

City of Willoughby Hills

Interoffice Memo

Date: May 26, 2016
To: Council President Nancy Fellows and Members of City Council
From: Frank Brichacek, Director of Finance *FAB*
Subject: 2016 Operating Budget Revisions – Bishop Road Traffic Control Box Replacement

Summary

- A traffic accident occurred yesterday, May 25, 2016 near the intersection of Bishop and Eddy Roads which resulted in the destruction of the traffic control box and the equipment inside the box.
- The Street Superintendent estimates the cost of repairing/replacing the damage traffic control box and equipment to be in the range of \$40,000 to \$50,000. The damaged equipment will be repaired by or purchased from and the bulk of the work will be performed by a single vendor, Signal Service Company.
- The City will pursue reimbursement for the cost of this repair from either the driver or the driver's insurance company. If reimbursement is not received from the driver or the driver's insurance company, the City will make a claim with the City's insurance carrier.
- Due to the threat to public safety and the need to maintain traffic control in the area, the repair work and ordering of replacement equipment needs to begin immediately. It is estimated that it will take up to a month to complete.
- Pursuant to Section 2.22 of the City Charter, the Mayor will be introducing legislation at the May 26th Regular Council Meeting to amend the 2016 Operating Budget to provide for an increase of \$50,000, from \$1,159,000 to \$1,209,000, in the appropriation of the Street Construction, Maintenance & Repair Special Revenue Fund No. 250.
- The Street Construction, Maintenance & Repair Special Revenue Fund No. 250 has sufficient unappropriated resources to finance the cost of this repair until the City is reimbursed by insurance.

Discussion

The attached schedule increases the 2016 appropriation of the General Fund No. 250 Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$50,000, from \$1,159,000 to \$1,209,000, to provide the funding necessary for the immediate repair/replacement of the traffic control box and equipment that was damaged/destroyed in the May 25th traffic accident. The unappropriated available fund balance of this fund is sufficient to provide financing for this project until reimbursement is received from the driver or the driver's insurance company.

In addition to the requested appropriation change, I will also be requesting that the County Budget Commission increase the estimated resources of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$50,000, from \$1,145,685 to \$1,195,685, the amount anticipated to be received from either the driver or the driver's insurance company. Related to this change, an ordinance has been requested giving the Mayor the authority to expend the amounts

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2016 Operating Budget Revision No. 2 - Bishop Road Traffic Signal Control Box Replacement Project
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necessary to complete this repair and to waive the public bidding requirement should the cost of the emergency repair exceed \$50,000 due to the emergency nature of the project.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding either the traffic control box replacement or the accident itself, please contact either Street Superintendent Mark Grubiss, Police Chief Chris Collins or Mayor/Service Director Robert Weger.

Attachment

C: Mayor Robert Wegetr
Tom Lobe, Law Director
Debbie Doles, Assistant Finance Director

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

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Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	GENERAL FUND			
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	\$73,000	\$0	\$73,000
	Operations & Maintenance	1,100	0	1,100
	Total	\$74,100	\$0	\$74,100
234	Safety Forces Fund			
234	110 Administration			
	Operations & Maintenance	\$33,900	\$0	\$33,900
	Total	\$33,900	\$0	\$33,900
234	230 Police Department			
	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
	Total	\$2,885,200	\$0	\$2,885,200
234	235 Dispatchers			
	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
	Total	\$618,000	\$0	\$618,000
234	240 Fire Department			
	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
	Total	\$1,437,700	\$0	\$1,437,700
234	Safety Forces Special Revenue Fund - Total			
	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
	TOTAL - Safety Forces Fund	\$4,974,800	\$0	\$4,974,800
240	Fire Levy			
	Personnel	\$532,400	\$0	\$532,400
	Benefits	134,500	0	134,500
	Operations & Maintenance	17,800	0	17,800
	Total	\$684,700	\$0	\$684,700
250	Street Construction, Maintenance & Repair Fund			
	Personnel	\$277,800	\$0	\$277,800
	Benefits	101,000	0	101,000
	Operations & Maintenance	750,200	50,000	800,200
	Transfer To Pleasant Valley Bridge Maintenance Capital Fund 443	30,000	0	30,000
	Total	\$1,159,000	\$50,000	\$1,209,000
260	State Highway Fund			
	Operations & Maintenance	\$21,400	\$0	\$21,400
	Total	\$21,400	\$0	\$21,400

