

# City of Willoughby Hills

## Interoffice Memo

**Date:** April 22, 2016  
**To:** Council President Nancy Fellows and Members of City Council  
**From:** Frank Brichacek, Director of Finance *FJB*  
**Subject:** 2016 Operating Budget Revisions – Route 91 Resurfacing Project

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### Summary

- Pursuant to Section 2.22 of the City Charter, the Mayor will be introducing legislation at the April 28<sup>th</sup> Regular Council Meeting to amend the 2016 Operating Budget to provide for an increase of \$349,700 in the Route 91 Resurfacing Project Budget.
- The requested increases in the appropriations of the General Fund and Road Levy Special Revenue Funds to provide for this change are based upon the project engineer's current estimate of the project's construction cost.

### Discussion

The 2016 approved operating budget provides \$1,319,400 for the City's share of the construction portion of the Route 91 Resurfacing Project. Of this amount, the budget anticipated that \$1,055,500 will be funded by a federal grant and the remaining \$263,900 would be financed by the resources of the Road Levy Special Revenue Fund.

I have been advised that the engineer has completed the design of the project. Based upon that design, the engineer's current estimate of the City's share of the project's construction cost is \$1,669,014, an increase of approximately \$349,700. Since the amount of the federal grant is fixed at \$1,055,500 the City must provide the additional \$349,700 from its own resources for the project to move forward.

As was discussed during the budget process, the City has two choices to close the project's funding gap. Assuming that the decision to use \$263,900 from the Road Levy Special Revenue Fund's resources is not changed, the City can either borrow the additional \$349,700, repaying this debt from future year's budgets, or finance the additional cost from the City's current available resources.

A representative if the County Engineer's Office advised me today that the project is currently being advertised for bids. The bid opening is scheduled for May 18<sup>th</sup> and they anticipate analyzing the bids they receive and awarding the contract in either late May or early June. The City will have to provide the County with its share of the project funding at that time.

The attached schedule revises the 2016 appropriation of the General Fund No. 110 and the Road Levy Special Revenue Fund No. 270 to provide the funding necessary for the Route 91 Resurfacing Project to move forward. The following changes are being proposed:

#### General Fund No. 110

Increasing the 2016 appropriation of the General Fund by \$349,700, from \$6,470,700 to \$6,820,400, to provide for a \$349,700 transfer from the General Fund No. 110 to the Road Levy Special Revenue Fund No. 270.

To: Council President Nancy Fellows and Members of City Council  
2016 Operating Budget Revision No. 1 – Route 91 Resurfacing Project  
April 22, 2016

**Road Levy Special Revenue Fund No. 270**

Increasing the appropriation of the Road Levy Special Revenue Fund No. 270 by \$349,700, from \$1,958,400 to \$2,308,100, to provide for an increase in the budget of the Route 91 Resurfacing Project from \$1,319,400 to \$1,669,100. I will also be requesting that the County Budget Commission increase the estimated resources of the Road Levy Special Revenue Fund No. 270 by \$349,700, from \$1,746,900 to \$2,096,600 to reflect this new revenue source.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding Route 91 Resurfacing Project, please contact either City Engineer Pete DiFranco or Mayor/Service Director Robert Weger.

