

AGENDA (SPECIAL MEETING)

Thursday, March 17, 2022 – 5:00 P.M.

I. **CALL TO ORDER**

A. **ROLL CALL/DETERMINATION OF QUORUM**

II. **BUSINESS**

A. **ANNUAL TRANSFERS (Memo)(Packet)**

III. **ADJOURNMENT**

Memo to Council



Date: *March 16, 2022*

Meeting Date: *March 17, 2022*

From: *Administrator Cziok*

Subject: *Transfers*

History/Background

Each year at this time, the City Council reviews post audit fund balances and makes transfers from certain funds for specific purposes. Included in your packet is our fund balance summary from 2021, fund balance policy, and the recommended transfers sheet for 2021.

Transfer Process

- 1) Transfers in/out of operating funds are done according to policy
- 2) Negative balances are eliminated when necessary
- 3) Future immediate fiscal needs are met (Capital Improvement Plan)
- 4) Fund internal organizational needs
- 5) Remainder is allocated to community improvement funds

Council request

By reviewing annual fund balances going back in history we know that the capital equipment revolving fund was started in 1987 or 1988. We have reviewed council minutes and resolutions from that time line and found no specific council resolution. Back in 2015 the council established our infrastructure reinvestment revolving fund by authorizing a transfer to

and naming of the fund. This was likely how the original capital equipment revolving fund was started in the late 80s.

Fund Category Descriptions

Operating Funds = These are the operating funds which support the annual budget and operation of the City of Litchfield. The fund balance policy covers these funds.

Temporary Projects = These funds are established by staff to support specific projects approved by council. These are created to help manage cash flows for projects. Many involve bond proceeds.

Debt Service = These funds are established by staff to ensure compliance with debt issuance policy. These dollars are used only to make debt payments.

Revolving Dedicated = These are funds established by staff to support long term capital needs of city operations. Some are used by many departments and some are used for specific departments. Ultimately these funds will be used as cash for specific purchases and will be used to help stabilize rates.

Other Dedicated Funds = These are the funds generally established by council to assist in financial planning for specific purposes. Most support operations related to the city but not budgeted operations. Few of these funds involve tax dollars while most were established in partnership with outside sources.

Recommendation

The recommended transfers are shown on the final page of the packet.

