

City of Willoughby Hills

Interoffice Memo

Date: September 4, 2020

To: Council President Christopher Hallum and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2020 Operating Budget Revisions: - Coronavirus Relief Grant Round 2 Funding

Lake County was awarded approximately \$6.7 million in additional Coronavirus Relief Grant/CARES Act funding. On May 28, 2020 City Council authorized the Mayor to apply to participate in the Lake County Coronavirus Relief Distribution program which the City subsequently applied for. On June 29, 2020 the City received \$532,321.51 from the County, approximately 3.99% of the County's award. On August 31, 2020 the City received an additional \$266,160.75 from the County from the second award. For both distributions, the County used the Local Government Fund distribution formula to allocate the grant funding to the County's local governments. In addition, the Fire Department received a separate CARES Act \$10,330.99 distribution from the US Department of Health and Human Services Health Resources and Services Administration because the City bills Medicare for EMS Services. All of the restrictions on the use of these awards that were detailed in my Memorandum to Council dated July 17, 2020 also apply to the use of these funds.

The attached schedule increases the appropriation of the Coronavirus Relief Special Revenue fund by \$276,500, from \$532,400 to \$808,900, to provide for the expenditure of the additional grant funding awarded to the City. Because of the extremely limited time allowed by the terms of the grant to expend the money received, I am requesting that this appropriation change be introduced at the September 10, 2020 Council meeting and be approved on first reading.

In addition to the requested \$276,500 appropriation change, I will also be requesting that the County Budget Commission increase the estimated resources of the newly established Coronavirus Relief Special Revenue Fund No. 204 from \$532,400 to \$808,900.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding how the grant funds are to be used, please contact Mayor/Safety Director Andy Gardner.

Attachment

C: Mayor Andy Gardner
Michael Lucas, Law Director
Jeff Stergar, Assistant Finance Director

Appropriations					
Fund/Activity		Proposed Appropriation	Increase/ (Decrease)	Revised Appropriation	
110		GENERAL FUND			
110	110	General Fund - Administration			
		Personnel	\$409,100	\$0	\$409,100
		Benefits	89,400	0	89,400
		Operations & Maintenance	906,900	0	906,900
		Total	\$1,405,400	\$0	\$1,405,400
110	120	General Fund - Court			
		Personnel	\$63,000	\$0	\$63,000
		Benefits	22,400	0	22,400
		Operations & Maintenance	28,200	0	28,200
		Total	\$113,600	\$0	\$113,600
110	234	General Fund - Safety Forces			
		Transfer to Safety Forces SR Fund 234	4,254,700	\$0	\$4,254,700
		Total	\$4,254,700	\$0	\$4,254,700
110	350	General Fund - Service Department			
		Personnel	\$476,100	\$0	\$476,100
		Benefits	158,300	0	158,300
		Operations & Maintenance	298,900	0	\$298,900
		Transfer To SCMR SR Fund 250	0	0	0
		Transfer To Road Levy SR Fund 270	0	0	0
		Total	\$933,300	\$0	\$933,300
110	460	General Fund - Recreation			
		Transfer To Recreation SR Fund 280	\$48,600	\$0	\$48,600
		Total	\$48,600	\$0	\$48,600
110	465	General Fund - Community Center Operations			
		Personnel	\$49,100	\$0	\$49,100
		Benefits	8,100	0	8,100
		Operations & Maintenance	177,900	0	177,900
		Total	\$235,100	\$0	\$235,100
110	570	General Fund - Building Department			
		Personnel	\$29,300	\$0	\$29,300
		Benefits	11,500	0	11,500
		Operations & Maintenance	117,200	0	117,200
		Total	\$158,000	\$0	\$158,000
110		General Fund - Total			
		Personnel	\$1,026,600	\$0	\$1,026,600
		Benefits	289,700	0	289,700
		Operations & Maintenance	1,529,100	0	1,529,100
		Transfer to Other Funds	4,303,300	0	4,303,300
		TOTAL - GENERAL FUND	\$7,148,700	\$0	\$7,148,700
200		SPECIAL REVENUE FUNDS			
202		FEMA Grants Fund			
		Operations & Maintenance	\$146,700	\$0	\$146,700
		Total	\$146,700	\$0	\$146,700
203		Law Enforcement Grants Fund			
		Personnel	\$60,300	\$0	\$60,300
		Benefits	13,300	0	13,300
		Operations & Maintenance	6,100	0	6,100
		Advance Repayment To Law Enforcement Trust Fund 800	0	0	0
		Total	\$79,700	\$0	\$79,700
204		Coronavirus Relief Grant Fund			
		Personnel	\$0	\$0	\$0
		Benefits	0	0	0
		Operations & Maintenance	532,400	276,500	808,900
		Total	\$532,400	\$276,500	\$808,900

