

**City of Irving  
Financial Services  
Memorandum**

**To:** Chris Hillman, City Manager  
**From:** Bret Starr, Budget Manager  
**cc:** Mike Morrison, Deputy City Manager  
 cc: Jeff Litchfield, Chief Financial Officer  
**Date:** October 31, 2018  
**Subject:** BUDGET ADJUSTMENT FY 2018-2019  
 NOVEMBER 15TH- ADJUSTMENT #2  
 AGENDA ITEM

Attached is a schedule that provides the detail for Budget Adjustment #2. Upon City Council approval, the FY 2018-19 budget will be adjusted to reflect these changes:

Fund	Item	Source of Funds	Use of Funds	Fund Balance impact	Description	Explanation
<b>Operations</b>						
<b>Technology Fund</b>	1	\$ -	\$ 125,000	\$ (125,000)	ERP Conversion	To provide funding for additional backfill of financial positions during the ERP conversion. Funding in the amount of \$125,000 was budgeted but unspent in FY 2017-18.
<b>Total Technology Fund</b>		\$ -	\$ 125,000	\$ (125,000)		
<b>Museum Fund</b>						
	5	\$ -	\$ 1,933,730	(1,933,730)	Irving Archives and Museum	To reallocate funding approved in FY 2017-18 for the construction of the Irving Archives and Museum.
<b>Total Museum Fund</b>		\$ -	\$ 1,933,730	\$ (1,933,730)		

Fund	Item	Source of Funds	Use of Funds	Fund Balance impact	Description	Explanation
<b>TIF #1 Fund</b>						
	2	\$ -	\$ 9,823,660	\$ (9,823,660)	DCURD Capital Projects	To allocate fund balance in TIF #1 for reimbursement of DCURD capital projects within TIF #1 boundaries.
	2a	\$ -	\$ 1,900,000	\$ (1,900,000)	Las Colinas Paws Park Project	To allocate fund balance in TIF #1 for the public improvements for the Las Colinas Paws Park Project.
		\$ 9,287,605	\$ -	\$ 9,287,605	Close TIF Projects Fund and Transfer balance to TIF #1 Fund	
	3	\$ -	\$ 25,000,000	\$ (25,000,000)	Reimbursement of City Capital Projects in TIF #1 Boundaries *	To allocate the estimated ending fund balance in TIF #1 for reimbursement of City capital projects within TIF #1 boundaries.
		<u>\$ 9,287,605</u>	<u>\$ 36,723,660</u>	<u>\$ (27,436,055)</u>		
	<b>Total TIF #1 Fund</b>					
	<b>TIF Projects Fund</b>					
	2a		\$ 9,287,605	\$ (9,287,605)	Transfer TIF #1 Projects fund balance to TIF #1 Fund	To allocate remaining fund balance in TIF #1 Projects Fund for the public improvements identified at the October 16, 2018 TIF Board Meeting.
		\$ -	\$ 9,287,605	\$ (9,287,605)		
	<b>Total TIF Projects Fund</b>					

\* The TIF Board has approved a transfer of up to \$25 million to fully allocate the remaining fund balance of TIF #1. Once the actual remaining balance is determined in June, 2019, budget adjustments will be made to adjust the transfer to the actual number and allocate funding for projects identified within the boundaries of the TIF.

Fund	Item	Source of Funds	Use of Funds	Fund Balance impact	Description	Explanation
<b>Capital Projects and Capital Equipment Purchases</b>						
General Non-Bond CIP Fund	3	\$ 25,000,000	\$ 25,000,000	\$ -	Reimbursement of City Capital Projects in TIF #1 Boundaries	To allocate the estimated ending fund balance in TIF #1 for reimbursement of City capital projects within TIF #1 boundaries.
	4	\$ 284,925	\$ 284,925	\$ -	Promenade Court Escrow Agreement	This escrow agreement is funded by the developer to the east of Promenade Parkway. The escrow agreement covers the expense of extending some underground utilities to the north up to the DART Light Rail Station the extension of the utilities will be used for site drainage for the North end of the developers property and the public area adjacent to the DART Station. The developer donated the eastern half of the property required for Promenade Parkway and the extension of the underground utilities to the north is funded by the developer escrow amount and will be installed as part of the Promenade Parkway Project.
<b>Total General Non-Bond CIP Fund</b>		<b>\$ 25,284,925</b>	<b>\$ 25,284,925</b>	<b>\$ -</b>		

