

City of Willoughby Hills

Interoffice Memo

Date: December 12, 2013
To: Members of City Council
From: Frank J. Brichacek, Director of Finance *FJB*
Subject: 2014 Proposed Budget

Submitted tonight for your consideration is the 2014 operating budget. The 2014 General Fund budget is summarized as follows:

\$6,212,800 – Estimated Revenue
\$6,305,100 – Estimated Expenditures
(\$ 92,300) – Estimated Excess of Expenditures over Revenues

When preparing this budget, every attempt was made to eliminate the operating deficit that was projected for 2013 while trying to maintain current operations. This has resulted in a very lean budget for all departments. Once 2013 is completed, we will need to revisit this budget to adjust it based upon the availability of carryover fund balances as well as the balances of any grants which were not completed by the end of 2013 and will be carried forward for completion in 2014. In addition, while I do not anticipate any significant changes, the County has yet to provide us with the estimate of 2014 property tax revenue. I anticipate receiving them next week.

The proposed 2014 Revenue Budget was impacted by the following items:

- The 2013 General Fund Budget deficit was projected to be \$546,000
- Income tax revenue for 2013 is projected to exceed the total amount budgeted by approximately \$190,000. As a result, the 2014 estimate is being increased by approximately \$200,000.
- The City's Local Government allocation is approximately \$14,000 less than 2013.
- The Licenses revenue budget has been decreased by \$140,000 as a result of the State's elimination of internet cafes. Approximately \$93,000 was received from this revenue source in 2013.
- Estimated revenue from Fines and Court Costs for 2014 has been decreased by \$26,000 over the amount projected for 2013 based upon actual collections.

The 2014 Expenditure Budget was impacted by the following items:

- Negotiated wage increases: The budget for the Police Department reflects the impact of the recently negotiated labor contract. The budget does not include an allowance for either the Fire or Service Unions which have yet to agree to labor contracts. In addition, there is no allowance for wage increases for non-bargaining unit employees.
- Health Care: The budget projects a 20% increase in the cost of health insurance, effective July 1. In addition, the first six months of 2014 reflect the rate increases which went into effect on July 1, 2013.
- Allowances for replacement of major equipment that were provided for in 2013 have been eliminated from the 2014 budget. The budget does provide for the replacement of an ambulance; however that will be financed by a debt issue.
- The Service Department's Road crew will be funded on a 50/50 basis by the Street Maintenance & Repair Fund 250 and the Road Levy Fund 270. This reduces the General Fund Street

To: Members of City Council
RE: 2014 Proposed Operating Budget
December 23, 2013

Maintenance Subsidy from \$498,000 in 2013 to \$266,400. It virtually eliminates the City's ability to complete major road projects in 2014.

As noted, the 2014 budget is very lean, to the point of being painful. It will have to be managed very carefully as it as options are considered as to what service and funding levels are acceptable for the future. As the past as shown, we cannot continually balance budgets by deferring the replacement of equipment needed by the staff to operate or maintaining streets and infrastructure without paying a significant price in the future.

Enclosures

City of Willoughby Hills

Interoffice Memo

Date: January 16, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2014 Operating Budget Revisions –
Fire Department Ambulance Replacement
Police Dispatch Computer Upgrades

The attached schedule proposes the following appropriation revisions to the 2014 Operating Budget of the City and the City's 2014 Certificate of Estimated Resources:

Appropriation Revisions

Increasing the appropriation of the Safety Forces Special Revenue Fund No. 234 by a net \$34,000 to provide for the following:

- \$10,000 Increase – The Fire Department Budget includes \$100,000 for the replacement of the 2003 ambulance. The current estimated cost of this project is \$110,000.
- \$24,000 Increase – Addition to the Police Dispatch Budget to provide for upgrades to the Police Dispatch computer system required in order for the Police Department to continue to have access to the LEADS system after March 31, 2014.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of the Safety Forces Special Revenue Fund No. 234 by a \$10,000 to provide for increasing the amount of the bond anticipation note from \$100,000 to \$110,000 to finance the cost of refurbishing the Fire Department's 2003 ambulance.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding either the Fire Department ambulance refurbishment or the Police Dispatch upgrade projects, please contact Fire Chief Richard Harmon, Police Chief Christopher Collins or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: January 16, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FB*

Subject: 2014 Operating Budget Revisions –
Fire Department Ambulance Replacement
Police Dispatch Computer Upgrades

The attached schedule proposes the following appropriation revisions to the 2014 Operating Budget of the City and the City's 2014 Certificate of Estimated Resources:

Appropriation Revisions

- Decreasing the appropriation of the Safety Forces Special Revenue Fund No. 234 by a net \$76,000 to provide for the following:
 - \$100,000 Decrease – Cancellation of the amount included in the Fire Department Budget for the replacement of the 2003 ambulance.
 - \$24,000 Increase – Addition to the Police Dispatch Budget to provide for upgrades to the Police Dispatch computer system required in order for the Police Department to continue to have access to the LEADS system after March 31, 2014.
- Increasing the appropriation of the Capital Improvement Fund No. 420 by \$110,000 to provide for the refurbishment of the Fire Department's 2003 ambulance by acquiring a new chassis and transferring the ambulance body from the existing chassis to the new chassis, including miscellaneous equipment related to the refurbishment.

Certificate of Estimated Resource Revisions

Decreasing the estimated resources of the Safety Forces Special Revenue Fund No. 234 by a \$100,000 to provide for the decision not to issue a bond anticipation note at this time to finance the ambulance acquisition. The current plan is to initially finance the ambulance refurbishment contract, estimated to be \$110,000, from the Capital Fund No. 420's unobligated carryover fund balance of \$355,051 as of January 1, 2014.

The 2014 Operating Budget anticipated that the cost of the ambulance refurbishment would be financed by the issuance of a bond anticipation note in early March of 2014. It is now anticipated that it will take approximately 18 months until the ambulance refurbishment is completed. Per the Fire Chief, the vendor will not require any payment until the ambulance is delivered in late 2015. Since no cash is needed at this time, the note financing the refurbishment will not be issued until March 2015.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding either the Fire Department ambulance refurbishment or the Police Dispatch upgrade projects, please contact Fire Chief Richard Harmon, Police Chief Christopher Collins or Mayor Robert Weger.

