

City of Willoughby Hills

Interoffice Memo

Date: January 16, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance 

Subject: 2014 Operating Budget Revisions –
Fire Department Ambulance Replacement
Police Dispatch Computer Upgrades

The attached schedule proposes the following appropriation revisions to the 2014 Operating Budget of the City and the City's 2014 Certificate of Estimated Resources:

Appropriation Revisions

- Decreasing the appropriation of the Safety Forces Special Revenue Fund No. 234 by a net \$76,000 to provide for the following:
 - \$100,000 Decrease – Cancellation of the amount included in the Fire Department Budget for the replacement of the 2003 ambulance.
 - \$24,000 Increase – Addition to the Police Dispatch Budget to provide for upgrades to the Police Dispatch computer system required in order for the Police Department to continue to have access to the LEADS system after March 31, 2014.
- Increasing the appropriation of the Capital Improvement Fund No. 420 by \$110,000 to provide for the refurbishment of the Fire Department's 2003 ambulance by acquiring a new chassis and transferring the ambulance body from the existing chassis to the new chassis, including miscellaneous equipment related to the refurbishment.

Certificate of Estimated Resource Revisions

Decreasing the estimated resources of the Safety Forces Special Revenue Fund No. 234 by a \$100,000 to provide for the decision not to issue a bond anticipation note at this time to finance the ambulance acquisition. The current plan is to initially finance the ambulance refurbishment contract, estimated to be \$110,000, from the Capital Fund No. 420's unobligated carryover fund balance of \$355,051 as of January 1, 2014.

The 2014 Operating Budget anticipated that the cost of the ambulance refurbishment would be financed by the issuance of a bond anticipation note in early March of 2014. It is now anticipated that it will take approximately 18 months until the ambulance refurbishment is completed. Per the Fire Chief, the vendor will not require any payment until the ambulance is delivered in late 2015. Since no cash is needed at this time, the note financing the refurbishment will not be issued until March 2015.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding either the Fire Department ambulance refurbishment or the Police Dispatch upgrade projects, please contact Fire Chief Richard Harmon, Police Chief Christopher Collins or Mayor Robert Weger.

Attachments (3)

C: Debbie Doles, Assistant Finance Director

INTEROFFICE MEMORANDUM

TO: ROBERT WEGER, MAYOR
FRANK BRICHACEK, FINANCE DIRECTOR

FROM: RICHARD HARMON, FIRE CHIEF

SUBJECT: REFURBISH/REMOUNT 2003 FORD/LIFELINE AMBULANCE

DATE: JANUARY 6, 2014

CC: FILE

Dear Mayor Weger and Director Brichacek,

For your consideration, the following is an outline regarding the replacement of the 2003 Lifeline Ambulance. (Vehicle 1222)

This vehicle has served our community well for over eleven years. However the effects of age, weather, salt brine, engine and metal fatigue has resulted in wear and deterioration; also the technology, such as lighting, visibility, steering, braking, vehicle operations and patient area has been significantly improved over the past decade.

When the 2003 ambulance was purchased it was our hope to get many years of reliable service. We based our decision on the quality of construction and that Lifeline backed their product with the best warranties in the industry. The purchase of the 2003 Lifeline has exceeded our expectations. The construction of the ambulance box combined with a lifetime warranty has made remounting a very viable and economical option.

Cost estimate of refurbishing/remounting is \$110,000.00. This includes a 2014 E450 Chassis, stripping the box to bare metal, new electrical, lighting, interior, updating the vehicle to current specifications, painting to match department vehicles. The purchase of new similar ambulance would be between \$160,000.00 to \$185,000.00. The refurbished ambulance comes with the same features and warranty coverage as a new vehicle, with an approximate savings of \$50,000.00.

The next available date for the refurbish/remount is May 29, 2015 completed by July 24, 2015. This adds an additional sixteen months of in-service time. On average our department responds to overlapping emergency incidents every day and half. It is estimated that 1222 will be needed for approximately 300 emergency responses from now until its refurbish date. I do not anticipate any immediate concerns regarding reliability. However I would not recommend extending this time line

Emergency Vehicle ~ Engine Hour to Miles Conversion

2003 Ambulance Engine Hours 5,952

Formula MPH x Engine Hours = Converted Miles

RPM: 1,200 MPH equivalent: 24MPH

5,952 Engine Hours x 24MPH = 142,850 miles

Actual Miles: 60,850

* Emergency Vehicle use involves short trips with many stationary hours. Converting engine hours to miles provides a more realistic estimate of the vehicle use.

