



To: City Commission
From: Finance Staff
Date: March 3, 2026
RE: Budget Amendments and Encumbrances

ATTACHMENT "A"

2025 Budget Amendments:
Expenditures: *No amendments are being requested in 2025*

Encumbrances:		
Animal Control	Building & Structures <i>For Roof Project on Animal Shelter</i>	\$ 18,000.00
Buildings and Codes	Contracted Labor <i>For property demo projects processed in 2025 but slated for 2026 demolition</i>	\$ 12,700.00
Finance	Professional Services / Audit <i>2023 Audit contract just finishing in 2026</i>	\$ 20,000.00
Forestry	Contracted Labor	\$ 20,000.00
	Trees & Flowers <i>For Downtown Beautification, medians, tree grates, flowers, etc.</i>	\$ 24,000.00
Human Resources	Contracted Labor <i>Continuing with fulfilling contract with High Roads Partners</i>	\$ 2,800.00
Museum	Exhibits <i>For Dino Gallery Cases</i>	\$ 13,000.00
	Field Work	\$ 9,000.00
	Collections management <i>For two abrasive units for Paleo lab</i>	\$ 8,500.00
Police	Building & Structures <i>To complete the Wall of Honor project started in 2025</i>	\$ 3,415.00
Wastewater (Sewer)	Improvements Other than Buildings <i>For completion of the 2025 SCADA software project</i>	\$ 155,000.00
TOTAL ENCUMBRANCES		\$ 286,415.00

Finance staff is recommending approval of the 2025 budget amendment and encumbrances as presented by Resolution # _____

An encumbrance is a reservation of the prior year's appropriation for a specific item. Encumbrances are used for unfulfilled purchase commitments that are used for specific projects, contracted purchases, or services budgeted in one year, but used in the next year.