Attachments (3)

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance 
Subject: 2014 Operating Budget Revisions –
Euclid Creek East Bank Tributary Project

The attached schedule revises the 2014 appropriation of the Road Levy Special Revenue Fund No. 270 and the City's 2014 Certificate of Estimated Resources to provide for the unexpended balance of the Euclid Creek East Bank Tributary Project as of December 31, 2013:

Appropriation Revisions

Increasing the appropriation of the Road Levy Special Revenue Fund No. 270 by \$409,500, from \$737,300 to \$1,146,800 to provide for the unobligated portion of this project which was authorized by City Council in 2012.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Road Levy Special Revenue Fund No. 270 the by \$339,500 to provide for a grant from the Lake County Stormwater Management Department to fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FB*
Subject: 2014 Operating Budget Revisions –
Rockfeller/White Storm Water Crossover Replacement Project

The attached schedule revises the 2014 appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 and the City's 2014 Certificate of Estimated Resources to provide for the unexpended balance of the Rockfeller/White Storm Water Crossover Replacement Project as of December 31, 2013:

Appropriation Revisions

Increasing the appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$7,300, from \$673,600 to \$680,900 to provide for the unobligated portion of this project which was authorized by City Council in 2013.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Street Construction, Maintenance and Repair Special Revenue Fund No. 250 the by a \$7,300 to provide for a grant from the Lake County Stormwater Management Department to fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FJB*
Subject: 2014 Operating Budget Revisions –
Trailard Lane Storm Sewer Extension Project

The attached schedule revises the 2014 appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 and the City's 2014 Certificate of Estimated Resources to provide for the unexpended balance of the Trailard Lane Storm Sewer Extension Project as of December 31, 2013:

Appropriation Revisions

Increasing the appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$3,700, from \$669,900 to \$673,600 to provide for the unobligated portion of this project which was authorized by City Council in 2013.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Street Construction, Maintenance and Repair Special Revenue Fund No. 250 the by a \$3,700 to provide for a grant from the Lake County Stormwater Management Department to fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FJB*
Subject: 2014 Operating Budget Revisions –
Knecht/O'Brien Culvert Stream Restoration Project

The attached schedule revises the 2014 appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 and the City's 2014 Certificate of Estimated Resources to provide for the unexpended balance of the Knecht/O'Brien Culvert Stream Restoration Project as of December 31, 2013:

Appropriation Revisions

Increasing the appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$180,000, from \$680,900 to \$860,900 to provide for the unobligated portion of this project which was authorized by City Council in 2013.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Street Construction, Maintenance and Repair Special Revenue Fund No. 250 the by a \$201,800 to provide for a grant from the Lake County Stormwater Management Department to fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FB*
Subject: 2014 Operating Budget Revisions –
Erich Drive Drainage Project

The attached schedule revises the 2014 appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 and the City's 2014 Certificate of Estimated Resources to provide for the unexpended balance of the Erich Drive Drainage Project as of December 31, 2013:

Appropriation Revisions

Increasing the of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$3,700, from \$860,900 to \$864,600 to provide for the unobligated portion of this project which was authorized by City Council in 2013.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Street Construction, Maintenance and Repair Special Revenue Fund No. 250 the by a \$14,200 to provide for a grant from the Lake County Stormwater Management Department to fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FB*
Subject: 2014 Operating Budget Revisions –
SOM Center Rd (Rt. 91) Storm Sewer

The attached schedule revises the 2014 appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 and the City's 2014 Certificate of Estimated Resources to provide for the unexpended balance of the SOM Center Rd (Rt. 91) Storm Sewer as of December 31, 2013:

Appropriation Revisions

Increasing the appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$7,000, from \$864,600 to \$871,600 to provide for the unobligated portion of this project which was authorized by City Council in 2013.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Street Construction, Maintenance and Repair Special Revenue Fund No. 250 the by \$11,600 to provide for a grant from the Lake County Stormwater Management Department to fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FB*
Subject: 2014 Operating Budget Revisions –
Eddy Road Storm Sewer Overflow Swale Project

The attached schedule revises the 2014 appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 and the City's 2014 Certificate of Estimated Resources to provide for the Eddy Road Storm Sewer Overflow Swale Project. This project will be fully funded by a grant from the Lake County Stormwater Management Department.

Appropriation Revisions

Increasing the appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$17,000, from \$871,600 to \$888,600 to provide for the full cost of this stormwater management project.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Street Construction, Maintenance and Repair Special Revenue Fund No. 250 the by \$17,000 to provide for a grant from the Lake County Stormwater Management Department to fully fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania or Mayor Robert Weger.

Attachments

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FB*
Subject: 2014 Operating Budget Revisions –
Pleasant Valley Rd Storm Sewer Project

The attached schedule revises the 2014 appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 and the City's 2014 Certificate of Estimated Resources to provide for the Pleasant Valley Rd Storm Sewer Project. This project will be fully funded by a grant from the Lake County Stormwater Management Department.

Appropriation Revisions

Increasing the appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$16,500, from \$888,600 to \$905,100 to provide for the full cost of this stormwater management project.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Street Construction, Maintenance and Repair Special Revenue Fund No. 250 the by \$16,500 to provide for a grant from the Lake County Stormwater Management Department to fully fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania or Mayor Robert Weger.

Attachments

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FJB*
Subject: 2014 Operating Budget Revisions –
Lamplight Lane Culvert Replacement Project

The attached schedule revises the 2014 appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 and the City's 2014 Certificate of Estimated Resources to provide for the cost of engineering and design of the Lamplight Lane Culvert Replacement Project. This project will be fully funded by a grant from the Lake County Stormwater Management Department.

Appropriation Revisions

Increasing the appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$30,800, from \$905,100 to \$935,900 to provide for the full cost of the engineering and design of this stormwater management project.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Street Construction, Maintenance and Repair Special Revenue Fund No. 250 the by \$30,800 to provide for a grant from the Lake County Stormwater Management Department to fully fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania or Mayor Robert Weger.

Attachments

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: April 3, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FAB*
Subject: 2014 Operating Budget Revision -
Capital Improvement Fund 420 – Asphalt Hotbox

This memorandum is a request an increase in the appropriation of the Capital Improvement Capital Project Fund No. 420 of \$31,000, from \$186,000 to \$217,000, to provide for the acquisition of a 4.0 ton capacity asphalt hot box. This purchase was reviewed and recommended for approval by the Service and Finance Committees. Ordinance No. 2014-24 authorizing the Mayor to enter into a contract for this purchase was placed on first reading at the March 27th Council meeting. If this appropriation change is approved, the Capital Improvement Fund's projected ending available fund balance will decrease from \$169,051 to \$138,051.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: April 3, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 – Worrell Road
Sinkhole Repair LCSMD Project

This memorandum is a request an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$2,500, from \$932,200 to \$934,700, to provide for the repair by the Service Department of a sinkhole that developed under Worrell Road as the result of a leaking storm sewer. The Lake County Stormwater Management Department has made a grant to the City to fully finance this project.

The project was originally estimated to cost \$7,100. Because the Street Superintendant judged the condition of the road to be a hazard to public safety, the repair was authorized to proceed immediately and has been completed. Once the repair was begun, the damage to the street base was not as extensive as originally thought. The project did not require the use of any materials.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$2,500 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact either Street Superintendant Nate Catania or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: April 3, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2014 Operating Budget Revision -
Classic TIF Capital Project Fund No. 423

This memorandum is a request an increase in the appropriation of the Classic TIF Capital Project Fund No. 423 of \$6,100, from \$102,000 to \$108,100, to provide for the following items that were not included in the 2014 adopted Operating Budget:

- **\$1,500** – To provide for fees charged by Lake County for the collection of the tax increment financing payments in lieu of taxes. This item was mistakenly left out of the adopted 2014 Operating Budget.
- **\$4,600** – The final payment to the Ohio Department of Transportation for the improvements to SOM Center Road as part of the Classic TIF project.

