

BRUNSWICK CITY FINANCE COMMITTEE

Agenda

JULY 13, 2020

6:20 PM

In Caucus Room

or immediately following the Services, Utilities, Technology & Cable Committee Meeting

1. Discussion Items
 - (a) **ORD. NO. 51-2020** - An ordinance amending the pay ranges for all non-bargaining full-time and part-time positions. - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)
 - (b) **ORD. NO. 52-2020** - An emergency ordinance amending Ordinances #92-19, #7-2020 and #29-2020 to include amendments to the appropriations budget for the year ending December 31, 2020 as incorporated in Exhibit "A" attached hereto. - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)
 - (c) **ORD. NO. 53-2020** - An emergency ordinance to advance funds. - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)
2. General Discussion
3. Adjournment

THE CITY OF BRUNSWICK
PROPOSED LEGISLATION



DATE: 7/13/2020

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager
Todd Fischer

COPY: Mayor Ron Falconi

LEGISLATION: **ORD. NO. 51-2020** - An ordinance amending the pay ranges for all non-bargaining full-time and part-time positions. - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)

BACKGROUND: The City has wage ranges for part-time and full-time positions that do not exist in the Collective Bargaining Agreements. These wage ranges are updated periodically. Most of these wage ranges were last updated for 2018 via Ordinance 111-17. These wage ranges are in need of being updated as a result of recent events pertaining to COVID 19 and also the new Collective Bargaining Agreements under consideration.

It is the Administrations recommendation to amend the wage ranges retroactively to January 1, 2019 and then annually. This will provide better flexibility in addressing COVID 19 concerns and incorporate annual inflationary index adjustments consistent with that used for City Council salaries in Council Ordinance #59-95.

Based on current CPI indexes and proposed decreases, the annual average wage ranges will be amended approximately two percent annually, at least for the first two years. This is less than those expected for bargaining employees and is consistent with annual City Council Salary calculations.

PURPOSE AND EXPLANATION: Wage Ranges are necessary to provide a structure for the minimum and maximum range to pay someone in a particular position.

Wage Ranges set salary ranges for positions but do not pay someone. It also does not automatically give anyone a pay increase or decrease. Pay increases are also still subject to sufficient Council appropriations and the legal level of budgetary control under Ohio Revised Code Section 5705.38.

IMPLEMENTATION SCHEDULE: 1st Reading recommended for July 13, 2020 for a total of 3 readings. No emergency.

FINANCIAL INFORMATION:

FINANCIAL

SUMMARY: No fiscal impact for this legislation.

Salaries and rates are established separately based on sufficient Council appropriations pursuant to Ohio Revised Code and the appointing Authority authorization. Any pay rates or salaries must be within an established pay range, if not otherwise covered under the Collective Bargaining Agreement.

**RECOMMENDED
ACTION:**

One Reading	Yes
Two Readings	Yes
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?
Not Applicable

**ADDITIONAL
INFORMATION:** None.

CITY OF BRUNSWICK, OHIO

ORDINANCE NO. 51-2020

BY: Mrs. Hanek and Mr. Delsanter

AN ORDINANCE AMENDING THE PAY RANGES FOR ALL NON-BARGAINING FULL-TIME AND PART-TIME POSITIONS.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: The pay ranges for all non-bargaining full-time and part-time positions are hereby amended, effective retroactively to January 1, 2019, as follows:

- a) Except as otherwise required by applicable Federal or State Law, minimum pay ranges shall be decreased by four percent (4%) in the second applicable year.
- b) Maximum pay ranges shall be increased annually consistent with the Consumer Price Index ("CPI") from two (2) years prior (i.e., a maximum pay range increase for 2021 will be based on the CPI for 2019).
- c) To the extent that the CPI for any year is negative, no adjustments to the pay ranges will occur.

