



MEMORANDUM

TO: City of Menasha Common Council

From: Peggy Steeno, ^{PS}Administrative Services Director

Date: May 5, 2014

RE: Resolution Continuing Appropriations (2013 Fund Balance Reservations)

BACKGROUND

A 'Fund Balance Reservation' preserves funds from the prior year budget, before closing the year, for items that were budgeted, but not able to be spent during the fiscal year. This is part of the year end evaluation process, and it accomplishes two things: it allows funds from the previous year to be carried forward to fund items that were budgeted and needed, and it gives a truer picture of the year-end Fund Balance for 2013. In addition, it keeps Fiscal Year 2014 clean with respect to budgeted items and spending.

ANALYSIS

Below is a list of the items included in the requested Continuing Appropriations / Fund Balance Reservations, along with the cost and reason for each request:

- *Voting Equipment (\$26,000) and Voting Booth (\$1,000) – Elections* – In regard to the Voting Equipment, although this is a needed item, it has been temporarily on hold while we await the required certification of the new equipment by the State of Wisconsin. And, in regard to the Voting Booth, staff is requesting the carryover due to extra time needed to order the equipment.
- *Engineering Services (\$3,580) – Community Development* – These funds will be utilized to finalize the engineering required for the development of the shore land park at the Gilbert redevelopment site that did not get completed in 2013.
- *Marketing / Branding (\$17,000) – Community Development* – These funds will be utilized to continue on with Phase II of the Marketing and Branding Initiative for the City. Phase I of the City's marketing/branding was completed in 2013 utilizing budgeted funds. Phase I included extensive research, surveying, and stakeholder interviews for the purpose of brand positioning. Phase II has been initiated utilizing 2014 budgeted marketing

funds, for the purpose of developing a new brand mark for the City, and a strategic communications plan for Economic Development. Carryover funds, which utilize unspent budgeted marketing funds and grants secured through Winnebago County IDB and WPPI, will be used to implement recommendations produced in phase II. We anticipate the majority of carryover funds will be utilized to create a robust economic development component of the City's website to be developed in tandem with the City's website overhaul. Other anticipated expenditures include printed communications and social media/public relations tool development to be used for business recruitment and promotion of the City of Menasha as a desirable location for persons to live, work and recreate.

- *GIS Training (\$2,265) – Community Development* – These funds will be used to fund Geographic Information System (GIS) training for our Community Development Coordinator position. Due to the availability of GIS training through the University of Wisconsin, and the reorganization of staffing between Parks & Recreation and Community Development, implementation of this training was postponed until 2014.
- *HVAC Controller Upgrade (\$1,080) – Fire (Menasha Budget for Buildings)* - This needed upgrade, for the Public Protection Facility, shared by the Fire Department and the Police Department, was delayed and is to be completed in 2014.
- *Building Maintenance (\$6,649) – Fire (Menasha Budget for Buildings)* - This item was delayed because the original competitive pricing that was done came back high, and the project needed to be limited. This will be completed in 2014.
- *Re-Upholster Chairs (\$4,670) – Library* – This project was initiated in 2013, however was not completed until early 2014. Therefore, funds need to be reserved so that they can be used to cover the 2014 expenditure.
- *2013 Wages/Benefits Available for Retirement Payout (\$25,700) – Library* – This is to cover the retirement of a library employee in the beginning of January 2014.
- *Engineering – Gilbert Site (\$5,000) – Parks* – These funds will be utilized to finalize the engineering required for the development of the shore land park at the Gilbert redevelopment site that did not get completed in 2013.
- *Jefferson Park Shoreline (\$2,800) – Parks* – For this item, the PO was signed in late 2013 for the repair of washouts and reseeding along a segment of the wall.
- *ADA Play Equipment (\$9,000) – Parks* – These funds are being carried

over to fund needed upgrades that were not able to be completed in 2013.

- *Upgrade Doors (Auto Lock) at Smith park (\$1,154) – Parks* – This item was ordered in 2013, however not received until 2014. This purchase included only the doors and frame for the storage area in the pavilion.
- *Boiler Replacement (\$28,000) – Pool* – This item is being budgeted over a number of years, with the purchase projected to be in 2015.
- *HVAC Controller Upgrade (\$1,620) – Police* – This needed upgrade, for the Public Protection Facility, shared by the Fire Department and the Police Department, was delayed and is to be completed in 2014.
- *Ammunition (\$1,500) – Police* – This item was order in early 2013, however, the lead time for this type of purchase is quite long, and delivery will occur in 2014.
- *Building Access Upgrade (\$2,800) – Police* – This item was delayed as staff needed additional time to arrive at the best solution.
- *Vehicle Replacement (\$10,000) – Police* – This item is being included to level out the purchasing and maintain the appropriate rotation of needed police vehicles.
- *Document Imaging Project (\$15,000) – Health (Various)/IT* – This project was initiated in 2013, however, was put on hold until verification could be obtained for the required length of record storage for certain. The project will be resumed in 2014.
- *Emergency Preparedness Supplies (\$3,132) - Health* – Monies authorized by the Common Council are being carried over to be available in the event of a disaster.
- *Fluoride Varnish Program (\$24,013) - Health* – These are 2013 Medical Assistance funds and are being carried over as they need to be used for the 2014 programs. This will make the program self-sufficient.
- *Community Needs Assessment (\$4,667) - Health* – These are Medical Assistance funds and are being carried over as they need to be used for additional needs in the department.
- *Supplies/Staff-Time – Flu Shot Clinic (\$859) - Health* – These are 2013 Medical Assistance funds and are being carried over as they need to be used for the 2014 annual Flu-Shot Clinic.
- *Car Seat Technician Certification & Supplies (\$852) - Health* – These