Attachment

C: Debbie Doles, Assistant Finance Director

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Appropriations					
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation	
110		<b>GENERAL FUND</b>			
110	110	<b>General Fund - Administration</b>			
		Personnel	\$368,400	\$0	\$368,400
		Benefits	87,600	0	87,600
		Operations & Maintenance	804,100	0	804,100
		<b>Total</b>	<b>\$1,260,100</b>	<b>\$0</b>	<b>\$1,260,100</b>
110	120	<b>General Fund - Court</b>			
		Personnel	\$46,300	\$0	\$46,300
		Benefits	13,100	0	13,100
		Operations & Maintenance	43,200	0	43,200
		<b>Total</b>	<b>\$102,600</b>	<b>\$0</b>	<b>\$102,600</b>
110	234	<b>General Fund - Safety Forces</b>			
		Transfer to Safety Forces SR Fund 234	\$3,913,500	\$0	\$3,913,500
		<b>Total</b>	<b>\$3,913,500</b>	<b>\$0</b>	<b>\$3,913,500</b>
110	350	<b>General Fund - Service Department</b>			
		Personnel	\$8,000	\$0	\$8,000
		Benefits	2,900	0	2,900
		Operations & Maintenance	254,700	\$0	\$254,700
		Transfer To SCMR SR Fund 250	547,500	0	547,500
		Transfer To Road Levy SR Fund 270	0	349,700	349,700
		<b>Total</b>	<b>\$813,100</b>	<b>\$349,700</b>	<b>\$1,162,800</b>
110	460	<b>General Fund - Recreation</b>			
		Transfer To Recreation SR Fund 280	\$41,400	\$0	\$41,400
		<b>Total</b>	<b>\$41,400</b>	<b>\$0</b>	<b>\$41,400</b>
110	465	<b>General Fund - Community Center Operations</b>			
		Personnel	\$52,700	\$0	\$52,700
		Benefits	8,900	0	8,900
		Operations & Maintenance	141,600	0	141,600
		<b>Total</b>	<b>\$203,200</b>	<b>\$0</b>	<b>\$203,200</b>
110	570	<b>General Fund - Building Department</b>			
		Personnel	\$90,200	\$0	\$90,200
		Benefits	31,200	0	31,200
		Operations & Maintenance	15,400	0	15,400
		<b>Total</b>	<b>\$136,800</b>	<b>\$0</b>	<b>\$136,800</b>
110		<b>General Fund - Total</b>			
		Personnel	\$565,600	\$0	\$565,600
		Benefits	143,700	0	143,700
		Operations & Maintenance	1,259,000	0	1,259,000
		Transfer to Other Funds	4,502,400	349,700	4,852,100
		<b>TOTAL - GENERAL FUND</b>	<b>\$6,470,700</b>	<b>\$349,700</b>	<b>\$6,820,400</b>
200		<b>SPECIAL REVENUE FUNDS</b>			
202		<b>FEMA Grants Fund</b>			
		Operations & Maintenance	\$0	\$0	\$0
		<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
203		<b>Law Enforcement Grants Fund</b>			
		Personnel	\$0	\$0	\$0
		Benefits	0	0	0
		Operations & Maintenance	0	0	0
		Advance Repayment To Law Enforcement Trust Fund 800	0	0	0
		<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
210		<b>Court Improvement Fund</b>			
		Personnel	\$37,100	\$0	\$37,100
		Benefits	21,800	0	21,800
		Operations & Maintenance	5,700	0	5,700
		<b>Total</b>	<b>\$64,600</b>	<b>\$0</b>	<b>\$64,600</b>

