

Appropriations					
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation	
110		<b>GENERAL FUND</b>			
110	110	<b>General Fund - Administration</b>			
		Personnel	\$391,000	\$0	\$391,000
		Benefits	117,400	0	117,400
		Operations & Maintenance	817,700	0	817,700
		<b>Total</b>	<b>\$1,326,100</b>	<b>\$0</b>	<b>\$1,326,100</b>
110	120	<b>General Fund - Court</b>			
		Personnel	\$26,800	\$0	\$26,800
		Benefits	4,200	0	4,200
		Operations & Maintenance	38,300	0	38,300
		<b>Total</b>	<b>\$69,300</b>	<b>\$0</b>	<b>\$69,300</b>
110	234	<b>General Fund - Safety Forces</b>			
		Transfer to Safety Forces SR Fund 234	\$4,097,600	\$0	\$4,097,600
		<b>Total</b>	<b>\$4,097,600</b>	<b>\$0</b>	<b>\$4,097,600</b>
110	350	<b>General Fund - Service Department</b>			
		Operations & Maintenance	\$267,500	\$0	\$267,500
		Transfer To SCMR SR Fund 250	498,000	0	498,000
		<b>Total</b>	<b>\$765,500</b>	<b>\$0</b>	<b>\$765,500</b>
110	460	<b>General Fund - Recreation</b>			
		Transfer To Recreation SR Fund 280	\$27,100	\$0	\$27,100
		<b>Total</b>	<b>\$27,100</b>	<b>\$0</b>	<b>\$27,100</b>
110	465	<b>General Fund - Community Center Operations</b>			
		Personnel	\$40,700	\$0	\$40,700
		Benefits	6,300	0	6,300
		Operations & Maintenance	130,700	0	130,700
		<b>Total</b>	<b>\$177,700</b>	<b>\$0</b>	<b>\$177,700</b>
110	570	<b>General Fund - Building Department</b>			
		Personnel	\$85,500	\$0	\$85,500
		Benefits	36,400	0	36,400
		Operations & Maintenance	12,100	0	12,100
		<b>Total</b>	<b>\$134,000</b>	<b>\$0</b>	<b>\$134,000</b>
110		<b>General Fund - Total</b>			
		Personnel	\$544,000	\$0	\$544,000
		Benefits	164,300	0	164,300
		Operations & Maintenance	1,266,300	0	1,266,300
		Transfer to Other Funds	4,622,700	0	4,622,700
		<b>TOTAL - GENERAL FUND</b>	<b>\$6,597,300</b>	<b>\$0</b>	<b>\$6,597,300</b>

SPECIAL REVENUE FUNDS					
200		<b>FEMA Grants Fund</b>			
202		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	\$48,600	\$0	\$48,600
		Benefits	25,500	0	25,500
		Operations & Maintenance	7,500	0	7,500
		<b>Total</b>	<b>\$81,600</b>	<b>\$0</b>	<b>\$81,600</b>