funds are being carried over as they need to be used for Car Seat Technician Certification and supplies in 2014.

- *Supplies/Staff-Time – Dental Sealants (\$11,194) - Health* – These are 2013 Medical Assistance funds and are being carried over as they need to be used for the 2014 program as required by the grant.
- *Emergency Preparedness (\$2,252) – Health* – These are grant monies that were paid to the City in advance by the State, and they need to fund the program in 2014.
- *24/7 Emergency Coverage & Cell Phones (\$46,393) – Health* – These are grant monies that are being carried over as required by the grant.
- *2014 Building Project – Design (\$9,950) and Onsite Refuse Containment (\$3,350) – Senior Center* - These funds are being carried over for architectural design work that was unable to be started until 2014 due to the grant agreement not being ready until 2014, and the dumpster enclosure will also be done in 2014 at the appropriate time in the project, but is not part of the grant.
- *City Hall Back Door Upgrade (\$3,335) – Municipal Buildings* – This item was initiated in 2013, however could not be completed until 2014.
- *Tactical Signal Software (\$2,870) – Engineering* – This software purchase was delayed due to awaiting the set-up of the new laptop. This will be completed in 2014.
- *Paint Light Poles (\$6,500) – Street Lighting* – This item is being carried over as better pricing is anticipated in 2014.
- *Lot Reconfigurations (\$2,259) – Redevelopment Authority* - The RDA authorized Davel Engineering to prepare 3 CSMs and 1 replat to realign lots within Lake Park Villas and the Ponds of Menasha. Work was initiated in 2013, and will be finalized in 2014.
- *Silo Removal (\$2,000) – Redevelopment Authority* - The removal of the silo on the south end of Whisper Falls Lane is required to be removed per the RDA's development agreement with Lexington Homes upon the initiation of installation of Phase II infrastructure within the Ponds of Menasha. Phase II was not initiated in 2013, but is anticipated in 2014.
- *Software Purchase (\$3,750) – IT* – This purchase is being carried over so that multiple departments can select the most appropriate parcel management software for all to use.

- *Wireless Access Points (\$6,175) – IT* - This item is being requested for carry over due to the transitions that have occurred in IT, and other projects with higher priorities needing to be completed first. This project includes numerous City facilities including: City Hall, Police Department, Health Department, Pool, and Marina.

FISCAL IMPACT

By doing Fund Balance Reservations for items that were budgeted in the previous year, we will not negatively impact the current year's budget. Rather, the \$298,369.00 is set aside from the budgeted funds of the previous year as intended in the 2013 budget. This will allow the City to better evaluate the previous year, as well as the current year, as to overall performance.

RECOMMENDATION

Staff recommends that Council adopt this resolution.

RESOLUTION CONTINUING APPROPRIATIONS

Introduced by Alderman Nichols

WHEREAS, it is desirous and necessary for the City of Menasha to continue some 2013 Appropriations into 2014 to finance ongoing projects,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Common Council concurring that the following appropriations be continued:

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>
100-0204-512	Elections	\$ 26,000.00
100-0204-512	Elections	\$ 1,000.00
100-0304-562	Community Development	\$ 3,580.00
100-0304-562	Community Development	\$ 17,000.00
100-0304-562	Community Development	\$ 2,265.00
100-0501-522	Fire - Menasha Budget for Buildings	\$ 1,080.00
100-0501-522	Fire - Menasha Budget for Buildings	\$ 6,649.00
100-0601-551	Library	\$ 4,670.00
100-0601-551	Library	\$ 25,700.00
100-0703-553	Parks	\$ 5,000.00
100-0703-553	Parks	\$ 2,800.00
100-0703-553	Parks	\$ 9,000.00
100-0703-553	Parks	\$ 1,154.00
100-0704-552	Pool	\$ 28,000.00
100-0801-521	Police	\$ 1,620.00
100-0801-521	Police	\$ 1,500.00
100-0801-521	Police	\$ 2,800.00
100-0801-521	Police	\$ 10,000.00
100-0902-524	Sealer of Weights & Measures	\$ 197.00
100-0903-531	Health	\$ 6,895.00
100-0904-531	Environmental Health	\$ 788.00
100-0904-531	Environmental Health	\$ 3,132.00
100-0909-531	Dental Program	\$ 24,013.00
100-0909-531	Dental Program	\$ 4,667.00
100-0914-513	Immunization Grant	\$ 859.00
100-0915-531	Maternal Child Health	\$ 852.00
100-0916-531	Dental Sealants	\$ 11,194.00
100-0918-531	Bio-Terrorism	\$ 2,252.00
100-0919-531	Twenty-Four/Seven Coverage	\$ 46,393.00
100-0920-531	Senior Center	\$ 9,950.00
100-0920-531	Senior Center	\$ 3,350.00
100-1001-514	Municipal Buildings	\$ 3,335.00
100-1002-541	Engineering	\$ 2,870.00
100-1012-541	Street Lighting	\$ 6,500.00
501-0304-562	Redevelopment Authority	\$ 2,259.00
501-0304-562	Redevelopment Authority	\$ 2,000.00
743-0403-513	IT	\$ 3,750.00
743-0403-513	IT	\$ 6,175.00
743-0403-513	IT	\$ 7,120.00
	Total	<u>\$ 298,369</u>

Passed and approved this ____ day of _____, 2014

Donald Merkes, Mayor

Deborah A. Galeazzi, City Clerk

Attest:

EXPLANATION OF CONTINUING APPROPRIATIONS
From 2013 to 2014

<u>Account Number</u>	<u>Purpose</u>	<u>Amount</u>	<u>Requested By</u>
100-0204-512	Voting Equipment Replacement	26,000	Clerk Galeazzi
100-0204-512	Voting Booth	1,000	Clerk Galeazzi
100-0304-562	Engineering Services-Gilbert Site	3,580	CDD Keil
100-0304-562	Marketing/Branding for City (including outside funding)	17,000	CDD Keil
100-0304-562	GIS Training	2,265	CDD Keil
100-0501-522	HVAC Controller Upgrade	1,080	FC Auxier
100-0501-522	Building Maintenance	6,649	FC Auxier
100-0601-551	Re-upholster Chairs	4,670	LD Lenz
100-0601-551	2013 Wages/Benefits Available for Retirement Payout	25,700	LD Lenz
100-0703-553	Engineering - Gilbert Site	5,000	PRD Tungate
100-0703-553	Jefferson Park Shoreline	2,800	PRD Tungate
100-0703-553	ADA Play Equipment	9,000	PRD Tungate
100-0703-553	Upgrade Doors (Auto Lock) at Smith Park	1,154	PRD Tungate
100-0704-552	Pool Boiler Replacement	28,000	PRD Tungate
100-0801-521	HVAC Controller Upgrade	1,620	PC Styka
100-0801-521	Ammunition	1,500	PC Styka
100-0801-521	Building Access Upgrade	2,800	PC Styka
100-0801-521	Vehicle Replacement	10,000	PC Styka
100-0902-524	Document Imaging Project	197	PHD Nett
100-0903-531	Document Imaging Project	6,895	PHD Nett
100-0904-531	Document Imaging Project	788	PHD Nett
100-0904-531	Emergency Preparedness Supplies	3,132	PHD Nett
100-0909-531	Fluoride Varnish Program	24,013	PHD Nett
100-0909-531	Community Needs Assessment	4,667	PHD Nett
100-0914-513	Supplies/Staff Time-Flu Shot Clinic	859	PHD Nett
100-0915-531	Car Seat Technician Certification & Supplies	852	PHD Nett
100-0916-531	Supplies & Staff Time	11,194	PHD Nett
100-0918-531	Emergency Preparedness	2,252	PHD Nett
100-0919-531	24/7 Emergency Coverage & Cell Phones	46,393	PHD Nett
100-0920-531	2014 Building Project - Design	9,950	PHD Nett
100-0920-531	2014 Building Project-Onsite Refuse Containment	3,350	PHD Nett
100-1001-514	City Hall Back Door Upgrade	3,335	PWD Radtke
100-1002-541	Tactical Signal Software	2,870	PWD Radtke
100-1012-541	Paint Light Poles	6,500	PWD Radtke
501-0304-562	Lot Reconfigurations	2,259	CDD Keil
501-0304-562	Silo Removal	2,000	CDD Keil
743-0403-513	Software Purchase	3,750	PWD Radtke
743-0403-513	Wireless Access Points	6,175	ASD Steeno
743-0403-513	Document Imaging Project	7,120	ASD Steeno

TOTAL \$ 298,369