MONTHLY FUND BALANCES -2021

CITY OF LITCHFIELD

FUND #	FUND NAME	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCTOBER	NOVEMBER	DECEMBER
OPERATING FUNDS													
100	GENERAL	1,078,633	904,816	657,292	324,936	156,105	1,017,261	1,676,832	1,258,150	1,478,163	1,003,076	1,664,437	2,387,219
602	WATER	1,386,618	1,413,382	1,458,873	1,499,791	1,513,428	1,563,873	1,650,821	1,747,292	1,838,582	1,886,542	1,942,056	2,492,704
604	ELECTRIC	7,519,564	7,574,273	7,701,651	7,909,353	8,130,663	8,000,901	8,028,917	8,036,227	8,141,702	8,375,488	8,543,628	8,937,755
611	CIVIC ARENA	256,738	260,562	265,408	278,660	262,712	293,540	285,933	270,583	263,523	257,877	250,835	269,758
614	SEWER	2,265,788	2,364,562	2,469,105	2,720,677	2,822,813	2,936,075	3,031,844	3,049,811	2,987,365	2,958,692	3,111,819	3,446,653
620	LIQUOR	121,746	122,255	122,628	146,443	189,922	165,629	302,212	259,562	308,173	330,598	389,159	435,954
623	GOLF COURSE	39,245	26,398	71,162	150,218	140,529	132,397	131,135	118,938	108,764	57,803	12,361	(26,528)
626	AIRPORT	183,025	181,491	164,655	161,853	167,886	154,408	160,699	150,635	161,117	200,994	214,126	210,299
629	CEMETERY	55,050	53,982	61,470	57,021	65,720	65,944	72,499	72,693	75,219	72,406	68,935	67,020
TEMPORARY PROJECTS													
407	ELECTRIC IMPROVEMENT	(2,894,503)	(4,399,736)	(4,598,643)	(4,699,586)	(4,765,585)	(4,801,653)	(2,146,966)	(2,162,775)	(2,170,615)	(2,175,235)	(2,412,565)	(2,741,102)
408	SEWER IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	(165,813)
410	FDA IMPROVEMENTS	(102,366)	(102,366)	(102,366)	(102,366)	(102,366)	(102,366)	(102,366)	(102,366)	(102,366)	(102,366)	(102,366)	(102,366)
418	EASTERN DEVELOPMENT	164,465	164,465	164,465	164,465	164,465	164,465	164,465	164,465	164,465	164,465	164,465	164,465
422	TH 12 IMPROVEMENTS	(1,563)	(3,948)	(4,448)	(4,773)	(4,773)	(5,228)	(5,813)	(6,245)	(6,895)	(6,895)	(8,437)	0
425	AIRPORT IMPROVEMENTS	(14,657)	153,646	149,146	285,094	283,694	283,694	280,094	310,094	310,094	310,094	310,094	74,526
DEBT SERVICE													
502	G.O. CIP BONDS - 2011B	77,642	86,042	107,276	115,676	141,503	184,262	176,130	184,530	192,930	210,269	246,110	254,309
504	G.O. SEWER SYSTEM BONDS - 2011D	97,921	105,921	113,921	121,921	129,921	137,921	133,167	141,167	149,167	157,167	165,167	173,167
505	G.O. IMPROVEMENT BONDS - 2013A	136,908	153,408	169,908	186,408	202,908	219,408	117,620	134,120	150,620	167,120	183,620	6,952,578
507	G.O. CAPITAL IMP PLAN - 2015A	42,668	42,621	42,621	42,621	42,621	93,501	88,510	88,463	88,463	88,463	128,980	129,774
508	G.O. BONDS-2018A TAX ABATEMENT	9,954	9,954	9,954	9,954	9,954	120,442	81,016	81,016	81,016	81,016	170,028	171,982
509	G.O. BONDS-2018A CAPITAL NOTES	8,216	8,216	8,216	8,216	8,216	51,989	34,264	34,264	34,264	34,264	69,529	70,303
511	G.O. SEWER - 2019A BOND	(670)	(670)	(670)	(670)	(670)	43,827	35,901	35,901	35,901	35,901	111,951	121,428
512	WASTEWATER IMP PFA LOAN - 2001	651,943	694,183	755,183	816,183	877,183	938,183	999,183	350,423	411,423	472,423	533,423	594,423
517	G.O. EDA LEASE AUDITORIUM-2007B	23,798	23,798	23,798	23,798	23,798	48,497	41,189	41,189	41,189	41,189	61,073	61,508
523	ELECTRIC REVENUE - 2008	371,988	456,988	541,988	626,988	709,488	794,488	766,163	851,163	936,163	1,021,163	1,106,163	1,190,688
526	WASTEWATER-PFA-2009	247,039	236,680	279,680	322,680	365,680	408,680	451,680	39,321	82,321	125,321	168,321	211,321
591	HOUSING DEVELOPMENT BOND - 2011A	(475)	(475)	0	0	(5,000)	0	0					
REVOLVING/DEDICATED													