Appropriations				
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	<b>GENERAL FUND</b>			
215	<b>Veterans Memorial Fund</b>			
	Operations & Maintenance	\$1,500	\$0	\$1,500
	<b>Total</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$1,500</b>
218	<b>Community Center Donation Fund</b>			
	Operations & Maintenance	\$200	\$0	\$200
	<b>Total</b>	<b>\$200</b>	<b>\$0</b>	<b>\$200</b>
220	<b>Police Pension Fund</b>			
	Benefits	\$73,000	\$0	\$73,000
	Operations & Maintenance	1,100	0	1,100
	<b>Total</b>	<b>\$74,100</b>	<b>\$0</b>	<b>\$74,100</b>
234	<b>Safety Forces Fund</b>			
234	110 <b>Administration</b>			
	Operations & Maintenance	\$33,900	\$0	\$33,900
	<b>Total</b>	<b>\$33,900</b>	<b>\$0</b>	<b>\$33,900</b>
234	230 <b>Police Department</b>			
	Personnel	\$1,888,000	\$0	\$1,888,000
	Benefits	587,000	0	587,000
	Operations & Maintenance	357,000	0	357,000
	Advance To Employee Termination SR Fund 296	53,200	0	53,200
	<b>Total</b>	<b>\$2,885,200</b>	<b>\$0</b>	<b>\$2,885,200</b>
234	235 <b>Dispatchers</b>			
	Personnel	\$363,600	\$0	\$363,600
	Benefits	142,500	0	142,500
	Operations & Maintenance	111,900	0	111,900
	Transfer To Debt Service Fund 310	0	0	0
	<b>Total</b>	<b>\$618,000</b>	<b>\$0</b>	<b>\$618,000</b>
234	240 <b>Fire Department</b>			
	Personnel	\$785,600	\$0	\$785,600
	Benefits	315,600	0	315,600
	Operations & Maintenance	216,000	0	216,000
	Transfer To Fire Levy SR Fund 240	84,200	0	84,200
	Transfer To Debt Service Fund 310	0	0	0
	Advance To Employee Termination SR Fund 296	36,300	0	36,300
	<b>Total</b>	<b>\$1,437,700</b>	<b>\$0</b>	<b>\$1,437,700</b>
234	<b>Safety Forces Special Revenue Fund - Total</b>			
	Personnel	\$3,037,200	\$0	\$3,037,200
	Benefits	1,045,100	0	1,045,100
	Operations & Maintenance	718,800	0	718,800
	Transfer to Other Funds	173,700	0	173,700
	<b>TOTAL - Safety Forces Fund</b>	<b>\$4,974,800</b>	<b>\$0</b>	<b>\$4,974,800</b>
240	<b>Fire Levy</b>			
	Personnel	\$532,400	\$0	\$532,400
	Benefits	134,500	0	134,500
	Operations & Maintenance	17,800	0	17,800
	<b>Total</b>	<b>\$684,700</b>	<b>\$0</b>	<b>\$684,700</b>
250	<b>Street Construction, Maintenance &amp; Repair Fund</b>			
	Personnel	\$277,800	\$0	\$277,800
	Benefits	101,000	0	101,000
	Operations & Maintenance	750,200	0	750,200
	Transfer To Pleasant Valley Bridge Maintenance Capital Fund 443	30,000	0	30,000
	<b>Total</b>	<b>\$1,159,000</b>	<b>\$0</b>	<b>\$1,159,000</b>
260	<b>State Highway Fund</b>			
	Operations & Maintenance	\$21,400	\$0	\$21,400
	<b>Total</b>	<b>\$21,400</b>	<b>\$0</b>	<b>\$21,400</b>