ORDINANCE NO. 2013 - 29

EXHIBIT A

PAGE 1 OF 5

Appropriations				
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation
215	<b>Veterans Memorial Fund</b>			
	Operations & Maintenance	\$42,800	\$0	\$42,800
	Advance Repayment to Capital Fund No. 420	5,000	0	5,000
	<b>Total</b>	<b>\$47,800</b>	<b>\$0</b>	<b>\$47,800</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	\$73,200	\$0	\$73,200
	Operations & Maintenance	2,500	0	2,500
	<b>Total</b>	<b>\$75,700</b>	<b>\$0</b>	<b>\$75,700</b>
234	<b>Safety Forces Fund</b>			
234	110 <b>Administration</b>			
	Operations & Maintenance	\$32,900	\$0	\$32,900
	<b>Total</b>	<b>\$32,900</b>	<b>\$0</b>	<b>\$32,900</b>
234	230 <b>Police Department</b>			
	Personnel	\$1,886,900	\$0	\$1,886,900
	Benefits	566,500	0	566,500
	Operations & Maintenance	400,600	0	400,600
	Advance To Employee Termination SR Fund 296	0	0	0
	<b>Total</b>	<b>\$2,854,000</b>	<b>\$0</b>	<b>\$2,854,000</b>
234	235 <b>Dispatchers</b>			
	Personnel	\$349,400	\$0	\$349,400
	Benefits	113,300	0	113,300
	Operations & Maintenance	175,500	0	175,500
	Transfer To Debt Service Fund 310	108,700	0	108,700
	<b>Total</b>	<b>\$746,900</b>	<b>\$0</b>	<b>\$746,900</b>
234	240 <b>Fire Department</b>			
	Personnel	\$778,700	\$0	\$778,700
	Benefits	327,400	0	327,400
	Operations & Maintenance	229,900	0	229,900
	Transfer To Fire Levy SR Fund 240	39,600	0	39,600
	Transfer To Debt Service Fund 310	56,900	0	56,900
	Advance To Employee Termination SR Fu	20,600	0	20,600
	<b>Total</b>	<b>\$1,453,100</b>	<b>\$0</b>	<b>\$1,453,100</b>
234	<b>Safety Forces Special Revenue Fund - Total</b>			
	Personnel	\$3,015,000	\$0	\$3,015,000
	Benefits	1,007,200	0	1,007,200
	Operations & Maintenance	838,900	0	838,900
	Transfer to Other Funds	225,800	0	225,800
	<b>TOTAL - Safety Forces Fund</b>	<b>\$5,086,900</b>	<b>\$0</b>	<b>\$5,086,900</b>
240	<b>Fire Levy</b>			
	Personnel	\$550,300	\$0	\$550,300
	Benefits	63,600	0	63,600
	Operations & Maintenance	24,900	0	24,900
	<b>Total</b>	<b>\$638,800</b>	<b>\$0</b>	<b>\$638,800</b>
250	<b>Street Construction, Maintenance &amp; Repair Fund</b>			
	Personnel	\$457,600	\$0	\$457,600
	Benefits	170,500	0	170,500
	Operations & Maintenance	491,200	0	491,200
	<b>Total</b>	<b>\$1,119,300</b>	<b>\$0</b>	<b>\$1,119,300</b>
255	<b>License Fee Fund</b>			
	Operations & Maintenance	\$24,800	\$0	\$24,800
	Transfer To Pleasant Valley Bridge Maint	15,000	0	15,000
	<b>Total</b>	<b>\$39,800</b>	<b>\$0</b>	<b>\$39,800</b>
260	<b>State Highway Fund</b>			
	Operations & Maintenance	\$52,200	\$0	\$52,200
	<b>Total</b>	<b>\$52,200</b>	<b>\$0</b>	<b>\$52,200</b>

ORDINANCE NO. 2013 - 29

EXHIBIT A

PAGE 2 OF 5

Appropriations			
Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
<b>270</b>	<b>Road Levy Fund</b>		
	Personnel	\$0	\$36,700
	Benefits	0	9,300
	Operations & Maintenance	984,000	1,181,500
	Transfer To Debt Service Fund 310	228,400	234,900
	<b>Total</b>	<b>\$1,212,400</b>	<b>\$1,462,400</b>
<b>280</b>	<b>Recreation Operations Levy</b>		
	Personnel	\$13,200	\$13,200
	Benefits	2,000	2,000
	Operations & Maintenance	46,800	46,800
	Transfer To Rec. Capital Project Fund 460	8,100	8,100
	<b>Total</b>	<b>\$70,100</b>	<b>\$70,100</b>
<b>285</b>	<b>Park Maintenance Fund</b>		
	Personnel	\$24,500	\$24,500
	Benefits	7,000	7,000
	Operations & Maintenance	59,800	59,800
	<b>Total</b>	<b>\$91,300</b>	<b>\$91,300</b>
<b>296</b>	<b>Employee Termination Fund</b>		
	Personnel	\$39,500	\$39,500
	Benefits	600	600
	Operations & Maintenance	900	900
	Advance Repayment To Safety Forces SR Fund 234	3,000	3,000
	<b>Total</b>	<b>\$44,000</b>	<b>\$44,000</b>
<b>297</b>	<b>W.H.I.S.P.E.R. Fund</b>		
	Operations & Maintenance	\$8,400	\$8,400
	<b>Total</b>	<b>\$8,400</b>	<b>\$8,400</b>
<b>298</b>	<b>Garfield Park Fund</b>		
	Operations & Maintenance	\$4,900	\$4,900
	<b>Total</b>	<b>\$4,900</b>	<b>\$4,900</b>
<b>200</b>	<b>Special Revenue Fund Group - Total</b>		
	Personnel	\$4,148,700	\$4,185,400
	Benefits	1,349,600	1,358,900
	Operations & Maintenance	2,589,800	2,787,300
	Transfer to Other Funds	485,300	491,800
	<b>TOTAL - SPECIAL REVENUE FUND GROUP</b>	<b>\$8,573,400</b>	<b>\$8,823,400</b>
<b>300</b>	<b>DEBT SERVICE FUNDS</b>		
<b>310</b>	<b>Bond Retirement Fund</b>		
	Operations & Maintenance	\$3,206,600	\$3,216,500
	<b>Total</b>	<b>\$3,206,600</b>	<b>\$3,216,500</b>
<b>320</b>	<b>Special Assessment Bond Retirement Fund</b>		
	Operations & Maintenance	\$19,100	\$19,100
	<b>Total</b>	<b>\$19,100</b>	<b>\$19,100</b>
<b>300</b>	<b>Debt Service Fund Group - Total</b>		
	Operations & Maintenance	\$3,225,700	\$3,235,600
	<b>TOTAL - DEBT SERVICE FUND GROUP</b>	<b>\$3,225,700</b>	<b>\$3,235,600</b>

ORDINANCE NO. 2013 - 29

EXHIBIT A

PAGE 3 OF 5

Appropriations				
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation
<b>400</b>	<b>CAPITAL PROJECT FUNDS</b>			
<b>420</b>	<b>Capital Improvement Fund</b>			
	Operations & Maintenance	\$225,000	\$0	\$225,000
	Transfer To Veterans Memorial SR Fund 215	32,200	0	32,200
	Transfer To Debt Service Fund 310	76,000	0	76,000
	Advance To Veterans Memorial SR Fund 215	5,000	0	5,000
	<b>Total</b>	<b>\$338,200</b>	<b>\$0</b>	<b>\$338,200</b>
<b>423</b>	<b>Classic TIF Fund</b>			
	Operations & Maintenance	\$0	\$0	\$0
	Transfer To Debt Service Fund 310	103,700	0	103,700
	<b>Total</b>	<b>\$103,700</b>	<b>\$0</b>	<b>\$103,700</b>
<b>441</b>	<b>Fire Dept. Capital Project Fund</b>			
	Operations & Maintenance	\$6,100	\$0	\$6,100
	Transfer To Debt Service Fund 310	121,300	0	121,300
	<b>Total</b>	<b>\$127,400</b>	<b>\$0</b>	<b>\$127,400</b>
<b>443</b>	<b>Pleasant Valley Rd. Bridge Maintenance Fund</b>			
	Operations & Maintenance	\$18,000	\$0	\$18,000
	<b>Total</b>	<b>\$18,000</b>	<b>\$0</b>	<b>\$18,000</b>
<b>444</b>	<b>Fire Dept. Equipment Capital Project Fund</b>			
	Operations & Maintenance	\$1,100	\$0	\$1,100
	Transfer To Debt Service Fund 310	13,900	0	13,900
	<b>Total</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$15,000</b>
<b>460</b>	<b>Recreation Capital Project Fund</b>			
	Operations & Maintenance	\$34,800	\$0	\$34,800
	<b>Total</b>	<b>\$34,800</b>	<b>\$0</b>	<b>\$34,800</b>
<b>400</b>	<b>Capital Project Fund Group - Total</b>			
	Operations & Maintenance	\$285,000	\$0	\$285,000
	Transfers to Other Funds	352,100	0	352,100
	<b>TOTAL - CAPITAL PROJECT FUND GROUP</b>	<b>\$637,100</b>	<b>\$0</b>	<b>\$637,100</b>

ENTERPRISE FUNDS				
<b>600</b>	<b>ENTERPRISE FUNDS</b>			
<b>610</b>	<b>Sewer Service Fund -</b>			
	Personnel	\$133,400	\$0	\$133,400
	Benefits	55,000	0	55,000
	Operations & Maintenance	1,104,200	0	1,104,200
	Transfer to Debt Service Fund 310	466,400	0	466,400
	<b>Total</b>	<b>\$1,759,000</b>	<b>\$0</b>	<b>\$1,759,000</b>
<b>641</b>	<b>ECTW Assessment Area "C"</b>			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	171,498	0	171,498
	<b>Total</b>	<b>\$171,498</b>	<b>\$0</b>	<b>\$171,498</b>
<b>600</b>	<b>Enterprise Fund Group - Total</b>			
	Personnel	\$133,400	\$0	\$133,400
	Benefits	55,000	0	55,000
	Operations & Maintenance	1,275,698	0	1,275,698
	Transfer to Other Funds	466,400	0	466,400
	<b>TOTAL - ENTERPRISE FUND GROUP</b>	<b>\$1,930,498</b>	<b>\$0</b>	<b>\$1,930,498</b>

