



Memorandum

TO: Richard McNabb, Mayor
City Council Members

FROM: Crystal Postell, Finance Director

CC: Stevie L. Cox, City Manager

DATE: 08/01/2024

REF: Annual Budget Amendment to Re-Appropriate Budgetary Authority Related to Encumbrances Outstanding as of June 30, 2024

Summary:

This is a request for an Annual Budget Amendment to Re-Appropriate Budgetary Authority Related to Encumbrances Outstanding as of June 30, 2024.

Background:

As of June 30, 2023, the City of Trinity has outstanding purchase commitments related to goods or services for projects ordered under the budgetary authority for Fiscal Year 2023 – 2024. They will not be received until the subsequent fiscal year (Fiscal Year 2024 – 2025). These are represented by purchase orders and encumbrances.

Expenditures for these goods or services are recorded in the fiscal year in which the goods or services are received rather than in the fiscal year in which the goods or services are ordered. Due to budgetary authority lapses at the end of a fiscal year, the budgetary authority related to the purchase orders and encumbrances that are outstanding at year end must be re-appropriated in the budget for the new fiscal year. The City of Trinity outstanding goods and services are as follows:

Vendor	Service Description	Purchase Number	Order	Original Amount	Remaining Balance
Glover Engineering	Engineering	1060		\$45,800	\$9,553
Blue Stream Environmental	Consulting NOV	1079		\$7,800	\$3,283
Blue Stream Environmental	Stormwater Consulting	1080		\$33,800	\$21,479
Municipal Service, Inc	Current Code/ Ordinance Rewrite	1081		\$98,300	\$2,520
Municipal Services, Inc	Additional Planning Services	1099		\$110,989	\$4,736
Kennedy Office	Office Supplies	1068		\$5,950	\$2,695

Recommendation:

Staff recommends that Trinity City Council accepts and approves re-appropriate budgetary authority for expenditures related to purchase orders and encumbrances that were outstanding on June 30, 2024.

Attachment:

Ordinance 24 – 01