

**City of Manitowoc**  
**2018 to 2019 Carryforward Requests from Departments**

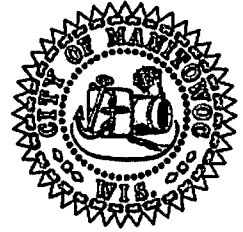
Department				Total	Not Recommended For Carryover		1100 General Fund
					Adjust	Deny	
Human Resources	1100	12200	513800	Tuition Reimb	20,851.56		20,851.56
	1100	12200	516410	Alcohol/Drug Testing	205.00		205.00
	1100	12200	516600	Background Checks	2,528.00		2,528.00
	1100	12200	516700	Recruitment Expense	2,000.00	2,000.00	-
	1100	12200	521600	Consulting Contracts	1,250.00	1,250.00	-
	1100	12200	521900	Other Professional Servk	2,710.50	2,710.50	-
	1100	12200	531200	Office Supplies	49.69	49.69	-
	1100	12200	531300	Printing & Duplication	151.75	151.75	-
	1100	12200	532200	Newspaper, Periodic	50.00	50.00	-
	1100	12200	532400	Membership Dues	216.00	216.00	-
	1100	12200	532500	refistration Fees	881.00	881.00	-
	1100	12200	533400	Auto Mileage	250.56	250.56	-
	1100	12200	533500	Meals	93.31	93.31	-
	1100	12200	533600	Lodging	331.00	331.00	-
	1100	00000	342714	Legal Defense Fund		(7,983.81)	7,983.81
	<b>Total Human Resources</b>				<b>31,568.37</b>	<b>-</b>	<b>-</b>
Fire	1100	22100	515700	Employee Ed & Trng	6,327.00		6,327.00
	1100	22100	526100	Radio Radar Service	5,154.00		5,154.00
	1100	22100	516210	Protective Clothing	6,995.00		6,995.00
	1100	22100	516400	Employee Physicals	10,371.00		10,371.00
	1100	22100	534200	Chemistry and Lab Suppl	4,731.00		4,731.00
	1100	22100	581930	EMS State Grant	7,909.53		7,909.53
	1100	22100	581940	Donations/Contributions	2,718.21		2,718.21
	1100	22100	581940	Donations/Contributions	4,566.77		4,566.77
	1100	23100	516200	Clothing Allowance	300.00		300.00
	<b>Total Fire</b>				<b>49,072.51</b>	<b>-</b>	<b>-</b>
Police	1100	21100	522500	Telephone	8,462.72		8,462.72
	1100	21100	524100	Other Machinery and Eq	20,571.82		20,571.82
	1100	21100	531800	Office Furniture/Small Ec	344.28		344.28
	1100	21100	534900	Other Operating Supplie:	495.41		495.41
<b>Total Police</b>				<b>29,874.23</b>	<b>-</b>	<b>-</b>	<b>29,874.23</b>
Community Development	1100	61100	581800	Computer Equipment	3,000.00		3,000.00
<b>Total Community Development</b>				<b>3,000.00</b>	<b>-</b>	<b>-</b>	<b>3,000.00</b>
Department of Public Infrastructure	1100	31100	536800	Field Supplies & Equip	475.70		475.70
	1100	31100	536900	Other Repairs & Maint E	98.30		98.30
	1100	31100	527300	Software Maintenance &	3,222.96		3,222.96
	1100	32325	532630	Public Education	139.71		139.71
	1100	32320	542910	Manhile Casting & Acces	6,500.00		6,500.00
	1100	32320	544100	Plastic Pipe	2,000.00		2,000.00
	1100	51300	531300	Printing & Duplication	1,515.97		1,515.97
	1100	51300	534500	Recreation Supplies	1,533.74		1,533.74
	1100	51400	523300	Ground and Ground Imp	585.00		585.00
	1100	51300	521100	Advertising & Martketing	866.50		866.50
	1100	51500	521400	Data Processing	500.00		500.00
	1100	51500	523300	Ground and Ground Imp	696.00		696.00
	1100	51300	521100	Advertising & Martketing	585.00		585.00
	1100	41100	527300	Software Maintenance &	1,300.00		1,300.00
	1100	41100	581810	Computer Software	5,790.00		5,790.00
	<b>Department of Public Infrastructure Total</b>				<b>25,808.88</b>	<b>-</b>	<b>-</b>
<b>Grand Totals All Departments</b>				<b>139,323.99</b>	<b>-</b>	<b>-</b>	<b>139,323.99</b>



