

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**FINANCE—APPROVE CAPITAL BUDGET ADJUSTMENTS/CARRYOVER FY2019
CAPITAL AND OTHER PROJECTS**

WHEREAS, section 4.11.7 of the County Budget Policy states, "If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry over, funds may be reallocated and/or removed from the project."; and

WHEREAS, requests for carry over for projects from 2019 and prior years have been compiled by Project Management, reviewed by the Executive Director of Finance are being recommended by the County Administrator; and

WHEREAS, requested carry over appropriations are all less than or equal to the original appropriation less expenditures made in 2019 and prior years with the exception of the Court Recording Solution project which requires an additional appropriation of \$21,673 to complete.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approves a budget adjustment to the 2020 Budget to fund the approved 2019 and prior year projects listed in Attachment A to Resolution 188-044: Project and Budget Adjustments for Approved 2019 and Prior Year Projects dated February 5, 2020; and

BE IT FINALLY RESOLVED that the Board Chairman and/or the County Administrator are authorized to sign any necessary documentation on behalf of the County and that the Executive Director of Finance is authorized to perform the necessary adjustments to the 2020 budget to complete this action.



ALLEGAN COUNTY
REQUEST FOR ACTION FORM

Completed RFA form must be attached to a work order request through the Track-It System. If you have any questions regarding this process, please contact Administration @ ext. 2633.

RFA#: 188044

Date: 1/9/2020

Request Type Routine Items **Select a Request Type to reveal and complete required form.**
Department Requesting Finance
Submitted By Valdis Kalnins on behalf of Lorna Nenciorini
Contact Information Valdis - x2532, Lorna - x2652

Description

Per the 2019 Budget Policy section 4.11.7 - "If a project extends past the fiscal year from which the original budget was established, departments shall request funds to be carried over and budgeted in the following year (using the same fund and account number) less any expenses already incurred. Absent a request for carry over, funds may be reallocated and/or removed from the project."

Consistent with this policy, the Project Management Team working with Finance and impacted Departments has prepared a list of previously approved projects that are recommended for a carry-over into into 2020. A request is hereby being made to re-appropriate unspent funds less any expenses already incurred for the listed projects and allocate additional funds where necessary to complete approved projects.

Attachment A to Resolution 188-044

List of Approved 2019 and Prior Year Projects							
#	Project Name	Project Description and Status	Scope Change	Approval Year	Previously Approved Amount	2019 & Prior Year Expenditures	Budget Adjustment for 2020
#2450 CIP Public Improvements Fund							
1	Heat Pump Replacement - Courthouse	Asset Replacement Plan to systematically replace the heat pumps at the Courthouse that are past their operational life expectancy. One contract signed with RW LaPine to replace an initial set of 17 heat pumps, a second contract is pending to replace approximately 13 more using up the remaining budget.	No	2015, 2016, 2017	\$ 220,000	\$ -	\$ 220,000
2	HSB Parking Lot Study	Fund field investigations (drain video imaging, soil boring and ground penetrating radar) to determine structural integrity of HSB parking lots and root cause of issues. In process of awarding contract based on proposals received from RFP.	No	2017	\$ 15,000	\$ -	\$ 15,000
3	ACSO Front Parking Lot Improvements	Reconstruct front parking lot adding/reconfiguring parking spaces and sidewalks to increase capacity and improve safety. Contract fully executed to have work done in summer of 2020.	No	2017	\$ 167,000	\$ -	\$ 167,000
4	Resurface Front Lot CSB	Pavement Maintenance Plan. Front lot can no longer be sealcoated. Needs to be resurfaced. Contract fully executed to have work done in summer of 2020.	No	2018	\$ 96,000	\$ -	\$ 96,000
5	Repair Pumphouse Retaining Wall	Retaining wall is collapsing towards pump house entry and erosion is undercutting the concrete access stairway. RFP to be re-released in 2020, no proposals received from initial release in fall 2019.	No	2018	\$ 20,000	\$ -	\$ 20,000
6	Court Recording Solution Upgrade - Phase III	Technology Replacement Plan. BIS court recording system is 10 years old and needs replacement to maintain reliability. 7 Courtrooms completed in 2019 through Phase II. Three smaller hearing rooms remain to be completed in Phase III. Equipment to be replaced was not fully identified on initial budgetary quotes provided by vendor and final quotes for hearing rooms came in higher than budgeted. The \$40,000 appropriation needed to complete the project includes a carryover amount of \$18,327 plus a new appropriation of \$21,673.	No	2018	\$ 172,500	\$ 154,173	\$ 40,000
7	County Website Redesign	Redesign County Website, migrate to a newer platform and enable usage on portable electronic devices. RFP drafted and being reviewed before release in Q1 of 2020.	No	2019	\$ 16,000	\$ -	\$ 16,000
8	Animal Shelter - Flooring Repairs	Replace floor covering at the animal shelter. Contract fully executed, scheduled for completion in Q1 of 2020.	No	2019	\$ 40,000	\$ -	\$ 40,000
9	Animal Shelter - HVAC Improvements	HVAC System Improvements. Contract fully executed, scheduled for completion in Q1 of 2020.	No	2019	\$ 35,000	\$ -	\$ 35,000
10	Animal Shelter - Medical Sink	Install medical sink at the animal shelter. Contract fully executed, scheduled for completion in Q1 of 2020.	No	2019	\$ 10,000	\$ -	\$ 10,000
11	ACSO Roof Replacement - Section 1	Replace Section 1 of the roof at the ACSO. Project is split over two years with approx. 2/3 being done in 2019 and the remaining 1/3 in 2020. \$150,000 remaining from 2019 to be carried over and added to \$370,000 already appropriated for this project in 2020.	No	2019	\$ 800,000	\$ 648,970	\$ 150,000
12	Pavement Maintenance - County Lots	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 25,000	\$ -	\$ -
Total Budget Appropriation					\$ 1,616,500	\$ 803,143	\$ 809,000