When stationary the Ambulance uses "High Idle" set to 1,200RPM to maintain the electrical system

POLICE DEPARTMENT MEMORANDUM

TO: Mayor/Safety Director Robert M. Weger

FROM: Chief Christopher J. Collins

DATE: January 16, 2014

RE: Appropriation request

1. Sir, Effective April 8, 2014 the Law Enforcement Automated Data System (LEADS) will no longer allow any police computer running Windows XP to connect to their network. Due to this mandate each computer in the department must be replaced and or updated. Per our meeting with Paragrid the estimated cost of this project will be approximately \$24,000.00.
2. Paragrid will be taking the lead for this project and are currently preparing a detailed list of equipment and software necessary to comply with this state mandate. This list will be forwarded as soon as it is received.
2. I am respectfully requesting our current budget be increased so we may proceed with this project.
3. Sir, please contact me if you have any questions or would like additional information concerning this matter. Thank you.

cc: Frank Brichacek, Finance Director
file

Appropriations					
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation	
110		GENERAL FUND			
		Appropriation			
110	110	General Fund - Administration			
		Personnel	\$393,600	\$0	\$393,600
		Benefits	93,300	0	93,300
		Operations & Maintenance	791,500	0	791,500
		Total	\$1,278,400	\$0	\$1,278,400
110	120	General Fund - Court			
		Personnel	\$32,900	\$0	\$32,900
		Benefits	5,100	0	5,100
		Operations & Maintenance	36,200	0	36,200
		Total	\$74,200	\$0	\$74,200
110	234	General Fund - Safety Forces			
		Transfer to Safety Forces SR Fund 234	\$4,112,900	\$0	\$4,112,900
		Total	\$4,112,900	\$0	\$4,112,900
110	350	General Fund - Service Department			
		Operations & Maintenance	\$242,700	\$0	\$242,700
		Transfer To SCMR SR Fund 250	266,400	0	266,400
		Total	\$509,100	\$0	\$509,100
110	460	General Fund - Recreation			
		Transfer To Recreation SR Fund 280	\$27,100	\$0	\$27,100
		Total	\$27,100	\$0	\$27,100
110	465	General Fund - Community Center Operations			
		Personnel	\$40,000	\$0	\$40,000
		Benefits	6,200	0	6,200
		Operations & Maintenance	130,700	0	130,700
		Total	\$176,900	\$0	\$176,900
110	570	General Fund - Building Department			
		Personnel	\$85,600	\$0	\$85,600
		Benefits	28,800	0	28,800
		Operations & Maintenance	12,100	0	12,100
		Total	\$126,500	\$0	\$126,500

110		General Fund - Total			
		Personnel	\$552,100	\$0	\$552,100
		Benefits	133,400	0	133,400
		Operations & Maintenance	1,213,200	0	1,213,200
		Transfer to Other Funds	4,406,400	0	4,406,400
		TOTAL - GENERAL FUND	\$6,305,100	\$0	\$6,305,100

SPECIAL REVENUE FUNDS					
200		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	\$48,700	\$0	\$48,700
		Benefits	26,400	0	26,400
		Operations & Maintenance	7,500	0	7,500
		Total	\$82,600	\$0	\$82,600

ORDINANCE NO. 2014-5

EXHIBIT "A"

