



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2027-2**

Board Meeting Date: **August 25, 2026**

Prepared By: **Sonia Johnson, Finance Director**

Overview: Budget Ordinance Amendment is requested for multiple departments.

1. Public Services-Streets: Staff ordered street signs in May 2026; however, the signs were not received before the end of the fiscal year due to vendor delivery delays.

At fiscal year-end, any unspent appropriations reverted to the General Fund balance in accordance with the Town's budget procedures. Since the purchase order could not be fully completed before year-end due to circumstances beyond the Town's control, staff is requesting that \$1,670 be reappropriated in the current fiscal year to complete the purchase for its original intended purpose.

Source of Funds: Appropriated Fund Balance

2. Public Buildings: Staff obtained quotes for annual service agreements for the Town's generators. Staff recommends entering into an agreement with Powerhouse, which provides for two service visits per year for each generator.

Regular preventive maintenance is important to ensure the generators remain in proper working condition and are available when needed, particularly during power outages and other emergencies. Establishing an annual service agreement will ensure the required maintenance is performed consistently and help identify potential issues before they result in costly repairs or equipment failure.

Staff is requesting \$2,135 for a preventive maintenance agreement of the Town's generators for FY 2026-2027.

Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2027-2

Recommended Action: Motion to approve Budget Ordinance Amendment #2027-2

Action: _____