In 2008 as part of the Classic TIF project, the City entered into agreement with ODOT to fund the reconstruction of .17 miles of SOM Center Road including:

- The addition of a northbound right turn lane and a southbound left turn lane;
- Resurfacing the road;
- Drainage improvements
- Installation of a new traffic signal at the SOM/Classic Drive/Corporate 90 Drive intersection;
- Interconnection of the new signal to signals at the interchange, preemption and traffic controller update; and
- Preemption at various signals in the cities of Willoughby Hills and Willoughby.

The City agreed to fund the portion of the cost of the project that is not covered by Federal or State funding. The State of Ohio managed the project. The final cost of this project was \$879,634.54. ODOT received \$804,420.17 in federal funding for the project. This left the City to fund \$71,214.37. Based upon the estimated cost of the project, the City in 2010 paid the State \$66,684.00 as a deposit on this project resulting in a final balance to the City of \$4,530.37.

Unfortunately, the prior Finance Director did not encumber any funding for this payment and I was unaware of this liability. ODOT issued a final bill to the City and demanded payment within thirty days or it would cut off consideration of future funding to the City until the bill was paid. Because the City has funding requests pending with ODOT and because I determined that the amount billed is the City's liability, I authorized payment of this bill. The project was funded by TIF payments and as such the final liability was paid from the TIF Capital Project Fund. Should this appropriation revision not be approved, the payment will be charged to the Road Levy Special Revenue Fund 270 construction budget.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Mayor Robert Weger.

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: May 13, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FB*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 – Rosewood Trail
Storm Sewer Maintenance LCSMD Project

This memorandum is a request an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$20,400, from \$934,700 to \$955,100, to provide for the cleaning and repair by the Service Department of two storm sewer lines that serve the subdivision of Rosewood Trail. The Lake County Stormwater Management Department has made a grant to the City to fully finance this project.

The Street Superintendant has requested that the three reading rule be waived and that this ordinance be passed upon first reading. In his opinion the current condition of these two storm sewer lines are not functioning to their capacity and threaten the public's health, safety and welfare should a flood occur.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$20,400 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact either Street Superintendant Nate Catania or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: May 13, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance 

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 – Eagle
Road/Kennelly Drainage Study LCSMD Project

This memorandum is a request an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$6,700, from \$955,100 to \$961,800, to provide for a drainage study to develop a plan to improve drainage and to alleviate flooding of residential properties and the public roadway in the Eagle Road area. The Lake County Stormwater Management Department has made a grant to the City to fully finance this project.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$6,700 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendent Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: May 16, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance 

Subject: 2014 Operating Budget Revision -
Capital Fund 420 – Community Center Entrance Door ADA Project
Funded by a 2014 County Community Development Block Grant Award

This memorandum is a request a \$12,000 increase in the appropriation of the Capital Improvement Fund No. 420, from \$217,000 to \$229,000, and to authorize a \$2,000 transfer of moneys from the General Fund No. 110 to the Capital Improvement Fund No. 420, without increasing the General Fund appropriation. This request is being made to provide for the installation of power operators on both of the Community Center's manual entrance doors. Because this project improves the public welfare by providing easier access to the Community Center for all members of the public regardless of ability, the fact that this project was previously reviewed and approved by City Council on May 9, 2013, the project reduces the possibility of an ADA accessibility lawsuit and the project must be completed by no later than August 30th to qualify for grant funding, I am requesting that the three reading rule be waived and that consideration be given to enacting the ordinance on its first reading.

This purpose of the proposed project is to improve the public's ingress and egress into the Community Center while bringing the front entrance's two sets of doors into compliance with the requirements of the Americans with Disabilities Act (ADA). As part of the project, the doors will be removed from the building and refinished before they are reinstalled. The end result will be an entry way that is easier to use, ADA compliant and esthetically more appealing than the Community Center's current entryways.

This project was reviewed and authorized by City Council last year when it enacted Resolution No. 2013-9 authorizing the Mayor to apply for funding for this project from the FY 2013 Lake County Competitive Community Development Block Grant Program. The City has been awarded \$10,000 in CDBG funding for this project. The County's CDBG program director has advised us that, should CDBG funding come available from other projects, the City's award will be increased to cover the full cost of the project. We should know within the next few weeks whether we will be awarded additional funding to fully finance the project using CDBG financing. The CDBG award expires on August 30, 2014. If the project is not completed by that date, the City will forfeit the grant award and have to finance the full cost of the project itself. Because there is a currently a shortfall in CDBG financing of the project, I am requesting that a subsidy transfer from the General Fund Building Maintenance Budget be authorized at this time in order to complete the project by the CDBG August 30th funding deadline. In the event that additional CDBG funding becomes available, the proposed interfund transfer will be cancelled.

The proposed project will be completed under the supervision of the City Engineer based upon plans and specifications drawn up by the Engineer. Informal bids were solicited by the Engineer from a total of nine firms capable of performing this type of work. Only one contractor, Lake County Door, responded submitting a bid that was \$1,523 in excess of the amount estimated for the project. Three of the contractors did not respond and five of the contractors contacted declined to bid on the job. Because

To: Mayor and Members of City Council
Subject: 2014 Operating Budget Revision – Community Center Entrance Doors CDBG Project
May 16, 2014

of the difficulty in getting bidders to respond, the bid deadline was extended twice from the original deadline.

The bid price is in excess of the original estimate for several reasons. First, the contractors who declined to bid on the project either felt that the job was too small or not profitable enough since the City chose to re-use the existing doors. Secondly some were uncomfortable working with the Stanley door operator system and coordinating the newly installed door system with the building's security system. Stanley is the only manufacture of the type of power door operating system to be utilized in this project. Finally, because the project is being financed using CDBG (i.e. Federal) funding, the contractor along with any sub-contractors must comply with Davis-Bacon Federal Wage Rates which typically increases the total cost of this type of project.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$12,000 (\$10,000 CDBG award plus \$2,000 transfer from the General Fund No. 110) the estimated resources of the Capital Improvement Fund No. 420.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Pietro DiFranco, City Engineer
Daniel Collins, Assistant City Engineer
Nate Catania, Street Superintendant
Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: June 5, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance 

Subject: 2014 Operating Budget Revision -
Safety Forces Special Revenue Fund 234 – Police Car Replacement

This memorandum is a request an increase in the appropriation of the Safety Forces Special Revenue Fund 234 of \$25,000, from \$4,994,100 to \$5,019,100, to provide additional funding for the acquisition of a new 2014 Dodge Charger for use by the Police Department. The vehicle being replaced, Patrol Car No. 777, has been driven over 110,000 miles to date.