SECTION 2: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading_____

2nd Reading_____

3rd Reading_____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Fajabi Julien-Gallam, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION



DATE: 7/13/2020

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager
Todd Fischer

COPY: Mayor Ron Falconi

LEGISLATION: **ORD. NO. 52-2020** - An emergency ordinance amending Ordinances #92-19, #7-2020 and #29-2020 to include amendments to the appropriations budget for the year ending December 31, 2020 as incorporated in Exhibit "A" attached hereto. - **1st Reading** (To be brought from Finance Committee, Administration/Todd Fischer)

BACKGROUND: In order to comply with the Ohio Revised Code Section 5705 any and all activity of the City must be included in the budget. As actual information is obtained and compared to estimates or new items are requested to be added or deleted by the respective departments, it is necessary and required to present the proposed budget amendments to Council for approval. This process is required by law and audited under the direction of the Auditor of State for compliance every year.

PURPOSE AND EXPLANATION: See fiscal section and related attachments for additional information.

IMPLEMENTATION SCHEDULE: Place on the July 13, 2020 Council agenda and consider passage as an emergency with suspension of the rules to keep the budget as up to date possible.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: The total financial impact of this legislation is a net decrease to the overall City appropriation budget by \$324,741.76. The largest components is a net increase of \$706,589.31 in CARES Act Distribution Funds. These funds must be spent in accordance with US CARES ACT, H.B. 481 of the State of Ohio and City Resolution #42-2020. Any spent funds are subject to an audit under the direction of the Auditor of State of Ohio. The remaining are made up of a net decrease of \$1,031,331.07 mostly pertaining to recommended budget reductions due to COVID 19 and to help offset potential revenue shortfalls expected in 2020 and 2021.

Exhibit A is the legal document required to be reviewed and adopted by Council pursuant to Ohio Revised Code Section 5705 for these budget amendments to be adopted.

All proposed amendments, whether negative or positive, are also detailed with a description and amounts in the attached Exhibit B. Exhibit B is provided for informational and review purposes only.

This document is not required per Ohio Revised Code but is compiled to show explanations and amounts for each proposed budget amendment.

It's important to note that this legislation only has budgetary impact and actual expenditures, transfers and advances are still subject to state and local laws.

**RECOMMENDED
ACTION:**

One Reading	Yes
Two Readings	No
Three Readings	No
Emergency	Yes
Suspension of Rules	Yes

If emergency or suspension of the rules, why the request?

Recommended approval as an emergency with suspension of the rules. The emergency clause is necessary in order to remain in compliance with the Ohio Revised Code, allow for the daily operations of the City of Brunswick to continue without interruptions and to keep the budget as up-to-date as possible in order to provide accurate accountability to the City's financial readers and interested parties.

**ADDITIONAL
INFORMATION:**

CITY OF BRUNSWICK, OHIO
ORDINANCE NO. 52-2020

By: Mrs. Hanek and Mr. Delsanter

AN EMERGENCY ORDINANCE AMENDING ORDINANCES #92-19, #7-2020 AND #29-2020 TO INCLUDE AMENDMENTS TO THE APPROPRIATION BUDGET FOR THE YEAR ENDING DECEMBER 31, 2020 AS INCORPORATED IN EXHIBIT "A" ATTACHED HERETO.

WHEREAS: Ordinance #92-19 adopted appropriations for 2020; and Ordinances #7-2020 and #29-2020 regarding amendments to the 2020 appropriation budget, were previously adopted by Council; and

WHEREAS: "Exhibit A" reflects the appropriations as required by the Ohio Revised Code Section 5705.38(C); and

WHEREAS: The amendments are described in detail and attached hereto as "Exhibit B" for informational purposes only; and

WHEREAS: In order to properly budget in accordance with State law for expenditures presently anticipated it is necessary to amend Ordinances #92-19, #7-2020 and #29-2020.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: Ordinances #92-19, #7-2020 and #29-2020 are hereby amended to reflect the appropriations as attached hereto and incorporated herein as Exhibit "A."

SECTION 2: That this Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public health, safety and welfare, and for the usual daily operation of a municipal government and for the additional reason that Council wishes to maintain accurate appropriations. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes.