# CITY OF MANITOWOC

WISCONSIN, USA

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**DATE:** January 31, 2019  
**TO:** Steve Corbeille, Finance Director/Treasurer  
**FROM:** Jessie Lillibridge, HR Director  
**RE:** Budget Carryover Requests for Human Resources

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Human Resources Department requests carryover of the following funds from the HR budget:

**Line:** 1100-12200-513800, Tuition Reimbursement

**Amount:** \$20,851.56

**Justification:** Requesting that this amount be placed into the non-lapsing designation each year to continue to enable employees to utilize the tuition reimbursement program.

**Line:** 1100-12200-516410, Alcohol/Drug Testing

**Amount:** \$205.00

**Justification:** Our testing costs have increased for 2019. Requesting carryover to fund the additional expense.

**Line:** 1100-12200-516600, Background Checks

**Amount:** \$2,528.00

**Justification:** We are working to get through all background checks for all employees per our Background Check Policy (all employees will be checked every five years). Requesting carryover to fund this process.

**Line:** 1100-12200-516700, Recruitment Expenses

**Amount:** \$2,000.00

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

**Line:** 1100-12200-521600, Consulting Contracts

**Amount:** \$1,250.00

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

**Line:** 1100-12200-521900, Other Professional Services

**Amount:** \$2,710.50

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

Human Resources - Phone (920) 686-6993

CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543 • Fax (920) 686-6999

[www.manitowoc.org](http://www.manitowoc.org) • [humanresources@manitowoc.org](mailto:humanresources@manitowoc.org)

**Line:** 1100-12200-531200, Office Supplies

**Amount:** \$49.69

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

**Line:** 1100-12200-531300, Printing & Duplication

**Amount:** \$151.75

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

**Line:** 1100-12200-532200, Newspaper/Periodical Subs

**Amount:** \$50.00

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

**Line:** 1100-12200-532400, Membership Dues

**Amount:** \$216.00

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

**Line:** 1100-12200-532500, Registration Fees

**Amount:** \$881.00

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

**Line:** 1100-12200-533400, Auto Mileage

**Amount:** \$250.56

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

**Line:** 1100-12200-533500, Meals

**Amount:** \$93.31

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

**Line:** 1100-12200-533600, Lodging

**Amount:** \$331.00

**Justification:** Request that this be placed into the legal defense line (1100-00000-342714) to assist with funding of the litigation and arbitration issues in the ongoing labor negotiations.

February 1, 2019

## MEMO

To: Steve Corbeille, Finance Director  
From: Todd Blaser, Chief of Fire Rescue  
Re: **Fiscal Year 2018 Carry-over Requests**

Page 1 of 2

Dear Steve,

The Manitowoc Fire Rescue Department would appreciate your consideration of the following 2018 Budget Year Carry-over Requests. These requests are made with careful consideration to the due diligence of the Fire Rescue Department staff to keep line item expenditure costs lean, although we did experience some unexpected expenditures.

The first request for consideration is for the following amounts to be carried over for the **Capital CAD Project**. This Capital Project was approved during the 2018 Budget process, however due to unforeseen delay was not started/completed. The amount approved for the project was a conservative dollar amount request, taking careful consideration of other needs throughout the City. The purpose of the requested money is a result of the project being quoted in 2017, knowing we will have a price increase prior to monies being borrowed for 2019. It is also unknown what accessories may be required during the implementation. Careful consideration was taken during 2018 to control the expenditures in these specific accounts related to the components of the CAD implementation.

1. **1100-22100-515700-Employee Ed & Trng - \$6,327.00**
2. **1100-22100-526100-Radio/Radar Service - \$5,154.00**

The second request is for the amount of **\$6,995.00** be carried over from account **1100-22100-516210-Protective Clothing (PPE)**. This would be used to purchase any Personal Protective gear for unforeseen new hires. This is in addition to the 2019 budgeted amount for the purchase of replacement PPE for current staff due to NFPA requirements.

The third request is for the amount of **\$10,371.00** be carried over from account **1100-22100-516400-Employee Physicals**. We have not been invoiced from Aurora for the 2018 employee physicals and stress tests that were performed.



Office of Fire Department

The fourth request is for the amount of **\$4,731.00** be carried over from account **1100-22100-534200-*Chemistry & Lab Supplies***. These funds would be utilized for the purchase of Binder Lifts, lifting assistance devices to be utilized by our paramedic crews.