The new patrol car is being purchased through the Ohio Department of Administrative Services Cooperative Purchasing Program. To make the car usable as a patrol car once acquired from the dealer, approximately \$11,700 in equipment will be purchased and from and installed by other vendors using money previously awarded the City by the courts from criminal forfeitures and credited to the Federal Law Enforcement Trust Fund No. 800.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the patrol vehicle itself, please contact Police Chief Christopher Collins or Mayor/Safety Director Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

POLICE DEPARTMENT MEMORANDUM

TO: Mayor/Safety Director Robert M. Weger

FROM: Chief Christopher J. Collins

DATE: June 3, 2014

RE: **Funding to Purchase 2014 Police Dodge Charger**

1. I'd respectfully request my 2014 Budge Appropriation be increased by \$25,000 for the purchase of one 2014 Dodge Charger Police Car through the State of Ohio Cooperative Purchasing Agreement Contract No. RS901214, effective 10/11/2013 to 9/30/2014, at a cost of \$24,218. I request the funds be appropriated into account 234.230.56600 – New Vehicles. The 2014 Contract for Dodge Chargers was awarded to Greve Chrysler, Dodge, Jeep, 756 West Ervin Street, Van Wert, OH, 45891.
2. This car will replace Patrol Car 777 that has over 110,000 miles on it. The total estimated cost to purchase and equip the car is \$36,610.00 as specified below. The emergency equipment purchase to outfit this car is higher, because this is a newer style car and several equipment items from the older car are not transferable, i.e. radio consoles, prisoner cage, push bumper, trunk tray, and siren box.
3. The basic vehicle purchase price does not include the following costs:
 - a. Painting doors white \$200.00 (Funding Source Patrol 234.230.55320)
 - b. Decals \$450.00 (Funding Source Patrol 234.230.55320)
 - c. Coban In-Car Video System - \$4,742.00 (Funding Source Federal LETF Patrol 800.231.55320)
 - e. Purchase and installation of new and old equipment - \$7,000.00 (Funding Source Federal LETF Patrol 800.231.55320)
4. Please contact me if you have any questions or need more information. Thank you.

cc: Finance Director
File

City of Willoughby Hills

Interoffice Memo

Date: June 5, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 – Pleasant Valley
Road Storm Sewer LCSMD Project Increase

This memorandum is a request an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$10,100, from \$961,800 to \$971,900, to provide additional funding for the Pleasant Valley Road Storm Sewer Project originally appropriated by Ordinance No. 2014-17. The appropriation increase is being requested in order to finance work that was not part of the original project but was determined by the Street Superintendent to be necessary after the project was begun. The additional work entailed adding a concrete curb and gutter in order to help hold the roads edge and the hillside from eroding as has been currently happening. Street Superintendent Nate Catania has made application to the Lake County Stormwater Management Department for grant to fully finance this project.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$10,100 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 once the City is notified that the grant has been awarded. Should the grant not be awarded, this project will be completed using the available balance of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendent Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: June 5, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJD*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 - 2508 Chagrin
Drive Drainage Project

This memorandum is a request an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$9,000, from \$971,900 to \$980,900, to provide additional funding for the installation of a catch basin and pipe to direct storm water flowing from the street to a drainage ditch across from 2508 Chagrin Drive. Currently there is no drainage on that side of the road and storm water from the street is flowing onto the property at 2508 Chagrin Drive which is the low point on the street. Street Superintendent Nate Catania has made application to the Lake County Stormwater Management Department for a grant to the City to fully finance this project.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$9,000 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 once the City is notified that the grant has been awarded. If the grant is not awarded to the City, this project will not be undertaken.

The Street Superintendent has requested that the three reading rule be waived relative to this ordinance and that it be enacted on first reading due to the property damage that is caused each time flooding occurs.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendent Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: June 5, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance 

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 – Dodd/Eagle Nest
Roads Drainage Project

This memorandum is a request an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$37,500, from \$980,900 to \$1,018,400, to provide for the cost of installing 660 linear feet of 24" perforated pipe with stone cover and landscape restoration on Dodd Road near Eagle Nest Road to eliminate flooding of the roadway and surrounding properties during rain events. Street Superintendent Nate Catania has made application to the Lake County Stormwater Management Department for a grant to the City to fully finance this project.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$37,500 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 once the City is notified that the grant has been awarded. If the grant is not awarded to the City, this project will not be undertaken.

The Street Superintendent has requested that the three reading rule be waived relative to this ordinance and that it be enacted on first reading due to the property damage that is caused each time flooding occurs.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendent Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: June 5, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank Brichacek, Director of Finance *FBO*
Subject: Motor Vehicle License Special Revenue Fund 255 Revisions

At the joint meeting of the Service and Finance Committees held June 2, 2014, the following items were discussed relative to the Motor Vehicle License (MVL) Special Revenue Fund No. 255 and the Pleasant Valley Bridge (PVB) Maintenance Capital Fund No. 443:

- Since 2006 approximately \$89,700 that should have been transferred from the MVL Special Revenue Fund No. 255 to the PVB Maintenance Capital Fund No. 443 as required by Section 135.24(b) of the City's Codified Ordinances has not been transferred.
- Closing the MVL Special Revenue Fund No. 255 and transferring any residual equity remaining as of June 30th, 2014 to the Street Construction, Maintenance and Repair (SCMR) Special Revenue Fund No. 250 to be used for road construction, maintenance and repair purposes.

After a significant amount of discussion, the joint committees recommended the following:

- **Delinquent Transfers** – The joint committees recommended the following:
 - Until an appropriate maintenance reserve balance for the PVB Maintenance Capital Fund No. 443 has been determined, that the City continue to transfer \$15,000 generated by the \$5.00 Local MVL Fee be transferred to the PVB Maintenance Capital Fund.
 - The City should transfer the delinquent \$89,700 PVB Maintenance Capital Fund subsidy based upon a repayment schedule recommended by the Mayor and Finance Director after considering the City's current street maintenance and PV bridge maintenance needs. The following repayment schedule is being recommended by the Mayor and Finance Director:
 - 2014 – Transferring an additional \$38,200, the 2006 through 2008 delinquency
 - 2015 – Transferring \$15,000 in addition to the current year transfer of \$15,000, the 2009 delinquency
 - 2016 – Transferring \$15,000 in addition to the current year transfer of \$15,000, the 2010 delinquency
 - 2017 – Transferring \$15,000 in addition to the current year transfer of \$15,000, the 2012 delinquency
 - 2018 – Transferring \$6,500 in addition to the current year transfer of \$15,000, the 2011 delinquency
 - As of May 31, 2014 the PVB Maintenance Capital Fund No. 443 has an available balance of approximately \$17,800. If the above schedule is approved the available fund balance will increase to \$56,000.
 - In the event that that there is a need for additional funding for street maintenance or construction purposes, the current or future Councils will consider transferring moneys from the PVB Capital Fund to the SCMR Special Revenue Fund after considering the PV Bridge's current maintenance needs.
- **Pleasant Valley Road Bridge Maintenance Funding Level** – The joint committees recommended that the City Engineer and Street Superintendant are to study the future maintenance needs of the PV Road Bridge and make a recommendation as to an appropriate funding level. Until such recommendation has been made and accepted by City Council, the City will continue to annually transfer \$15,000 of the City's \$5.00 MVL Fee.