Attachment A to Resolution 188-044

List of Approved 2019 and Prior Year Projects							
#	Project Name	Project Description and Status	Scope Change	Approval Year	Previously Approved Amount	2019 & Prior Year Expenditures	Budget Adjustment for 2020

Parks Capital Projects

The following parks projects are to be funded through a Transfer-In of up to \$139,000 from the Fund Balance of #2470 – Local Revenue Sharing Fund available to fund Parks Capital and/or Economic Development Initiatives as approved by the Board of Commissioners per Budget Policy parameters.

13	Gun Lake Park Watercraft Launch and Pavilion Improvements	Engineering and construction to improve pavilion, boat launch and access drive at Gun Lake Park. Bids received were higher than budget appropriation, Board sent back to Parks Advisory Board for review, prioritization and recommendation.	Under Review	2018	\$ 283,630	\$ 18,630	\$ 265,000
14	DNR Trust Fund - Silver Creek Park Improvements	County was noticed by DNR in December that Trust Fund Grant applied for in 2019 was not awarded.	Yes CANCEL	2019	\$ 125,700	\$ -	\$ -
15	Pavement Maintenance - Parks Lots	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 25,000	\$ -	\$ -
Total Budget Appropriation					\$ 434,330	\$ 18,630	\$ 265,000

#2465 Child Care Capital

16	Youth Home Intercom and Surveillance Camera System Replacement	Replace aging building wide intercom system and surveillance camera system. Project is in execution and expected to be completed in Q1 of 2020. Appropriation adjusted to reflect decreased project cost based on contract.	No	2014	\$ 140,000	\$ 43,000	\$ 75,000
17	Pavement Maintenance - YH Lot	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 5,000	\$ -	\$ -
Total Budget Appropriation					\$ 145,000	\$ 43,000	\$ 75,000

#2118 Central Dispatch Capital

18	SIP Card Purchase and Installation	Needed to allow VIPER phone system to connect to the PFN ESINet to enable Smart911 services. SIP integration is scheduled with Intrado to occur in Q3 of 2020 in coordination with the PFN cutover.	No	2019	\$ 12,000	\$ -	\$ 12,000
19	Dispatch Console Replacement	Replace five existing dispatch consoles and add a sixth console to accommodate additional staffing during major events and allow for future growth. Project in execution and expected to be completed in Q1 of 2020. Appropriation adjusted to reflect decreased project cost based on contract.	No	2019	\$ 120,000	\$ 56,168	\$ 60,000
20	Pavement Maintenance - 911 Lot	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 6,000	\$ -	\$ -
Total Budget Appropriation					\$ 138,000	\$ 56,168	\$ 72,000

#2300 Transportation Grant

21	Pavement Maintenance - ACT Lot	Apply treatments necessary to maintain pavement. New funds approved and appropriated in 2020 as part of a new project intended to comprehensively maintain all of the County's paved surfaces.	Yes CANCEL	2019	\$ 2,000	\$ -	\$ -
Total Budget Appropriation					\$ 2,000	\$ -	\$ -

Attachment A to Resolution 188-044

List of Approved 2019 and Prior Year Projects

#	Project Name	Project Description and Status	Scope Change	Approval Year	Previously Approved Amount	2019 & Prior Year Expenditures	Budget Adjustment for 2020
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#2550 Animal Shelter Donations Fund

22	Dog Run Barrier	The 2019 appropriation of \$33,000 did not align to specific projects. The carry-over amount is specifically for the installation of a concrete barrier along the dog run fencing. This project is fully scoped and ready for bid. Any additional projects will be brought to the Board for approval mid-year once they are fully scoped.	Yes	2018	\$ 33,000	\$ -	\$ 10,000
Total Budget Appropriation					\$ 33,000	\$ -	\$ 10,000

#2560 – Register of Deeds Automation Fund

23	Replace Public Records Management System	Purchase a new Public Records Management System with associated conversion, installation and training services. New system installed and conversion / Go Live completed in Q3 of 2019. Supplemental contract fully executed to integrate Kofile with BS&A to allow for electronic transfer of records between ROD and Treasury to be completed in Q1. Appropriation adjusted to reflect decreased amount needed to complete project.	No	2019	\$ 200,000	\$ 175,363	\$ 8,000
Total Budget Appropriation					\$ 200,000	\$ 175,363	\$ 8,000