



# Agenda Cover Memorandum

Meeting Date: July 10, 2017

Fiscal Year: 2017

Meeting Type:  Committee of the Whole  City Council  Budget Workshop

Item Title: Approve FY17 to FY18 Carryover Budget Amendments

Item Type:  Transfer  Budget Amendment  Purchase Order  Other

Action Requested:  Approval  For Discussion  Feedback Requested  For Your Information

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Background:

In accordance with Article 2, Chapter 9 of the City Municipal Code, staff is requesting council approval to perform budget amendments to carryover funds from the FY17 budget to the FY18 budget.

For consideration of carryover, items must meet the following criteria:

- Budgeted in FY17
- Item not completed in FY17 due to timing, staffing or reprioritization of workload
- Amount being requested for carryover is unspent and available
- Item is expected to be completed in FY18
- Funds being carried over are sufficient to complete the item in FY18

For historical comparison, carryover amounts from prior years are listed below:

- \$1,963,268 FY16 to FY17
- \$224,820 FY15 to FY16
- \$2,008,407 FY14 to FY15

**This item was discussed at the June 26, 2017 Committee of the Whole meeting, and passed unanimously 5-0.**

Recommendation:

Approve FY17 to FY18 Carryover Budget Amendments

Budget Amendment Details:

<u>Account Number</u>	<u>Account Description</u>	<u>FY18 Budget</u>	<u>FY17 Carry-over</u>	<u>New FY18 Budget</u>
100-2011-952000	Police Administration Materials	\$21,000.00	\$14,434	\$35,434
100-2021-996300	Building Materials	\$25,000	\$115,557	\$140,557
100-3062-942100	Building Maintenance	\$145,000	\$13,248	\$158,248
100-3062-996300	Building Materials	\$715,000	\$3,475	\$718,475
100-3071-952004	Forestry	\$175,000	\$84,160	\$259,160
502-3054-948500	General Contractual Services	\$25,000	\$92,856	\$117,856



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502-3054-993000	Water Construction	\$1,500,000	\$295,000	\$1,795,000
503-3031-948500	General Contractual Services	\$250,000	\$82,479	\$332,479
551-6020-990400	Motor Equipment	\$1,178,000	\$573,661	\$1,751,661
552-1025-990800	Computer Equipment	\$504,200	\$98,331	\$602,531

### Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$1,373,201

Is this a Budgeted Item:  Yes  No  Requires Budget Amendment

### Police Administration Materials

The City was awarded a Mental Health Grant by The Department of Justice in 2014. Unspent grant funds in the amount of \$14,434 need to be spent in FY18 to complete the grant objectives.

### Fire Department Building Materials

Fire Station 35 and 36 Asphalt and Concrete Replacement

A contract with All-Star Asphalt Inc. was approved by Council on 03/20/17, and a related purchase order increase was approved on 04/17/17. This project was completed in May. The carry-over funds being requested in the amount of \$73,057 are needed to pay for work performed in May.

Fire Station 36 AC Replacement

A contract with YMI Group to replace the HVAC system at Fire Station 36 was approved by Council on 04/15/17. This project was completed in May. The carry-over funds being requested in the amount of \$42,500 are needed to pay for work performed in May.

### Public Works Building Maintenance

City Hall Life Safety/Police Space Study

A contract with FGM architects to conduct a City Hall Life Safety Assessment and a Police Department Space Needs Analysis was approved by Council on 03/20/17. This project is in process. The carry-over funds being requested in the amount of \$13,248 will be utilized to continue the approved studies, identify potential solutions to identified issues, and create generalized drawings and project plans with cost estimates.

### Public Works Building Repairs

City Hall Parking Lot Lighting

The parking lot lighting project was completed in April. A final inspection was completed in May. The carry-over funds being requested in the amount of \$3,475 are needed to pay for the final inspection.

### Materials-Reforestation

Planting projects for FY17 were completed in May; the carry-over funds being requested in the amount of \$84,160 are needed to pay for the work completed in May.

### Water Main General Contractual Services

Water Loss Study

A contract with M.E. Simpson to formulate a Water Loss Control Assessment and Mitigation Program for the City was approved by Council on 11/09/16. The "leak detection phase" of the project has been completed. Meter testing and utility billing review are in process. The carry-over funds being requested in the amount of \$71,535 are needed to complete the project.

Water Rate Study

A contract with MFSG to prepare a Water and Sewer Rate Study was approved by Council on 12/05/16. Data

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collection and model set up has been completed. Model review and rate scenario set up is in process. The carry-over funds being requested in the amount of \$21,321 are needed to complete the study.

Water Construction

A contract with J. Congdon Sewer Services to perform water main replacement was approved by Council on 04/17/17. The carry-over funds being requested in the amount of \$295,000 are needed to complete this project.

Sewer Fund General Contractual Services

A contract with Christopher B. Burke Engineering to formulate a comprehensive storm water management plan for the City was approved by Council on 09/06/16. This project is in process. The carry-over funds being requested in the amount of \$82,479 are needed to complete the project.

Motor Equipment

Due to timing and reprioritization of workload, these vehicles were not purchased and/or up-fitted in FY17.

- \$80,324      MERF# 3      Purchase and Up-fitting: Street Maintenance 4x4 Pick-Up Truck
- \$110,000    MERF# 8      Purchase: Street Maintenance Aerial Boom Truck
- \$7,321      MERF# 37     Up-fitting: Water Main 4x4 Pick-Up Truck
- \$122,313    MERF# 40     Purchase: Water Main Dump Truck
- \$18,050     MERF# 49     Up-fitting: Water Main Backhoe/Loader
- \$48,000     MERF# 57     Purchase: Street Maintenance Skid Steer Loader
- \$160,000    MERF# 62     Purchase: Snow Dump Truck
- \$7,321      MERF# 108    Up-fitting: Street Maintenance 4x4 Pick-Up Truck
- \$6,000      MERF# C-3    Up-fitting: Community Service 4x4 Sport Utility Vehicle
- \$7,166      MERF# P-40   Up-fitting: Patrol Unmarked Squad Car
- \$7,166      MERF# P-50   Up-fitting: Patrol Unmarked Squad Car

Technology Replacement

Utility Billing Customer Information System (UBCIS).

Conversion to an updated utility billing system is scheduled to occur the week of July 10<sup>th</sup>. The carry-over funds that are being requested in the amount of \$34,016 are needed for the remaining training and the migration process.

Back-up Software and Hardware/Disaster Recovery

Due to timing and reprioritization of workload, this project was not completed in FY17. The carry-over funds being requested in the amount of \$39,000 are needed to carry out the contract request being presented at the 6/26/17 Finance Committee of the Whole meeting.

Desktop Infrastructure

A contract with SHI International Corporation to purchase PC Workstations, Monitors and 3-year Warranties for all equipment purchased was approved by Council on 05/02/16. The carry-over funds being requested in the amount of \$10,315 are needed to purchase remaining equipment.

Uptown Train Station Security System

Due to timing and reprioritization of workload, this project was not completed in FY17. The carry-over funds being requested in the amount of \$15,000 are needed to complete this project.