- **Future of the Motor Vehicle License Fee Special Revenue Fund No. 255** – The joint committees recommended the following:
 - This fund shall be closed as of June 30th, 2014.
 - Any remaining equity in the MVL Special Revenue Fund No. 255 shall be transferred to the SCMR Special Revenue Fund No. 250.
 - The appropriation of the SCMR Special Revenue Fund No. 250 shall be increased by the total of the MVL Fund's unobligated balance as of June 30th, 2014.
 - Effective July 1, 2014 the proceeds of the City's \$5.00 Motor Vehicle License Fee be credited to the SCMR Special Revenue Fund No. 250 and be used for street maintenance and construction purposes as required by the Ohio Revised Code.

This memorandum is a request that the following pieces of legislation be prepared to implement the recommendations of the joint Service and Finance Committees:

Council Meeting of June 12, 2014

1. Legislation increasing the appropriation of the Motor Vehicle License Fee Special Revenue Fund No. 255 by \$38,200, from \$34,500 to \$72,700, to provide for the following:
 - a. Authorizing repayment of the Pleasant Valley Road Bridge Maintenance Capital Fund No. 443 financing delinquency required by Section 135.24(b) of the City's Codified Ordinances in accordance with the following schedule:
 - i. 2014 – Transferring an additional \$38,200, the 2006 through 2008 delinquency
 - ii. 2015 – Transferring \$15,000 in addition to the current year transfer of \$15,000, the 2009 delinquency
 - iii. 2016 – Transferring \$15,000 in addition to the current year transfer of \$15,000, the 2010 delinquency
 - iv. 2017 – Transferring \$15,000 in addition to the current year transfer of \$15,000, the 2012 delinquency
 - v. 2018 – Transferring \$6,500 in addition to the current year transfer of \$15,000, the 2011 delinquency
 - b. To increase the \$15,000 authorized in 2014 for transfer from the MVL Special Revenue Fund No. 255 to the PVB Maintenance Capital Project Fund No. 443.
2. Legislation authorizing the closing of the Motor Vehicle License Special Revenue Fund No. 255 as of June 30th, 2014 and authorizing that any remaining fund balance as of June 30th, 2014 be transferred to the Street Construction, Maintenance and Repair Special Revenue Fund No. 250.
3. Legislation revising Section 135.24 of the City's Codified Ordinances as detailed in the enclosed attachment to this memorandum.

Council Meeting of July 10, 2014

Legislation increasing the appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by the unobligated balance of the Motor Vehicle License Special Revenue Fund No. 255 as of June 30th, 2014. I will provide you with this amount after June 30th, once it is known.

If you have any questions regarding these changes, do not hesitate to contact me.

Attachments (2)

C: Debbie Doles, Assistant Finance Director

135.24 LOCAL MOTOR VEHICLE LICENSE TAX FUND FEE.

(a) ~~There is hereby created a fund to be known as the "Motor Vehicle License Fund".~~ The proceeds of the enacted \$5.00 Motor Vehicle License Fee as imposed by Ordinance No. 2003- 22 shall be deposited into such fund the Street Construction, Maintenance and Repair Special Revenue Fund.

(b) ~~Expenditures shall be made from the Motor Vehicle License Tax Fund~~ The first \$15,000 of the proceeds of the \$5.00 Motor Vehicle License Fee shall be used to provide for an annual \$15,000 operating transfer to be made to the Pleasant Valley Road Bridge Maintenance and Capital Repair Fund. ~~Proceeds remaining after the \$15,000 annual transfer to the Pleasant Valley Road Bridge Maintenance and Capital Repair Fund will be transferred to the Bishop Road Widening Fund.~~

(c) ~~Notwithstanding the provisions of Section 135.07(e) net interest earned on the investment of idle funds in the Motor Vehicle License Tax Fund shall be credited to such fund.~~

(d) ~~The Director of Finance is hereby authorized and directed to make application to the Bureau of Inspection for approval of the creation of the Motor Vehicle License Tax Fund.~~ (Ord. 2003-46. Passed 7-24-03.)

City of Willoughby Hills

Interoffice Memo

Date: June 18, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FBS*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 – Curtiss-Wright
Parkway Catch Basin Replacement Project

This memorandum is a request an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$10,800, from \$1,042,200 to \$1,053,000, to provide for the cost of replacing eighteen catch basins on Curtiss-Wright Parkway. These catch basins are in need of replacement because they have collapsed. Street Superintendent Nate Catania has made application to the Lake County Stormwater Management Department for a grant to the City to fully finance this project.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$10,800 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 once the City is notified that the grant has been awarded. If the grant is not awarded to the City, this project will not be undertaken.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendent Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: June 18, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FB*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 –Rogers Road
Ditching & Culvert Repair Project

This memorandum is a request an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$23,800, from \$1,018,400 to \$1,042,200, to provide for the cost of ditching and culvert replacement on the south side of Rogers Road in order to increase their drainage capacity. This will be the first phase of this project with the second to be undertaken next year if the Lake County Stormwater Management Department awards the City financing for Phase II of the project. Street Superintendent Nate Catania has made application to the Lake County Stormwater Management Department for a grant to the City to fully finance Phase I of this project.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$23,800 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 once the City is notified that the grant has been awarded. If the grant is not awarded to the City, this project will not be undertaken.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendent Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: June 20, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2014 Operating Budget Revision -
Capital Improvement Fund 420 – Replacement of City Network Backup
Equipment

This memorandum is to a request an increase in the appropriation of the Capital Improvement Fund No. 420 of \$25,000, from \$229,000 to \$254,000, to provide for the cost of acquiring and installing a new data backup system for the City's computer network. The City's IT manager, Evolve IT (formerly known as Pargrid) has informed us that the City's current tape backup system has experienced multiple failures over the last two months resulting in unreliable backups during this period of time. Should the City's network fail, the City is running the risk of losing the last two plus months of data.

The tape backup system failed early than was expected. The City's Technology Lifecycle Replacement Plan dated September 18, 2011 anticipated that the tape backup system would not be replaced until 2015. As such, this expense was not included in the 2014 Operating Budget.

Backing up of data is critical to the operation of the City. The failure to have a reliable backup of the information contained in the City's computer network will greatly hamper the City's day to day operations across all departments should the network fail and have to be restored. Accordingly, it is the belief of the Administration that the new data backup system should be acquired and installed with the greatest possible haste. Delaying this critical change increases the chance that the City will not be able to recover from a catastrophic failure in a timely manner, if at all, should one occur. Accordingly, I am requesting that the three reading rule be waived for this appropriation change and that it be adopted at the June 26th Council meeting.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the operation and status of the City's technology systems, please contact Mayor Robert Weger.

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: June 24, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FB*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 –Rogers Rd.
Collapsed Culvert Headwall Repair Project

This memorandum is a request an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$5,900, from \$1,053,000 to \$1,058,900, to provide for the cost of repairing a collapsed culvert headwall and resulting erosion damage near 38160 Rogers Road. Street Superintendent Catania reports that the erosion damage resulting from the culvert collapse is getting dangerously close to the edge of the road. Since the condition was aggravated by the recent storm, Mr. Tim Miller, Director of the Lake County Stormwater Management Department has approved this project for funding. Street Superintendent has schedule this repair work to begin on Thursday, June 26th.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$5,900 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 to reflect the grant awarded to the City by the LCSMD to finance this project.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendent Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: July 3, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2014 Operating Budget Revision – Service and Fire Labor Settlements

This memorandum is a request for an increase in the appropriations of the funds listed below to provide for the 2014 estimated cost of the negotiated labor agreements with the Service and Fire unions.