PASSED: 1st Reading __

RULES SUSPENDED: AYES ____ NAYS ____

ADOPTED: _____AYES ____ NAYS ____

ATTEST: _____
Clerk of Council
Fijabi Julien-Gallam, CMC

EXHIBIT A

July 13, 2020

Fund Number	Fund Name / Department	Personal Service	Other	Total
General Fund				
001	General Fund			
	City Council	168,569.00	78,538.80	\$ 247,107.80
	Mayor	95,801.00	86,904.01	\$ 182,705.01
	City Manager	190,551.00	127,582.79	\$ 318,133.79
	Information Technologies	170,456.00	277,881.38	\$ 448,337.38
	Engineering	24,081.00	296,616.68	\$ 320,697.68
	Building Department	330,154.00	214,092.98	\$ 544,246.98
	Cemetery Maintenance	-	29,050.00	\$ 29,050.00
	Janitorial Contract	-	21,627.00	\$ 21,627.00
	City Hall Building & Grounds	17,081.00	50,683.38	\$ 67,764.38
	Administrative Services	89,627.00	51,802.68	\$ 141,429.68
	Economic Development	111,212.00	245,380.34	\$ 356,592.34
	Animal Control	75,290.00	67,478.22	\$ 142,768.22
	Law Department	188,482.00	257,285.11	\$ 445,767.11
	Finance Department	253,897.00	222,123.01	\$ 476,020.01
	Income Tax Department	185,232.00	227,458.31	\$ 412,690.31
	Parks & Recreation Director	90,106.00	64,737.74	\$ 154,843.74
	General Fund Administration	-	1,005,380.00	\$ 1,005,380.00
	Planning Division/Community Development	46,782.00	31,767.69	\$ 78,549.69
	Board of Building Appeals	456.00	1,211.00	\$ 1,667.00
	Board of Zoning Appeals	3,207.00	4,890.59	\$ 8,097.59
	Board of Civil Service	20,194.00	26,246.28	\$ 46,440.28
	Board of Ethics	5,200.00	4,604.30	\$ 9,804.30
	Board of Charter Review	3,600.00	7,471.00	\$ 11,071.00
	Board of Commemorative Affairs	-	17,000.00	\$ 17,000.00
	General Fund Transfers / Advances	-	20,718,875.29	\$ 20,718,875.29
001	Total General Fund	\$ 2,069,978.00	\$ 24,136,688.58	\$ 26,206,666.58
Special Revenue Funds:				
110	Court Computerization Fund	10,682.00	18,829.19	\$ 29,511.19
111	FEMA Grant Fund	-	-	\$ -
112	Local CoronaVirus Relief Fund	300,000.00	406,589.31	\$ 706,589.31
114	Police Fund	4,499,719.60	4,151,596.76	\$ 8,651,316.36
115	Fire Fund	2,504,265.95	2,512,478.63	\$ 5,016,744.58
117	Street Repair & Maintenance Fund	1,160,611.00	2,437,033.48	\$ 3,597,644.48
118	State Highway Fund	-	186,225.00	\$ 186,225.00
119	Law Enforcement Fund	-	-	\$ -
120	Brunswick Transit Alternative (BTA) Fund	-	45,000.00	\$ 45,000.00
123	Brunswick Area Television (BAT) Fund	148,134.00	258,352.33	\$ 406,486.33
127	Parks Fund	208,629.00	411,416.38	\$ 620,045.38
129	Department of Justice Federal Grant Fund	-	114,474.13	\$ 114,474.13
130	DUI Enforcement & Education Fund	-	-	\$ -
131	Recreation Center Fund	446,972.00	697,216.33	\$ 1,144,188.33
133	Home Improvement Grant Fund (CDBG)	-	39,162.40	\$ 39,162.40
Enterprise Funds:				
223	Refuse Fund	67,834.00	2,612,188.50	\$ 2,680,022.50
224	Storm Water Management Fund	31,696.00	1,843,112.83	\$ 1,874,808.83
Capital Improvement Funds:				
300	General Permanent Improvement Fund	-	706,500.00	\$ 706,500.00
332	Road Levy Fund	-	2,598,100.00	\$ 2,598,100.00
333	Road Improvement Fund	-	4,600,682.60	\$ 4,600,682.60
334	Traffic Control Fund	-	-	\$ -
335	Public Square Fund	-	-	\$ -

