

City of Willoughby Hills

Interoffice Memo

Date: December 2, 2016
To: Mayor Robert Weger and Members of City Council
From: Frank J. Brichacek, Director of Finance *FJB*
Subject: 2016 Operating Budget Revisions - Final

The attached schedule details the final revisions to the City's 2016 Operating Budget which I feel will be necessary for the City's departments to complete 2016 within budget. The revisions being proposed are based upon my current projections of 2016 expenditures. There are no significant increases to any department's budget or to any fund's appropriations. Overall, it is being requested that Council increase the \$21,820,759 2016 Operating Budget for all funds by \$222,400 or 1.02%.

In most cases, all that is necessary are reallocations of departmental appropriation allocations within expenditure categories. In order for the proposed appropriation ordinance to be certified by the Lake County Budget Commission, the ordinance must be adopted by City Council and approved by the Mayor by no later than December 31, 2016. Accordingly, I am requesting that this ordinance be adopted by City Council on its first reading at the December 8th, 2016 Council meeting.

The proposed appropriation revisions are summarized as follows:

General Fund No. 110

An increase of \$99,200 is being proposed to the General Fund's overall 2016 appropriation of \$6,820,400, bringing the total appropriation to \$6,919,600, is being proposed to provide for the following:

- **Safety Forces Subsidy (see Fund 234)**
 - **Police Department - \$24,200 Increase** – to provide for the replacement of 15 Tasers
 - **Fire Department - \$51,000 Increase** – to provide for overtime expense
- **Service Department Subsidy - \$24,000 Increase** – to provide for an increase to the Street Construction, Maintenance & Repair Special Revenue Fund No. 250 subsidy to provide for expenses related to the unexpected retirement of a street crew member (see Fund 250).

In addition to the above budget increases, the following reallocations of the General Fund appropriation categories are being proposed:

- **Administration 110.110** - A reallocation of \$3,300 between the Administration Personnel and Benefits Categories to provide for changes in individual employee's health care coverages versus what was budgeted.
- **Service Department Property Maintenance 110.350** – A reallocation of \$25,000 between budget categories to provide for property maintenance expense and improvement projects such as the City Hall wall and landscaping project.

Safety Forces Special Revenue Fund No. 234

An increase of \$75,200 is being proposed to the Safety Forces Special Revenue Fund's overall 2016 appropriation of \$4,974,800, bringing the total appropriation to \$5,050,000, is being proposed:

Mayor and Members of City Council
Re: 2016 Operating Budget Revision No. 4 - Final
December 2, 2016
Page 3 of 3

- **Police Department 234.230 – Increase \$24,200** – The Police Chief advised me today that Taser announced a special program which would allow the City to replace 15 of the department's Tasers at a savings of approximately \$36,000. All of the Tasers being replace are 8 to 10 years old and due for replacement. The only catch is that the City must place its order by no later than December 31, 2016. The Chief is currently investigating the details and options. This change provides for this expense.
- **Fire Department 234.240 – Increase \$51,000** – This increase provides for additional overtime expense incurred during 2016 versus the amount budgeted for.
- **Both Departments** – A reallocation between accounting categories of the amount transferred for expenses incurred related to employee retirements during 2016. The amounts were originally budgeted as an advance, meaning that it was anticipated that the Termination Fund would reimburse the Safety Forces Fund from future year's property tax levies. Based upon the fact that the property tax levy only provides about \$20,000 year and anticipating retirements in the near future, it is not anticipated that the Termination Fund will have the resources to repay these amounts. Hence the advances are being reclassified as operating transfers.

Street Construction, Maintenance & Repair (SCM&R) Special Revenue Fund No. 250

An increase of \$24,000 is being proposed to the SCM&R Special Revenue Fund's overall 2016 appropriation of \$1,209,000, bringing the total appropriation to \$1,233,000, is being proposed to provide for an operating transfer to the Employee Termination Special Revenue Fund No. 296 to finance expenses related to the unanticipated retirement of a street crew member.

Park Maintenance Special Revenue Fund No. 285

No change is being proposed to the General Fund's overall 2016 appropriation of \$43,400. It is being proposed that \$2,000 be reallocated from the Personnel category to the Operations and Maintenance category.

Employee Termination Special Revenue Fund No. 296

An increase of \$24,000 is being proposed to the Employee Termination Special Revenue Fund's overall 2016 appropriation of \$109,200, bringing the total appropriation to \$133,200, is being proposed to provide expenses related to the unanticipated retirement of a Service Department street crew member.

Enclosure

Appropriations					
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation	
110		GENERAL FUND			
110	110	General Fund - Administration			
		Personnel	\$368,400	(\$3,300)	\$365,100
		Benefits	87,600	3,300	90,900
		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	\$75,200	\$3,988,700
		Total	\$3,913,500	\$75,200	\$3,988,700
110	350	General Fund - Service Department			
		Personnel	\$8,000	(\$8,000)	\$0
		Benefits	2,900	(2,900)	0
		Operations & Maintenance	254,700	\$25,000	\$279,700
		Transfer To SCMR SR Fund 250	547,500	9,900	557,400
		Transfer To Road Levy SR Fund 270	349,700	0	349,700
		Total	\$1,162,800	\$24,000	\$1,186,800
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	(\$11,300)	\$554,300
		Benefits	143,700	400	144,100
		Operations & Maintenance	1,259,000	25,000	1,284,000
		Transfer to Other Funds	4,852,100	85,100	4,937,200
		TOTAL - GENERAL FUND	\$6,820,400	\$99,200	\$6,919,600
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

