

**City of Manitowoc**  
**2015 to 2016 Carryforward Requests from Departments**

Department					Not Recommended For Carryover		1100 General Fund	
					Total	2015 A/P		Deny
City Attorney	1100	12100	511200	Overtime	418.86		-	
	1100	12100	521200	Legal Exp	24,370.00		24,370.00	
	1100	12100	521210	Court Costs	1,181.57		1,181.57	
	1100	12100	527300	Software	15,000.00		15,000.00	
	1100	12100	532500	Reg. Fee	141.81	141.81	-	
<b>Total City Attorney</b>					<b>41,112.24</b>	<b>-</b>	<b>560.67</b>	<b>40,551.57</b>
Fire	1100	22100	534920	Hose	5,750.00		5,750.00	
	1100	22100	581930	EMS Grant	20,317.08		20,317.08	
	1100	22100	581940	Donations	2,430.50		2,430.50	
<b>Total Fire</b>					<b>28,497.58</b>	<b>-</b>	<b>-</b>	<b>28,497.58</b>
Data Processing	1100	14400	527300	Software	31,085.00		31,085.00	
Police	1100	21100	531800	Chairs	580.00		580.00	
<b>Total Police</b>					<b>580.00</b>	<b>-</b>	<b>-</b>	<b>580.00</b>
Community Development	1100	61100	521600	GIS & Sign Code	2,000.00		2,000.00	
	1100	61100	521900	Tyler Tech	11,000.00		11,000.00	
	2016 Budget Carryforward			Budget	10,000.00		10,000.00	
<b>Total Community Development</b>					<b>23,000.00</b>	<b>-</b>	<b>-</b>	<b>23,000.00</b>
Department of Public Infrastructure	1100	34111	521500	Bridge Control	15,000.00		15,000.00	
	1100	35210	535200	Motor Veh Parts	1,370.98	1,370.98	-	
	1100	32260	523510	Snow Removal	5,041.30	5,041.30	-	
	1100	51200	484100	donations	3,000.00		3,000.00	
	1100	51200	424790	Grant	2,995.00		2,995.00	
	1100	35210	533400	Training Seminar	88.22	88.22	-	
<b>Total Dept of Public Infrastructure</b>					<b>27,495.50</b>	<b>6,500.50</b>	<b>-</b>	<b>20,995.00</b>
<b>Grand Totals All Departments</b>					<b>151,770.32</b>	<b>6,500.50</b>	<b>560.67</b>	<b>144,709.15</b>

**Note: All Special Revenue Funds, Debt Service, Capital Projects, Enterprise and Internal Service Funds will be carried forward to 2015.**

**Carryover and Transfer Requests - Year End 2015**  
 (Summary Includes Planning and Assessor Budgets)

Priorities: A must; already committed  
 Highly probable need  
 Would be helpful

2015 Year End Net Variance: \$59,559

Amount	From	Budget Fund	To	Budget Fund	Purpose
\$10,000	Planning-Salaries	1100-61100-511100	Transfer from Special Revenue	1100-61100-492200	Included in 2016 budget process
\$2,000	Consulting Contracts	1100-61100-521600	Consulting Services	1100-61100-521600	Ongoing projects/contracts - GIS and Sign Code
\$11,000	Contractual Services	1100-11100-521900	Contractual Services	1100-11100-521900	Unspent on Tyler Tech in 2015 - additional services needed in 2016

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\$23,000

\$36,559 Back to the General Fund

Condition of department vehicles is also a future concern. 2000 Ford Escort in particular. Create motor pool?

