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MEMORANDUM

DATE: October 14, 2025

TO: Greg Harrison, City Manager

FROM: Kerone Grant, Budget Analyst

VIA: Joshua Watters, Budget Director

SUBJECT: Fiscal Year (FY) 2025 to FY 2026 Rollover Requests

Due to supply chain challenges, inflation, and other unforeseen factors, various departments were unable to spend or allocate approved funds for capital expenditures or operations by the end of the fiscal year (September 30th).

Attached is a detailed spreadsheet outlining each fund's rollover request and associated costs from FY 2025 to FY 2026. Staff is seeking approval from the City Commission at the Regular Meeting on October 28, 2025

Attachment

CC. Brian Donovan

Budget Rollovers From Fiscal Year 2025 to Fiscal Year 2026

Fund/Department/Division	Account Number	Account Description	Amount	Explanation
General Fund				
Cultural Affairs	001-1039-510-46-10	Land and Building	\$79,091	Necessary to fund approved landscaping project at the Cultural Center not yet completed due to delays.
Cultural Affairs	001-1039-510-46-30	Machinery and equipment	\$25,000	Necessary to replace the video projector and related equipment in the Cultural Center.
Internal Audit	001-1080-510-26-40	Allowances/Education	\$3,000	Necessary to fund education courses that have not yet been processed.
City Clerk	001-1050-510-26-40	Allowances/Education	\$8,000	Necessary to fund approved education reimbursement not yet processed.
City Clerk	001-1050-510-31-60	Other Professionals	\$18,140	Necessary to fund approved Phase 2 of the microfilm conversion project, which is an ongoing project.
City Clerk	001-1050-510-46-50	Special Services	\$14,331	Necessary to fund approved software upgrades for Granicus, including enhancements to both video and appliances not yet purchased.
City Clerk	001-1050-510-64-05	Motor Vehicles	\$22,200	Necessary to fund replacement of obsolete utility van that is used by both the City Clerk and the Print Shop. Funding split between this account and Print Shop below.
City Clerk	001-1050-510-64-30	Furniture	\$20,000	Necessary to fund upgrade to City Clerk's Office that has been delayed by ongoing microfilm conversion project.
Development Services/ Planning & Zoning	001-1510-515-31-60	Other Professional	\$100,000	Necessary to fund the implementation of the sustainability strategy program.
Golf Course	001-3960-576-4410	Rentals & Leases	\$54,000	Necessary to cover tax obligations associated with the golf cart fleet.
Fire Administration	001-2205-522.43-10	Utility Services/Communication/Phone	\$20,617	Necessary to fund approved upgrade for satellite communication service, including Emergency Operations Center equipment.
Facilities Maintenance	001.3060.530.46-41	Street Lighting	\$41,392	Necessary to fund materials that have been ordered, for which an invoice has not yet been received.
General Fund Total			\$405,771	
Utility Fund				
Water Admin	412-3305-533-31-30	Special Legal	\$20,975	Necessary to pay for outside legal services related to the PFAS settlement for which an invoice has not yet been received.
Water Admin	412-3305-533-52-25	Software Purchased	\$13,425	Necessary to fund approved upgrades to Asset Management System due to implementation delays.
Wastewater Admin	412-3505-535-31-10	Engineering	\$50,000	Necessary to fund a legal consent order from EPA.
Water Treatment	412-3320-533-43-50	Disposal Charges	\$9,620	Necessary to fund approved charges pending receipt of final invoices.
Water Treatment	412-3320-533-46-40	Maintenance Contracts	\$39,120	Necessary to fund pending Water Plant maintenance contracts due to delays.
Water Treatment	412-3320-533-52-05	Chemicals	\$83,582	Necessary to fund approved charges pending receipt of final invoices.
Water Treatment	412-3320-533-64-40	Light/Machinery & Equipment	\$87,010	Necessary to fund approved equipment replacements.
Water Distribution	412-3330-533-64-05	Machinery & Equipment/Motor Vehicles	\$76,427	Necessary to fund approved equipment replacements.
Water Distribution	412-3330-533-64-40	Machinery & Equipment/Light	\$242,184	Necessary to fund approved equipment replacements delayed due to supply chain issues.
Reuse Treatment Plant	412-3340-533-46-30	Machinery & Equipment	\$20,393	Necessary to fund approved charges pending receipt of final invoices.

Reuse Treatment Plant	412-3340-533-46-40	Maintenance Contracts	\$6,754	Necessary to fund pending Water Plant maintenance contracts due to delays.
Reuse Treatment Plant	412-3340-533-52-05	Chemicals	\$100,500	Necessary to fund approved charges pending receipt of final invoices.
Reuse Treatment Plant	412-3340-533-64-40	Machinery & Equipment/Light	\$54,200	Necessary to fund approved equipment replacements.
Reuse Distribution	412-3355-533-46-80	Repair & Maintenance/Reuse Water Meters	\$23,503	Necessary to fund approved equipment replacements delayed due to supply chain issues.
Wastewater Transmission	412-3520-535-52-25	Software Purchased	\$229,000	Necessary to fund approved upgrades to Asset Management System due to implementation delays.
Utilities Fund Total			<u>\$1,056,693</u>	
Stormwater Fund				
Stormwater Operations	425-3805-538-46-40	Maintenance Contracts	\$257,183	Necessary to fund contract that is pending final City Commission approval.
Stormwater Fund Total			<u>\$257,183</u>	
Airpark Fund				
Airpark Operations	462-4610-542-46-10	Land Building Improvement	\$3,500	Necessary to fund unanticipated repair of Administration Building roof.
Airpark Operations	462-4610-542-46-30	Machinery & Equipment	\$5,000	Necessary to repair Air Traffic Control Tower elevator shaft.
Airpark Operations	462-4610-542-46-40	Maintenance Contracts	\$1,950	Necessary to fund service inspection of fire alarms, generators & Air Traffic Control Tower (ATCT) elevator pending final invoice.
Airpark Operations	462-4610-542-46-50	Special Services	\$11,500	Necessary to fund noise abatement and environmental studies as a result of a September Commission workshop.
Airpark Operations	462-4610-542-46-70	Facility Maintenance	\$2,300	Necessary to fund pending replacement of security access gates.
Airpark Operations	462-4610-542-52-15	Small Tools Minor Equipment	\$2,300	Necessary to cover cost of additional noise abatement notification signs.
Airpark Operations	462-4610-542-99-20	Operating WCR	\$75,000	Necessary to fund navigational aids required by FAA due to vendor delays.
Airpark Fund Total			<u>\$101,550</u>	
Central Services Fund				
Procurement & Contracts	503-5310-595.44-10	Rentals & Leases	\$80,071	Necessary to fund approved ongoing project related to the relocation of the Procurement and Contracts Office.
Procurement & Contracts	503-5310-595.52-25	Operating Supplies/Software Purchases	\$10,615	Necessary to fund ongoing implementation of the approved procurement system software upgrade.
Print Shop	503-5340-595-64-05	Motor Vehicles	\$27,800	Necessary to fund pending replacement of obsolete utility van that is used by both the City Clerk and the Print Shop. Funding split between this account and City Clerk above.
Central Services Fund Total			<u>\$118,486</u>	
Vehicle Services Fund				
Vehicle Services	507-5710-597.64-40	Machinery & Equipment/Light	\$61,664	Necessary to fund approved equipment replacement due delays in identifying an acceptable contractor.
Vehicle Services Fund Total			<u>\$61,664</u>	
Total Appropriation All Funds			<u><u>\$2,001,347</u></u>	