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Appropriations				
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation
215	Veterans Memorial Fund			
	Operations & Maintenance	\$300	\$0	\$300
	Total	\$300	\$0	\$300
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	2,700	0	2,700
	Total	\$75,700	\$0	\$75,700
234	Safety Forces Fund			
234	110 Administration			
	Operations & Maintenance	\$28,300	\$0	\$28,300
	Total	\$28,300	\$0	\$28,300
234	230 Police Department			
	Personnel	\$1,920,700	\$0	\$1,920,700
	Benefits	563,500	0	563,500
	Operations & Maintenance	289,700	0	289,700
	Advance To Employee Termination SR Fund 296	0	0	0
	Total	\$2,773,900	\$0	\$2,773,900
234	235 Dispatchers			
	Personnel	\$343,600	\$0	\$343,600
	Benefits	137,400	0	137,400
	Operations & Maintenance	175,500	24,000	199,500
	Transfer To Debt Service Fund 310	107,800	0	107,800
	Total	\$764,300	\$24,000	\$788,300
234	240 Fire Department			
	Personnel	\$783,500	\$0	\$783,500
	Benefits	311,300	0	311,300
	Operations & Maintenance	299,600	(100,000)	199,600
	Transfer To Fire Levy SR Fund 240	54,700	0	54,700
	Transfer To Debt Service Fund 310	54,500	0	54,500
	Advance To Employee Termination SR Fund 296	0	0	0
	Total	\$1,503,600	(\$100,000)	\$1,403,600
234	Safety Forces Special Revenue Fund - Total			
	Personnel	\$3,047,800	\$0	\$3,047,800
	Benefits	1,012,200	0	1,012,200
	Operations & Maintenance	793,100	(76,000)	717,100
	Transfer to Other Funds	217,000	0	217,000
	TOTAL - Safety Forces Fund	\$5,070,100	(\$76,000)	\$4,994,100
240	Fire Levy			
	Personnel	\$542,800	\$0	\$542,800
	Benefits	86,200	0	86,200
	Operations & Maintenance	24,900	0	24,900
	Total	\$653,900	\$0	\$653,900
250	Street Construction, Maintenance & Repair Fund			
	Personnel	\$255,200	\$0	\$255,200
	Benefits	94,700	0	94,700
	Operations & Maintenance	320,000	0	320,000
	Total	\$669,900	\$0	\$669,900
255	License Fee Fund			
	Operations & Maintenance	\$19,500	\$0	\$19,500
	Transfer To Pleasant Valley Bridge Maint	15,000	0	15,000
	Total	\$34,500	\$0	\$34,500
260	State Highway Fund			
	Operations & Maintenance	\$32,800	\$0	\$32,800
	Total	\$32,800	\$0	\$32,800

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EXHIBIT "A"

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Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
270	Road Levy Fund			
	Personnel	\$212,100	\$0	\$212,100
	Benefits	84,000	0	84,000
	Operations & Maintenance	217,600	0	217,600
	Transfer To Debt Service Fund 310	223,600	0	223,600
	Total	\$737,300	\$0	\$737,300
280	Recreation Operations Levy			
	Personnel	\$13,200	\$0	\$13,200
	Benefits	2,000	0	2,000
	Operations & Maintenance	46,800	0	46,800
	Transfer To Rec. Capital Project Fund 460	8,100	0	8,100
	Total	\$70,100	\$0	\$70,100
285	Park Maintenance Fund			
	Personnel	\$25,000	\$0	\$25,000
	Benefits	5,900	0	5,900
	Operations & Maintenance	11,600	0	11,600
	Total	\$42,500	\$0	\$42,500
296	Employee Termination Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	900	0	900
	Advance Repayment To Safety Forces SR Fund 234	22,200	0	22,200
	Total	\$23,100	\$0	\$23,100
297	W.H.I.S.P.E.R. Fund			
	Operations & Maintenance	\$5,000	\$0	\$5,000
	Total	\$5,000	\$0	\$5,000
298	Garfield Park Fund			
	Operations & Maintenance	\$4,000	\$0	\$4,000
	Total	\$4,000	\$0	\$4,000

200	Special Revenue Fund Group - Total			
	Personnel	\$4,144,800	\$0	\$4,144,800
	Benefits	1,384,400	0	1,384,400
	Operations & Maintenance	1,486,900	(76,000)	1,410,900
	Transfer to Other Funds	485,900	0	485,900
	TOTAL - SPECIAL REVENUE FUND GROUP	\$7,502,000	(\$76,000)	\$7,426,000

DEBT SERVICE FUNDS				
300	Bond Retirement Fund			
310	Bond Retirement Fund			
	Operations & Maintenance	\$2,980,200	\$0	\$2,980,200
	Total	\$2,980,200	\$0	\$2,980,200
320	Special Assessment Bond Retirement Fund			
	Operations & Maintenance	\$800	\$0	\$800
	Total	\$800	\$0	\$800

300	Debt Service Fund Group - Total			
	Operations & Maintenance	\$2,981,000	\$0	\$2,981,000
	TOTAL - DEBT SERVICE FUND GROUP	\$2,981,000	\$0	\$2,981,000