Fund	Item	Source of Funds	Use of Funds	Fund Balance impact	Description	Explanation
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**Grants, Donations, and Contributions**

Criminal Justice Grant	6	\$ 37,287	\$ 37,287	-	Bilingual Trauma Service Grant	To establish revenue and expenditure budget for receipt of the Bilingual Trauma Service Grant for the period of 10/1/18 - 9/30/19.
		\$ -	\$ -	-		

**Total Criminal Justice Grant Fund**      \$ 37,287      \$ 37,287      \$ -

**Total Budget Adjustment**      \$ 34,609,817      \$ 73,392,207      \$ (38,782,390)

*Bret W Starr*

Bret Starr

Budget Manager

Attachments

BWS/sp

**CITY OF IRVING**  
**Criminal Justice Grant Fund**

	<u>2018-19 ADOPTED</u>	<u>ADJ #1</u>	<u>ADJ #2</u>	<u>2018-19 ADJUSTED</u>
<b>Available Fund Balance 10-01</b>	\$ -			\$ -
<b>Revenues</b>				
Receipts from State	140,000	-	37,287 (6)	177,287
Receipts from Federal	-	-	-	-
Transfer from General Fund	66,698	7,302	-	74,000
<b>Total Revenues</b>	<u>\$ 206,698</u>	<u>\$ 7,302</u>	<u>\$ 37,287</u>	<u>\$ 251,287</u>
<b>Total Funds Available</b>	\$ 206,698	\$ 7,302	\$ 37,287	\$ 251,287
<b>Expenditures</b>				
Salaries & Wages	157,762	2,887	37,287 (6)	197,936
Benefits	52,746	-	-	52,746
Supplies	-	-	-	-
<b>Total Expenditures</b>	<u>\$ 210,508</u>	<u>\$ 2,887</u>	<u>\$ 37,287</u>	<u>\$ 250,682</u>
<b>Available Fund Balance 09-30</b>	<u>\$ (3,810)</u>	<u>\$ 4,415</u>	<u>\$ -</u>	<u>\$ 605</u>

**CITY OF IRVING**  
**Tax Increment Financing District #1 Fund**

	<u>2018-19 ADOPTED</u>	<u>ADJ #2</u>	<u>2018-19 ADJUSTED</u>
<b>Beginning Cash 10-01</b>	\$ 19,843,375		\$ 19,843,375
<b>Revenues</b>			
IISD	\$ 13,173,501	\$ -	\$ 13,173,501
IISD Reimbursement	(9,880,126)	-	(9,880,126)
CFBISD Contribution	27,388,831	-	27,388,831
CFBISD Reimbursement	(18,350,516)	-	(18,350,516)
Transfer in from TIF #1 Project Fund	-	9,287,605	9,287,605
TIF Property Tax	9,967,650	-	9,967,650
Allowance for Current Year Refunds	(1,000,000)	-	(1,000,000)
Allowance for Prior Year Refunds	(700,000)	-	(700,000)
Interest	263,235	-	263,235
<b>Total Net Revenues</b>	<u>\$ 20,862,575</u>	<u>\$ 9,287,605</u>	<u>\$ 30,150,180</u>
<b>Total Funds Available</b>	\$ 40,705,949	\$ 9,287,605	\$ 49,993,554
<b>Expenditures</b>			
<b>Operations</b>			
Supplies	\$ 1,800	\$ -	\$ 1,800
Food	3,500	-	3,500
Miscellaneous Services	-	-	-
Administrative Costs	52,856	-	52,856
Outside Service - Other	-	11,723,660 (2)	11,723,660
<b>Total Administrative Expenditures</b>	<u>\$ 58,156</u>	<u>\$ 11,723,660</u>	<u>\$ 11,781,816</u>
<b>Outside Services</b>			
Developer Reimbursement	\$ 16,558,209	\$ -	\$ 16,558,209
Capital Costs	387,000	-	387,000
Previously Approved Encumbrances	-	-	-
<b>Total Outside Services</b>	<u>\$ 16,945,209</u>	<u>\$ -</u>	<u>\$ 16,945,209</u>
<b>Transfers Out</b>			
Transfer to General	\$ 141,683	\$ -	\$ 141,683
Transfer to Non-Bond CIP	-	25,000,000 (3)	25,000,000
Transfer to Economic Development	-	-	-
Transfer to TIF Project Fund	4,070,595	-	4,070,595
<b>Total Transfers Out</b>	<u>\$ 4,212,278</u>	<u>\$ 25,000,000</u>	<u>\$ 29,212,278</u>
<b>Total Expenditures</b>	<u>\$ 21,215,643</u>	<u>\$ 36,723,660</u>	<u>\$ 57,939,303</u>
<b>Estimated Cash 09-30</b>	<u>\$ 19,490,306</u>	<u>\$ (27,436,055)</u>	<u>\$ (7,945,749)</u>