ORDINANCE NO. 2016 - 63

“EXHIBIT A”

PAGE 1 OF 5

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	24,200	381,200
	Transfer to Employee Termination SR Fund 296	0	(53,200)	(53,200)
	Advance To Employee Termination SR Fund 296	53,200	53,200	106,400
	Total	\$2,885,200	\$24,200	\$2,909,400
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	\$44,000	\$829,600
	Benefits	315,600	7,000	322,600
	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
	Transfer to Employee Termination SR Fund 296	0	36,300	36,300
	Advance To Employee Termination SR Fund 296	36,300	(36,300)	0
	Total	\$1,437,700	\$51,000	\$1,488,700
234	Safety Forces Special Revenue Fund - Total			
	Personnel	\$3,037,200	\$44,000	\$3,081,200
	Benefits	1,045,100	7,000	1,052,100
	Operations & Maintenance	718,800	24,200	743,000
	Transfer to Other Funds	173,700	0	173,700
	TOTAL - Safety Forces Fund	\$4,974,800	\$75,200	\$5,050,000
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	800,200	0	800,200
	Transfer To Pleasant Valley Bridge Maintenance Capital Fund 443	30,000	0	30,000
	Transfer To Employee Termination SR Fund 296	0	24,000	24,000
	Total	\$1,209,000	\$24,000	\$1,233,000

ORDINANCE NO. 2016 - 63

EXHIBIT A

PAGE 2 OF 5

Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	GENERAL FUND			
				Appropriation
260	State Highway Fund			
	Operations & Maintenance	\$21,400	\$0	\$21,400
	Total	\$21,400	\$0	\$21,400
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	(\$2,000)	\$23,600
	Benefits	6,200	0	6,200
	Operations & Maintenance	11,600	2,000	13,600
	Total	\$43,400	\$0	\$43,400
296	Employee Termination Fund			
	Personnel	\$107,200	\$21,000	\$128,200
	Benefits	1,600	3,000	4,600
	Operations & Maintenance	400	0	400
	Advance Repayment To Safety Forces SR Fund 234	0	0	0
	Total	\$109,200	\$24,000	\$133,200
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	\$63,000	\$4,339,400
	Benefits	1,478,100	10,000	1,488,100
	Operations & Maintenance	3,536,300	26,200	3,562,500
	Transfer to Other Funds	306,400	24,000	330,400
	TOTAL - SPECIAL REVENUE FUND GROUP	\$9,597,200	\$123,200	\$9,720,400
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

ORDINANCE NO. 2016 - 63

"EXHIBIT A"

PAGE 3 OF 5

Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
110	GENERAL FUND	Appropriation		
CAPITAL PROJECT FUNDS				
400				
420	Capital Improvement Fund			
	Operations & Maintenance	\$82,000	\$0	\$82,000
	Transfer To Road Levy SR Fund 270	0	0	0
	Transfer To Debt Service Fund 310	75,000	0	75,000
	Total	\$157,000	\$0	\$157,000
423	Classic TIF Fund			
	Operations & Maintenance	\$31,400	\$0	\$31,400
	Transfer To Debt Service Fund 310	104,800	0	104,800
	Total	\$136,200	\$0	\$136,200
441	Fire Dept. Capital Project Fund			
	Operations & Maintenance	\$159	\$0	\$159
	Transfer To Debt Service Fund 310	110,600	0	110,600
	Total	\$110,759	\$0	\$110,759
443	Pleasant Valley Rd. Bridge Maintenance Fund			
	Operations & Maintenance	\$116,000	\$0	\$116,000
	Total	\$116,000	\$0	\$116,000
444	Fire Dept. Equipment Capital Project Fund			
	Operations & Maintenance	\$7,600	\$0	\$7,600
	Transfer To Debt Service Fund 310	86,600	0	86,600
	Total	\$94,200	\$0	\$94,200
460	Recreation Capital Project Fund			
	Operations & Maintenance	\$61,600	\$0	\$61,600
	Total	\$61,600	\$0	\$61,600

400	Capital Project Fund Group - Total			
	Operations & Maintenance	\$298,759	\$0	\$298,759
	Transfers to Other Funds	377,000	0	377,000
	TOTAL - CAPITAL PROJECT FUND GROUP	\$675,759	\$0	\$675,759

ENTERPRISE FUNDS				
600				
610	Sewer Service Fund -			
	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
	Total	\$1,873,600	\$0	\$1,873,600

600	Enterprise Fund Group - Total			
	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
	TOTAL - ENTERPRISE FUND GROUP	\$1,873,600	\$0	\$1,873,600

ORDINANCE NO. 2016 - 63

"EXHIBIT A"

PAGE 4 OF 5

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

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	\$51,700	\$5,029,000
	Benefits	1,675,800	10,400	1,686,200
	Operations & Maintenance	9,260,959	51,200	9,312,159
	Transfer to Other Funds	5,906,700	109,100	6,015,800
	TOTAL - ALL FUND GROUPS	\$21,820,759	\$222,400	\$22,043,159

ORDINANCE NO. 2016 - 63

"EXHIBIT A"

PAGE 5 OF 5