MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, PS Administrative Services Director

Date: April 21, 2015

RE: R-11-15 - Resolution Continuing Appropriations (2014 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 2014. In addition, it keeps Fiscal Year 2015 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:

- *City Wide EEOC Training ($1,235) – Personnel* – These funds were used for the training that was conducted on April 7, 2015. The training was originally scheduled for 2014, however it need to be rescheduled to a later date which ended up being in 2015.
- *Voting Equipment ($36,000) – 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.
- *Marketing Materials / Business Recruitment Initiative ($3,780) – Community Development* – These funds will be utilized to continue on with Marketing Initiative for the City as well as business retention initiatives including 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.

- *IT Hardware Update ($1,746) – Neenah-Menasha Fire Rescue* – These funds will be used to update IT hardware that will be used to house the Firehouse Software upgrade.
- *Library ($29,000) – Library* – These funds were encumbered by the Library Board to complete needed capital repairs at the library.
- *Replacement Fireplace for Hart Park ($2,357) – Parks* – This item was ordered in 2014, however, the lead time for the product was longer than expected, and delivery occurred in 2015.
- *Koslo Park Rehab ($10,000) – Parks* – These funds were earmarked by the Council in late 2014, and will be used in 2015 to complete the needed work.
- *Water Slide Renovation ($10,000) – Pool* – These funds were earmarked by the Council in late 2014, and will be used in 2015 to complete the needed work.
- *Coplogic Online Reporting and Briefing Program ($11,000) – Police* – The implementation for this project began in 2014; however, there is still work to be done, so the funds have not yet been released.
- *Vehicle Replacement ($12,081) – Police* – This item is being included to level out the purchasing and maintain the appropriate rotation of needed police vehicles.
- *Weights and Measures Scale and Case ($2,713) – Health* – The majority of these funds were earmarked by the Council in late 2014, due to additional funds being received in 2014, and will be used in 2015 to purchase the identified items.
- *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. Then, in 2014, there was a turnover in the Health Director position, so the project was temporarily put on hold. The project will be resumed in 2015.
- *Audiometer and Blood Pressure Cuffs ($1,286) – Health* - These funds were earmarked by the Council in late 2014, due to additional funds being received in 2014, and will be used in 2015 to purchase the identified items.
- *Miscellaneous Equipment Purchases ($1,764) – Health* - These funds were earmarked by the Council in late 2014, due to additional funds being received in 2014, and will be used in 2015 to purchase a number of tools and supplies for the Environmental Health Program.

- *State Fee Collected in 2014/Payable in 2015 ($185) – Health* – This is in regard to the Environmental Health Program.
- *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 ($32,149) - Health* – These are 2014 Medical Assistance funds and are being carried over as they need to be used for the 2015 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 this specific purpose.
- *Supplies/Staff-Time – Flu Shot Clinic ($1,042) - Health* – These are 2014 Medical Assistance funds and are being carried over as they need to be used for the 2015 annual Flu-Shot Clinic.
- *Supplies/Staff-Time – Dental Sealants ($6,006) - Health* – These are 2014 Medical Assistance funds and are being carried over as they need to be used for the 2015 program as required by the grant.
- *Emergency Preparedness ($3,956) – Health* – These are grant monies that were paid to the City in advance by the State, and they need to fund the program in 2015.
- *24/7 Emergency Coverage & Cell Phones ($45,918) – Health* – These are grant monies that are being carried over as required by the grant.
- *Construction Admin. Services for the Senior Center Renovation Project – ($128) – Senior Center* - These funds are being carried over due to a small carryover invoice with service dates of 2015.
- *City Hall Roof Replacement ($30,000) – Municipal Buildings* – These funds are being carried over to be added to the 2015 budgeted funds to complete the needed roof replacement.
- *Landscaping Materials for London & Plank ($5,000) – Street Construction* – These funds are being carried over as this part of the project was not able to be completed in 2014.
- *Traffic Signal Supplies ($4,560) – Marking & Sign* – These items were ordered in 2014, however, the lead time for the products was longer than expected, and delivery occurred in 2015.
- *Countdown Walk Signal ($2,100) - Marking & Sign* – This item was moved move to 2015 to take advantage of an opportunity for a joint purchase with the City of Neenah at a discounted price. This item has been ordered.

- *Streetlights ($60,002) – Street Lighting* – These funds will be used to purchase streetlights that are needed and will be more energy efficient than the existing ones. This opportunity exists due to the refund of monies from WE Energies in late 2014.
- *Generator & Transfer Switch ($27,650) – Public Works Facility Fund* - This item was ordered in 2014, however, the lead time for these products make it necessary to complete the purchase in 2015.
- *Gate & Gate Opener ($3,950) – Public Works Facility Fund* - These funds are being carried over to be added to the 2015 budgeted funds to complete the project.
- *Citywide Parcel Management Program ($3,750) – IT* – These funds are being carried over to be added to the 2015 budgeted funds to complete the project; and, so that multiple departments can select the most appropriate parcel management software for all to use.
- *Email Archiver ($2,300) – IT* - This item is being requested for carry over due to the current archiver being out of warranty and exhibiting signs of failure. We are running a new solution in tandem with this archiver at this time, and hope to convert to the new solution in the near future.
- *Network Storage Device ($3,225) – IT* - This item was ordered in 2014, however, delivery occurred in 2015.
- *Website Renovation ($20,000) – IT* – This project was initiated in 2014; however no funds were released until 2015. The project is expected to be completed in early fall of 2015.

