



Commission Memorandum

REPORT TO: Honorable Mayor and City Commission
FROM: Kristin Donald, Finance Director
SUBJECT: Adopt the **Library Depreciation Fund Capital Improvement Plan**
(CIP) for Fiscal Years 2021-2025 and Changes to FY20 Projects
AGENDA ITEM TYPE: Action
MEETING DATE: **December 2, 2019**

RECOMMENDATION: Adopt the **Library Depreciation Fund Capital Improvement Plan** (CIP) for Fiscal Years 2021-2025 and FY20 Project Changes as Presented

BACKGROUND: Each year, the City Manager is required to prepare a 5 Year Capital Improvements Plan and submit it to the Commission by December 15th. The Library, City Manager, and other city staff met in October to develop the attached Capital Plan for the equipment and capital needs of the Library. This plan was proposed to and approved by the Library Board at their meeting on November 20, 2019.

The plan has made some changes that impact the projects planned in FY20. Moving up LIB26 Materials Conveyor from FY21 to FY20 would aid greatly in the efforts of creating staff efficiency. In addition, the carpet budgeted for in FY20 would make more sense to spread out over time and replace as needed rather than all at once and having to shut down the Library for a period of time.

The project for repairing the parking lot has been delayed the last couple of years and money was added but prior year amounts were not rolled and in order to complete the work in FY20 there needs to be \$65,000 added.

These changes to FY20 would keep the fund within is approved appropriation for FY20 and the Carpet repairs are put back into the plan spread out over three years.

FY20 Appropriation	280,000
NEW CARPET PUBLIC AREA	(15,000)
RECONFIGURE CUSTOMER COUNTER	(50,000)
MATERIALS CONVEYOR SYSTEM	(150,000)
PARKING LOT REPAIRS NOT ROLLED FY17	(65,000)
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UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission. If the Commission does not wish to adopt this schedule tonight, it can be scheduled for approval on a later agenda.

FISCAL EFFECTS: This step in the process has no fiscal effect. The FY20 project changes are still within the funds budgeted expenditures. Once adopted, the Capital Improvements Plan becomes the basis of the City Manager’s Recommended Budget for FY21.

Report compiled on: November 20, 2019

Attached: Library Depreciation Fund CIP Section

LIBRARY DEPRECIATION FUND FINANCIAL SUMMARY

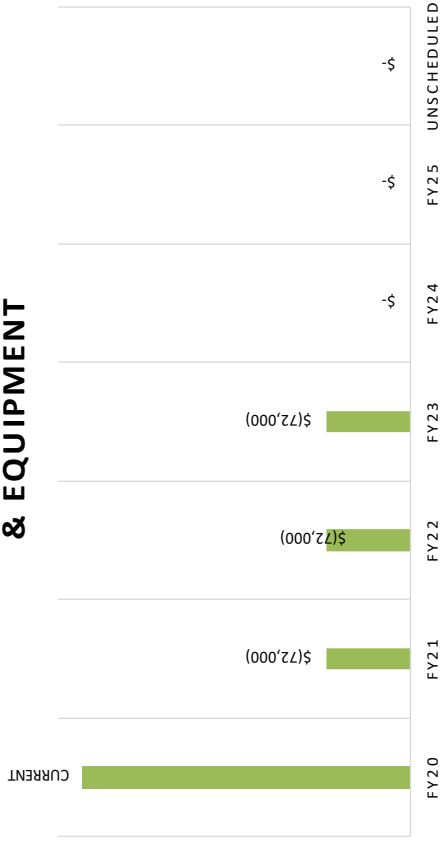
Financial Summary	Current Year		Projected		Unscheduled	
	FY20	FY21	FY22	FY23		FY24
Projected Beginning Reserve Balance Dedicated to CIP	\$ 405,810	\$ 105,866	\$ 74,506	\$ 43,959	\$ 14,241	\$ 57,369
Plus: Estimated Annual Unspent Appropriations	\$ 42,057	\$ 40,640	\$ 41,453	\$ 42,282	\$ 43,128	\$ 43,990
Less: Carryover FY19 Capital Projects	\$ (62,000)					
Less: Scheduled CIP Project Costs**	\$ (280,000)	\$ (72,000)	\$ (72,000)	\$ (72,000)	\$ -	\$ -
Projected Year-End Cash Dedicated to CIP	\$ 105,866	\$ 74,506	\$ 43,959	\$ 14,241	\$ 57,369	\$ 101,359