(3) TIF Board has authorized a transfer of up to \$25,000,000 depending on the final revenue collections of the TIF Fund

**CITY OF IRVING  
TIF Project Fund**

	<u>2018-19 ADOPTED</u>	<u>ADJ #2</u>	<u>2018-19 ADJUSTED</u>
<b>Beginning Cash 10-01</b>	\$ 49,037,010		\$ 49,037,010
<b>Revenues</b>			
Transfer from TIF Fund - Oth. Proj.	4,070,595	-	4,070,595
Transfer from TIF - Ent. Venue	-	-	-
Interest	180,000	-	180,000
<b>Total Net Revenues</b>	<u>\$ 4,250,595</u>	<u>\$ -</u>	<u>\$ 4,250,595</u>
<b>Total Funds Available</b>	\$ 53,287,605	\$ -	\$ 53,287,605
<b>Expenditures</b>			
Contingency	1,089,530	-	1,089,530
Other Projects	-	-	-
Entertainment Venue	44,000,000	-	44,000,000
DCURD Projects	-	-	-
<b>Total Expenditures</b>	<u>\$ 45,089,530</u>	<u>\$ -</u>	<u>\$ 45,089,530</u>
Other Projects	8,198,075	(8,198,075)	-
Transfer to TIF #1 Fund		9,287,605 <sup>(2)</sup>	9,287,605
Restricted for Entertainment Venue	-	-	-
<b>Estimated Cash 09-30</b>	<u><u>\$ 8,198,075</u></u>	<u><u>\$ -</u></u>	<u><u>\$ (1,089,530)</u></u>

**CITY OF IRVING**  
**Irving Museums and Heritage Fund**

	<u>2018-19 ESTIMATED</u>	<u>ADJ #2</u>	<u>2018-19 ADJUSTED</u>
<b>Available Fund Balance 10-01</b>	\$ 3,215,518		\$ 3,215,518
<b>Revenues</b>			
Hotel/Motel Tax	376,887	-	376,887
Transfer from Main Street and Event	-	-	-
Misc. Revenue	157,308	-	157,308
Charges for Services	4,500	-	4,500
Transfer from General Fund	-	-	-
Transfer from Other Funds	250,000	-	250,000
<b>Total Revenues</b>	<u>\$ 788,695</u>	<u>\$ -</u>	<u>\$ 788,695</u>
<b>Total Funds Available</b>	\$ 4,004,213	\$ -	\$ 4,004,213
<b>Expenditures</b>			
Salaries and Wages	387,429	-	387,429
Benefits	92,469	-	92,469
Supplies	81,577	-	81,577
Building Maintenance	5,100	-	5,100
Equipment Maintenance	1,201	-	1,201
Utilities	6,681	-	6,681
Outside Services	273,980	-	273,980
Miscellaneous	58,476	-	58,476
Transfers	898	-	898
Capital	-	1,933,730	(5) 1,933,730
<b>Total Expenditures</b>	<u>\$ 907,811</u>	<u>\$ 1,933,730</u>	<u>\$ 2,841,541</u>
Operating Reserve	\$ 600,000		\$ 600,000
<b>Available Fund Balance 09-30</b>	<u><u>\$ 2,496,402</u></u>	<u><u>\$ (1,933,730)</u></u>	<u><u>\$ 562,672</u></u>



