

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST

**NEW FUNDING BUDGET REQUEST**

Submitted by: Robert H. Anderson

Title: Director, Adjudication

	<u>GL #</u>	<u>Current Yr. Budget**</u>	<u>Original Yr Budget</u>	<u>Prior Requested Amendment</u>	<u>Requested Amendment</u>	<u>Recommended Current Yr Amended</u>
Account Description →	1001.41030.101.550603	49,500	30,000	19,500	5,600	55,100
Budget Page # →	70					

\*\* Includes any prior approved amendments

**Explanation Below**

Additional funding requested to cover additional postage charges resulting from increase in citations issued and postage fee increase not previously anticipated and based on current rate of usage.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**NEW FUNDING BUDGET REQUEST**

Submitted by: Kellie Murphy  
 Title: Administrative Commander

		<u>GL #</u>	<u>Current Yr Budget**</u>	<u>Requested Amendment</u>	<u>Recommended Current Yr Amended</u>
		1001.42400.101.530667	152,122	80,000	232,122
Account Description	→	External Support			
Budget Page #	→	144			

\*\* Includes any prior approved amendments

**Explanation Below**

Passport charges administration fees on a per-permit issuance and per-citation paid basis. Passport remits to the Village revenues collected less the admin fees. However, to maintain consistent accounting of the full revenues and expenses, the monthly total revenues before admin fees are recorded and then expensed. Online payment usage has increased due to COVID.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**NEW FUNDING BUDGET REQUEST Q4**

Submitted by: Vic Sabaliauskas  
 Title: Building Maintenance Superintendent

		<u>GL #</u>	<u>Current Yr Budget**</u>	<u>Requested Amendment</u>	<u>Recommended Current Yr Amended</u>
		1001-43790-711-530660	283,000	40,000	323,000
Account Description	→	General Contractual			
Budget Page #	→	173			

\*\* Includes any prior approved amendments

**Explanation Below**

Throughout the course of 2021 the Building Maintenance Division incurred unforeseen costs related to COVID-19, early voting overtime requirements, and higher than expected overtime needed for snow removal. Funds to cover these costs were not previously budgeted for and therefore new funds in the amount of \$40,000 are being requested to cover costs already incurred as well as costs expected for the remainder of 2021 (November and December).

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**NEW FUNDING BUDGET REQUEST**

Submitted by: CFO Drazner

Title: Interfund Transfer to Affordable Housing Fund

	<u>GL #</u>	<u>Current Yr Budget**</u>	<u>Requested Amendment</u>	<u>Recommended Current Yr Amended</u>
Interfund Transfer Out	1001.46260.101.591890	-	544,349	544,349

Account Description	→	Interfund Transfer
Budget Page #	→	118

\*\* Includes any prior approved amendments

**Explanation Below**

A new Affordable Housing Fund was created for improved transparency and tracking. The above amendment will cover the transfer of the affordable housing reserve balance contained in the General Fund to the new Affordable Housing Fund.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**NEW FUNDING BUDGET REQUEST**

Submitted by: Tammie Grossman  
 Title: Director of Development Customer Services

	<u>GL #</u>	<u>Current Yr Budget**</u>	<u>Requested Amendment</u>	<u>Recommended Current Yr Amended</u>
Account Description 	2078.41300.101.530667	-	10,000	10,000
Budget Page # 	External Support N/A			

\*\* Includes any prior approved amendments

**Explanation Below**

This budget amendment provides for the use of \$10,000 in American Rescue Plant Act (ARPA) funds for hiring a firm to create a 2021 Holiday Gift Guide for the Village of Oak Park.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**NEW FUNDING BUDGET REQUEST**

Submitted by: Theresa Chapple  
 Title: Health Department Director

		<u>GL #</u>	<u>Current Yr Budget**</u>	<u>Requested Amendment</u>	<u>Recommended Current Yr Amended</u>
Account Description	→	2151.44560.101.530656	95,000	23,000	118,000
Budget Page #	→	208			