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Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	<b>GENERAL FUND</b>			<b>Appropriation</b>
270	<b>Road Levy Fund</b>			
	Personnel	\$235,000	\$0	\$235,000
	Benefits	90,500	0	90,500
	Operations & Maintenance	1,542,000	349,700	1,891,700
	Transfer To Debt Service Fund 310	90,900	0	90,900
	<b>Total</b>	<b>\$1,958,400</b>	<b>\$349,700</b>	<b>\$2,308,100</b>
280	<b>Recreation Operations Levy</b>			
	Personnel	\$24,100	\$0	\$24,100
	Benefits	4,400	0	4,400
	Operations & Maintenance	52,400	0	52,400
	Transfer To Rec. Capital Project Fund 460	11,800	0	11,800
	<b>Total</b>	<b>\$92,700</b>	<b>\$0</b>	<b>\$92,700</b>
285	<b>Park Maintenance Fund</b>			
	Personnel	\$25,600	\$0	\$25,600
	Benefits	6,200	0	6,200
	Operations & Maintenance	11,600	0	11,600
	<b>Total</b>	<b>\$43,400</b>	<b>\$0</b>	<b>\$43,400</b>
296	<b>Employee Termination Fund</b>			
	Personnel	\$107,200	\$0	\$107,200
	Benefits	1,600	0	1,600
	Operations & Maintenance	400	0	400
	Advance Repayment To Safety Forces SR Fund 234	0	0	0
	<b>Total</b>	<b>\$109,200</b>	<b>\$0</b>	<b>\$109,200</b>
297	<b>W.H.I.S.P.E.R. Fund</b>			
	Operations & Maintenance	\$8,200	\$0	\$8,200
	<b>Total</b>	<b>\$8,200</b>	<b>\$0</b>	<b>\$8,200</b>
298	<b>Garfield Park Fund</b>			
	Operations & Maintenance	\$5,300	\$0	\$5,300
	<b>Total</b>	<b>\$5,300</b>	<b>\$0</b>	<b>\$5,300</b>
200	<b>Special Revenue Fund Group - Total</b>			
	Personnel	\$4,276,400	\$0	\$4,276,400
	Benefits	1,478,100	0	1,478,100
	Operations & Maintenance	3,136,600	349,700	3,486,300
	Transfer to Other Funds	306,400	0	306,400
	<b>TOTAL - SPECIAL REVENUE FUND GROUP</b>	<b>\$9,197,500</b>	<b>\$349,700</b>	<b>\$9,547,200</b>
300	<b>DEBT SERVICE FUNDS</b>			
310	<b>Bond Retirement Fund</b>			
	Operations & Maintenance	\$2,527,400	\$0	\$2,527,400
	<b>Total</b>	<b>\$2,527,400</b>	<b>\$0</b>	<b>\$2,527,400</b>
320	<b>Special Assessment Bond Retirement Fund</b>			
	Operations & Maintenance	\$0	\$0	\$0
	<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
300	<b>Debt Service Fund Group - Total</b>			
	Operations & Maintenance	\$2,527,400	\$0	\$2,527,400
	<b>TOTAL - DEBT SERVICE FUND GROUP</b>	<b>\$2,527,400</b>	<b>\$0</b>	<b>\$2,527,400</b>

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Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	GENERAL FUND	Appropriation		

CAPITAL PROJECT FUNDS				
400				
420	<b>Capital Improvement Fund</b>			
	Operations & Maintenance	\$80,000	\$0	\$80,000
	Transfer To Road Levy SR Fund 270	0	0	0
	Transfer To Debt Service Fund 310	75,000	0	75,000
	<b>Total</b>	<b>\$155,000</b>	<b>\$0</b>	<b>\$155,000</b>
423	<b>Classic TIF Fund</b>			
	Operations & Maintenance	\$31,400	\$0	\$31,400
	Transfer To Debt Service Fund 310	104,800	0	104,800
	<b>Total</b>	<b>\$136,200</b>	<b>\$0</b>	<b>\$136,200</b>
441	<b>Fire Dept. Capital Project Fund</b>			
	Operations & Maintenance	\$159	\$0	\$159
	Transfer To Debt Service Fund 310	110,600	0	110,600
	<b>Total</b>	<b>\$110,759</b>	<b>\$0</b>	<b>\$110,759</b>
443	<b>Pleasant Valley Rd. Bridge Maintenance Fund</b>			
	Operations & Maintenance	\$116,000	\$0	\$116,000
	<b>Total</b>	<b>\$116,000</b>	<b>\$0</b>	<b>\$116,000</b>
444	<b>Fire Dept. Equipment Capital Project Fund</b>			
	Operations & Maintenance	\$6,600	\$0	\$6,600
	Transfer To Debt Service Fund 310	86,600	0	86,600
	<b>Total</b>	<b>\$93,200</b>	<b>\$0</b>	<b>\$93,200</b>
460	<b>Recreation Capital Project Fund</b>			
	Operations & Maintenance	\$61,600	\$0	\$61,600
	<b>Total</b>	<b>\$61,600</b>	<b>\$0</b>	<b>\$61,600</b>