## DPI - 2015 Carry Over from General Fund to 2016

1100-34111-521500	Architectural & Engineering	15,000.00	Bridge Control Study
<u>Ordered in 2015 - have not received invoice yet</u>			
1100-35210-535200	Motor Vehicle Parts	243.67	Envirotech
		554.87	Envirotech
		181.26	Envirotech
		391.18	Envirotech
		1,370.98	
1100-32260-523510	Snow Removal - Contracted	1,752.25	Holschbach 12-30-15
		2,567.25	Holschbach 12-29-15
		721.80	R & S Trucking
		5,041.30	
1100-51200-484100	Donations & Contributions	3,000.00	Forestry Grant - American Transmission
		3,000.00	Will be spent in 2016
1100-51200-424790	Other Cons & Dev of Nat R	2,995.00	Kayak Launch Grant - Balance
		2,995.00	Final invoice has not been received yet.
1100-35210-533400	Auto Mileage/Commercial Travel	88.22	Enterprise Rent A Car - Inventory Seminar
		88.22	

January 31, 2016

Finance Department

Carryforward Request from 2015 Budget to 2016

**\$15,260** Request for full conversion of Springbrook database from Progress to Sequel and inversion upgrade of the software from 7.15 to 7.18. This upgrade is desperately needed by both users of the software to gain access to key features which are now customs on the current version. Due to the elimination of the custom code the city should see a reduction in our annual maintenance from custom code and is estimated to be in the \$5,000 - \$7,500 annually. In addition, the IT Department wants to migrate this from Progress to Sequel to have all major systems reside on Sequel databases.

This was scheduled to occur in 2015, but due to the Accela acquisition of Springbrook all upgrades were placed on hold.

**\$15,825** Along with the Springbrook upgrade a full suite of Business Intelligence Products becomes easily accessible via the new sequel database. Providing transparency and an easy to use "Dashboard" for the public and internal users to access live city financial data. Through OpenGov we can have a public facing web page giving full access to the city's financial data in a user friendly format which will allow the user to customize the view and the specific data they wish to see all the way down to the specific check in the city's general ledger. In addition, the application allows an internal facing set of reports that will be very useful in analyzing data for budgetary purposes and to allow users to create data sets to make data driven decisions/recommendations.

I respectfully request the funds totaling \$31,085 which are available in the 2015 Data Processing budget to be carried forward to the 2016 General Fund Budget.

Thank you for your consideration,

Steve Corbeille  
Finance Director

## Steve Corbeille

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**From:** Patricia Heidorf  
**Sent:** Friday, February 12, 2016 8:40 AM  
**To:** Steve Corbeille; Nick Reimer  
**Subject:** RE: 2015 Carryforward Amounts

Hi Steve,

In our line #1100-21100-531800 for 2015 there is a balance left of \$580.00. This was designated to purchase chairs for Detective Dave McCue and Det. Dave Vorpahl. We would like this balance transferred over for 2016.

I think that's it! Now we can start fresh for 2016☺ Thank you to Kim and yourself for all of your help!!

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**From:** Steve Corbeille  
**Sent:** Friday, February 12, 2016 8:34 AM  
**To:** Nick Reimer; Patricia Heidorf  
**Subject:** RE: 2015 Carryforward Amounts

No problem.

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**From:** Nick Reimer  
**Sent:** Friday, February 12, 2016 8:22 AM  
**To:** Steve Corbeille; Patricia Heidorf  
**Subject:** RE: 2015 Carryforward Amounts

Hello Steve,

Thank you for your patience and the reminder. We are working on this and will email you as soon as we are finished. There is a high probability that we will have some questions of you along the way.

Take Care,  
Nick

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**From:** Steve Corbeille  
**Sent:** Thursday, February 11, 2016 3:01 PM  
**To:** Patricia Heidorf; Nick Reimer  
**Subject:** 2015 Carryforward Amounts

Just checking in to see where you stand with the carryforward request from 2015 to 2016 budgets?

Thanks,

**Steven A. Corbeille** | Finance Director/Treasurer  
City of Manitowoc  
900 Quay St., Manitowoc, WI 54220  
Phone: 920-686-6961 Cell: 715-938-1133

[scorbeille@manitowoc.org](mailto:scorbeille@manitowoc.org)  
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**DATE:** February 5, 2016  
**TO:** Steve Corbeille, Finance Director/Treasurer  
**FROM:** Kathleen M. McDaniel, City Attorney  
**RE:** Budget Carryover Requests for City Attorney

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The City Attorney's Office is requesting carryover of the following funds from the Attorney budget:

**Line:** 1100-12100-418.86, Salaries and Wages - Overtime

**Amount:** \$418.86

**Justification:** This line is used to cover overtime expenses for the paralegal position. The paralegal will be covering half the Personnel Committee meetings in 2016 and carryover will allow us to utilize her time most effectively.