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. **1100-22100-424260-*EMS State Grant*: \$7,909.53** (Grant monies received in 2018) to be carried over/transferred to the 2018 *Grant Expenditure Line* of **1100-22100-581930**.

When the carry-over/transfer is completed to **1100-22100-581930-*Grant Expenditure***, the total EMS Grant funds available in that expense line will be **\$34,750.10** (\$26,840.57-balance end of 2018 + \$7,909.53). These monies are an escrowed account from grant years prior to and including 2018. These funds can only be spent on specific EMS items.

2. ***Donations & Contributions*** - Amount to be carried over: **\$2,718.21**.

These funds are the balance of remaining monies that were donated to the Fire Rescue Department and over the past several years.

Additionally, the amount of **\$4,566.77** is to be carried over in ***Donations & Contributions*** which is the remaining balance from the West Foundation for the Restoration of the 1935 MACK Fire Truck.

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

**MEMORANDUM**

**TO: Steve Corbeille, Finance Director  
Kim Lynch, Comptroller/Deputy Treasurer**

**FROM: Nick Reimer, Chief of Police**

**DATE: January 30, 2019**

**RE: 2018 Year-end Carryover Requests:**

**\$8,462.72      1100-21100-522500 Telephone**

This money will be used to update cellular contracts, infrastructure and equipment. Please continue funds in the same line.

**\$20,571.82      1100-21100-524100 Other Machinery and Equipment**

This money will be used to upgrade the Police Department's meeting/training room (audio/visual and other equipment) and detective interview room (microphone and camera equipment). Please continue funds in the same line.

**\$344.28      1100-21100-531800 Office Furniture/ Small Equipment**

This money will be put towards the purchase of office chairs for the department. Currently we have a list of 6 chairs needed throughout the department. Please continue funds in the same line.

**\$495.41      1100-21100-534900 Other Operating Supplies**

This money will be used to purchase AED batteries. These batteries come at a high cost and take a while to receive. Please continue funds in the same line.



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February 26, 2019

**To:** Steve Corbeille, Finance Director  
**From:** April Kroner, Community Development Director  
**RE:** 2018 Fiscal Year Carryover Request to 2019

The Community Development Department is requesting a carryover of the following fund monies from the Planning Budget:

**Line:** 1100-61100-581800, Computer Equipment  
**Amount:** \$3,000.00

**Justification:** The carryover amount will be used to fund computer equipment expenses related to the new Associate Planner – Business and Housing Development position. Equipment needs will include new computer monitors, Adobe Professional software, design and architectural software and a laptop for marketing and development presentations.

Respectfully submitted,  
CITY OF MANITOWOC

April Kroner  
Community Development Director

## 2018 Carry Over Requests - DPI

Account #	Account Description	Amount	Comments
1100-31100-536800	Field Supplies & Equipment	475.70	Increase in number of road projects in 2019
1100-31100-536900	Other Repairs & Maint Equip	98.30	Survey equipment calibration/repair
1100-31100-527300	Software Maintenance & Support	3,222.96	Additional training for Microstation
1100-32325-532630	Public Education	139.71	Storm water - bus wrap
1100-32320-542910	Manhole Casting & Access	6,500.00	Closed the last 3 weeks of December when we replenish for year.
1100-322320-544100	Plastic Pipe	2,000.00	Many storm sewers need repair work
1100-51300-531300	Printing & Duplication	1,515.97	Printer supplies for printing brochurse in house
1100-51300-534500	Recreation Supplies	1,533.74	CP - Tennis Court repairs - re-align tiles
1100-51400-523300	Grounds & Ground Impr.	585.00	Replace bedding edging along southwest (front) that was not finished
1100-51300-521100	Advertising & Marketing	866.50	Printing membership manuals
1100-51500-521400	Data Processing	500.00	New printer
1100-51500-523300	Grounds & Grounds Impr.	696.00	Partial prep for butterfly garden that was not completed in the fall
2850-51300-521100	Advertising & Marketing	585.00	Advertising on a digital billboard
1100-41100-527300	Software & Maint Support	1,300.00	CIMS Software Upgrade - will be completed in 2019
1100-41100-581810	Computer Software	<u>5,790.00</u>	CIMS Software Upgrade - will be completed in 2019
		<b>25,808.88</b>	