Appropriations				
Fund/Activity		Proposed Appropriation	Increase/ (Decrease)	Revised Appropriation
210	Court Improvement Fund			
	Personnel	\$27,500	\$0	\$27,500
	Benefits	16,200	0	16,200
	Operations & Maintenance	5,700	0	5,700
	Total	\$49,400	\$0	\$49,400
215	Veterans Memorial Fund			
	Operations & Maintenance	\$1,500	\$0	\$1,500
	Total	\$1,500	\$0	\$1,500
218	Community Center Donation Fund			
	Operations & Maintenance	\$200	\$0	\$200
	Total	\$200	\$0	\$200
220	Police Pension Fund			
	Benefits	\$82,300	\$0	\$82,300
	Operations & Maintenance	1,100	0	1,100
	Total	\$83,400	\$0	\$83,400
234	Safety Forces Fund			
234	110 Administration			
	Operations & Maintenance	\$42,100	\$0	\$42,100
	Total	\$42,100	\$0	\$42,100
234	230 Police Department			
	Personnel	\$2,126,400	\$0	\$2,126,400
	Benefits	714,400	0	714,400
	Operations & Maintenance	397,000	0	397,000
	Advance To Employee Termination SR Fund 296	0	0	0
	Total	\$3,237,800	\$0	\$3,237,800
234	235 Dispatchers			
	Personnel	\$70,700	\$0	\$70,700
	Benefits	21,400	0	21,400
	Operations & Maintenance	384,600	0	384,600
	Transfer To Debt Service Fund 310	0	0	0
	Total	\$476,700	\$0	\$476,700
234	240 Fire Department			
	Personnel	\$1,007,000	\$0	\$1,007,000
	Benefits	449,000	0	449,000
	Operations & Maintenance	274,000	0	274,000
	Transfer To Fire Levy SR Fund 240	0	0	0
	Transfer To Debt Service Fund 310	0	0	0
	Advance To Employee Termination SR Fund 296	0	0	0
	Total	\$1,730,000	\$0	\$1,730,000
234	Safety Forces Special Revenue Fund - Total			
	Personnel	\$3,204,100	\$0	\$3,204,100
	Benefits	1,184,800	0	1,184,800
	Operations & Maintenance	1,097,700	0	1,097,700
	Transfer to Other Funds	0	0	0
	TOTAL - Safety Forces Fund	\$5,486,600	\$0	\$5,486,600
240	Fire Levy			
	Personnel	\$595,500	\$0	\$595,500
	Benefits	125,900	0	125,900
	Operations & Maintenance	22,500	0	22,500
	Total	\$743,900	\$0	\$743,900
250	Street Construction, Maintenance & Repair Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	754,900	0	754,900
	Transfer To Pleasant Valley Bridge Maintenance Capital Fund 443	15,000	0	15,000
	Total	\$769,900	\$0	\$769,900

Ordinance No. 2020-52 - Exhibit A
Schedule of 2020 Appropriations
Revision No. 2

Appropriations				
	Fund/Activity	Proposed Appropriation	Increase/ (Decrease)	Revised Appropriation
260	State Highway Fund			
	Operations & Maintenance	\$23,000	\$0	\$23,000
	Total	\$23,000	\$0	\$23,000
270	Road Levy Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	1,141,200	0	1,141,200
	Transfer To Debt Service Fund 310	5,000	0	5,000
	Total	\$1,146,200	\$0	\$1,146,200
280	Recreation Operations Levy			
	Personnel	\$27,200	\$0	\$27,200
	Benefits	4,400	0	4,400
	Operations & Maintenance	46,500	0	46,500
	Transfer To Rec. Capital Project Fund 460	9,000	0	9,000
	Total	\$87,100	\$0	\$87,100
285	Park Maintenance Fund			
	Personnel	\$16,300	\$0	\$16,300
	Benefits	4,000	0	4,000
	Operations & Maintenance	11,600	0	11,600
	Total	\$31,900	\$0	\$31,900
296	Employee Termination Fund			
	Personnel	\$41,000	\$0	\$41,000
	Benefits	600	0	600
	Operations & Maintenance	400	0	400
	Advance Repayment To Safety Forces SR Fund 234	0	0	0
	Total	\$42,000	\$0	\$42,000
297	W.H.I.S.P.E.R. Fund			
	Operations & Maintenance	26,000	\$0	\$26,000
	Total	\$26,000	\$0	\$26,000
298	Garfield Park Fund			
	Operations & Maintenance	5,400	\$0	\$5,400
	Total	\$5,400	\$0	\$5,400
200	Special Revenue Fund Group - Total			
	Personnel	\$3,971,900	\$0	\$3,971,900
	Benefits	1,431,500	0	1,431,500
	Operations & Maintenance	3,822,900	276,500	4,099,400
	Transfer to Other Funds	29,000	0	29,000
	TOTAL - SPECIAL REVENUE FUND GROUP	\$9,255,300	\$276,500	\$9,531,800