Fund	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110 General Fund	\$6,305,100	\$600	\$6,305,700
234 Safety Forces Fund	\$5,019,100	(\$400)	\$5,018,700
240 Fire Levy Fund	\$653,900	(\$100)	\$653,800
250 Street Construction, Maintenance & Repair Fund	\$1,201,500	\$1,300	\$1,202,800
270 Road Levy Fund	\$737,300	\$1,700	\$739,000
285 Park Maintenance Fund	\$42,500	\$100	\$42,600
610 Sewer Service Fund	\$1,677,200	\$400	\$1,677,600
Total	\$15,636,600	\$3,600	\$15,640,200

The significant financial components of the two labor agreements that are incorporated into these budget adjustments are as follows:

	Service	Fire
Wage Adjustments	1.00%	0.50%
Signing Bonus	\$500	\$0
Increase in Employee Health Care Contribution	1%	1%
Reduction in Average Work Week	N/A	1.8 Hours
Effective Date	1/1/2014	11/2014

The Firefighter's change from the 49.8 to the 48 hour average work week will require the City to schedule part-time firefighters to cover a total of 36 days annually since each of the nine firefighters will be working four days fewer per year. Since this change will not be implemented until November, I did not include any provision for this expense. As such, it may be necessary to adjust the budget at the end of the year should the Fire Department find it necessary to schedule additional coverage during November and December of this year in order to maintain an appropriate staffing level.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the negotiated labor agreements, please contact Mayor Robert Weger.

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: July 3, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FBO*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 –River Road North
Storm Sewer Replacement Project

This memorandum is a request for an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$142,600, from \$1,058,900 to \$1,201,500, to provide for the cost of replacing the River Road North storm sewer line. This project is being undertaken to alleviate damage to properties on River Road that result from storm water runoff during heavy rain events. The project will entail replacing the existing storm sewer line with 2,112 lineal feet of 24" perforated pipe and restoring the landscaping disturbed by the project. Street Superintendent Nate Catania has made application to the Lake County Stormwater Management Department for a grant to the City to fully finance this project. It is anticipated that the LCMSD will provide the City with its answer on our funding request by the time this ordinance has its third reading.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$142,600 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 to reflect the grant once it has been awarded to the City by the LCMSD to finance this project.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendent Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: July 9, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FB*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 – Rockefeller Road
North Drainage Improvement Project

This memorandum is a request for an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$22,200, from \$1,202,800 to \$1,225,000, to provide for the cost of drainage improvements on Rockefeller Road. This project is necessary because the existing roadside ditches and culvert pipes have eroded and are blocked, interrupting the free flow of storm water draining from the area. The storm water backup during rain events resulting from this condition creates a hazardous situation. To alleviate this situation, the proposed project entails the installation of approximately 140 linear feet of 24 inch perforated pipe and catch basins on Rockefeller Road beginning at Euclid Creek and extending north. The pipe and catch basins will be installed in a way that will allow for future improvements.

Street Superintendant Nate Catania has made application to the Lake County Stormwater Management Department for a grant to the City to fully finance this project. It is anticipated that the LCMSD will provide the City with its answer on our funding request by the time this ordinance has its third reading.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$22,200 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 to reflect the grant once it has been awarded to the City by the LCMSD to finance this project.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: July 29, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FB*

Subject: 2014 Operating Budget Revision -
Street Construction, Maintenance & Repair Fund 250 – Bishop Road
Sinkhole Emergency Repair Project

This memorandum is a request for an increase in the appropriation of the Street Construction, Maintenance & Repair Fund 250 of \$4,900, from \$1,225,000 to \$1,229,800, to provide for the cost of repairing a sinkhole on Bishop Road in front of Pat O'Brien Chevrolet. The sinkhole resulted from a leaking storm sewer pipe.

To alleviate this situation, Street Superintendant Catania plans to repair the sewer line from the inside, eliminating the need for excavating the site. A quote has been received from the Lake County Sewer Company for the work. Because the sinkhole is located next to a busy sidewalk and in front of a high profile area, the repair work is being undertaken immediately.

Street Superintendant Nate Catania has made application to the Lake County Stormwater Management Department for a grant to the City to fully finance this project. Mr. Tim Miller, Director of the LCSMD, has already notified the City that the LCSMD has approved the project for funding on an emergency basis.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$4,900 the estimated resources of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 to reflect the grant once it has been awarded to the City by the LCSMD to finance this project.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendant Nate Catania, City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

City of Willoughby Hills

Interoffice Memo

Date: October 14, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank J. Brichacek, Director of Finance *FJB*
Subject: 2014 Operating Budget Revision – 4th Quarter 2014 Rock Salt Purchase

In anticipation that the availability of salt may be unpredictable as it was during the winter of 2013/2014 and that the 2014/2015 winter will be as severe as last year, outgoing Street Superintendent Nate Catania has recommended that the City establish an open purchase order allowing for the purchase 1,000 tons of salt during the fourth quarter of 2014. The City will again be purchasing salt through the Ohio Department of Transportation's (ODOT) cooperative purchasing program. For the 2014/2015 winter season, salt purchased through ODOT's program will cost \$79.91 per ton. This season's rate is up considerably from the \$23.87 per ton rate that ODOT was able to obtain for the 2013/2014 winter season. Under the terms of ODOT's program the City is required to purchase at least 90% of the 3,500 tons that the City estimated it would need for the 2014/2015 winter season and may purchase a maximum of 3,850 tons of salt (110% of the 3,500 tons estimated by the City) during the 2014/2015 winter season.

This memorandum is a request for the following appropriation revisions in order to provide for the cost of purchasing 1,000 tons of rock salt at a cost of \$79.91 per ton:

General Fund - \$80,000 Increase

- Increasing the subsidy transfer to the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 by \$80,000, from \$267,700 to \$347,700.
- Increase the General Fund No. 110 appropriation by \$80,000, from \$6,305,700 to \$6,385,700, to provide for the additional subsidy transfer to the SCM&R SR Fund No. 250 to fund the purchase of 1,000 tons of rock salt.
- If approved, this change will reduce the General Fund's budgeted 2014 ending available fund balance from \$584,484 to \$464,484.

Street Construction Maintenance & Repair Special Revenue Fund - \$80,000 Increase

- Increase the appropriation of the SCM&R Special Revenue Fund No. 250 by \$80,000, from \$1,087,300 to \$1,167,300 to provide for the purchase of 1,000 tons of rock salt.