Appropriations			
Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
400	CAPITAL PROJECT FUNDS		
420	Capital Improvement Fund		
	Operations & Maintenance	\$0	\$110,000
	Transfer To Debt Service Fund 310	76,000	0
	Total	\$76,000	\$110,000
423	Classic TIF Fund		
	Operations & Maintenance	\$0	\$0
	Transfer To Debt Service Fund 310	102,000	0
	Total	\$102,000	\$0
441	Fire Dept. Capital Project Fund		
	Operations & Maintenance	\$6,100	\$0
	Transfer To Debt Service Fund 310	121,300	0
	Total	\$127,400	\$0
443	Pleasant Valley Rd. Bridge Maintenance Fund		
	Operations & Maintenance	\$15,000	\$0
	Total	\$15,000	\$0
444	Fire Dept. Equipment Capital Project Fund		
	Operations & Maintenance	\$1,100	\$0
	Transfer To Debt Service Fund 310	13,900	0
	Total	\$15,000	\$0
460	Recreation Capital Project Fund		
	Operations & Maintenance	\$34,800	\$0
	Total	\$34,800	\$0

400	Capital Project Fund Group - Total		
	Operations & Maintenance	\$57,000	\$110,000
	Transfers to Other Funds	313,200	0
	TOTAL - CAPITAL PROJECT FUND GROUP	\$370,200	\$110,000

ENTERPRISE FUNDS			
600	ENTERPRISE FUNDS		
610	Sewer Service Fund -		
	Personnel	\$133,200	\$0
	Benefits	42,800	0
	Operations & Maintenance	1,037,500	0
	Transfer to Debt Service Fund 310	463,700	0
	Total	\$1,677,200	\$0
641	ECTW Assessment Area "C"		
	Personnel	\$0	\$0
	Benefits	0	0
	Operations & Maintenance	0	0
	Total	\$0	\$0

600	Enterprise Fund Group - Total		
	Personnel	\$133,200	\$0
	Benefits	42,800	0
	Operations & Maintenance	1,037,500	0
	Transfer to Other Funds	463,700	0
	TOTAL - ENTERPRISE FUND GROUP	\$1,677,200	\$0

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Appropriations				
	Fund/Activity	Current Appropriation	Increase/ (Decrease)	Revised Appropriation
800	TRUST & AGENCY FUNDS			
800	DEA Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	120,000	0	120,000
	Transfer to Law Enforcement Fund 203	0	0	0
	Advance To Law Enforcement Grants Fund 203	0	0	0
	Total	\$120,000	\$0	\$120,000
802	Law Enforcement Trust Fund			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	23,000	0	23,000
	Total	\$23,000	\$0	\$23,000
805	Unclaimed Moneys Trust Fund			
	Operations & Maintenance	\$36,000	\$0	\$36,000
	Total	\$36,000	\$0	\$36,000
809	Petty Cash Trust Fund			
	Operations & Maintenance	\$700	\$0	\$700
	Total	\$700	\$0	\$700
819	Zoning Escrow Agency Fund			
	Operations & Maintenance	\$4,400	\$0	\$4,400
	Total	\$4,400	\$0	\$4,400
821	Construction Bond Trust Fund			
	Operations & Maintenance	\$50,000	\$0	\$50,000
	Total	\$50,000	\$0	\$50,000
823	Engineering & Inspection Trust Fund			
	Operations & Maintenance	\$60,000	\$0	\$60,000
	Total	\$60,000	\$0	\$60,000
800	Trust & Agency Fund Group - Total			
	Personnel	\$0	\$0	\$0
	Benefits	0	0	0
	Operations & Maintenance	294,100	0	294,100
	Transfer to Other Funds	0	0	0
	TOTAL - TRUST & AGENCY FUND GROUP	\$294,100	\$0	\$294,100
	TOTAL - ALL FUNDS			
	Personnel	\$4,830,100	\$0	\$4,830,100
	Benefits	1,560,600	0	1,560,600
	Operations & Maintenance	7,069,700	34,000	7,103,700
	Transfer to Other Funds	5,669,200	0	5,669,200
	TOTAL - ALL FUND GROUPS	\$19,129,600	\$34,000	\$19,163,600

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