\*\* Includes any prior approved amendments

**Explanation Below**

An amendment was done in June to increase this line item \$55,000. However, the grant provided more funds for this line item. We are asking to increase the budget by an additional \$23,000 in order to pay our contract nurses for COVID-19 work.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**SAME YEAR BUDGET REALLOCATION**

Submitted by: Kira Tchang  
 Title: Assistant Village Manager / HR Director

	Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
			From <u>GL #</u>	To <u>GL #</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Requested <u>Amount</u>
Account Descriptions	External Support	Temporary Services	-	-	-	-	-	-
Budget Page #	1001.41080.134.530667 94	1001.41080.101.530658 94	67,000	17,300	49,700	50,000	17,300	67,300

\*\* Includes any prior approved amendments

**Explanation Below**

Delays in hiring has created a need for more temporary employees (services) than originally forecasted.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**SAME YEAR BUDGET REALLOCATION**

Submitted by: Kira Tchang  
 Title: Assistant Village Manager / HR Director

	Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
			From <u>GL #</u>	To <u>GL #</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Recommended Current Yr <u>Amended</u>
Account Descriptions	External Support	Advertising	-	-	-	-	-	-
Budget Page #	1001.41080.134.530667 94	1001.41080.101.560639 94	49,700	4,000	45,700	18,000	4,000	22,000

\*\* Includes any prior approved amendments

**Explanation Below**

Due to increased hiring, even more advertising is needed than previously forecasted.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST

**SAME YEAR BUDGET REALLOCATION**

Submitted by: Kellie Murphy

Title: Administrative Commander

	Current Yr Budget		MOVING FROM			MOVING TO		
	From <u>GL #</u>	To <u>GL #</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Recommended Current Yr <u>Amended</u>
Account Descriptions →	1001.42400.101.530650 Conferences Training	1001.42400.101.550697 Contractual Towing & Plowing	152,125	3,000	149,125	8,000	3,000	11,000
Budget Page # →	144	144						

\*\* Includes any prior approved amendments

**Explanation Below**

Additional funds needed to cover vehicles towed for seizure, relocation, or investigation. The department has seen an increase of vehicular hijackings.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**SAME YEAR BUDGET REALLOCATION Q4**

Submitted by: Vic Sabaliauskas  
 Title: Building Maintenance Superintendent

	Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
			From <u>GL #</u>	To <u>GL #</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Current Yr <u>Budget**</u>
Account Descriptions	General Contractual	General Contractual	-	-	-	-	-	-
Budget Page #	1001-43790-713-530660	1001-43790-711-530660	229,000	23,000	206,000	323,000	23,000	346,000
	173	173						

\*\* Includes any prior approved amendments

**Explanation Below**

Throughout the course of 2021 the Building Maintenance Division incurred unforeseen costs related to COVID-19, early voting overtime requirements, and higher than expected overtime needed for snow removal. Funds to cover these costs were not previously budgeted for and therefore a reallocation of funds in the amount of \$22,000 are being requested to cover costs already incurred as well as costs expected for the remainder of 2021 (November and December).

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**SAME YEAR BUDGET REALLOCATION Q4**

Submitted by: Vic Sabaliauskas  
 Title: Building Maintenance Superintendent

	Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
			From <u>GL #</u> General Contractual	To <u>GL #</u> General Contractual	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Current Yr <u>Budget**</u>
Account Descriptions	1001-43790-713-530660	1001-43790-714-530660	-	-	-	-	-	-
Budget Page #	173	173	206,000	5,000	201,000	24,110	5,000	29,110

\*\* Includes any prior approved amendments

**Explanation Below**

Due to unexpected repairs that were needed at the south fire station (masonry wall damaged by fire truck) which totalled \$2,350 (charged to the Building Maintenance Contractor - Global Maintenance Solutions PO) and unexpected fire suppression / life safety system work that was needed at the north fire station, additional funds will be needed in this account to cover anticipated costs for the remainder of 2021 (November and December invoices from Building Maintenance Contractor).

