



To: Tom Kneeland
Members of Council
City Attorney

From: Joann Bury
Director of Finance

Date: July 22, 2019

Department of Finance Action Item:

Action Item #1 & #2 - Heil Drive Bridge Grant

As reported previously, the City has been awarded Federal Highway grant dollars from the Ohio Department of Transportation for the replacement of Heil Drive Bridge. In accordance with federal grant requirements, a separate special fund has been created. However, the match and associated appropriations need to be transferred and appropriated within the new fund. The estimated cost of the project, including a 10% contingency, is \$699,402 and the City is responsible for \$95,373 or the estimated amount less the maximum federal award of \$604,029. I am respectfully requesting the following actions that are necessary to ensure compliance with federal grant requirements.

1. Request a motion resolution to transfer appropriations in the amount of \$47,687 from 325.06.000.5500 – Capital Improvement Capital Maintenance and \$47,686 from 631.11.000.5505 – Stormwater Capital Projects to 325.06.000.5900 – Capital Improvement Transfer Out and 631.11.000.5900 – Stormwater Transfer Out respectively and give the Finance Director authorization to transfer said funds to the Federal Highway Grant Fund – 3300. This moves the match to the grant fund as required.
2. Request an ordinance for a supplemental appropriation for the estimated cost of the project or \$699,402 from the unencumbered/unappropriated balance of the Federal Highway Grant Fund – 3300 to 330.11.000.5505 – Federal Highway Grant Fund Capital Projects. I am respectfully requesting a waiver of second reading to avoid any delays with the project start date.

Action Item #3 & 4 – Severance Payments

There were a number of unplanned separations from the City during 2019. To date \$279,305 has been expended and it was estimated that \$250,000 would be expended for the entire year based on historical trends and information known at the time the original appropriations were requested. This not only

creates a need to increase appropriations but to also provide an additional transfer to the leave pay-out fund. I am respectfully requesting the following actions based on separation payments already made in addition to potential additional separation payments that may occur before year-end. The potential for pay-out is based on known upcoming retirements or knowledge that other employment is being considered. Based on this information the request should provide for adequate funding through the end of the year.

1. Request a supplemental appropriation in the amount of \$116,000 from the unencumbered/unappropriated balance of the General Fund – 1010 to 101.06.000.5900 – General Fund transfers and authorization for the Director of Finance to transfer said funds to the Leave Pay-Out Reserve Fund – 7500.
2. Request a supplemental appropriation in the amount of \$111,000 from the unencumbered/unappropriated balance of the Leave Pay-Out Reserve Fund – 7500 to the following:
 - a. \$108,700 to 750.06.000.5120 – Leave Pay-Out Reserve Fund Severance Pay
 - b. \$1,300 to 750.06.000.5145 – Leave Pay-Out Reserve Fund Medicare
 - c. \$1,000 to 750.06.000.5140 – Leave Pay-Out Workers Comp.

Action Item #5 – Communications Manager

The Mayor has determined that the Communications Manager Position needs filled prior to the end of the year. Salary savings from the departure of the Public Information Officer were used to cover the costs of the part-time positions within this department as additional hours were required, as well as, an increase in pay for additional responsibilities. There was an unplanned departure of the Economic Development Manager which created additional salary savings. I am respectfully requesting a motion resolution to transfer appropriations from the Planning and Development Department to the Marketing and Communications Department to cover the costs of a Communications Manager as follows:

From Account	To Account	Amount
101.09.000.5105 – Planning & Development Full-Time Wages	101.02.240.5105 – Marketing and Communications Full-Time Wages	\$18,740
101.09.000.5130 – Planning & Development Retirement	101.02.240.5130 – Marketing & Communications Retirement	\$3,100
101.09.000.5140 Planning & Development Workers Comp	101.02.240.5140 – Marketing & Communications Workers Comp	\$325
101.09.000.5145 – Planning & Development Medicare	101.02.240.5145 – Marketing & Communications Medicare	\$315

Update Item – Capital Needs Assessment

The Capital Needs Assessment for 2020 to 2024 has been prepared and is available electronically in your report and on the website under government>finances>budget. The book will no longer be available in hardcopy. The projects represent ongoing capital maintenance or SOM projects as well as new capital

projects. As the administration moves into the 2020 budget process, the SOM or capital maintenance items will be funded first from the new Capital Improvement Fund before considering any new items. Weight will then be given to Priority I projects. The purpose of providing Council with this document is to allow Council the opportunity to review the identified projects, ask questions and provide input as to what they believe should be included in the 2020 budget pending available funding. Please submit all questions and input to me to allow them to be tracked and responded to timely.