



**To:** Tom Kneeland  
Members of Council  
City Attorney

**From:** Joann Bury  
Director of Finance

**Date:** July 23, 2018

**Department of Finance Action Item**

**Action Item #1-Supplemental Appropriation Ordinance**

The City has had a number of severance payments during 2018 that have exceeded the original amount appropriated. I am respectively requesting an ordinance for a supplemental appropriation from the unappropriated unencumbered balance of the reserve for sick and vacation fund 750.135 in the amount of \$102,950 to the reserve for sick and vacation retirement pay 750.135.5126 in the amount of \$100,000; reserve for sick and vacation workers compensation 750.135.5132 in the amount of \$1,500 and reserve for sick and vacation Medicare 750.135.5138 in the amount of \$1,450.

**Action Item #2- Motion Resolution to Establish a Fund and Supplemental Appropriation Ordinance**

The Police Department was awarded a federal grant from the Ohio Office of Criminal Justice Services (OCJS) for the purchase and implementation of Use of Force Electronic Submission Software. The grant requires a special fund to account for the activity. I am respectively requesting a motion resolution to establish a special fund, 239 – OCJS Grants. In addition I am requesting an ordinance for a supplemental appropriation from the unappropriated unencumbered balance of the OCJS Grant Fund 239.122 to OCJS Grant Tech Maintenance 239.122.5251 in the amount of \$51,500.

**Action Item #3- Motion Resolution Then & Now Purchase**

The grant referenced in action item #2 is a reimbursement grant. The invoice from Trittech in the amount of \$51,500 was received June 20, 2018 however payment has not been made as the funds were not appropriated and encumbered before the work began. The funds were awarded and available for appropriation and encumbrance June 1, 2017 however there was initial communication that OCJS would pay the vendor directly and the grant funds would not pass through to the City. The funds have already been released to the City and I am certifying that the funds were available then at the time of purchase and now at the time of payment, appropriated (upon approval of action item #2), collected or in the process of collection and free from any previous encumbrance. I am respectfully requesting a motion resolution to approve the then and now purchase under ORC 5705.41(D)(1).

#### **Action Item #4- Motion Resolution Budget Transfer**

Police officers may receive compensatory time or payment for holidays in accordance with their negotiated contract. Basically since operations are 24/7 they do not receive holiday time-off with pay on the actual holiday. Rather they are paid or receive compensatory time up front. They receive this in January for holidays through June 30<sup>th</sup> and July for holidays from July 1 to December 31. The budget was established based on past payments that have been made for holiday pay. For 2018, more officers requested payment rather than compensatory time compared to the past which has created a shortfall. I am respectfully requesting a budget transfer in the amount of \$14,000 from Police Officers 101.211.5109 to Police Holiday Overtime 101.211.5118.

#### **Update Items**

2018 Capital Needs Assessment