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**SAME YEAR BUDGET REALLOCATION Q4**

Submitted by: Vic Sabaliauskas  
 Title: Building Maintenance Superintendent

	Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
			From <u>GL #</u>	To <u>GL #</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Current Yr <u>Budget**</u>
Account Descriptions	1001-43790-713-530660	1001-43790-717-530660	-	-	-	-	-	-
Budget Page #	173	173	201,000	5,000	196,000	26,310	5,000	31,310

\*\* Includes any prior approved amendments

**Explanation Below**

Due to weekend overtime work required at the Metra Station for the Building Maintenance contractor (Global Maintenance Solutions) for the remainder of 2021 (November and December), additional funds are needed in this account. \$5,000 is being requested to be reallocated from the Public Works Center General Contractuals to the Metra Station General Contractuals.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST

**SAME YEAR BUDGET REALLOCATION**

Submitted by: DCS Planning

Title:

	Current Yr Budget		MOVING FROM			MOVING TO		
	From <u>GL #</u>	To <u>GL #</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Recommended Current Yr <u>Amended</u>
Account Descriptions	1001.46202.101.530667.000	1001.46202.101.550652.000	38,000	3,700	34,300	6,000	3,700	9,700
Budget Page #	External Support 114	Legal Postings 114						

\*\* Includes any prior approved amendments

**Explanation Below**

This request is due in part to an unanticipated increase in legal posting costs because of required additional Covid / Zoom related language for each posting and a greater than anticipated number of applications.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**SAME YEAR BUDGET REALLOCATION**

Submitted by: Tammie Grossman  
 Title: Director, Development Customer Services

	Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
	From <u>GL #</u>	To <u>GL #</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Recommended Current Yr <u>Amended</u>
Account Descriptions	1001.46260.101.560620 Office Supplies	1001.44550.613.560631 Operational Supplies	11,000	1,500	9,500	2,500	1,500	4,000
Budget Page #	118	156						

\*\* Includes any prior approved amendments

**Explanation Below**

As part of the Village's ongoing vaccination efforts related to the COVID-19 public health emergency, a mobile health unit van was created.

An automated external defibrillator (AED) was purchased for the mobile health unit van and was expensed to Development Customer Services (account #1001.46260.101.560620).

This budget amendment is necessary to provide adequate budget authority to re-classify the expense to the Health Department. (account #1001.44550.613.560631).

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**SAME YEAR BUDGET REALLOCATION**

Submitted by: Michael Bills  
 Title: Water & Sewer Superintendent

		Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
		From <u>GL #</u>	To <u>GL #</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Recommended Current Yr <u>Amended</u>
		External Support		-	-	-	-	-	-
Account Descriptions	→	5040-43730-776-530667		76,100	10,000	66,100			
Budget Page #	→	272							
		Operational supplies							
Account Descriptions	→	5040-43730-776-560631		30,000	5,000	25,000			
Budget Page #	→	273							
		Operational supplies							
Account Descriptions	→	5040-43750-781-560631		20,000	8,000	12,000			
Budget Page #	→	273							
			5040-43730-776-540692						
Account Descriptions	→		Electricity	Total:	23,000		110,000	23,000	133,000
Budget Page #	→		272						

\*\* Includes any prior approved amendments

**Explanation Below**

The overage in electricity charges has seen an increase in energy costs for Commerical accounts causing overage in the budget.

FISCAL YEAR 2021 BUDGET AMENDMENT REQUEST  
**SAME YEAR BUDGET REALLOCATION**

Submitted by: Tammie Grossman  
 Title: Director, Development Customer Services

	Current Yr Budget	Current Yr Budget	MOVING FROM			MOVING TO		
	From <u>GL #</u>	To <u>GL #</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Current Yr <u>Amended</u>	Current Yr <u>Budget**</u>	Requested <u>Amount</u>	Recommended Current Yr <u>Amended</u>
Account Descriptions	5060.43770.787.540674 Property Repair	5060.43770.787.540692 Electricity	25,000	1,500	23,500	1,400	1,500	2,900
Budget Page #	264	264						

\*\* Includes any prior approved amendments

**Explanation Below**

This account was under-budgeted for Fiscal Year 2021. This amendment is necessary to pay for electricity service for the 732 Madison property. Once the property is officially conveyed to the developer, the Village will no longer be responsible for this expense.