office whole, by allocating the funding that was not spent in FY24.

It is anticipated that an additional BA may need to be requested in FY26 to fulfill all obligations regarding Participatory Budgeting for any multiyear projects.

## **Request**

<b>Amount Description</b>	<b>Amount</b>
Original Amount Allocated to Participatory Budgeting	\$2,000,000
Amount Allocated to the Executive Office in FY24 for PB	\$1,950,000*
Amount Allocated to the Executive Office in FY24 for evaluation and technical services for PB	\$75,000
Amount of PB funds spent FY24	(\$248,887.31)
Amount requested for Executive Office in FY25 for PB	<b>\$1,701,112.69</b>
Amount requested for Executive Office in FY25 for evaluation and technical services for PB	<b>\$75,000</b>
<b>Total</b>	<b>\$1,776,112.69</b>

\*\$50,000 was allocated to the Office of Oversight and Public Accountability

## **Impact**

<b><u>Sources/Appropriations</u></b>	<b><u>Project Description</u></b>	<b><u>Amount (From)/To</u></b>
1010-172-BSA 3390	Fund Balance	(\$1,776,112.69)
1010-172-1000-8010-2501	Contractual Services	\$1,776,112.69

cc: Scott Saindon

Erica Bills





# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Asante Cain, Assistant to the City Manager  
Executive Office

**SUBJECT:** **Budget Amendment Request for Executive Office in an amount of \$750,000 for the Third Ward Equity Fund**

## **Background**

The City Commission approved 2025 Fiscal Year plan called for \$750,000 to be allocated to the Third Ward Equity Fund from FY2024 funds. This combined with \$250,000 of FY2025 funds makes for a total of \$1,000,000 for FY2025 Third Ward Equity projects. The Third Ward Equity Fund was established in the FY2019 budget to intentionally invest in projects that would reduce disparities and increase equity in the City's third ward.

At this time, it is requested to appropriate the \$750,000 of fund balance to the FY2025 Third Ward Equity Projects.

## **Request**

<b>Amount Description</b>	<b>Amount</b>
Planned reallocation of FY24 funds to FY25 funds in support of the Third Ward Equity Fund	\$750,000
<b>Total</b>	<b>\$750,000</b>

## **Impact**

<b><u>Sources/Appropriations</u></b>	<b><u>Project Description</u></b>	<b><u>Amount (From)/To</u></b>
1010-261-BSA 3390	Fund Balance - GOF	(\$750,000)
1010-261-1020-8010	Contractual Services	\$500,000
1010-172-1000-8010	Contractual Services	\$250,000

cc: Scott Saindon

Erica Bills

**Third Ward Equity Fund Investments**  
***12/17/2024***

**Note:** Available investment totals \$1,000,000

Investment Focus	Allocated Amount	Status
Placemaking/Tourism through Arts – Third Ward Cultural Tour	\$250,000	Commission approved contract with Grand Rapids African American Museum & Archives to support project implementation
Summer Youth Programming/victim Services support	\$250,000	<ul style="list-style-type: none"><li>• OEE/OPA designated lead department</li><li>• Planning request for proposals process early in calendar year 2025</li></ul>
Economic Development support for small/local business, proposed development, etc.	\$250,000	<ul style="list-style-type: none"><li>• Anticipate some allocation to help create business association/branding and or façade improvements within Town &amp; Country shopping area;</li><li>• Other process to identify projects to support under development</li></ul>
Pedestrian improvements	\$250,000	Currently consulting with Mobile GR to identify candidate projects that can be completed or accelerated with designated funding



# CITY OF GRAND RAPIDS AGENDA ACTION REQUEST

**DATE:** December 17, 2024

**TO:** Mark Washington, City Manager

**COMMITTEE:** Fiscal Committee

**LIAISON:** Molly Clarin, Chief Financial Officer

**FROM:** Molly Clarin, Chief Financial Officer  
Fiscal Services Department

**SUBJECT:** **Budget Amendment Request in the amount of \$1,317,511 (transfer) for reassignment of certain personnel (13) to the Fiscal Services Department and related non labor budget effective January 6, 2025**

## **Background**

The positions and functions performed by employees in the Comptroller Department have been evaluated and it has been determined that under the current structure the City is not in compliance with the City Charter. Additionally, supervision of certain functions within a single department is in tension with the independent audit function of the Comptroller as outlined in the Charter, which presents additional risk to the City. Therefore, it is recommended that several of these functions would more appropriately report to the Chief Financial Officer as part of the City Manager's operational responsibilities. Alignment of departmental responsibilities with the Charter is anticipated to clarify roles and responsibilities for involved managers and staff, which may also help improve focus, morale, and retention within the departments.

