

**MEMORANDUM  
FINANCE DEPARTMENT**

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**TO:** Mr. Thomas Thomas, City Manager  
**SUBJECT:** Adjustment to the FY2013 Budget

**Number:** 001 – 13  
**Date:** 05-24-13

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An adjustment to the FY2013 budget in the amount of \$92,405.00 is requested by the Park & Recreation Department reference carrying over funds for projects in the FY2012 budget that were not expended in that fiscal year as well as redirecting surplus funds from FY2012 to new projects in FY2013.

The projects for which these funds will be utilized in FY2013 are as follows:

**1. Landscape Equipment Purchase**

The FY2012 budget included money to replace a mower using the state joint purchasing contract. The mower was not purchased in FY2012 because the joint purchasing options did not meet the required timing for the purchase. The Park & Recreation Department would like to carryover the funds (\$9,850) and make the purchase in FY2013.

**2. MLK Park Design/Construction**

The FY2012 budget included money to design MLK Park. The work is about 90% completed. The Park & Recreation Department would like to carryover \$1,755 into FY2013 to pay the remainder of the contract costs.

**3. Tree Maintenance**

The FY2012 budget included money for contract tree maintenance. The work was included in the annual city-wide tree maintenance contract prepared by the Public Works Department. The contract was awarded, but due to the mild winter, the ground never froze enough to allow heavy truck access to the trees in the golf courses and parks. The Park & Recreation Department would like to carryover \$4,400 and add these trees to the FY2013 tree maintenance contract.

**4. Radio Purchase**

The FY2012 budget included money for the purchase of two-way radios to replace ones that will no longer function after January 1, 2013 due to the federal narrow banding initiative. The Park & Recreation Department would like to carryover \$11,400 to joint purchase these radios with the Public Works Department.

**5. Longview Park Playground Equipment**

The City must upgrade the safety surfaces under playground equipment to comply with ADA regulations. One-third of the playgrounds must comply within five years. The Park and Recreation Department would like to bring this playground into ADA compliance as part of this project rather than place the old fashioned wood chip surface. In order to accomplish this, the department needs an extra \$21,000. The money is available from the Park Fund balance.

**6. Golf Course Irrigation System Upgrade**

The irrigation systems are currently operating, but the computer hardware/software is no longer supported by the vendor. Current versions use water more efficiently. There was a miscommunication during the FY2013 budget preparation between the Park & Recreation Department and Information Services Division and this project was inadvertently left out of the budget. In order to complete this project, the Parks and Recreation Department needs \$12,000. The money is available from the Park Fund balance.

**7. Furniture for the RIFAC Snack Bar/Waiting Area (\$19,500)**

This is a normal carryover project expenditure. The purchase is part of the RIFAC expansion/rehabilitation project planned by the Park & Recreation Department.

**8. RIFAC Tanning Bed (\$12,500)**

This is a normal carryover project expenditure. The tanning bed was ordered in FY2012, but has not yet been installed.

The requested increases to the FY2013 budget are highlighted in blue in the following table:

<b>Account Number</b>	<b>Description</b>	<b>Addition To Existing Budget</b>	<b>Existing Budget Amount</b>	<b>New Budget Total</b>
555-822601-52407-0000000	Landscape Equipment	9,850.00	8,285.00	18,135.00
555-822601-53103-0540000	MLK Park Design/Construction	1,755.00	19,000.00	20,755.00
555-822601-53802-0000000	Tree Maintenance	4,400.00	3,000.00	7,400.00
555-822601-53803-0000000	Radio Purchase	11,400.00	0.00	11,400.00
555-822601-56412-0000000	Longview Playground Construction	21,000.00	0.00	21,000.00
555-854701-53804-0000000	Golf Course Irrigation System Upgrade	12,000.00	100.00	12,100.00
555-867561-56201-0550000	Tanning Bed (RIFAC)	12,500.00	0.00	12,500.00
555-867561-56201-0550000	Snack Bar Waiting Area (RIFAC)	19,500.00	0.00	19,500.00
		<b>92,405.00</b>	<b>30,385.00</b>	<b>122,790.00</b>

**Recommendation:** Council approve the budget adjustment in the amount of \$92,405.00 to the Park and Recreation Fund (555).

**Submitted by:** Cynthia Parchert, Finance Director  
Donald Reichert, Budget Coordinator

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**Approved:** Thomas Thomas, City Manager