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Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	GENERAL FUND			
270	Road Levy Fund			
	Personnel	\$235,000	\$0	\$235,000
	Benefits	90,500	0	90,500
	Operations & Maintenance	1,891,700	0	1,891,700
	Transfer To Debt Service Fund 310	90,900	0	90,900
	Total	\$2,308,100	\$0	\$2,308,100
280	Recreation Operations Levy			
	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
	Total	\$92,700	\$0	\$92,700
285	Park Maintenance Fund			
	Personnel	\$25,600	\$0	\$25,600
	Benefits	6,200	0	6,200
	Operations & Maintenance	11,600	0	11,600
	Total	\$43,400	\$0	\$43,400
296	Employee Termination Fund			
	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
	Total	\$109,200	\$0	\$109,200
297	W.H.I.S.P.E.R. Fund			
	Operations & Maintenance	\$8,200	\$0	\$8,200
	Total	\$8,200	\$0	\$8,200
298	Garfield Park Fund			
	Operations & Maintenance	\$5,300	\$0	\$5,300
	Total	\$5,300	\$0	\$5,300
200	Special Revenue Fund Group - Total			
	Personnel	\$4,276,400	\$0	\$4,276,400
	Benefits	1,478,100	0	1,478,100
	Operations & Maintenance	3,486,300	50,000	3,536,300
	Transfer to Other Funds	306,400	0	306,400
	TOTAL - SPECIAL REVENUE FUND GROUP	\$9,547,200	\$50,000	\$9,597,200
300	DEBT SERVICE FUNDS			
310	Bond Retirement Fund			
	Operations & Maintenance	\$2,527,400	\$0	\$2,527,400
	Total	\$2,527,400	\$0	\$2,527,400
320	Special Assessment Bond Retirement Fund			
	Operations & Maintenance	\$0	\$0	\$0
	Total	\$0	\$0	\$0
300	Debt Service Fund Group - Total			
	Operations & Maintenance	\$2,527,400	\$0	\$2,527,400
	TOTAL - DEBT SERVICE FUND GROUP	\$2,527,400	\$0	\$2,527,400

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

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

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

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

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

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Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	GENERAL FUND	Appropriation		
800	TRUST & AGENCY FUNDS			
800	DEA Fund			
	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
	Total	\$11,300	\$0	\$11,300
802	Law Enforcement Trust Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	69,900	0	69,900
	Total	\$69,900	\$0	\$69,900
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	\$4,600	\$0	\$4,600
	Total	\$4,600	\$0	\$4,600
821	Construction Bond Trust Fund			
	Operations & Maintenance	\$92,000	\$0	\$92,000
	Total	\$92,000	\$0	\$92,000
823	Engineering & Inspection Trust Fund			
	Operations & Maintenance	\$107,900	\$0	\$107,900
	Total	\$107,900	\$0	\$107,900
800	Trust & Agency Fund Group - Total			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	326,400	0	326,400
	Transfer to Other Funds	0	0	0
	TOTAL - TRUST & AGENCY FUND GROUP	\$326,400	\$0	\$326,400
	TOTAL - ALL FUNDS			
	Personnel	\$4,977,300	\$0	\$4,977,300
	Benefits	1,675,800	0	1,675,800
	Operations & Maintenance	9,207,959	50,000	9,257,959
	Transfer to Other Funds	5,906,700	0	5,906,700
	TOTAL - ALL FUND GROUPS	\$21,767,759	\$50,000	\$21,817,759

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