Appropriations				
	Fund/Activity	Proposed Appropriation	Increase/ (Decrease)	Revised Appropriation
300	DEBT SERVICE FUNDS			
310	Bond Retirement Fund			
	Operations & Maintenance	\$1,224,000	\$0	\$1,224,000
	Total	\$1,224,000	\$0	\$1,224,000
320	Special Assessment Bond Retirement Fund			
	Operations & Maintenance	\$0	\$0	\$0
	Total	\$0	\$0	\$0
300	Debt Service Fund Group - Total			
	Operations & Maintenance	\$1,224,000	\$0	\$1,224,000
	TOTAL - DEBT SERVICE FUND GROUP	\$1,224,000	\$0	\$1,224,000

CAPITAL PROJECT FUNDS				
400	CAPITAL PROJECT FUNDS			
420	Capital Improvement Fund			
	Operations & Maintenance	\$67,900	\$0	\$67,900
	Transfer To Road Levy SR Fund 270	0	0	0
	Transfer To Debt Service Fund 310	0	0	0
	Total	\$67,900	\$0	\$67,900
423	Classic TIF Fund			
	Operations & Maintenance	\$0	\$0	\$0
	Transfer To Debt Service Fund 310	0	0	0
	Total	\$0	\$0	\$0
443	Pleasant Valley Rd. Bridge Maintenance Fund			
	Operations & Maintenance	\$97,900	\$0	\$97,900
	Total	\$97,900	\$0	\$97,900
444	Fire Dept. Equipment Capital Project Fund			
	Operations & Maintenance	\$82,600	\$0	\$82,600
	Transfer To Debt Service Fund 310	0	0	0
	Total	\$82,600	\$0	\$82,600
460	Recreation Capital Project Fund			
	Operations & Maintenance	\$77,000	\$0	\$77,000
	Total	\$77,000	\$0	\$77,000
400	Capital Project Fund Group - Total			
	Operations & Maintenance	\$325,400	\$0	\$325,400
	Transfers to Other Funds	0	0	0
	TOTAL - CAPITAL PROJECT FUND GROUP	\$325,400	\$0	\$325,400

ENTERPRISE FUNDS				
600	ENTERPRISE FUNDS			
610	Sewer Service Fund -			
	Personnel	\$127,000	\$0	\$127,000
	Benefits	45,800	0	45,800
	Operations & Maintenance	1,569,300	0	1,569,300
	Transfer to Debt Service Fund 310	355,500	0	355,500
	Total	\$2,097,600	\$0	\$2,097,600
600	Enterprise Fund Group - Total			
	Personnel	\$127,000	\$0	\$127,000
	Benefits	45,800	0	45,800
	Operations & Maintenance	1,569,300	0	1,569,300
	Transfer to Other Funds	355,500	0	355,500
	TOTAL - ENTERPRISE FUND GROUP	\$2,097,600	\$0	\$2,097,600

Appropriations				
	Fund/Activity	Proposed Appropriation	Increase/ (Decrease)	Revised Appropriation
800	TRUST & AGENCY FUNDS			
800	DEA Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	5,000	0	5,000
	Transfer to Law Enforcement Fund 203	0	0	0
	Advance To Law Enforcement Grants Fund 203	0	0	0
	Total	\$5,000	\$0	\$5,000
802	Law Enforcement Trust Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	49,500	0	49,500
	Total	\$49,500	\$0	\$49,500
805	Unclaimed Moneys Trust Fund			
	Operations & Maintenance	\$40,000	\$0	\$40,000
	Total	\$40,000	\$0	\$40,000
809	Petty Cash Trust Fund			
	Operations & Maintenance	\$700	\$0	\$700
	Total	\$700	\$0	\$700
819	Zoning Escrow Agency Fund			
	Operations & Maintenance	\$5,300	\$0	\$5,300
	Total	\$5,300	\$0	\$5,300
821	Construction Bond Trust Fund			
	Operations & Maintenance	\$100,100	\$0	\$100,100
	Total	\$100,100	\$0	\$100,100
823	Engineering & Inspection Trust Fund			
	Operations & Maintenance	\$118,500	\$0	\$118,500
	Total	\$118,500	\$0	\$118,500
800	Trust & Agency Fund Group - Total			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	319,100	0	319,100
	Transfer to Other Funds	0	0	0
	TOTAL - TRUST & AGENCY FUND GROUP	\$319,100	\$0	\$319,100

TOTAL - ALL FUNDS				
	Personnel	\$5,125,500	\$0	\$5,125,500
	Benefits	1,767,000	0	1,767,000
	Operations & Maintenance	8,789,800	276,500	9,066,300
	Transfer to Other Funds	4,687,800	0	4,687,800
	TOTAL - ALL FUND GROUPS	\$20,370,100	\$276,500	\$20,646,600