

Date: July 28, 2026

To: Finance Committee

From: Rachelle Blitch, Director of Financial and Administrative Services

Re: Budget Amendment – Reallocation of Unspent Funds to Downtown Revitalization Project

This memo provides an update and a request regarding the projected unspent funds in the current fiscal year. After reviewing departmental spending, we've identified budgeted dollars that are not expected to be fully used. Rather than letting those funds lapse, staff recommends reallocating them to the Downtown Revitalization Project that is being proposed. This project remains a key community priority, and shifting these funds will help strengthen its overall impact.

Because this reallocation represents a meaningful change to the adopted budget, it will require a formal budget amendment, as required by state statute and City policy. The proposed changes are attached for your review. The total request is \$135,000, though only \$110,000 will need to be reallocated. Priority 1 includes a seasonal maintenance worker, and that cost can be absorbed within the existing budget. If the Committee is supportive, staff will move forward with preparing the amendment for Council consideration.

<u>Transfer from</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Department</u>
100-51450-111	SALARIES/PERMANENT	12,320.00	IT
100-51450-153	HEALTH INSURANCE	5,980.00	IT
100-51450-154	HRA-LIFE STYLE ACCT EXPENSE	700.00	IT
100-52110-111	SALARIES/PERMANENT	70,000.00	Patrol
100-52110-153	HEALTH INSURANCE	21,000.00	Patrol
		<u>110,000.00</u>	

<u>Transfer to</u>	<u>Account Name</u>	<u>Transfer Amount</u>	
100-55320-***	Downtown Program Events	35,000.00	Priority 3
100-55330-***	Downtown Business Event Grants	20,000.00	Priority 4
100-55330-***	Downtown Activation Project	45,000.00	Priority 2
100-511110-910	Contingencies	10,000.00	Priority 5
		<u>110,000.00</u>	

Purpose

The Downtown Activation initiative is a one-time investment designed to create visible, measurable improvements in the downtown experience over the next 6-12 months while laying the groundwork for longer-term revitalization efforts already underway through TID 12, CDA Programs and private investment.