Assumptions Made for Revenue Estimates:

Financial Summary	Current Year		Projected		FY25
	FY20	FY21	FY22	FY23	
Estimated Annual Library Budget	\$ 2,213,510	\$ 2,257,780	\$ 2,302,936	\$ 2,348,995	\$ 2,395,974
Estimated Amount of Budget left Unused	1.9%	1.8%	1.8%	1.8%	1.8%
Estimated Annual Unspent Appropriations	\$ 42,057	\$ 40,640	\$ 41,453	\$ 42,282	\$ 43,128
Current Budget Amount Dedicated to CIP %	100.0%	100.0%	100.0%	100.0%	100.0%
Plus: Increase Dedicated to Capital Improvements %	0.0%	0.0%	0.0%	0.0%	0.0%
Total % Dedicated to CIP	100.0%	100.0%	100.0%	100.0%	100.0%

Total Estimated Revenues Dedicated to CIP \$ 42,057 \$ 40,640 \$ 41,453 \$ 42,282 \$ 43,128 \$ 43,990

LIBRARY DEPRECIATION FUND PROJECTS & EQUIPMENT



** Originally LIB22 for carpet \$230,000 and Lib27 for \$50,000. Proposed change \$150,000 for LIB26 (was in FY21 for \$75,000 and pricing came back 150k and is needed this year), LIB 27 for \$50,000 and remaining of 280k appropriations going towards the parking lot

Appropriation FY2	280,000
LIB26 Conveyor	(150,000)
LIB27 Re configure	(50,000)
LIB12 Parking lot	(65,000)
LIB22 Carpet	(15,000)
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LIBRARY DEPRECIATION FUND PROJECT SUMMARY

Project #	Project Name	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Unscheduled
LIB22	NEW CARPET PUBLIC AREA	15,000	72,000	72,000	72,000	-	-	-
LIB27	RECONFIGURE CUSTOMER COUNTER	50,000	-	-	-	-	-	-
LIB26	MATERIALS CONVEYOR SYSTEM	150,000	-	-	-	-	-	-
LIB12	PARKING LOT REPAIRS NOT ROLLED FY17	65,000	-	-	-	-	-	-
	Fiscal Year totals	215,000	72,000	72,000	72,000	-	-	-

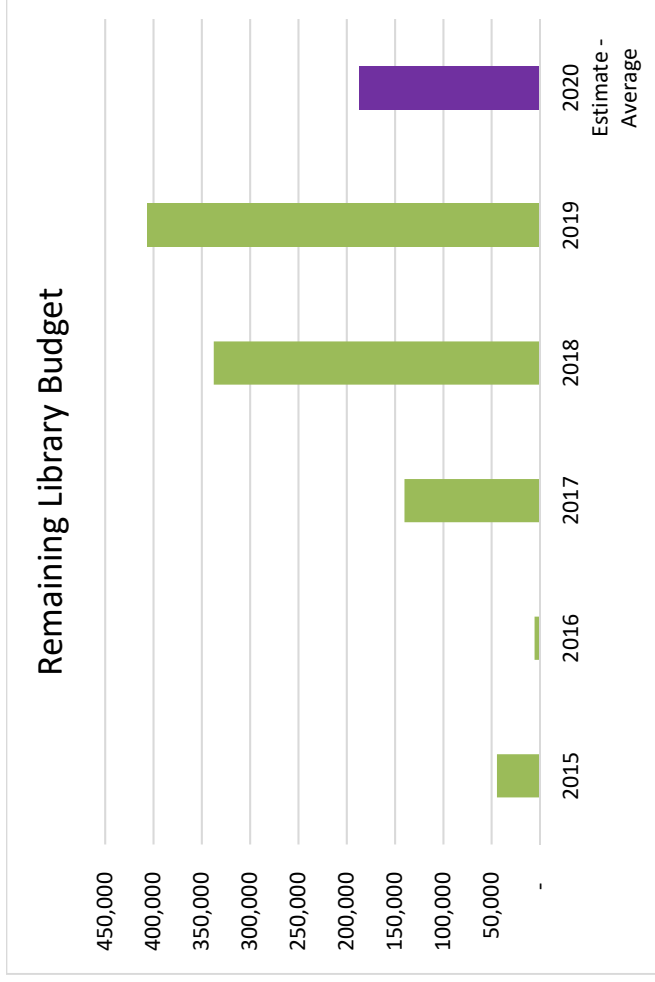
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FY20 Appropriation	280,000
NEW CARPET PUBLIC AREA	(15,000)
RECONFIGURE CUSTOMER COUNTER	(50,000)
MATERIALS CONVEYOR SYSTEM	(150,000)
PARKING LOT REPAIRS NOT ROLLED FY17	(65,000)
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LIBRARY DEPRECIATION FUND DETAIL