**Line:** 1100-12100-521200, Legal Expenses

**Amount:** \$24,370.00

**Justification:** This line is used to fund outside counsel costs. The City has continuing litigation from last year (1512 Washington Street, Menard's, Holy Family) and it would be appropriate to use funds appropriated for 2015 litigation to partially cover these expenses. We also recently had claims filed regarding 2015 events that were not filed until 2016.

**Line:** 1100-12100-521210, Court Costs

**Amount:** \$1,181.57

**Justification:** This line is used to fund litigation expenses. A number of cases will likely end up in litigation resulting from the 2015 Property Tax Assessment, I would ask that this amount be carried over since the events giving rise to the litigation occurred in 2015.

**Line:** 1100-12100-527300, Software Maintenance & Support

**Amount:** \$15,000.00

**Justification:** This line is used to fund our practice management software. We have not received an invoice for 2015 yet and still have expenses from 2014 that we were not charged for, so I would like to carry this line over to fund those 2015 expenses once the bills arrive.

**Line:** 1100-12100-532500, Registration Fees and Tuition

**Amount:** \$141.81

**Justification:** I was able to reduce expenses on CLEs by registering early and taking advantage of discounts. I would like to carry this over to fund additional training in 2016.

**Line:** 4500-12400-521800, Environmental Remediation

**Amount:** \$39,483.92

**Justification:** The amount bonded for Lemberger Landfill, a Superfund site, in 2015 was not entirely spent because the members of the LSRG were not able to reach agreement with the EPA and DNR on the number of new monitoring wells that should be drilled, so no wells were drilled in 2015. We have now reached a tentative agreement and I would ask that these funds be carried over into 2016 to fund the expense which was planned for 2015.



February 4, 2016

## MEMO

To: Steve Corbeille, Finance Director  
From: Todd Blaser, Fire Chief  
Re: **Fiscal Year 2015 Carry-over Requests**  
Page 1 of 2

Dear Steve,

The Manitowoc Fire Rescue Department would appreciate your consideration of the following 2015 Budget Year Carry-over Requests. This request is the due diligence of the Fire Rescue Department staff keeping other line item expenditure costs fiscally responsible.

Office of Fire Department

The first request for consideration is for the amount of **\$5,750.00** be carried over from account **1100-22100-534920-New Hose**. These funds would be used to purchase new nozzles. The purpose for the new nozzles is for the replacement of twenty plus year old nozzles that at the time of purchase were state of the art. In the fire service our technology and tactics are always changing. The nozzles that would be purchased are called smooth bore nozzles that have less nozzle reaction and therefore can be controlled by firefighters with a greater ease of physical work in an already stressful environment.

The following requests for carry over are for funds received from grant monies and donations to the Fire Rescue Department that are required to be carried over as these are designated funds:

1. **1100-22100-581930-Grant Expenditures: \$20,317.08.**  
These monies are an accumulation from grant years prior to and including 2015. These funds can only be spent on specific EMS items.





2. 1100-22100-581940-Donation Expenditures: \$2,430.50  
These funds are the balance remaining of monies that were donated to the Fire Department in 2015 and over the past several years, including monies received from the Turgasen estate.

The final requests are for the following designated Capital Funds to be carried over:

1. 4700-22100-581400-Heavy Motorized Equipment:
  - \$157,000.00: These funds are for the purchase of a new Ambulance that was not yet finalized in 2015.
2. 4700-22100-581920-Radio Communication Equipment:
  - \$66,158.00: These funds are for the enhancement of our radio communications and to address concerns of interoperability and firefighter safety.

In conclusion, I appreciate your consideration of these requests. Should you have any questions and/or concerns, please contact me.

Respectfully submitted,

Todd M. Blaser  
Chief of Fire Rescue Department

Office of Fire Department