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 $397,682 is set aside from the budgeted funds of the previous year as intended in the 2014 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 R-11-15

RESOLUTION CONTINUING APPROPRIATIONS

Introduced by Alderman Nichols

WHEREAS, it is desirous and necessary for the City of Menasha to continue some 2014 Appropriations into 2015 to finance ongoing projects,

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

Account Number	Account Name	Amount
100-0202-513	Personnel	$1,235
100-0204-512	Elections	$36,000
100-0304-562	Community Development	$3,780
100-0501-522	Fire - Menasha Share	$1,746
100-0601-551	Library	$29,000
100-0703-553	Parks	$2,357
100-0703-553	Parks	$10,000
100-0704-552	Pool	$10,000
100-0801-521	Police	$11,000
100-0801-521	Police	$12,081
100-0902-524	Sealer of Weights & Measures	$763
100-0902-524	Sealer of Weights & Measures	$197
100-0902-524	Sealer of Weights & Measures	$1,950
100-0903-531	Health	$6,895
100-0903-531	Health	$1,286
100-0904-531	Environmental Health	$788
100-0904-531	Environmental Health	$1,764
100-0904-531	Environmental Health	$185
100-0904-531	Environmental Health	$3,132
100-0909-531	Dental Program	$32,149
100-0909-531	Dental Program	$4,667
100-0914-513	Immunization Grant	$1,042
100-0916-531	Dental Sealants	$6,006
100-0918-531	Bio-Terrorism	$3,956
100-0919-531	Twenty-Four/Seven Coverage	$45,918
100-0920-531	Senior Center	$128
100-1001-514	Municipal Buildings	$30,000
100-1003-541	Street Construction	$5,000
100-1008-541	Marking & Sign	$4,560
100-1008-541	Marking & Sign	$2,100
100-1012-541	Street Lighting	$60,002
731-1022-541	Public Works Facility	$27,650
731-1022-541	Public Works Facility	$3,950
743-0403-513	IT	$3,750
743-0403-513	IT	$2,300
743-0403-513	IT	$3,225
743-0403-513	IT	$20,000
743-0403-513	IT	$7,120
	Total	$ 397,682

Passed and approved this ___ day of _____, 2015

Donald Merkes, Mayor

Attest:

Deborah A. Galeazzi, City Clerk

EXPLANATION OF CONTINUING APPROPRIATIONS
From 2014 to 2015

Account Number	Purpose	Amount	Requested By
100-0202-513	City Wide EEOC Training	$1,235	CA Captain
100-0204-512	Voting Equipment	$36,000	CC Galeazzi
100-0304-562	Marketing Materials/Business Recruitment Initiative	$3,780	CDD Keil
100-0501-522	IT Hardware Upgrade - Firehouse Software	$1,746	FC Auxier
100-0601-551	Library	$29,000	LD Lenz
100-0703-553	Replacement Fireplace for Hart Park	$2,357	PRD Tungate
100-0703-553	Koslo Park Rehab	$10,000	PRD Tungate
100-0704-552	Water Slide Renovation	$10,000	PRD Tungate
100-0801-521	Coplogic Online Reporting Program	$11,000	PC Styka
100-0801-521	Vehicle Replacement Funding	$12,081	PC Styka
100-0902-524	Case for Weights and Measures Scale	$763	PHD Mc Kenney
100-0902-524	Document Imaging Project	$197	PHD Mc Kenney
100-0902-524	Weights & Measures Scale	$1,950	PHD Mc Kenney
100-0903-531	Document Imaging Project	$6,895	PHD Mc Kenney
100-0903-531	Audiometer and Blood Pressure Cuffs	$1,286	PHD Mc Kenney
100-0904-531	Document Imaging Project	$788	PHD Mc Kenney
100-0904-531	Equipment Purchases	$1,764	PHD Mc Kenney
100-0904-531	Fees due to the State in 2015/Collected in 2014	$185	PHD Mc Kenney
100-0904-531	Emergency Preparedness Supplies	$3,132	PHD Mc Kenney
100-0909-531	Fluoride Varnish Program	$32,149	PHD Mc Kenney
100-0909-531	Community Needs Assessment	$4,667	PHD Mc Kenney
100-0914-513	Supplies/Staff Time-Flu Shot Clinic	$1,042	PHD Mc Kenney
100-0916-531	Supplies & Staff Time	$6,006	PHD Mc Kenney
100-0918-531	Emergency Preparedness	$3,956	PHD Mc Kenney
100-0919-531	24/7 Emergency Coverage & Cell Phones	$45,918	PHD Mc Kenney
100-0920-531	Construction Admin. Services	$128	PHD Mc Kenney
100-1001-514	City Hall Roof Replacement	$30,000	PWD Radtke
100-1003-541	Landscaping Materials for London & Plank	$5,000	PWD Radtke
100-1008-541	Traffic Signal Supplies	$4,560	PWD Radtke
100-1008-541	Countdown Walk Signal	$2,100	PWD Radtke
100-1012-541	Purchase of Street Lights	$60,002	PWD Radtke
731-1022-541	Generator & Transfer Switch	$27,650	PWD Radtke
731-1022-541	Gate and Gate Opener	$3,950	PWD Radtke
743-0403-513	City Wide Parcel Management Program	$3,750	ASD Steeno
743-0403-513	Email Archiver	$2,300	ASD Steeno
743-0403-513	Network Storage Device	$3,225	ASD Steeno
743-0403-513	Website	$20,000	ASD Steeno
743-0403-513	Document Imaging Project	$7,120	ASD Steeno
	TOTAL	$ 397,682	