

AGENDA SUMMARY ITEM

Agenda Item #: C - 1

Agenda Item: Approval and authorization, in accordance with established policy, to make a budget amendment for Fund 303 in the fiscal year 2021/2022 Budget. Said amendment to transfer a total of \$50,000 from Roadway Crack Sealing (PW2002) to FOC Roof Replacement (PW2201)

In accordance with the Public Works Directors memo attached this adjustment is necessary to complete the construction of the FOC Roof Replacement due the change in the scope of work. Spray foam insulation under the roof rafters was added to provide an ait barrier and improved thermal resistance.

Exhibit "A" attached outlines the sources and uses of the funds.

Recommended Action:

Requesting Village Council approval to make the budget amendment to the fiscal year 2021/2022 Budget in accordance with established policy.

Initiator	Village Manager Approval	Agenda Date	Village Council Action
Stanley G. Hochman Finance Director		07/07/22	

EXHIBIT "A"
BUDGET REVISION
CAPITAL IMPROVEMENT FUND - 303

DEPARTMENT	ACCOUNT DESCRIPTION	CIP PROJ NO.	BUDGET CODE NO.	AMOUNT
	SOURCE OF FUNDS			
PUBLIC WORKS	ROADWAY CRACK SEALING	PR2002	541-5310	\$ 50,000
	TOTAL SOURCE OF FUNDS			<u>\$ 50,000</u>
	USE OF FUNDS			
PUBLIC WORKS	FOC ROOF REPLACEMENT	PW2201	541-6299	\$ 50,000
	TOTAL USE OF FUNDS			<u>\$ 50,000</u>

MEMORANDUM

TO: Stanley Hochman, Finance Director

FROM: Paul Webster, Director of Public Works

DATE: June 9, 2022

RE: Budget Adjustment

I would like to respectfully request a budget adjustment to increase the funds in the existing CIP PW2201, FOC Roof Replacement, 303-4100-541.62-99 by \$50,000.00. There was a change in the scope of work. Spray foam insulation under the roof rafters was added to provide an air barrier and improved thermal resistance. We are requesting to transfer \$50,000.00 from PW2002, Roadway Crack Sealing, 303-4100-541.53-10. The funds are needed to construct the FOC Roof Replacement improvements. We request that this budget adjustment be placed on the upcoming council agenda, July 7, 2022.

If any additional information is needed, please do not hesitate to contact me at your earliest convenience.

Thank you in advance for your time and consideration.

PW/cs