701	CAPITAL EQUIPMENT REVOLVING	2,137,697	2,115,757	2,069,844	2,049,207	2,061,884	1,953,964	1,968,350	1,968,538	1,959,828	1,869,028	1,869,068	1,783,768
702	GENERAL FUND REVOLVING	1,563,190	1,563,190	1,563,190	1,563,190	1,563,190	1,563,190	1,563,190	1,563,190	1,563,190	1,563,190	1,563,190	1,563,190
703	HAZARDOUS BUILDING REVOLVING	195,958	195,958	195,958	195,958	195,958	194,758	194,758	192,683	192,683	192,683	192,683	191,833
707	INFRASTRUCTURE REINVESTMENT REVOLVING	421,100	421,100	421,100	421,100	421,100	509,202	509,202	509,202	509,202	509,202	518,656	739,446
708	INFRASTRUCTURE-PUBLIC WORKS FACILITY	1,996,673	1,996,673	1,996,673	1,996,673	1,996,673	1,996,673	1,996,673	1,996,673	1,996,173	1,722,659	1,723,459	1,724,259
709	INFRASTRUCTURE-WATER	638,428	638,428	638,428	638,428	638,428	638,428	638,428	638,428	638,428	638,428	638,428	638,428
710	INFRASTRUCTURE-ELECTRIC	0	0	0	(44,664)	(100,580)	(116,995)	(177,500)	(190,853)	(190,853)	(207,314)	(207,314)	(110,870)
711	INFRASTRUCTURE-STREETS	862,028	903,230	902,075	901,685	900,905	900,710	941,546	875,910	859,359	893,475	889,958	887,910
712	INFRASTRUCTURE-SEWER	1,826,107	1,826,107	1,826,107	1,826,107	1,826,107	1,826,107	1,826,107	1,826,107	1,826,107	1,826,107	1,826,107	1,826,107
713	INFRASTRUCTURE-SEWER REPAIR	162,679	162,679	162,679	162,679	162,679	162,679	162,679	162,679	162,679	162,679	162,679	162,679
760	T.I.F. - TOWMASTER (4-12)	17,168	17,168	17,168	17,168	17,168	17,168	17,168	15,830	15,830	15,830	15,830	15,830
OTHER DEDICATED FUNDS													
800	DEDICATION FOR REIMBURSING EXPENSE	540	540	540	(12,655)	(27,873)	(44,941)	(2,494)	(44,615)	(7,800)	(1,610)	(13,174)	540
802	LIBRARY BUILDING FUND	33,629	33,629	33,629	33,629	33,629	33,629	33,629	33,629	33,629	33,629	33,629	33,629
803	CAFETERIA BENEFIT	19,035	20,083	14,985	15,756	16,709	17,607	18,091	18,840	19,839	20,305	20,258	20,629
805	COMMUNITY REINVESTMENT	316,073	316,073	308,457	308,457	308,457	304,277	304,277	307,277	314,463	314,463	318,158	194,606
806	RESERVE FOR DIAL-A-RIDE	108,939	108,939	108,939	108,939	108,939	108,939	108,939	108,939	108,939	108,939	108,939	91,439
808	RESERVE FOR GAR	60,862	60,862	60,862	60,862	60,862	60,862	60,862	60,862	55,187	55,187	55,187	55,187
809	RESERVE FOR METER DEPOSITS	40,196	38,853	38,703	42,385	42,751	42,904	43,054	40,689	41,264	43,652	42,777	41,613
811	RESERVE FOR PUBLIC ACCESS	72,830	75,836	75,836	77,125	77,125	77,125	78,352	78,352	79,533	79,533	79,533	79,533
812	RESERVE FOR TREE MANAGEMENT	240,080	240,080	240,080	240,080	240,080	240,080	240,080	240,080	240,080	240,080	240,080	240,080
813	LAKE RIPLEY CEMETERY IMPROVEMENT	5,129	5,129	5,129	5,129	5,129	5,129	5,129	5,129	5,129	5,129	5,129	5,129
814	DOWNTOWN/HERITAGE PRESERVATION	102,723	102,723	102,723	102,723	96,402	96,327	94,669	88,909	85,285	86,693	86,693	68,788
815	LAKE RIPLEY IMPROVEMENT	12,905	12,905	12,905	12,905	12,905	12,905	12,905	13,005	13,005	10,605	10,375	10,355
816	HIGHWAY 12 BEAUTIFICATION	857	857	857	857	857	857	857	857	857	857	857	857
817	ANDERSON GARDENS TRUST	198,012	198,012	198,012	198,012	198,012	198,012	198,012	198,012	198,012	198,012	198,012	198,012
818	T.R.A.I.L.S. PROJECT	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294	1,294
820	INVESTMENT TRUST	13	30,012	112,879	112,885	112,896	117,341	117,350	117,363	131,378	131,387	131,397	144,871
		22,758,859.83	21,616,564.65	21,741,324.51	22,201,471.99	22,502,500.88	23,828,369.58	27,410,739.10	25,975,629.49	26,612,287	26,281,959	27,604,797	35,991,163