336	City Building Improvement Fund	-	643,106.74	\$	643,106.74
337	EPA Grant Fund	-	200,000.00	\$	200,000.00
339	Fire Improvement Fund	-	-	\$	-
341	Park Improvement Fund	-	1,021,000.00	\$	1,021,000.00
347	North Carpenter Road Improvement Fund	-	8,572,834.12	\$	8,572,834.12
348	Boston Road Improvement Fund	-	93,519.24	\$	93,519.24
360	Brunswick Lake Improvement Fund	-	40,575.00	\$	40,575.00
370	OPWC Multi Roads Improvement Fund	-	728,800.00	\$	728,800.00
371	OPWC Laurel Road Improvement Fund	-	1,914,664.52	\$	1,914,664.52
Self Insurance Fund:					
600	Self Insurance Fund	-	3,250,000.00	\$	3,250,000.00
Debt Service Funds:					
771	General Obligation Bond Retirement Fund	-	-	\$	-
781	Special Assessment BRF: South Industrial Parkway	-	100.00	\$	100.00
782	Special Assessment BRF: Laurel Road (2006)	-	41,762.50	\$	41,762.50
783	Special Assessment BRF: Brunswick Lake - Dam	-	18,948.81	\$	18,948.81
784	Special Assessment BRF: Brunswick Lake - Dredging	-	11,826.18	\$	11,826.18
Agency Funds:					
881	General Trust Agency Fund	-	750,000.00	\$	750,000.00
882	Unclaimed Money Agency Fund	-	20,000.00	\$	20,000.00
885	Flexible Spending Agency Fund	-	140,000.00	\$	140,000.00
886	Non-Residential 3% Building Permit Agency Fund	-	30,000.00	\$	30,000.00
887	Residential 1% Building Permit Agency Fund	-	10,000.00	\$	10,000.00
Grand Total				\$	76,711,305.11

City of Brunswick, Finance Office

"Exhibit B" : Schedule of Amendments to the Permanent Budget #3 - For informational purposes only

