

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



MEMORANDUM

TO: Honorable Mayor Renner and City Council

FROM: Mark Moran, City Administrator

DATE: June 21, 2022

RE: Public Lighting Projects

At the April 25 meeting, you authorized the purchase of overhead lighting for the Meeker Street parking lot and Shadow Bluff Drive. We are now awaiting delivery of the lighting. A request for bids to install the lighting was recently sent to four area electrical contractors. One bid was received. I am writing to present the bid and to request approval to proceed with the installation of the lighting.

Bid documents were sent to Fleege Electric, Kloss Winter Electric, Tony Edwards Electric, and Top Notch Plumbing, Heating and Electric. The only bid submitted was from Top Notch. The Top Notch bid, the lighting component costs, and the total project costs are shown in Table 1 below.

Table 1. Cost Breakdown for Lighting Projects

Project	City-Purchase Lighting Components Cost	Top Notch Installation Cost	Total Cost
Meeker Street Parking Lot	\$27,380	\$39,000	\$66,380
Shadow Bluff Drive	\$11,895	\$31,500	\$43,395

Our budget contains \$25,000 for the Meeker Street project and \$30,000 for the Shadow Bluff project. The total cost for the purchase of the lighting and the installation exceed the budget for both projects. The costs relative to the budget are shown in Table 2 below.

Table 2. Budget Compared to Costs

Project	Expense Budget	Total Cost	Budget Deficit
Meeker Street Parking Lot	\$25,000	\$66,380	-\$41,380
Shadow Bluff Drive	\$30,000	\$43,395	-\$13,395
			-\$54,775

In order to move forward with the installation of the lighting, a budget amendment would be needed. There is sufficient funding budgeted in the General Fund for the entire Shadow Bluff project if the Meeker Street project expenses are moved to the Parking and Shuttle Fund. The Parking and Shuttle Fund is expected to end the current fiscal year with a balance of \$464,000. Expensing the Meeker Street project to the Parking and Shuttle Fund would reduce its year-end balance to approximately \$397,000. The proposed distribution of project expenses is shown in Table 3 below.

Table 3. Proposed Distribution of Project Expenses

Project	Fund	Line Item	Amount
Meeker Street Parking Lot	Parking/Shuttle	53.48.830.02	\$66,380
Shadow Bluff Drive	General	01.14.860.02	\$43,395

If you wish to move forward with the projects, I will prepare the budget amendment for the July 11 city council meeting.

The bid specifications require the Meeker Street project to be completed by August 15 and the Shadow Bluff project by September 30.

Please feel free to contact me with any questions.