I am requesting that this appropriation change be approved by City Council on its first reading for the following reasons:

- The City currently has only a minimal stock of salt on hand; and
- Rumor has it that, as happened during the 2013/2014 season, salt may not be available for delivery on a timely basis during the 2014/2015 season ; and
- With late fall approaching, weather conditions may require the City to de-ice its streets at any time; and
- If three readings are required before this ordinance is enacted, the ordinance will not be approved until November 27th; and
- The lack of salt endangers the health and welfare of the public.

In addition to the requested appropriation changes, I will be requesting that the Lake County Budget Commission increase by \$80,000 the estimated resources of the Street Construction, Maintenance &

Repair Special Revenue Fund No. 250, from \$1,314,728 to \$1,394,728, to reflect the increase in the General Fund subsidy.

The 2014 operating budget provides \$59,600 for the purchase of rock salt and de-icing materials. The budget provides for the purchase of 2,500 tons of salt at \$23.87 per ton. In addition to the 2014 budget, at the start of 2014 an open 2013 purchase order totaling \$20,438 provided for the purchase of 585 tons of salt and salt additives. Combined the total 2014 budget for the purchase of salt (3,085 tons) and de-icing supplements is \$80,038.

As of September 30th, 2014 the City has completely expended its budget for salt and de-icing materials. To date, the City has expended a total of \$82,786 for salt (2,465 tons; \$66,375), gravel or stone (475 tons; \$9,941) and beet juice (\$6,470) to de-ice City streets. In order to have salt on hand to deal with any snow events that should occur in the fourth quarter of 2014, the above appropriation revision is being requested.

The schedule below provides the history of salt usage by the City since 2007. If you have any questions regarding this proposed appropriation revision, do not hesitate to contact me.

<u>Year</u>	<u>Average Price Per Ton*</u>	<u>% Change vs. Prior Year</u>	<u>Tons Purchased</u>	<u>% Change vs. Prior Year</u>	<u>Total Expense *</u>	<u>% Change vs. Prior Year</u>
2014	\$33.59	6.3%	2,465	-43.3%	\$82,786	-39.7%
2013	\$31.60	-30.4%	4,345	99.3%	\$137,271	38.6%
2012	\$45.42	-15.3%	2,180	10.9%	\$99,026	-6.1%
2011	\$53.65	-1.8%	1,967	-36.4%	\$105,513	-37.5%
2010	\$54.62	-13.7%	3,092	13.4%	\$168,868	-2.2%
2009	\$63.30	49.9%	2,728	-46.5%	\$172,653	-19.7%
2008	\$42.22	13.7%	5,094	14.1%	\$215,075	29.8%
2007	\$37.13		4,464		\$165,739	

* Includes de-icing additive expense

City of Willoughby Hills

Interoffice Memo

Date: November 7, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank J. Brichacek, Director of Finance 

Subject: 2014 Operating Budget Revision – Wage Adjustment for City Employees Who Are Not Members of Collective Bargaining Units

Contract negotiations with all of the City's unions are now complete. The only group of City employees who have not been granted a pay adjustment for 2014 is those that are not members of a collective bargaining unit. This would include full-time employees, part-time police officers and firefighters, and permanent part-time employees.

The Mayor is recommending that all non-bargaining unit employees receive a pay adjustment, retroactive to the first pay of 2014, equal to 1.12%. This increase is the same as was granted to City Council pursuant to the formula detailed in Section 121.02 of the City's Codified Ordinances.

The projected cost to the City of this increase, including pension and federal employer taxes, is \$23,200. Of this amount, the General Fund will directly or indirectly finance \$19,700 of this amount, reducing the increasing the General Fund's budgeted excess of expenditures over revenues from \$171,000 to \$190,700. The Court Improvement Fund (\$700), the Fire Levy Fund (\$1,500), the Park Maintenance Fund (\$200), the Road Levy Fund (\$200) and the Sewer Enterprise Fund (\$900) will finance the \$3,500 balance from the resources of each fund.

The attached schedule details the appropriation revisions necessary to implement this proposed change. If you have any questions regarding these changes, do not hesitate to contact me.

Enclosure

Fund/Activity	Appropriation		
	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
1. Wage & Benefit Adjustments			
110 - General Fund			
110 - Administration	\$486,600	\$4,100	\$490,700
120 - Court	38,000	500	38,500
465 - Community Center	46,200	600	46,800
570 - Building Department	114,400	1,100	115,500
Total - General Fund	\$685,200	\$6,300	\$691,500
200 - Special Revenue Fund Group			
210 Court Improvement Fund	\$75,100	\$700	\$75,800
234 Safety Forces Fund			
230 - Police Department	\$2,484,300	\$6,500	\$2,490,800
235 - Dispatch	480,900	100	481,000
240 - Fire Department	1,094,500	1,300	1,095,800
Total Safety Forces SR Fund	\$4,059,700	\$7,900	\$4,067,600
240 Fire Levy Fund	628,900	6,300	635,200
250 Street Const., Maint. & Repair Fund	367,300	600	367,900
270 Road Levy Fund	297,800	200	298,000
280 Recreation Fund	15,200	100	15,300
285 Park Maintenance Fund	31,000	200	31,200
Total - Special Revenue Fund Group	\$5,475,000	\$16,000	\$5,491,000
600 - Enterprise Fund Group			
610 Sewer Service Fund	\$176,400	\$900	\$177,300
Total All Funds - Wage & Benefit Adjustment	\$6,336,600	\$23,200	\$6,359,800
2. Interfund Operating Subsidy Adjustments			
110 - General Fund			
234 - Transfer to Safety Forces SR Fund 234	\$4,112,500	\$12,700	\$4,125,200
350 - Transfer to SCMR SR Fund 250	247,700	600	248,300
460 - Transfer to Recreation SR Fund 280	27,100	100	27,200
Total - General Fund	\$4,387,300	\$13,400	\$4,400,700
200 - Special Revenue Fund Group			
234 Safety Forces Fund - Transfer to Fire Levy SR Fund 240	\$54,600	\$4,800	\$59,400
Total All Funds - Interfund Operating Subsidy Adjustments	\$4,809,200	\$18,800	\$4,828,000
3. Total Appropriation Revisions			
110 - General Fund			
110 - Administration	\$1,278,100	\$4,100	\$1,282,200
120 - Court	74,200	500	74,700
234 - Safety Forces	4,112,500	12,700	4,125,200
350 - Service Department	590,400	600	591,000
460 - Recreation Department	27,100	100	27,200
465 - Community Center	176,900	600	177,500
570 - Building Department	126,500	1,100	127,600
Total - General Fund	\$6,385,700	\$19,700	\$6,405,400
200 - Special Revenue Fund Group			
210 Court Improvement Fund	\$82,600	\$700	\$83,300
234 Safety Forces Fund			
230 - Police Department	\$2,484,300	\$6,500	\$2,490,800
235 - Dispatch	480,900	100	481,000
240 - Fire Department	1,094,500	6,100	1,100,600
Total Safety Forces SR Fund	\$4,059,700	\$12,700	\$4,072,400
240 Fire Levy Fund	653,800	6,300	660,100
250 Street Const., Maint. & Repair Fund	1,167,300	600	1,167,900
270 Road Levy Fund	739,000	200	739,200
280 Recreation Fund	70,100	100	70,200
285 Park Maintenance Fund	42,600	200	42,800
Total - Special Revenue Fund Group	\$6,815,100	\$20,800	\$6,835,900
600 - Enterprise Fund Group			
610 Sewer Service Fund	\$1,677,600	\$900	\$1,678,500
Total All Funds - Wage & Benefit Adjustment	\$14,878,400	\$41,400	\$14,919,800