For the Budget Year Ending December 31, 2020

7/13/2020

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
General (#001)			
COUNCIL MEMBERS	001-0100-51022	(496.00)	CPI Index slightly lower than anticipated in the original budget. Reduce appropriations accordingly.
PERS	001-0100-52223	(58.00)	CPI Index slightly lower than anticipated in the original budget. Reduce appropriations accordingly.
MEDITAX	001-0100-52226	(7.00)	CPI Index slightly lower than anticipated in the original budget. Reduce appropriations accordingly.
CLERK OF COURTS PT PS	001-0200-51170	(4,347.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
PERS	001-0200-52223	(490.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
JAIL COSTS	001-0200-54234	(4,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
EXECUTIVE ASSISTANT PS	001-0300-51150	153.00	Correct original budget rounding calculation. Off by 0.25%.
ASSOC., CONF., & TRAINING	001-0300-53258	(2,200.00)	Reallocate to cover budget rounding and recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
INCIDENTALS	001-0300-55239	(273.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
OFFICE SUPPLY	001-0300-55242	(75.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
IT TECHNICIAN PT	001-0302-51070	(1,950.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
PERS	001-0302-52223	(145.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
MEDITAX	001-0302-52226	(32.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
ASSOC, CONF & TRAINING	001-0302-53258	(4,500.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
SECRETARY PT PS - Eng	001-0410-51173	(113.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
PERS	001-0410-52223	(16.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
MEDITAX	001-0410-52226	(1.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
CONSULTANT SERVICES	001-0410-54233	(5,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
EQUIPMENT SERVICE	001-0410-54253	(200.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
PLAN REVIEW	001-0410-54263	(4,000.00)	Reduce both estimated receipts and appropriations by same amount. No effect on bottom line.
SITE DEPOSITS	001-0410-54265	(10,000.00)	Reduce both estimated receipts and appropriations by same amount. No effect on bottom line.
BUILDING INSPECTORS PS	001-0430-51090	(4,685.00)	Reduce due to vacancy in Building Inspector Position.
PLUMBING/ELECTRICAL PT INSPECTOR	001-0430-51110	(1,336.00)	Recommended budget reductions due to COVID 19 and furloughed employees.
CLERK PT PS	001-0430-51173	(4,503.00)	Recommended budget reductions due to COVID 19 and furloughed employees and a vacancy.
CAPITAL	908-0430-56252	(19,768.00)	Delay purchase of vehicle replacement due to COVID 19 and/or to help offset potential revenue shortfalls.
PURCH SERV/CEMETERY MAINT	001-0440-54260	(5,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
CITY HALL MAINT. PART-TIME	001-0450-51082	(961.00)	Recommended budget reductions due to COVID 19 and retirement and replacement of Building Monitor/Maint (due to COVID 19 concerns).
PERS	001-0450-52223	(134.00)	Recommended budget reductions due to COVID 19 and retirement and replacement of Building Monitor/Maint (due to COVID 19 concerns).
MEDITAX	001-0450-52226	(14.00)	Recommended budget reductions due to COVID 19 and retirement and replacement of Building Monitor/Maint (due to COVID 19 concerns).
CHRISTMAS DECORATIONS	001-0450-54244	(3,750.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
GROUND MAINTENANCE	001-0450-54245	(13,590.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
OVERTIME	001-0461-51198	(183.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
PERS	001-0461-52223	(15.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
MEDITAX	001-0461-52226	(3.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
ASSOC CONF & TRAINING	001-0461-53258	(500.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
ECONOMIC DEV. MANAGER PS	001-0490-51085	4,189.00	Missing appropriation for 27th pay (vs. 26 pays) with rounding difference. Limited to Wage Range.
PERS	001-0490-52223	358.00	Missing appropriation for 27th pay (vs. 26 pays) with rounding difference. Limited to Wage Range.
MEDITAX	001-0490-52226	19.00	Missing appropriation for 27th pay (vs. 26 pays) with rounding difference. Limited to Wage Range.
ED DEV BED TAX	001-0490-54288	(3,122.00)	Reduce as a result of changes in bed tax revenue estimate (May 11) and consideration of unspent but earmarked bed tax monies from previous year(s).
OVERTIME	001-0540-51198	(38.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
PERS	001-0540-52223	(11.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
MEDITAX	001-0540-52226	(1.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
REPAIR AND MAINTENANCE	001-0540-54243	(900.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
SMALL TOOLS	001-0540-55244	(250.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
ADMINISTRATIVE ASST PT	001-0600-51152	(991.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
PROFESSIONAL SERVICES - LAW	001-0600-54233	(4,958.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
OVERTIME	001-0700-51198	(125.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.

City of Brunswick, Finance Office

"Exhibit B" : Schedule of Amendments to the Permanent Budget #3 - For informational purposes only

For the Budget Year Ending December 31, 2020

7/13/2020

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
INCIDENTALS	001-0700-55239	(30.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
OFFICE SUPPLY	001-0700-55242	(500.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
CLERK II PT	001-0720-51173	(8,785.00)	Reduce PT hours as a result of COVID 19 and to help offset potential revenue shortfalls
PERS	001-0720-52223	(255.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
MEDITAX	001-0720-52226	(134.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
INCIDENTALS	001-0720-55239	10,920.00	Possible unemployment claim. Currently being appealed. If City loses appeal may need to pay but could be subject to reimb under CARES ACT.
OFFICE SUPPLY	001-0720-55242	(500.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
PARKS & RECREATION DIRECTOR PS	001-0800-51040	219.00	Correct original budget rounding calculation. Off by 0.25%.
ASSOC, CONF & TRAINING	001-0800-53258	(389.00)	Reallocate to cover budget rounding and recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
REPAIR AND MAINTENANCE	001-0880-54243	(5,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
STREET LIGHTS	001-0880-54271	(6,000.00)	Reduce budget. Assumes only 12 months will be paid in 2020 and does not account for any timing differences in which 13 months could be paid in 2020.
TRANSFER OUT SET ASIDE FOR CAPITAL	001-0880-99999	(15,000.00)	Reduce both estimated receipts and appropriations by same amount for capital set aside. No effect on bottom line.
ADMINISTRATIVE ASST PT	001-0900-51152	(660.00)	Reduce budget. Planning PT back-up hours not utilized due to COVID 19.
PERS	001-0900-52223	(173.00)	Reduce budget. Planning PT back-up hours not utilized due to COVID 19.
MEDITAX	001-0900-52226	(14.00)	Reduce budget. Planning PT back-up hours not utilized due to COVID 19.
FT TEMP COVERAGE	001-0930-51160	5,609.00	Temporary coverage for Civil Service Responsibilities until a replacement can be hired. Unexpected retirement.
DEFERRED COMP-FT TEMP COVERAGE	001-0930-52222	68.00	Temporary coverage for Civil Service Responsibilities until a replacement can be hired. Unexpected retirement.
PERS	001-0930-52223	1,416.00	Temporary coverage for Civil Service Responsibilities until a replacement can be hired. Unexpected retirement.
MEDITAX	001-0930-52226	82.00	Temporary coverage for Civil Service Responsibilities until a replacement can be hired. Unexpected retirement.
WORKER'S COMP - CIVIL SERVICE	001-0930-52274	167.00	Temporary coverage for Civil Service Responsibilities until a replacement can be hired. Unexpected retirement.
ETHICS ADM ASSISTANT PT	001-0950-51152	(1,020.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
OPERS	001-0950-52223	(150.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
MEDITAX	001-0950-52226	(20.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
FIREWORKS	001-0970-55217	(10,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
ADVANCE OUT TO FUND #129 (DOJ GRANT)	001-0999-99892	16,340.80	Advance Out to the DOJ Grant Fund to temporarily cover expenses associated with two JAG Grants for purchase of ballistic helmets CFDA #16.738
General Fund Total		(111,830.20)	
Court Computer Fund (#110)			
INFO TECH & SECURITY OFFICER PS	110-0210-51088	26.00	Correct original budget rounding calculation. Off by 0.25%.
INSURANCE	110-0210-54272	(84.00)	Reallocate to cover budget rounding and recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
Court Computer Fund Total		(58.00)	
Local CoronaVirus Relief Fund (#112)			
WAGES (COVID 19)	112-2020-51000	300,000.00	CARES Act Distribution for COVID 19 Response through State of Ohio HB 481. Must follow Res#42-2020 and US CARES ACT Sect 5001 for use of funds.
FRINGE BENEFITS (COVID 19)	112-2020-52000	120,000.00	CARES Act Distribution for COVID 19 Response through State of Ohio HB 481. Must follow Res#42-2020 and US CARES ACT Sect 5001 for use of funds.
PURCHASED SERVICES (COVID 19)	112-2020-54000	100,000.00	CARES Act Distribution for COVID 19 Response through State of Ohio HB 481. Must follow Res#42-2020 and US CARES ACT Sect 5001 for use of funds.
MAT & SUPPLIES (COVID 19)	112-2020-55000	150,000.00	CARES Act Distribution for COVID 19 Response through State of Ohio HB 481. Must follow Res#42-2020 and US CARES ACT Sect 5001 for use of funds.
CAPITAL ITEMS (COVID 19)	112-2020-56000	36,589.31	CARES Act Distribution for COVID 19 Response through State of Ohio HB 481. Must follow Res#42-2020 and US CARES ACT Sect 5001 for use of funds.
Local CoronaVirus Relief Fund Total		706,589.31	
Police Fund (#114)			
POLICE OVERTIME	114-0520-51198	29,489.60	50% of the Overtime and related benefits for SROS included for the MCDAC GRANT Award effective July 1, 2020-June 30, 2021. Half in 2020 & half in 2021.
MEDITAX	114-0520-52226	427.60	50% of the Overtime and related benefits for SROS included for the MCDAC GRANT Award effective July 1, 2020-June 30, 2021. Half in 2020 & half in 2021.
POLICE OP& F PENSION	114-0520-52227	9,362.95	50% of the Overtime and related benefits for SROS included for the MCDAC GRANT Award effective July 1, 2020-June 30, 2021. Half in 2020 & half in 2021.
Police Fund Total		39,280.15	

City of Brunswick, Finance Office

"Exhibit B" : Schedule of Amendments to the Permanent Budget #3 - For informational purposes only

