

City of Willoughby Hills

Interoffice Memo

Date: February 7, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2014 Operating Budget Revisions –
Lamplight Lane Culvert Replacement Project

The attached schedule revises the 2014 appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 and the City's 2014 Certificate of Estimated Resources to provide for the cost of engineering and design of the Lamplight Lane Culvert Replacement Project. This project will be fully funded by a grant from the Lake County Stormwater Management Department.

Appropriation Revisions

Increasing the appropriation of the Street Construction, Maintenance and Repair Special Revenue Fund No. 250 by \$30,800, from \$905,100 to \$935,900 to provide for the full cost of the engineering and design of this stormwater management project.

Certificate of Estimated Resource Revisions

Increasing the estimated resources of Street Construction, Maintenance and Repair Special Revenue Fund No. 250 the by \$30,800 to provide for a grant from the Lake County Stormwater Management Department to fully fund this project.

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the project itself, please contact Street Superintendent Nate Catania or Mayor Robert Weger.

Attachments

C: Debbie Doles, Assistant Finance Director



Edward H. Zupancic, County Auditor

105 Main Street
P. O. Box 490
Painesville OH 44077

Purchase Order

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THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.
Purchase Order # **00939593**

B I L L T O

4699
LAKE COUNTY STORMWATER DEPT.
125 EAST ERIE ST
PAINESVILLE, OH 44077

Expiration Date

V E N D O R

15008
FINANCE DIRECTOR
CITY OF WILLOUGHBY HILLS
35404 CHARDON ROAD
WILLOUGHBY HILLS, OH 44094

S H I P T O

4699
LAKE COUNTY STORMWATER DEPT.
125 EAST ERIE ST
PAINESVILLE, OH 44077

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
						REQ 59900-14-013	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms			Finance Account Number	
01/13/2014	15008					59900811 - 811	
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price		
1	LAMPLIGHT LANE CULVERT REPLACEMENT PROJECT ENGINEERING/DESIGN	1	EA	\$30,800.00000	\$30,800.00		

It is hereby certified that the amount of \$ **30,800.00** required to meet the contract, agreement, obligation, payment or expenditure for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the County Treasury or in process of collection to the credit of the 59900811 - 811 Fund free from any obligation or certification now outstanding.

Edward H. Zupancic, Lake County Auditor

Vendor Copy

Purchase Order Total
\$30,800.00

Appropriations					
Fund/Activity		Current Appropriation	Increase/ (Decrease)	Revised Appropriation	
110	GENERAL FUND				
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				
202		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

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	199,500	0	199,500
	Transfer To Debt Service Fund 310	107,800	0	107,800
	Total	\$788,300	\$0	\$788,300
234	240 Fire Department			
	Personnel	\$783,500	\$0	\$783,500
	Benefits	311,300	0	311,300
	Operations & Maintenance	199,600	0	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	0	0	0
	Total	\$1,403,600	\$0	\$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	717,100	0	717,100
	Transfer to Other Funds	217,000	0	217,000
	TOTAL - Safety Forces Fund	\$4,994,100	\$0	\$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	555,200	30,800	586,000
	Total	\$905,100	\$30,800	\$935,900
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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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	1,646,100	30,800	1,676,900
	Transfer to Other Funds	485,900	0	485,900
	TOTAL - SPECIAL REVENUE FUND GROUP	\$7,661,200	\$30,800	\$7,692,000

DEBT SERVICE FUNDS				
300	Bond Retirement Fund			
310	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	\$110,000	\$0	\$110,000
	Transfer To Debt Service Fund 310	76,000	0	76,000
	Total	\$186,000	\$0	\$186,000
423	Classic TIF Fund			
	Operations & Maintenance	\$0	\$0	\$0
	Transfer To Debt Service Fund 310	102,000	0	102,000
	Total	\$102,000	\$0	\$102,000
441	Fire Dept. Capital Project Fund			
	Operations & Maintenance	\$6,100	\$0	\$6,100
	Transfer To Debt Service Fund 310	121,300	0	121,300
	Total	\$127,400	\$0	\$127,400
443	Pleasant Valley Rd. Bridge Maintenance Fund			
	Operations & Maintenance	\$15,000	\$0	\$15,000
	Total	\$15,000	\$0	\$15,000
444	Fire Dept. Equipment Capital Project Fund			
	Operations & Maintenance	\$1,100	\$0	\$1,100
	Transfer To Debt Service Fund 310	13,900	0	13,900
	Total	\$15,000	\$0	\$15,000
460	Recreation Capital Project Fund			
	Operations & Maintenance	\$34,800	\$0	\$34,800
	Total	\$34,800	\$0	\$34,800

400	Capital Project Fund Group - Total			
	Operations & Maintenance	\$167,000	\$0	\$167,000
	Transfers to Other Funds	313,200	0	313,200
	TOTAL - CAPITAL PROJECT FUND GROUP	\$480,200	\$0	\$480,200

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

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

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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	7,338,900	30,800	7,369,700
	Transfer to Other Funds	5,669,200	0	5,669,200
	TOTAL - ALL FUND GROUPS	\$19,398,800	\$30,800	\$19,429,600

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