400	<b>Capital Project Fund Group - Total</b>			
	Operations & Maintenance	\$295,759	\$0	\$295,759
	Transfers to Other Funds	377,000	0	377,000
	<b>TOTAL - CAPITAL PROJECT FUND GROUP</b>	<b>\$672,759</b>	<b>\$0</b>	<b>\$672,759</b>

ENTERPRISE FUNDS				
600				
610	<b>Sewer Service Fund -</b>			
	Personnel	\$135,300	\$0	\$135,300
	Benefits	54,000	0	54,000
	Operations & Maintenance	1,313,100	0	1,313,100
	Transfer to Debt Service Fund 310	371,200	0	371,200
	<b>Total</b>	<b>\$1,873,600</b>	<b>\$0</b>	<b>\$1,873,600</b>

600	<b>Enterprise Fund Group - Total</b>			
	Personnel	\$135,300	\$0	\$135,300
	Benefits	54,000	0	54,000
	Operations & Maintenance	1,313,100	0	1,313,100
	Transfer to Other Funds	371,200	0	371,200
	<b>TOTAL - ENTERPRISE FUND GROUP</b>	<b>\$1,873,600</b>	<b>\$0</b>	<b>\$1,873,600</b>

Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	<b>GENERAL FUND</b>	<b>Appropriation</b>		
800	<b>TRUST &amp; AGENCY FUNDS</b>			
800	<b>DEA Fund</b>			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	11,300	0	11,300
	Transfer to Law Enforcement Fund 203	0	0	0
	Advance To Law Enforcement Grants Fund 203	0	0	0
	<b>Total</b>	<b>\$11,300</b>	<b>\$0</b>	<b>\$11,300</b>
802	<b>Law Enforcement Trust Fund</b>			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	69,900	0	69,900
	<b>Total</b>	<b>\$69,900</b>	<b>\$0</b>	<b>\$69,900</b>
805	<b>Unclaimed Moneys Trust Fund</b>			
	Operations & Maintenance	\$40,000	\$0	\$40,000
	<b>Total</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$40,000</b>
809	<b>Petty Cash Trust Fund</b>			
	Operations & Maintenance	\$700	\$0	\$700
	<b>Total</b>	<b>\$700</b>	<b>\$0</b>	<b>\$700</b>
819	<b>Zoning Escrow Agency Fund</b>			
	Operations & Maintenance	\$4,600	\$0	\$4,600
	<b>Total</b>	<b>\$4,600</b>	<b>\$0</b>	<b>\$4,600</b>
821	<b>Construction Bond Trust Fund</b>			
	Operations & Maintenance	\$92,000	\$0	\$92,000
	<b>Total</b>	<b>\$92,000</b>	<b>\$0</b>	<b>\$92,000</b>
823	<b>Engineering &amp; Inspection Trust Fund</b>			
	Operations & Maintenance	\$107,900	\$0	\$107,900
	<b>Total</b>	<b>\$107,900</b>	<b>\$0</b>	<b>\$107,900</b>
800	<b>Trust &amp; Agency Fund Group - Total</b>			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	326,400	0	326,400
	Transfer to Other Funds	0	0	0
	<b>TOTAL - TRUST &amp; AGENCY FUND GROUP</b>	<b>\$326,400</b>	<b>\$0</b>	<b>\$326,400</b>
	<b>TOTAL - ALL FUNDS</b>			
	Personnel	\$4,977,300	\$0	\$4,977,300
	Benefits	1,675,800	0	1,675,800
	Operations & Maintenance	8,858,259	349,700	9,207,959
	Transfer to Other Funds	5,557,000	349,700	5,906,700
	<b>TOTAL - ALL FUND GROUPS</b>	<b>\$21,068,359</b>	<b>\$699,400</b>	<b>\$21,767,759</b>

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