

**Kenosha County
Administrative Proposal Form**

1. Proposal Overview

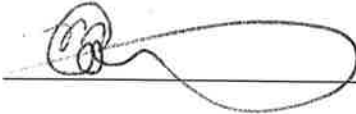
Division: Parks

Department: Public Works and Development
Services

Proposal Summary (attach explanation and required documents):

Repurpose funds for the purchase of new chipper for the Parks Division.

Dept./Division Head Signature: _____



Date: 1.2.19

2. Department Head Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Department Head Signature: _____



Date: 1-2-19

3. Finance Division Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: _____



Date: 1/2/19

4. County Executive Review

Comments:

Action: Approval ☐ Non-Approval ☐

Executive Signature: _____

Date: _____



COUNTY OF KENOSHA

Department of Public Works & Development Services
Raymond G. Arbet, Director

Matthew J. Collins
Director, Division of Parks
19600 75th Street, Suite 122-1
Bristol, Wisconsin 53104
Office: (262) 857-1850
Fax: (262) 857-1885

DATE: January 2, 2019

TO: Finance Committee

FROM: Matthew Collins, Director of Parks – Kenosha County Public Works

SUBJECT: Repurpose Golf Division Capital Funds – Chipper

The 2019 Parks Division CIP budget includes \$45,000 for the purchase of a new chipper. After developing the specifications and researching the capabilities of available equipment in the marketplace, it was determined that there is a need for a heavy duty chipper, the cost of which exceeds the approved funding. The updated quote for a chipper meeting Park Division needs is \$61,000 which exceeds the budgeted amount by \$16,000.

The 2019 Golf Division CIP budget included \$30,000 to purchase a new chipper. The Golf and Parks divisions have re-evaluated the necessity for two chippers based on expected usage needs and the cost of a heavier duty chipper. The best course of action is to purchase one chipper that can be shared by both divisions. Instead of two chippers purchased for \$75,000, it is now recommended to purchase one heavier duty chipper for \$61,000. This will result in an overall savings of \$14,000 and still allow both divisions to complete their chipper work.

The two chipper budgets are in the same budget appropriation category thereby requiring only approval of the Finance Committee. The Parks Division requests the approval of the Finance Committee to repurpose \$16,000 from the Golf Division CIP budget to the Park Division CIP budget per the attached budget modification, with the notification that the excess golf budget of \$14,000 will not be spent.

Thank you for your consideration of this matter.

Respectfully Submitted,

Matthew Collins
Director of Parks

KENOSHA COUNTY EXPENSE/REVENUE BUDGET MODIFICATION FORM

DEPT/DIVISION: DPW / Parks

DOCUMENT #

G/L DATE

2019

BATCH #

ENTRY DATE

PURPOSE OF BUDGET MODIFICATION (REQUIRED):

Re-purpose Golf Capital funds to purchase chopper for use by Parks and Golf divisions.

(1)

ACCOUNT DESCRIPTION EXPENSES	(2)		BUDGET CHANGE REQUESTED		(5) ADOPTED BUDGET	(6) CURRENT BUDGET	(7) ACTUAL EXPENSES	AFTER TRANSFER	
	BUSINESS UNIT	sub-sidiary	EXPENSE INCREASE (+)	EXPENSE DECREASE (-)				REVISED BUDGET (8)	EXPENSE BAL AVAIL (9)
Parks Capital - Equipment	411		16,000		45,000	45,000	-	61,000	61,000
	760								
	7850								
	580050								
Golf Capital - Equipment	641			16,000	30,000	30,000	-	14,000	14,000
	730								
	7390								
	580050								
EXPENSE TOTALS			16,000.0	16,000.0	0	0	0	0	0

REVENUES	(2)		BUDGET CHANGE REQUESTED		(5) ADOPTED BUDGET	(6) CURRENT BUDGET	(7) ACTUAL EXPENSES	AFTER TRANSFER	
	BUSINESS UNIT	sub-sidiary	REVENUE DECREASE (+)	REVENUE INCREASE (-)				REVISED BUDGET (8)	EXPENSE BAL AVAIL (9)
REVENUE TOTALS			0	0	0	0	0	0	0

COLUMN TOTALS (EXP TOTAL + REV TOTAL)

0 0

SEE BACK OF FORM FOR REQUIRED LEVELS OF APPROVAL FOR BUDGET MODIFICATION.

Please fill in all columns:

- (1) & (2) Account information as required
- (3) & (4) Budget change requested
- (5) Original budget as adopted by the board
- (6) Current budget (original budget w/past mods.)
- (7) Actual expenses to date
- (8) Budget after requested modifications
- (9) Balance available after transfer (col 8 - col 7).

PREPARED BY: Jim Kiefer

FINANCE DIRECTOR:

(required)

DATE: 12.19

DATE: 1/2/19

DATE: 1/2/19

DIVISION HEAD: [Signature]

DEPARTMENT HEAD: [Signature]

DATE: 12-19 COUNTY EXECUTIVE:

DATE: