BEACHWOOD CITY COUNCIL
FINANCE AND INSURANCE COMMITTEE MEETING AGENDA
MONDAY, NOVEMBER 16, 2020, 6:00 PM

Please note, this meeting will be held by video conference via Zoom and livestreamed on the City of Beachwood website at www.beachwoodohio.com and can be viewed on Spectrum Channel 1020 and AT&T U-Verse Channel 99.

This Finance and Insurance Committee Meeting has been duly noticed and is being held in accordance with Ohio Revised Code Section 121.22 specific to recent Amendments made in light of the current COVID-19 declared emergency.

Eric Synenberg
Barbara Bellin Janovitz
June E. Taylor

Agenda Items

1. Mayor's Report

2. Discussion regarding 2021 Budget

3. Any other matters coming before the Finance and Insurance Committee

# # #

CITY OF BEACHWOOD
2021

FUND	ESTIMATED UNENCUMBERED JAN. 1, 2021 BALANCE	GEN. PROP. TAX	LOCAL GOV'T	AMENDED OTHER SOURCES	TOTAL	2021 APPROPRIATION	VARIANCE	2021 Estimated revenue
General Fund	$26,500,000	$ 3,065,208	$ 98,669	$ 37,866,834	$ 67,530,711	$ 47,500,500	$ 20,030,211	$ 41,030,711
General Bond Retirement	$239,682			$ 3,400,000	$ 3,639,682	$ 3,600,000	$ 39,682	$ 3,400,000
Police Pension	$40,000	$ 240,000		$ -	$ 280,000	$ 270,000	$ 10,000	$ 240,000
St. Const. Maint. & Repair	$1,597,362			$ 675,000	$ 2,272,362	$ 1,600,000	$ 672,362	$ 675,000
State Highway	$415,000			$ 65,000	$ 480,000	$ 300,000	$ 180,000	$ 65,000
Mayor's Ct. Improvement	$62,615			$ 4,000	$ 66,615	$ 50,000	$ 16,615	$ 4,000
Federal Equitable Sharing	$125,000			$ 5,000	$ 130,000	$ 125,000	$ 5,000	$ 5,000
Law Enforcement Trust (Drug Law Enforcement)	$95,000			$ 10,000	$ 105,000	$ 100,000	$ 5,000	$ 10,000
Blossom Street Lights	$1,004			$ 1,675	$ 2,679	$ 1,800	$ 879	$ 1,675
Zeiger Drive Street Lights	$91,430			$ 11,500	$ 102,930	$ 24,000	$ 78,930	$ 11,500
NOPEC Grant Fund				$ 50,000	$ 50,000	$ 50,000	$ -	$ 50,000
ESID Fund	$0			$ 230,000	$ 230,000	$ 230,000	$ -	$ 230,000
Eaton TIF Fund	$6,500,000			$ 4,300,000	$ 10,800,000	$ 4,300,000	$ 6,500,000	$ 4,300,000
OMNOVA TIF Fund	$0			$ 270,000	$ 270,000	$ 270,000	$ 0	$ 270,000
							$ -	$ -
Commercial Permit Fund	$1,200			$ 10,000	$ 11,200	$ 11,200	$ -	$ 10,000
							$ -	$ -
Deposits Fund	$80,348			$ 95,000	$ 175,348	$ 175,000	$ 348	$ 95,000
					$ -		$ -	$ -
Zone Income Taxes	$0			$ 8,000,000	$ 8,000,000	$ 8,000,000	$ -	$ 8,000,000
							$ -	$ -
Unclaimed Monies	$20,185			$ 6,000	$ 26,185	$ 19,000	$ 7,185	$ 6,000
							$ -	
Workers Compensation Self Insurance	$1,500,000				$ 1,500,000	$ 250,000	$ 1,250,000	$ -
Capital Improvement Fund	$9,500,000			$ 1,000,000	$ 10,500,000	$ 6,500,000	$ 4,000,000	$ 1,000,000
Total - All Funds	$46,768,827	$ 3,305,208	$ 98,669	$ 56,000,009	$ 106,172,712	$ 73,376,500	$ 32,796,212	$ 59,403,886

Prepared by LAH 10 30 2020

CITY OF BEACHWOOD
GENERAL FUND YEAR TO DATE BUDGET -V- ACTUAL 2021
AS OF January 1, 2021

	Projected January	Projected February	Projected March	Projected April	Projected May	Projected June	Projected July	Projected August	Projected September	Projected October	Projected November	Projected December	Original Budget
General Fund													
Local Taxes													
Property Taxes	160,000.00	1,080,000.00	170,000.00	175,000.00	0.00	0.00	20,000.00	410,000.00	785,000.00	0.00	0.00	0.00	2,800,000.00
Municipal Income Tax	2,750,000.00	2,900,000.00	2,400,000.00	2,700,000.00	3,400,000.00	3,300,000.00	2,500,000.00	2,700,000.00	2,400,000.00	2,700,000.00	2,300,000.00	1,950,000.00	32,000,000.00
Other Local Taxes	55,000.00	60,000.00	65,000.00	55,000.00	50,000.00	50,000.00	60,000.00	65,000.00	60,000.00	60,000.00	60,000.00	60,000.00	700,000.00
Intergovernmental Revenues													
Local Government Fund	8,000.00	8,000.00	8,668.69	8,000.00	8,000.00	8,500.00	8,500.00	8,500.00	8,500.00	8,000.00	8,000.00	8,000.00	98,688.69
Estate/Inheritance Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Intergovernmental Revenue	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	800.00		18,000.00	0.00	200.00	22,000.00
Rollbacks/Homestead	0.00	0.00	0.00	0.00	98,000.00	0.00	0.00	0.00		94,000.00	0.00	0.00	192,000.00
Miscellaneous	0.00	0.00	1,000.00	0.00	0.00	0.00	500.00	0.00	0.00	1,500.00	3,000.00	0.00	6,000.00
Charges For Services													
General Government	150,000.00	150,000.00	155,000.00	165,000.00	120,000.00	125,000.00	125,000.00	125,000.00	125,000.00	130,000.00	140,000.00	140,000.00	1,650,000.00
Recreation Programs	50,000.00	70,000.00	315,000.00	40,000.00	60,000.00	60,000.00	52,000.00	3,000.00	4,000.00	16,000.00	15,000.00	40,000.00	725,000.00
Miscellaneous	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Fines, Permits, and Licenses													
Fines and Forfeitures	16,000.00	15,000.00	16,000.00	16,000.00	16,000.00	15,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	190,000.00
Permits and Licenses	80,000.00	80,000.00	85,000.00	85,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	70,000.00	70,000.00	950,000.00
Miscellaneous Revenue													
Miscellaneous Revenue	75,000.00	70,000.00	75,000.00	70,000.00	75,000.00	70,000.00	70,000.00	75,000.00	70,000.00	70,000.00	75,000.00	70,000.00	865,000.00
Sale of Assets													
Sale of Assets	7,368.52	7,368.52	7,368.52	7,368.52	7,368.52	7,368.52	7,368.52	7,368.52	7,368.52	7,368.52	7,368.52	7,368.52	88,422.24
Non-Revenue Receipts													
Reimbursements	60,000.00	60,000.00	55,000.00	65,000.00	55,000.00	60,000.00	60,000.00	55,000.00	75,000.00	65,000.00	60,000.00	55,000.00	725,000.00
Refunds	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.00
Other Non-Revenue Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General Fund	**3,412,918.52**	**4,504,918.52**	**3,354,587.21**	**3,387,918.52**	**3,970,918.52**	**3,777,418.52**	**3,000,918.52**	**3,547,218.52**	**3,632,418.52**	**3,267,418.52**	**2,755,918.52**	**2,418,118.52**	**41,030,710.93**

Note: Above figures are net of advances and transfers.

City of Beachwood
2020 Appropriations

General Fund	Department		Wages & Benefits		Other		Total
	101 Council	$	127,900	$	57,000	$	184,900
	121 Mayor	$	518,500	$	192,100	$	710,600
	123 Human Resources	$	238,100	$	17,300	$	255,400
	131 Finance Department	$	1,424,200	$	5,787,000	$	7,211,200
	141 Law Department	$	515,700	$	160,200	$	675,900
	221 Police	$	11,382,700	$	1,169,600	$	12,552,300
	231 Fire	$	8,288,500	$	894,600	$	9,183,100
	341 Service Administration	$	7,048,000	$	4,298,000	$	11,346,000
	511 Community Services	$	1,380,500	$	482,100	$	1,862,600
	512 Camps	$	374,900	$	185,700	$	560,600
	519 Recreation Other Programs	$	101,500	$	154,700	$	256,200
	531 Pools and Parks	$	288,700	$	402,800	$	691,500
	611 Building and Economic Development	$	1,415,700	$	594,500	$	2,010,200
	Total General Fund					$	47,500,500
Special Revenue Fund	**Fund #**						
	211 Street Construction Maint. & Repair	$	-	$	1,600,000	$	1,600,000
	212 State Highway	$	-	$	300,000	$	300,000
	231 Mayor's Court Improvement	$	-	$	50,000	$	50,000
	241 Federal Equitable Sharing	$	-	$	125,000	$	125,000
	243 Drug Law Enforcement	$	-	$	100,000	$	100,000
	261 Blossom Lane Street Lights	$	-	$	1,800	$	1,800
	262 George Zieger Drive Street Lights	$	-	$	24,000	$	24,000
	282 NOPEC Grant Fund			$	50,000	$	50,000
	283 ESID Fund	$	-	$	230,000	$	230,000
	291 Eaton TIF Fund	$	-	$	4,300,000	$	4,300,000
	292 Omnova TIF Fund	$	-	$	270,000	$	270,000
	Total Special Revenue Fund					$	7,050,800
Debt Service Fund	**Fund #**						
	331 General Bond Retirement			$	3,600,000	$	3,600,000
	Total Debt Service Fund					$	3,600,000
Capital Improvement Fund	**Fund #**						
	441 Capital Improvement			$	6,500,000	$	6,500,000
	Total Capital Improvement					$	6,500,000
Internal Service Fund	**Fund #**						
	501 Workers' Compensation Self Insurance			$	250,000	$	250,000
	Total Internal Service Fund					$	250,000
Trust and Agency Funds	**Fund #**						
	782 Commercial Permit Tax			$	11,200	$	11,200
	783 Deposit Fund			$	175,000	$	175,000
	784 Police Pension Fund			$	270,000	$	270,000
	785 Zone Income Taxes			$	8,000,000	$	8,000,000
	786 Unclaimed Monies			$	19,000	$	19,000
	Total Trust and Agency Funds					$	8,475,200
	TOTAL 2020 APPROPRIATIONS					$	73,376,500

Prepared LAH 10 30 20

CITY OF BEACHWOOD
HUMAN RESOURCES DEPARTMENT
INTEROFFICE MEMORANDUM

TO: CITY COUNCIL

FROM: DANA CANZONE, HUMAN RESOURCES ADMINISTRATOR

SUBJECT: 2021 HR BUDGET

DATE: OCTOBER 30, 2020

CC: LARRY A. HEISER, FINANCE DIRECTOR

The HR Department is pleased to present our projected operating budget for 2021. Please note the following changes:

Salaries/Wages
Increased to allow for possible step movement and cost of living adjustment for two eligible department members.

Employee Benefits
City medical insurance premiums increased by 11.07% (for contract year 8.1.20-7.31.21)

Contractual Services
In light of the pandemic and the decision to suspend camps/aquatics for the summer, HR elected to remove an onboarding module recently purchased from the City's current payroll software provider, ADP. Budget significantly decreased as a result. For hiring purposes, HR would like to retain $5,000.00 in the event an assessment center or psychological testing is needed.

Other Services and Expenses
Human Resources would like to safeguard $4,000.00 for Education/Training purposes. The department's members will be pursuing either a SHRM certification or college level coursework in 2021.

Materials and Supplies
Virtually no change

Should any member of Council have questions or concerns regarding the HR budget, please contact Dana Canzone, Administrator, at 216.595.3718 or dana.canzone@beachwoodohio.com.

Thank you for your consideration.

D. Canzone

CITY OF Beachwood
MARTIN S. HORWITZ, MAYOR

LAW DEPARTMENT
DIANE A. CALTA, LAW DIRECTOR
NATHALIE E. SUPLER, ASSISTANT LAW DIRECTOR
PHONE (216) 595-5462 • FAX (216) 595-5466

MEMORANDUM

TO: President Pasch and Members of Council

CC: Larry Heiser, Finance Director

FROM: Diane A. Calta, Director of Law

RE: 2021 Law Department Budget

DATE: October 23, 2020

Attached is a copy of the proposed Law Department Budget for 2021.

The 2021 Law Department Budget includes an approximately 1.6% overall annual increase from 2020.

Broken down by categories-

You will see an **increase** in Salary and Wages of 4.8% and an **increase** in Employee Benefits of between 8.6%. Professional Services is being reduced by $20,000 or 15%. Other Services and Expenses is being reduced by $3000 or 10%. Materials and Supplies is being reduced by $1000 or 9%. Finally, Property and Equipment is being **increased** by $5000 to include the annual costs for CivicClerk and JustFOIA which total $7,230 per year.

If there are any questions, please let me know.

Thank you.

DAC

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LAW

	2018 Actual Expenses	2019 Actual Expenses	2020 Actual Expenses	2021 Appropriation	2020 Appropriation
PERSONAL SERVICES - SALARIES AND WAGES					
Includes salary and other benefits					
BOARDS AND COMMISSIONS	$ 288	$ 288		$ -	$ 800
OTHER EXEMPT EMPLOYEES	271,263	299,378		333,700	316,400
PART TIME EMPLOYEES	8,897	20,582		25,000	25,000
LEAVE SETTLEMENTS	4,400	2,427		5,000	5,000
TOTAL SALARIES AND WAGES	284,848	322,675	-	363,700	347,200
PERSONAL SERVICES - EMPLOYEE BENEFIT					
HEALTH COVERAGE	70,227	65,150		86,000	79,000
GROUP LIFE AND DISABILITY INSURANCE	2,371	2,333		3,000	3,000
WORKERS COMPENSATION	-	-		9,000	5,000
PERS	37,869	42,381		48,900	47,000
MEDICARE	4,004	4,547		5,100	4,900
TOTAL EMPLOYEE BENEFIT	114,471	114,411	-	152,000	138,900
PROFESSIONAL SERVICES					
LEGAL SERVICES	108,368	33,263		80,000	100,000
OTHER PROFESSIONAL SERVICES	8,208	3,000		10,000	10,000
OTHER COMPUTER SERVICES	390	-		-	-
CIVIL SERVICE TESTING	19,445	29,598		20,000	20,000
TOTAL PROFESSIONAL SERVICES	136,411	65,861	-	110,000	130,000
CONTRACTUAL SERVICES					
MAINTENANCE AND REPAIR SERVICES					
OTHER EQUIPMENT MAINT. & REPAIR	1,303	617		1,000	1,000
OTHER CONTRACTUAL SERVICES					
OTHER CONTRACTUAL SERVICES	6,582	363		3,000	3,000
TOTAL CONTRACTUAL SERVICES	7,885	980	-	4,000	4,000
OTHER SERVICES AND EXPENSES					
MORAL CLAIMS	1,535	1,944		3,000	3,000
TELEPHONE/FAX COMMUNICATION	1,002	1,109		1,000	1,000
EDUCATION & TRAINING	644	2,065		2,000	2,000
TRAVEL EXPENSES	-	29		1,000	1,000
MEMBERSHIPS, DUES, LICENSES	280	1,275		1,500	1,500
OTHER EMPLOYEE BUSINESS	-	-		200	200
BUSINESS PRINTING	465	19,692		10,000	11,000
ADVERTISING					
LEGAL NOTICES	9,749	3,705		8,000	10,000
EMPLOYMENT ADVERTISING	551	-	-	-	-
TOTAL OTHER SERVICES & EXPENSES	14,226	29,819	-	26,700	29,700
MATERIALS AND SUPPLIES					
OTHER FOOD/GROCERY ITEMS	129	-		100	100
POSTAGE	2,500	530		800	800
PUBLICATIONS/SUBSCRIPTIONS	5,132	6,065		7,000	7,000
OTHER OFFICE SUPPLIES	1,298	597		1,000	2,000
EQUIPMENT < $1,000					
OFFICE EQUIPMENT < $1,000	376	-		800	800
COMPUTER EQUIP./SOFTWARE < $1,000	370	635		800	800
TOTAL MATERIALS AND SUPPLIES	9,805	7,827	-	10,500	11,500
PROPERTY AND EQUIPMENT					
OFFICE FURNITURE & EQUIPMENT	-	1,974		1,000	1,000
COMPUTER HARDWARE/SOFTWARE	2,181	1,122		8,000 $4	3,000
TOTAL PROPERTY AND EQUIPMENT	2,181	3,096	-	9,000	4,000
GRAND TOTAL - LAW DEPARTMENT	$ 569,827	$ 544,669	$ -	$ 675,900	$ 665,300

RITA
REGIONAL INCOME TAX AGENCY

MEMORANDUM

TO: RITA Member Municipalities

COPY: Don Smith, Robert Meaker, Amy Arrighi

FROM: RITA Member Services Department

SUBJECT: Work from Home Revenue Shift Projections

DATE: October 9, 2020

Municipal officials recognize the potential for significant shifts in municipal income tax revenue should 1) the trend of employees working at home continue beyond the State of Emergency related to COVID-19; and 2) the associated municipal income tax revenue follows the employees to their home communities as opposed to being paid to the former workplace communities. RITA, as the municipal income tax administrator for more than 330 Ohio cities and villages, has developed a method for it to estimate the potential revenue impact on its members.

What Did We Do?
Estimated the annual loss of revenue that a municipality may experience if 10%, 20% or 30% of the non-resident employees in that municipality work from home permanently, and tax is only paid to the employees' municipality of residence (if a tax is in place).

Estimated the potential annual gain of revenue that a municipality may experience if 10%, 20% or 30% of its residents work from home permanently, and the municipality receives those income tax dollars instead of the residents' former workplace municipalities.

These estimates did not take into account any type of hybrid schedules that employees may have, with some days working in the normal principal place of work location and some days working at home.

What Data Did We Use?
For each municipality that was a member of RITA on January 1, 2018 we looked at tax year 2018 data. In particular we looked at two sets of data for each municipality – 1) total collections from employer withholding for non-residents; and 2) in what jurisdictions the residents of the municipality worked in 2018 (including those who worked in the residence community), the wages earned by residents in those jurisdictions, and the amount of tax that was paid by residents to those workplace jurisdictions, if any.

How Did We Do It?
To estimate the annual loss of revenue from non-resident employees working from home permanently, we identified the total collections from employer withholding, reduced this number by the amount of withholding that came from residents who also worked in the municipality, and then reduced this figure by 10%, 20% or 30% to estimate the potential loss of revenue if 10%, 20% or 30% of non-resident employees shift to working at home permanently.

To estimate the potential gain of revenue from residents working from home, we considered what, if any, income tax credit is offered by the municipality to residents who pay tax in other municipalities; because what a municipality potentially gains from residents shifting to permanently working from home is the difference between the municipality's full tax rate and what the resident would typically pay. In other words, the gain to the municipality is only the credit that residents will no longer take. We calculated the credit that will be foregone by 10%, 20% or 30% of residents in each workplace jurisdiction where a municipality's residents work.

Note – 1) communities that have no residence tax credit will see no revenue gain from residents working at home; 2) no community will see a revenue gain from residents working at home who previously worked in townships or other non-taxing jurisdictions; and 3) no community will see a revenue gain from residents working at home who previously worked at another location in the same municipality. Each of the residents in these scenarios are already paying the full rate of tax to the residence municipality.

What About Days Out Refunds?

It is unclear at this time, due to pending litigation, whether or not nonresident employees who have been working from home in 2020 because of the State of Emergency will be able to receive a refund of the tax that continues to be withheld for their principal place of work municipality. To estimate the potential loss/gain to a community if such refunds are allowed, consider that ¾ of the estimated annual loss from withholding may have to be refunded and similarly, ¾ of the estimated annual gain may come back to the community from residents who receive refunds from their principal place of work municipalities. This assumes 9 months out of 12 (3/4 of the year) working from home.

What If A Community Joined RITA After January 1, 2018?

For communities that joined RITA after January 1, 2018, contact your Members Services representative. We can assist you in identifying the data you will need from your former system of record in order to arrive at estimates for your community. Or, we can provide to you the estimates from a comparable RITA community.

Dear Bob,

I hope all is well with you and your family. With respect to RITA's efforts to estimate the potential impact on its members from a permanent shift to working from home for some employees, below is the estimate for your community of the net impact of 10%, 20% or 30% of non-resident employees shifting to working from home and a similar percentage of residents shifting to working from home.

	ALL	WH
2018 BEACHWOOD	28,759,505.36	22,376,370.21
2018 WH minus BEACHWOOD Residents		21,000,199.54

	10 Percent	20 Percent	30 Percent
Amount of Resident muni gains	712,868.49	1,425,736.96	2,138,605.47
Amount Lost for Non-Residents now WFH	(2,100,019.95)	(4,200,039.91)	(6,300,059.86)
Net Shift in Income of x% of EEs now WFH	(1,387,151.46)	(2,774,302.95)	(4,161,454.39)
Net Shift Percent	-4.8%	-9.6%	-14.5%

Please note:

- These are ESTIMATES and involve a number of assumptions as explained in the memorandum.
- These ESTIMATES represent averages – if your community has one or two large employers driving the majority of your withholding collections, and your knowledge of their operations is inconsistent with the model we used, adjustments may need to be made to your estimates.

RITA has received several requests from various groups for this data. We have created a separate document that list of all our members' results and will provide that summary upon request as a public record. If public records requests are made for your community's specific data or reports we will let you know.

Matthew Mau
Government Liaison
Regional Income Tax Agency
Phone: (440) 922-3545
Fax: (866) 252-0938

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Capital Improvement Fund												
Revenue and Other Sources												
Transfers In	$ 2,000,000	$ 2,000,000	$ 3,000,000		$ 1,000,000	$ 4,000,000	$ 4,000,000	$ 4,000,000	$ 3,000,000	$ 3,000,000	$ 3,000,000	$ 3,000,000
ODOT reimbursement // **FEMA GRANT**		$ 450,662		$ 204,129	$ -	$ -	$ -					
Construction Assessments	$ 20,461	$ 19,855	$ 20,206	$ 20,868								
Bond Proceeds	$ 9,000,000						$ 15,000,000					
Green Initatives Savings					$ 100,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 100,000	$ 100,000	$ 100,000
Reimbursements			$ 266,056	$ 61,239								
NOPEC Reimbursement		$ -										
Total Revenue and Other Sources	**$ 11,020,461**	**$ 2,470,517**	**$ 3,286,262**	**$ 286,236**	**$ 1,100,000**	**$ 4,200,000**	**$ 19,200,000**	**$ 4,200,000**	**$ 3,200,000**	**$ 3,100,000**	**$ 3,100,000**	**$ 3,100,000**
Expenditures												
Road/Sewer Projects	$ 2,840,983	$ 2,967,360	$ 1,407,117	$ 2,000,000			$ 1,300,000	$ 1,400,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000
Traffic Signal Project					$ 100,000		$ 2,000,000	$ 2,000,000	$ 2,000,000			
Camera Project				$ 100,000								
Design Fees Orchard Hiltz	$ -	$ 30,522	$ -	$ -	$ -	$ -	$ -					
Police Department Renovations/Build					$ 1,000,000	$ 7,800,000	$ 7,000,000					
Campus Road Resurface				$ 150,000								
Fleet Car Management				$ 450,000	$ 400,000							
Commerce Park Connector Road						$ 5,000,000						
Park Enhancements	$ -	$ -	$ -	$ -	$ 100,000	$ 50,000	$ 50,000					
Fiber Optic // **Roof Repairs**	$ -	$ 51,196	$ -	$ -	$ 1,100,000	$ 500,000	$ -					
Chagrin Highlands Land					$ 3,000,000	$ -	$ -					
GREEN Initiatives	$ -	$ -		$ 625,000	$ 500,000	$ -	$ -					
Sewer Projects					$ 4,000,000							
Sanitary and Storms Community Drive	$ 236,334	$ 22,579	$ -		$ -	$ -	$ -					
New Fire Station No. 2 // **SCBA Gear**	$ 4,189,238	$ 7,276,746	$ 71,130	$ 214,854	$ -	$ -	$ -					
Dog Park // **STREET LIGHTS**	$ -		$ 155,302	$ -	$ 600,000	$ -	$ -					
Signage	$ -		$ -		$ 100,000	$ 50,000	$ 50,000					
Fire Truck and Equipment			$ 676,620			$ 900,000				$ 1,000,000		
					$ -	$ -	$ -					
Copiers		$ 29,914										
Total Expenditures	**$ 7,266,555**	**$ 10,378,318**	**$ 2,310,170**	**$ 3,539,854**	**$ 10,900,000**	**$ 14,300,000**	**$ 11,700,000**	**$ 3,400,000**	**$ 4,000,000**	**$ 3,000,000**	**$ 2,000,000**	**$ 2,000,000**
Excess/(Deficit)	**$ 3,753,906**	**$ (7,907,801)**	**$ 976,093**	**$ (3,253,618)**	**$ (9,800,000)**	**$ (10,100,000)**	**$ 7,500,000**	**$ 800,000**	**$ (800,000)**	**$ 100,000**	**$ 1,100,000**	**$ 1,100,000**
Beginning Balance	$ 15,531,985	$ 19,285,892	$ 11,378,091	$ 12,354,184	$ 9,100,566	$ (699,434)	$ (10,799,434)	$ (3,299,434)	$ (2,499,434)	$ (3,299,434)	$ (3,199,434)	$ (2,099,434)
Ending Balance	**$ 19,285,892**	**$ 11,378,091**	**$ 12,354,184**	**$ 9,100,566**	**$ (699,434)**	**$ (10,799,434)**	**$ (3,299,434)**	**$ (2,499,434)**	**$ (3,299,434)**	**$ (3,199,434)**	**$ (2,099,434)**	**$ (999,434)**

2021 Capital Projects

Fund	Amount	Description
211	600,000	2021 Road Program and repairs
212	300,000	Asphalt and Concrete patching program
Total	900,000	
441	100,000	Signage
441	500,000	Smart Cities/ Green Initiatives
441	400,000	Fleet Car Management
441	3,000,000	CIC / Economic Development
441	100,000	Park Enhancements
441	4,000,000	Sewer Projects
441	1,100,000	Roof Repairs
441	100,000	Richmond Road Traffic Signal
441	600,000	Street Lights
441	1,000,000	Police Department
Total	10,900,000	

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PUBLIC WORKS DEPARTMENT
MEMORANDUM

TO: Mayor Martin Horwitz, Larry Heiser, Members of Council

FR: Chris Arrietta, Public Works Director

DT: November 2, 2020

RE: 2021 Budget

Mayor,

Public Works is looking at several capital projects, equipment purchases and building maintenance expenses in 2021. Below is a breakdown of cost estimates along with specifics on each one of the items.

The Glenhill Sewer Study is complete and we are looking to follow through with several recommendations from the GDP Group to expand stormwater capacity issues in this area of town. Improvements will be made along Beachwood Blvd., Glenhill Drive and also Community Drive. The cost estimates will place these projects around $3,000,000 dollars.

The Bryden Rd. and Green Rd. culvert expansion is another storm sewer project that will help alleviate street flooding and will assist residents with stormwater drainage on their properties. This project will be the first phase in the Bryden Rd. sewer project, with new storm and sanitary main line replacements to follow in the next few years. The City of Beachwood and the City of Shaker Hts. have agreed to share the cost of this project and we are planning on utilizing community cost share funds from the Northeast Ohio Regional Sewer District to assist with the funding of this project. The cost estimate for this project is $300,000 dollars.

The replacement of Biscayne Blvd., along with asphalt and concrete patching of several roads will be the scope of our 2021 Road Program. The cost estimate for this program will be 600,000 dollars.

The Public Works Department is planning to replace 4 heavy duty, front line vehicles in our fleet in 2021. In order for the department to continue to provide superior rubbish and recycling services to the residents, we will need to replace truck #35, a 2006 International with a new truck at the cost of $380,000 dollars. We are also looking to replace 2 front line salt trucks to replace #13, a 1997 International V-Body and #12, a 1999 International Dump-body. The cost to replace these vehicles is $340,000 dollars. With the increase in sewer calls over the past few years, we will need to purchase 1 new sewer truck that will replace both front line Truck #97, a 1991 Navistar and secondary Truck #96, a 1996 Horton. Both of these vehicles were converted from ambulances to sewer vehicles that were handed down to us from the Fire Department. The cost for this truck is $150,000 dollars.

In 2020, we allocated $500,000 dollars to begin Phase 1 of the Public Works Department roof replacement. Due to the pandemic, we postponed this project until 2021 and will be looking to complete both Phase 1 and 2 in 2021. The cost of this project is $1,000,000 dollars. We are also looking to complete the replacement of the Community Center roof, which we started this year due to a continuous leak in the lobby during significant rain events. The cost to complete this project is $70,000 dollars.

Cc: Whitney Crook

CITY OF BEACHWOOD
FINANCE DEPARTMENT
INTER-OFFICE COMMUNICATION

TO: Mayor Martin Horwitz and Beachwood City Council
FROM: Larry A. Heiser, Finance Director
RE: 2021 Budget
DATE: November 3, 2020

Mayor and Council -

Finance:

The 2021 Budget for the Finance Department shows a reduction of $189,500. We have put less into the budget for IT related equipment based on the needs as presented by the IT Department. More importantly long term for the Finance Department is that we are not going to replace one position in our department. Within the Finance Budget are transfers to Capital and Debt Service. Again in 2021 the City of Beachwood has the opportunity to exercise a call feature at the end of 2021 for the 2012 debt issuance and therefore we are proposing to transfer $3,000,000 to the Debt Service Fund and $1,000,000 to the Capital Projects Fund.

City Wide:

The 2021 expenditures are budgeted at $47,500,000 with revenue budgeted at $41,030,710.93. There are several areas of concern as it relates to income for 2021. Individuals who have been working from home could claim a refund for taxes paid to RITA (Beachwood), and those estimates have been provided by RITA. I also anticipate a loss in Hotel tax revenue, lower Recreation revenue, and continued lower fines and forfeitures. For 2020 the final reduction from the initial budgeted revenue is a $5 million reduction.

Additionally, although there are several new Economic Development projects on the horizon, I do not want to prematurely get ahead and budget those revenues. We will amend the revenue budget as we do with expenditures when appropriate.

Please let me know if you have any questions.

Thank You.

INTEROFFICE MEMO

TO: Larry Heiser
FROM: Steven M. Holtzman, Chief
DATE: November 9, 2020
SUBJECT: Budget Items

Mr. Heiser Below are items that we are requesting in our 2021 budget.

We have asked for an Increase of $3000 (total $38,000) in our Uniforms/turnout/safety budget for our department. Our department has focused on Cancer prevention and wellness measures. We have begun the process of purchasing a second set of structural fire fighting gear for our members. Through the cancer studies it has been indicated that the gases produced during firefighting activities permeates our gear and is absorbed by the firefighter when wearing their equipment. The process to clean and dry the firefighting gear takes several hours and is normally completed at the end of the members shift. This required our firefighters to wear this equipment on any subsequent calls and continue to expose themselves throughout the shift. Having the second set of fire gear allows those crews to return to service with a fresh set of gear and begin the process to clean the contaminated gear and ready it for a return to service.

In the 2021 budget we are also asking for a replacement rescue squad. ($275,000). Maintaining a reliable and cost-effective fleet of emergency vehicles are of upmost importance. We currently have an 8 year replacement plan (Replacing a vehicle every 2 years) to ensure the reliability of our fleet. As we review our fleet we have to look at the mileage of the vehicle to assess the wear on the chassis and drivetrain and we have to review the engine hours to assess the wear on the engine over time. Emergency vehicles are left idling on scene to ensure a constant climate for our patients and to ensure that our medical supplies (IV solutions, Oxygen, medical drugs. Etc) remain at a constant temperature; while crews prepare the patient for transport. As these vehicles idle it causes wear on the engine and its components that doesn't show up in the overall mileage. Calculating the engine hours into equivalent miles allows us to track the engine wear over time and evaluate our replacement time table. As we have seen increases in call volume we have seen associated increases in mileage and engine hours on our vehicles. The 2010 rescue squad that is up for replacement Currently has 120,000 miles and 11,256 engine hours (Equivalent to 338,000 miles of wear on the engine). With a build time of approximately 1 year we can expect 130,000 miles and approximately 370,000 equivalent miles on the engine. We continue to evaluate these trends to help us plan maintenance and replacement time tables to ensure a reliable emergency vehicle fleet.

We are also asking for increase in our Computer/software account:
Increase of $2000 (Total $5000). Our current 3 agreement with our scheduling program will expire in 2021 and the increase is for the renewal.

We have an increase of $7000 to our Communications budget (Total $25000). We are anticpating to upgrade our station alerting system.

Please feel free to contact me with any questions you may have regarding our budget.