ORDINANCE NO. 2013 - 29

EXHIBIT A

PAGE 4 OF 5

Appropriations				
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation
800	<b>TRUST &amp; AGENCY FUNDS</b>			
800	<b>DEA Fund</b>			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	320,000	0	320,000
	Transfer to Law Enforcement Fund 203	0	0	0
	Advance To Law Enforcement Grants Fund 203	0	0	0
	<b>Total</b>	<b>\$320,000</b>	<b>\$0</b>	<b>\$320,000</b>
802	<b>Law Enforcement Trust Fund</b>			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	23,000	0	23,000
	<b>Total</b>	<b>\$23,000</b>	<b>\$0</b>	<b>\$23,000</b>
805	<b>Unclaimed Moneys Trust Fund</b>			
	Operations & Maintenance	\$36,000	\$0	\$36,000
	<b>Total</b>	<b>\$36,000</b>	<b>\$0</b>	<b>\$36,000</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	\$4,400	\$0	\$4,400
	<b>Total</b>	<b>\$4,400</b>	<b>\$0</b>	<b>\$4,400</b>
821	<b>Construction Bond Trust Fund</b>			
	Operations & Maintenance	\$50,000	\$0	\$50,000
	<b>Total</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>
823	<b>Engineering &amp; Inspection Trust Fund</b>			
	Operations & Maintenance	\$60,000	\$0	\$60,000
	<b>Total</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$60,000</b>
800	<b>Trust &amp; Agency Fund Group - Total</b>			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	494,100	0	494,100
	Transfer to Other Funds	0	0	0
	<b>TOTAL - TRUST &amp; AGENCY FUND GROUP</b>	<b>\$494,100</b>	<b>\$0</b>	<b>\$494,100</b>
	<b>TOTAL - ALL FUNDS</b>			
	Personnel	\$4,826,100	\$36,700	\$4,862,800
	Benefits	1,568,900	9,300	1,578,200
	Operations & Maintenance	9,136,598	207,400	9,343,998
	Transfer to Other Funds	5,926,500	6,500	5,933,000
	<b>TOTAL - ALL FUND GROUPS</b>	<b>\$21,458,098</b>	<b>\$259,900</b>	<b>\$21,717,998</b>

ORDINANCE NO. 2013 - 29

EXHIBIT A

PAGE 5 OF 5

# City of Willoughby Hills

## Interoffice Memo

**Date:** June 20, 2013

**To:** Mayor Robert Weger and Members of City Council

**From:** Frank Brichacek, Director of Finance *FB*

**Subject:** 2013 Operating Budget Revisions –  
July 2013 \$250,000 Street Improvement Note Financed Projects:  
Gatsby Road Improvement Project  
Hanna Road Improvement Project

The attached schedule proposes the following appropriation revisions to the 2013 Operating Budget of the City and the City's 2013 Certificate of Estimated Resources:

- Increasing the appropriation of the Road Levy Special Revenue Fund No. 270 by \$250,000, from \$1,212,400 to \$1,462,400, to provide for the following projects:
  - Gatsby Road Reconstruction - \$104,200
  - Hanna Road Asphalt Overlay - \$139,300
  - Debt Issuance Legal Expense/Transfer to Debt Service Fund 310 - \$6,500
- Increasing the appropriation of the Bond Retirement Fund No. 310 by \$9,900, from \$3,206,600 to \$3,216,500 to provide for the cost of legal and underwriter services related to the issuance of the \$250,000 General Obligation Street Improvement project note.

The passage of this ordinance is contingent upon Council's adoption on June 27, 2013 of Ordinance No. 2013-25 which is on third reading. This ordinance authorizes the issuance of a \$250,000 General Obligation Note to finance these two street improvement projects.

It is anticipated that the underwriters will take the note to market on Friday, June 28<sup>th</sup> and the note will be issued the following week. On the off chance that the City is unable to sell the proposed note at an acceptable rate of interest, we will request that Council rescind the proposed appropriation increases at the earliest possible meeting.

Based upon the note issuance, I will be requesting that the County Budget Commission amend the City's 2013 Certificate of Estimated Resources as follows:

- Road Levy Special Revenue Fund No. 270 – Increase by \$250,000, from \$1,313,366 to \$1,563,366, to reflect the proceeds of the note issuance
- Bond Retirement Fund No. 310 – Increase by \$9,900, from \$3,382,804 to \$3,392,704, to reflect the following:
  - \$6,500 – Transfer from the Road Levy Special Revenue Fund to finance legal expenses related to the note issue
  - \$3,400 – Estimated note premium which will be used to finance underwriter expenses related to the note issue.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the proposed street improvement projects, please contact either Street Superintendent Nate Catania, City Engineer Pietro DiFranco or Mayor Weger.

Attachments (2)

C: Debbie Doles, Assistant Finance Director

# City of Willoughby Hills

## Interoffice Memo

**Date:** May 16, 2013

**To:** Members of the Willoughby Hills City Council

**From:** Frank J. Brichacek, Director of Finance *FJB*

**Subject:** 2013 Various Purpose Improvement Note Debt Issue No. 2  
\$250,000 Street Improvements Projects – Gatsby Lane and Hanna Road

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The attached legislation authorizes the issuance of a general obligation bond anticipation note in the amount of \$250,000 to finance the following street improvement projects:

- Gatsby Lane – A complete rebuild of Gatsby Lane through its intersection with Kristen Court. This project will be completed by an outside contractor based upon a competitive bid. The estimated cost of design, engineering, inspection and construction of this project is \$107,000.
- Hanna Road – An asphalt overlay is proposed for this street. The work will be performed by the City Service Department using equipment obtained through the new Lake County Equipment Sharing Program. The estimated cost of this project is \$143,000; \$97,000 for materials and \$46,000 for labor.

### 2013 Adjusted Financing Plan

I am proposing that this note be issued using Stiffel & Company, Inc. to negotiate the note rather than the City taking competitive bids on the issue. We were successful with this process with the last issue in March, obtaining a very favorable interest rate. In addition, by utilizing an underwriter to negotiate the issue we are able to "time" the market when conditions will be (hopefully) most favorable to the City.

The actual maturity date has not been determined as of the date of this memo, however I have requested that the note mature within the 90 day window around March 13, 2014 when the City's other notes mature. This will enable the City to combine this new issue with the notes issued on March 13, 2013 thus minimizing the cost of issuing the renewal notes as well as the time spent by City staff and Council on the issue. In addition, it may also impact the interest rate as larger note issues tend to attract more interest from those in the market to purchase municipal debt.

The Road Levy Special Revenue Fund will be responsible for repaying the proposed \$250,000 note. The Road Levy Fund is currently financing the retirement of the 2008 Street Improvement Note. This note currently has a \$200,000 balance which is scheduled to be retired in 2014.

To minimize the impact of the servicing of the proposed note, it is being proposed that we amend our note debt service plan as follows relative the Street Project Notes:

1. 2014
  - a. 2008 Street Projects – Retire the \$200,000 note plus interest as planned.
  - b. 2013 Street Projects – Interest only payment.
  - c. Both payments funded by the Road Levy Special Revenue Fund
2. 2015 through 2019 – Retire the 2013 Note at the rate of \$50,000 per year plus interest.

The advantage of this proposal is that the 2014 impact of the new issue on the Road Levy Fund will be minimal. Beginning in 2015, \$150,000 of the \$200,000 currently committed to funding Street Project Debt Service will be freed up to finance street maintenance operating or capital expenses. The only risk to this plan is that other financing of the debt service will have to be found if the current road levy is not re-authorized by the citizens of Willoughby Hills.

### **Council Action Required**

City Council is being asked to introduce legislation authorizing the proposed debt issue. As this is a new borrowing, the City Charter requires a thirty day waiting period before the legislation is voted upon by City Council. Based upon this requirement, I anticipate that this ordinance be presented for passage at the June 27<sup>th</sup> Council meeting. After passage, the Note Ordinance should be published and posted in the same manner as other City ordinances. At this time, I anticipate that we will take the note to market on Friday, June 28<sup>th</sup> unless market conditions dictate otherwise.

Prior to enacting the proposed legislation, the Finance Director is required to provide Council with certification of the useful life of each project, the estimated maximum maturity of the bonds (once issued) and the maximum maturity date of the notes. A copy of this certification will be presented to Council at or prior to the June 27<sup>th</sup> meeting of Council.

I hope that this memorandum clarifies the City's revise debt issue plan for 2013. If you have any questions, do not hesitate to contact me.

Attachments (2)

C: Mayor Robert Weger  
Law Director Thomas Lobe  
Clerk of Council Victoria Savage