FUND BALANCE GOALS

CITY OF LITCHFIELD OPERATING FUNDS

FUND:	ID #:	MINIMUM BEGINNING BALANCE	MAXIMUM ENDING BALANCE
General Fund	100	\$ 1,000,000	\$ 1,500,000
<i>Excess normally toward 702 or 805; 702 used for deficit</i>			
Water Fund	602	\$ 1,000,000	\$ 1,500,000
<i>Excess to 709</i>			
Electric Fund	604	\$ 3,000,000	\$ 4,000,000
<i>Excess to 710</i>			
Civic Arena Fund	611	\$ 150,000	\$ 200,000
<i>Excess to 707 or transfer reduced</i>			
Sewer Fund	614	\$ 1,500,000	\$ 2,500,000
<i>Excess to 712</i>			
Liquor Fund	620	\$ 100,000	\$ 220,000
<i>Excess normally toward 805 or special projects.</i>			
Golf Course Fund	623	\$ 100,000	\$ 200,000
<i>Deficit from 100 or 620</i>			
Airport Fund	626	\$ 125,000	\$ 250,000
Cemetery Fund	629	\$ 60,000	\$ 200,000

MONTHLY FUND BALANCES (after transfers)

2021

FUND #	FUND NAME	DECEMBER	IN(+)	OUT(-)	DECEMBER
OPERATING FUNDS					
100	GENERAL	2,393,689		543,689	1,850,000
602	WATER	2,502,402		452,402	2,050,000
604	ELECTRIC	8,964,187		4,412,647	4,551,540
611	CIVIC ARENA	271,287			271,287
614	SEWER	3,462,900		655,100	2,807,800
620	LIQUOR	437,330		217,330	220,000
623	GOLF COURSE	(26,071)	150,000		123,929
626	AIRPORT	211,303			211,303
629	CEMETERY	67,395			67,395
TEMPORARY PROJECTS					
407	ELECTRIC IMPROVEMENT	(2,741,102)	2,741,102		(0)
408	SEWER IMPROVEMENTS	(165,813)			(165,813)
410	FDA IMPROVEMENTS	(102,366)			(102,366)
418	EASTERN DEVELOPMENT	165,403			165,403
422	TH 12 IMPROVEMENTS	0			0
425	AIRPORT IMPROVEMENTS	75,827			75,827
DEBT SERVICE					
502	G.O. CIP BONDS - 2011B	255,249			255,249
504	G.O. SEWER SYSTEM BONDS - 2011D	173,940			173,940
505	G.O. IMPROVEMENT BONDS - 2013A	6,956,750			6,956,750
507	G.O. CAPITAL IMP PLAN - 2015A	130,211			130,211
508	G.O. BONDS-2018A TAX ABATEMENT	172,380			172,380
509	G.O. BONDS-2018A CAPITAL NOTES	70,479			70,479
511	G.O. SEWER - 2019A BOND	121,626			121,626
512	WASTEWATER IMP PFA LOAN - 2001	598,272			598,272
517	G.O. EDA LEASE AUDITORIUM-2007B	61,724			61,724
523	ELECTRIC REVENUE - 2008	1,195,146			1,195,146
526	WASTEWATER-PFA-2009	212,719			212,719
591	HOUSING DEVELOPMENT BOND - 2011A	0			0
REVOLVING/DEDICATED					
701	CAPITAL EQUIPMENT REVOLVING	1,795,088			1,795,088
702	GENERAL FUND REVOLVING	1,572,110			1,572,110
703	HAZARDOUS BUILDING REVOLVING	192,942	50,000		242,942
707	INFRASTRUCTURE REINVESTMENT REVOLVING	742,256	420,000		1,162,256
708	INFRASTRUCTURE-PUBLIC WORKS FACILITY	1,735,263	300,000		2,035,263
709	INFRASTRUCTURE-WATER	642,071	352,402		994,473
710	INFRASTRUCTURE-ELECTRIC	(110,870)	1,571,545		1,460,675
711	INFRASTRUCTURE-STREETS	893,007			893,007
712	INFRASTRUCTURE-SEWER	1,836,527	555,100		2,391,627
713	INFRASTRUCTURE-SEWER REPAIR	163,608			163,608
760	T.I.F. - TOWMASTER (4-12)	15,830			15,830
OTHER DEDICATED FUNDS					
800	DEDICATION FOR REIMBURSING EXPENSE	540			540
802	LIBRARY BUILDING FUND	33,821			33,821
803	CAFETERIA BENEFIT	20,734			20,734
805	COMMUNITY REINVESTMENT	196,325	67,330		263,655
806	RESERVE FOR DIAL-A-RIDE	92,053			92,053
808	RESERVE FOR GAR	55,523	9,477		65,000
809	RESERVE FOR METER DEPOSITS	41,850			41,850
811	RESERVE FOR PUBLIC ACCESS	79,975			79,975
812	RESERVE FOR TREE MANAGEMENT	241,450	35,000		276,450
813	LAKE RIPLEY CEMETERY IMPROVEMENT	5,158			5,158
814	DOWNTOWN/HERITAGE PRESERVATION	69,318	29,212		98,530
815	LAKE RIPLEY IMPROVEMENT	10,425			10,425
816	HIGHWAY 12 BEAUTIFICATION	857			857
817	ANDERSON GARDENS TRUST	199,142			199,142
818	T.R.A.I.L.S. PROJECT	1,294			1,294
820	INVESTMENT TRUST	0			0
		35,991,163	6,281,168	6,281,168	35,991,163