To minimize risk and maintain compliance with the Charter, the Law Department recommended that current functions report as follows:

<u>City Comptroller</u>	<u>City Treasurer or City Manager (through CFO)</u>	<u>City Manager (through CFO)</u>
Deputy Comptroller	Financial Analyst III	Payroll Supervisor
Internal Auditor II	Accountant II	Financial Analyst II
Admin. Exec. Assistant	Accountant I (3)	Financial Analyst I (2)
	Accounts Payable Manager	Financial Systems Analyst
	Financial Assistant II (2)	

After discussion with the City Manager and City Attorney, it was determined that changes should be made. At that time, City Treasurer John Globensky was engaged in the conversation to determine the best course of action. The City Treasurer concurred that keeping the former Comptroller staff under the same department would offer the best efficiency and continuity for those affected. The City Treasurer communicated to the City Manager on December 4, 2024, that he would not like to receive additional staff to his

department and supports the reallocation of these functions to the Fiscal Services Department.

### **Request**

It is recommended that all functions and positions identified for reallocation be moved to the Fiscal Services Department as well as any related nonlabor budget, effective date January 6, 2025.

### **Impact**

This budget amendment will move the following positions to a new division in Fiscal Services to be called "Accounting Services" and will also set up three new units where the positions and related nonlabor budget will reside.

<b>Position Title</b>	<b>Position Number</b>	<b>Fiscal Services Unit</b>
Financial Analyst III	59101	2000-Accountants
Accountant II	60602	5000-Payroll Office
Accountant I	60501, 60502, 60506	2000-Accountants
Accounts Payable Manager	11001	4000-Accounts Payable
Financial Assistant II	10980, 10982	4000-Accounts Payable
Payroll Supervisor	11401	5000-Payroll Office
Financial Analyst II	59802	2000-Accountants
Financial Analyst I	60705, 60703	2000-Accountants
Financial Systems Analyst	10201	2000-Accountants

The primary functions of the Comptroller are to sign all checks on authorized amounts, account for money received and disbursed, prepare a detailed account of the funds of the City, and review the City's records and report any discrepancy to the City Commission. Based on the legal review, the Comptroller will be able to continue to perform all these duties as mandated by the City Charter. With this Amendment the Comptroller will continue to have access to the information necessary to perform his functions and will retain the personnel necessary to accomplish those tasks.

### **Requested Budget Amendment**

<b><u>Sources/Appropriations</u></b>	<b><u>Description</u></b>	<b><u>Amount (From)/To</u></b>
<b>Administration</b>		
<b>Transfer Out</b>		
1010-191-1000-8010	Comptroller Other Services and Charges - Administration	(\$14,000)
1010-191-1000-8284	Comptroller Other Services and Charges - Administration	(\$399,406)
1010-191-1000-8287	Comptroller Other Services and Charges - Administration	(\$51,483)
<b>Transfer In</b>		



1010-212-1000-8010	Fiscal Services Other Services and Charges – Administration	\$14,000
1010-212-1000-8284	Fiscal Services Other Services and Charges – Administration	\$399,406
1010-212-1000-8287	Fiscal Services Other Services and Charges – Administration	\$51,483
<b>Accountants</b>		
<b>Transfer Out</b>		
1010-191-3000-7020	Comptroller Personnel Services - Accountants	(\$504,588)
1010-191-3000-7520	Comptroller Supplies - Accountants	(\$7,450)
1010-191-3000-8010	Comptroller Other Services and Charges - Accountants	(\$20,000)
<b>Transfer In</b>		
1010-212-2000-7020	Fiscal Services Personnel Services – Accountants	\$504,588
1010-212-2000-7520	Fiscal Services Supplies – Accountants	\$7,450
1010-212-2000-8010	Fiscal Services Other Services and Charges – Accountants	\$20,000
<b>Accounts Payable</b>		
<b>Transfer Out</b>		
1010-191-4000-7020	Comptroller Personnel Services - Accounts Payable	(\$169,620)
1010-191-4000-7520	Comptroller Supplies - Accounts Payable	(\$4,000)
1010-191-4000-8010	Comptroller Other Services and Charges - Accounts Payable	(\$9,833)
1010-212-4000-9760	Fiscal Services Capital Outlays – Accounts Payable	(\$8,000)
<b>Transfer In</b>		
1010-212-4000-7020	Fiscal Services Personnel Services – Accounts Payable	\$169,620
1010-212-4000-7520	Fiscal Services Supplies – Accounts Payable	\$4,000
1010-212-4000-8010	Fiscal Services Other Services and Charges – Accounts Payable	\$9,833

1010-212-4000-9760	Fiscal Services Capital Outlays – Accounts Payable	\$8,000
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**Payroll Office**

**Transfer Out**

1010-191-5000-7020	Comptroller Personnel Services - Payroll Office	(\$126,131)
1010-191-5000-7520	Comptroller Supplies - Payroll Office	(\$3,000)

**Transfer In**

1010-212-5000-7020	Fiscal Services Personnel Services – Payroll Office	\$126,131
1010-212-5000-7520	Fiscal Services Supplies – Payroll Office	\$3,000

cc: Scott Saindon

Erica Bills

Tricia Chapman