**CITY OF IRVING**  
**General Fund Non-Bond CIP Fund**

	<u>2018-19 ADOPTED</u>	<u>ADJ #2</u>	<u>2018-19 ADJUSTED</u>
<b>Available Fund Balance 10-01</b>	\$ -		\$ -
<b>Revenues</b>			
Transfer from General Fund	\$ 260,000	\$ -	\$ 260,000
Transfer from Red Light Camera	2,412,879	-	2,412,879
Transfer from TIF #1	-	25,000,000 (3)	25,000,000
Contribution From State	-	-	-
Contribution from Developer	-	284,925 (4)	284,925
Contribution from Dallas County	-	-	-
Miscellaneous Non Taxable	-	-	-
Interest on Investments	78,128	-	78,128
<b>Total Revenues</b>	<u>\$ 2,751,006</u>	<u>\$ 25,284,925</u>	<u>\$ 28,035,931</u>
<b>Total Funds Available</b>	\$ 2,751,006	\$ 25,284,925	\$ 28,035,931
<b>Expenditures</b>			
<i>05 Fire Department</i>			
Capital Expenditures (Buildings)	\$ -	\$ -	\$ -
SCBA	260,000	-	260,000
<i>20 Public Works</i>			
Input Deeds/Easements into GIS	40,000	-	40,000
Traffic Operations Center	2,412,879	-	2,412,879
<i>29 Economic Development</i>			
Comprehensive Master Plan Update	-	-	-
Irving Blvd. Corridor Improvements	-	-	-
Las Colinas Greenspace	-	-	-
Lot 16 Gallery	-	-	-
Promenade Court	-	284,925 (4)	284,925
TIF #1 Capital Improvements	-	25,000,000 (3)	25,000,000
Redevelopment/Infrastructure Improvements	-	-	-
<b>Total Expenditures</b>	<u>\$ 2,712,879</u>	<u>\$ 25,284,925</u>	<u>\$ 27,997,804</u>
<b>Available Fund Balance 09-30</b>	<u>\$ 38,128</u>	<u>\$ -</u>	<u>\$ 38,128</u>

**CITY OF IRVING**  
**Technology Fund**

	<u>2018-19 ADOPTED</u>	<u>ADJ #2</u>	<u>2018-19 ADJUSTED</u>
<b>Available Fund Balance 10-01</b>	\$ 1,187,978		\$ 1,187,978
<b>Revenues:</b>			
Receipts from General Fund	1,095,000	\$ -	\$ 1,095,000
Receipts from Water & Sewer Fund	209,174	-	209,174
Receipts from Garage Fund	39,708	-	39,708
Receipts from Solid Waste Svcs. Fund	38,714	-	38,714
Receipts from Museum Fund	398	-	398
Miscellaneous	90,000	-	90,000
Interest on Investments	37,454	-	37,454
<b>Total Revenues</b>	<u>\$ 1,510,448</u>	<u>\$ -</u>	<u>\$ 1,510,448</u>
<b>Total Funds Available</b>	\$ 2,698,426	\$ -	\$ 2,698,426
<b>Expenditures</b>			
Desktop Computers	586,000	\$ -	\$ 586,000
Software Upgrades	-	-	-
Servers and Backup	360,000	-	360,000
Maintenance	35,000	-	35,000
Office Machinery	24,000	-	24,000
Communications	8,000	-	8,000
Outside Services	-	-	-
Backfill for ERP Replacement (All Depts.)	150,000	125,000 (1)	275,000
Consolidation Projects	-	-	-
ERP Replacement Project			
Tyler Connect 2019 training for Finance st:	10,450	-	10,450
Supplemental Requests			
Jail Security Expansion	70,000	-	70,000
Motorcycle AVL	9,000	-	9,000
Bluebeam (CIP)	29,862	-	29,862
Security Infrastructure Improvements	284,000	-	284,000
Enterprise File Share	27,000	-	27,000
Animal Services Camera Additions	25,000	-	25,000
Adobe Cloud Centralized License Mgmt	35,000	-	35,000
Major Software (Licenses Renewal)	820,000	-	820,000
VOIP Telephones	-	-	-
<b>Total Expenditures</b>	<u>\$ 2,473,312</u>	<u>\$ 125,000</u>	<u>\$ 2,598,312</u>
<b>Available Fund Balance 9-30</b>	<u>\$ 225,114</u>	<u>\$ (125,000)</u>	<u>\$ 100,114</u>