City of Willoughby Hills

Interoffice Memo

Date: December 5, 2014
To: Mayor Robert Weger and Members of City Council
From: Frank J. Brichacek, Director of Finance *FJB*
Subject: 2014 Operating Budget Revisions - Final

The attached schedule details the final revisions to the 2014 which I feel will be necessary for City Departments to complete 2014 within budget based upon my current projections of 2014 expenditures. There are no significant increases to any of the fund appropriations. In most cases, all that is necessary are reallocations of the departmental appropriations within expenditure categories. In order for this ordinance to be certified by the County Budget Commission it must be adopted by City Council and approved by the Mayor by no later than December 31, 2014. Accordingly, I am requesting that this ordinance be adopted by City Council on its first reading at the December 11th, 2014 Council meeting.

The proposed appropriation revisions are summarized as follows:

General Fund

No changes are being proposed for the General Fund's overall 2014 appropriation of \$6,405,400. The following reallocations of the General Fund appropriation are proposed;

- **Mayor's Court 110.120** - A reallocation of \$2,000 from the Court's operating budget to its wage and benefit budget to provide additional funding for the part-time court clerk. At this time I am projecting that the amount expended for the part-time court clerk will be very close to what was budgeted.
- **Service Department 110.350**
 - A reallocation of \$18,600 to from the Operations & Maintenance Budget to the Personnel and Benefits budget to provide for the cost of Service Department labor on various building maintenance projects.
 - An increase of \$35,000 in the General Fund Subsidy Transfer to the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 to finance an increase in that fund's 2014 appropriation.
- **Recreation 110.460** – An increase of \$1,000 in the General Fund Subsidy Transfer to provide for the cost of administrative staffing and expenses which are not financed by Recreation user fees.
- **Community Center 110.465** – An increase of \$7,000 in the Personnel and Benefits budgets to provide for the cost of staffing the Community Center.
- **Building Department 110.570** – A total increase of \$4,000 to provide for the following changes:
 - An increase of \$2,000 to provide additional funding for the new Zoning Clerk who has worked several hours more than her predecessor and a slight under-estimation in the amount budgeted for the Building Commissioner's salary.
 - An increase of \$2,000 to provide for the cost of engineering services related to the discovery of an abandoned sewerage plant buried on a property in the City.
- **Safety Forces Subsidy Transfer 110.234** – A reallocation of \$47,000 from this account to finance increases in the budgets above. This reallocation is possible base upon my projection that only \$3,455,000 of the budgeted \$4,125,200 budgeted General Fund Subsidy will be required, mainly

the result of open part-time police and dispatch positions, open full time dispatch positions and under-runs in the amount of overtime projected to be worked by the Police.

Veteran's Memorial Special Revenue Fund No. 215

An increase in this fund's 2014 \$300 appropriation in the amount of \$300 to provide for the cost installing memorial bricks and flowers in excess of the amount budgeted. This fund's appropriation increase is being financed by the sale of memorial bricks and donations for the maintenance of the memorial which were received during 2014.

Police Pension Special Revenue Fund No. 220

No change to this fund's 2014 \$75,700 appropriation is being proposed. \$500 is being reallocated from the Benefit budget to the Operations and Maintenance budget to fund the cost of property tax collection fees charged by Lake County which exceeded the amount budgeted.

Safety Forces Special Revenue Fund No. 234

A decrease in this fund's 2014 appropriation of \$5,031,400 in the amount of \$47,000 based upon the following changes:

- **Administration 234.110** – An increase of \$1,200 in the amount of the 3% fee charged by the Regional Income Tax Agency for the collection of the portion of the City's income tax dedicated to financing the Safety Forces. The 2014 budget was based upon projected collections of \$803,500. Actual revenue for 2014 is projected to be \$934,000.
- **Police Department 234.230** – A total decrease of \$31,200 in the amount budgeted mainly due to part-time officers working fewer hours during the year than was budgeted.
- **Dispatchers 234.235** – A total decrease of \$17,000 in the amount budgeted mainly resulting from open full-time dispatch positions during the year.
- **Fire Department 234.240** – A reallocation of \$6,000 from the Benefits budget to the Personnel budget mainly to provide for overtime worked in excess of the amount budgeted made necessary due to the extended absence of a full-time firefighter.

Street Construction, Maintenance and Repair Special Revenue Fund No. 250

An increase in this fund's 2014 appropriation of \$1,167,900 in the amount of \$35,000 to provide for the following:

- **Personnel and Benefits** – An increase of \$19,000 resulting from the more service department labor being performed for street maintenance purposes than was anticipated in the 2014 budget. This increase is offset by budget under-runs in other funds.
- **Operations & Maintenance** – An increase of \$16,000 mainly resulting from projected vehicle and equipment maintenance and repairs exceeding the amount budgeted by approximately \$30,000.

Recreation Operations Special Revenue Fund No. 280

An increase in this fund's 2014 appropriation of \$70,200 in the amount of \$6,800 to provide for the following:

- **Personnel and Benefits** – An increase of \$2,800 mainly the result of the retirement of the Recreation Board Secretary and the transition from the former person to the new person. During this transition period, the retiring secretary was paid to train the new secretary.
- **Transfer to Recreation Capital Project Fund No. 460** – An increase of \$4,000 to provide for the transfer of revenue in excess of expenditures for various recreation functions such as the Pancake Breakfast and Craft Shows which generated more "profit" than was budgeted.

Park Maintenance Special Revenue Fund No. 285

No change to this fund's 2014 \$42,800 appropriation is being proposed. \$900 is being reallocated to fund a slight over-run in the amount of labor charged to this fund.

Capital Improvements Fund No. 420

An increase in this fund's 2014 appropriation of \$254,000 in the amount of \$1,300 to provide for collection fees charged by Lake County for the collection of Estate Tax remitted to the City in the second half of 2014. This amount was not anticipated due to the elimination in 2013 of the Estate Tax by the State Legislature. The City received \$94,068 in Estate Tax revenue during 2014.

Fire Department Capital Project Fund No. 441

An increase in this fund's 2014 appropriation of \$127,400 in the amount of \$3,000 to provide additional financing for the cost of the collection of EMS fees by the City's billing agent. The cost of this service is based upon revenue collected and was simply underestimated in the 2014 adopted budget.

Engineering and Inspection Trust Fund No. 823

An increase in this fund's 2014 appropriation of \$60,000 in the amount of \$30,000 to provide for the payment of engineering fees for private plan reviews that exceeded the amount projected in the 2014 operating budget. The purpose of this fund is to hold in trust moneys collected from property owners for engineering reviews of their projects. Any remaining funds that were received by the City after the engineering work is completed are refunded to the property owner.

Enclosure