BACKGROUND

Any unspent budget authority within the Library's departmental budget in the General Fund is transferred to this fund at year-end. The amount transferred each year fluctuates greatly; especially when personnel positions remain vacant for extended periods of time. Our estimate for the coming years of the plan are that approximately 1.9% of the annual budget will remain unspent – to be transferred to this fund.



CAPITAL PLAN SUMMARY

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Project Name	Year	Description	Amount	Total	Project #
NEW CARPET PUBLIC AREA	2021	NEW CARPET IN PUBLIC AREAS	72,000	72,000	
		DESCRIPTION:	-		
		DUE TO THE LIBRARY SCHEDULE THIS PROJECT WILL	-		
		BE DONE OVER TIME TO AVOID A MAJOR SHUT DOWN OF	-		
		THE LIBRARY. THIS WILL REPLACE THE WORN CARPET	-		
		ON BOTH FLOORS AND PUBLIC AREAS.	-		
		ALTERNATIVES:	-		
		CONTINUE WITH WORN CARPET OR SHUT DOWN FOR A	-		
		PERIOD OF TIME AND REPLACE ALL AT ONCE.	-		
		ADD OPERATING:	-		
	NONE	-			
			72,000	72,000	LIB22 (FY21)
NEW CARPET PUBLIC AREA	2022	NEW CARPET IN PUBLIC AREAS	72,000	72,000	
		DESCRIPTION:	-		
		DUE TO THE LIBRARY SCHEDULE THIS PROJECT WILL	-		
		BE DONE OVER TIME TO AVOID A MAJOR SHUT DOWN OF	-		
		THE LIBRARY. THIS WILL REPLACE THE WORN CARPET	-		
		ON BOTH FLOORS AND PUBLIC AREAS.	-		
		ALTERNATIVES:	-		
		CONTINUE WITH WORN CARPET OR SHUT DOWN FOR A	-		
		PERIOD OF TIME AND REPLACE ALL AT ONCE.	-		
		ADD OPERATING:	-		
	NONE	-			
			72,000	72,000	LIB22 (FY22)
NEW CARPET PUBLIC AREA	2023	NEW CARPET IN PUBLIC AREAS	72,000	72,000	
		DESCRIPTION:	-		
		DUE TO THE LIBRARY SCHEDULE THIS PROJECT WILL	-		
		BE DONE OVER TIME TO AVOID A MAJOR SHUT DOWN OF	-		
		THE LIBRARY. THIS WILL REPLACE THE WORN CARPET	-		
		ON BOTH FLOORS AND PUBLIC AREAS.	-		
		ALTERNATIVES:	-		
		CONTINUE WITH WORN CARPET OR SHUT DOWN FOR A	-		
		PERIOD OF TIME AND REPLACE ALL AT ONCE.	-		
		ADD OPERATING:	-		
	NONE	-			
			72,000	72,000	LIB22 (FY23)