For the Budget Year Ending December 31, 2020

7/13/2020

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
Fire Fund (#115/952)			
FIRE PART-TIME PS	115-0510-51145	24,502.95	Includes \$17,002.95 in direct CARES ACT money received for Medicare/Medicaid Runs.
CLERK II PART-TIME PS	115-0510-51173	(559.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
COMP PAY	115-0510-51197	(880.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
OHIO POLICE & FIRE PENSION	115-0510-52227	(2,359.00)	Overestimated pension costs in original budget. Reduce to help potential revenue shortfall.
SCHOOLING	115-0510-53238	(9,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
DISPOSABLE BATTARIES & BULBS	115-0510-54245	(2,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
EMS SUPPLY GRANT	115-0510-55255	2,846.43	Awarded EMS Grant from the Ohio Department of Public Safety. Emailed by Chief Erskine on July 6, 2020.
FIRE PREVENTION SUPPLIES	115-0510-55289	(1,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
HYDRANT PAINTING SUPPLIES	115-0510-55290	(2,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
FUEL	115-0510-55300	(1,000.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
CAPITAL OUTLAY	952-0510-56252	(261,680.00)	Delay purchase of ambulance chassis, power load, etc due to COVID 19 and/or to help offset potential revenue shortfalls.
Fire Fund Total		(253,128.62)	
Street R & M Fund (#117)			
OVERTIME	117-0420-51198	(15,099.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
STREET PAINTING	117-0420-54259	(52,471.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
STREET SWEEPING	117-0420-54262	(8,350.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
SALT AND CINDERS	117-0420-55300	(91,834.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
Street R & M Fund Total		(167,754.00)	
Cable TV Fund (#123/#956)			
PRODUCTION ASSISTANT PT PS	123-0460-51193	(256.00)	Original Budget overestimated.
CAPITAL OUTLAY	956-0460-56252	900.00	Emergency Replacement of Water Heater. Not included in original budget.
Cable TV Fund Total		644.00	
Parks Fund (#127/960)			
PARKS LABOR PS	127-0810-51160	(170.00)	Original Budget overestimated.
SEASONAL LABOR PT	127-0810-51162	(12,771.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
OVERTIME	127-0810-51198	(2,500.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
PERS	127-0810-52223	(2,378.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
MEDITAX	127-0810-52226	(222.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
TRAINING	127-0810-53258	(325.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
Parks Fund Total		(18,366.00)	
DOJ Federal Grant Fund (#129)			
JAG GRANT-ACTIVE THREAT RESPONSE PROTECTI	129-0544-56259	6,493.50	New JAG Grant - Active Threat Response Protection CFDA #16.738. Expected to be used for purchase of ballistic helmets. Must follow grant Req.
JAG GRANT-CRITICAL INCIDENT PREP PROGRAM	129-0544-56260	9,847.30	New JAG Grant - Critical Incident Preparation Program CFDA #16.738. Expected to be used for purchase of ballistic helmets. Must follow grant Req.
ADVANCE OUT	129-0999-80185	16,340.80	Advance Out to the General Fund once reimbursed by the two JAG Grants for the purchase of ballistic helmets CFDA #16.738
DOJ Federal Grant Fund Total		32,681.60	
Rec. Center Fund (#131)			
REC. ADMINISTRATIVE ASSISTANT	131-0830-51170	(2,260.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.
CASHIERS PT	131-0830-51173	(3,444.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.
REC CENTER INSTRUCTORS PT	131-0830-51191	(2,077.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.
REC CENTER LIFE GUARDS PT	131-0830-51194	(7,474.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.
REC. CENTER POOL MANAGER	131-0830-51195	(2,402.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.
REC. CENTER BUILDING MONITORS	131-0830-51196	(9,680.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.
REC. CENTER PROGRAM SUPERVISORS	131-0830-51197	(10,018.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.
REC. PERS	131-0830-52223	(5,242.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.

City of Brunswick, Finance Office

"Exhibit B" : Schedule of Amendments to the Permanent Budget #3 - For informational purposes only

For the Budget Year Ending December 31, 2020

7/13/2020

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
MEDITAX	131-0830-52226	(543.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.
SENIOR ACTIVITIES	131-0830-54286	(3,660.00)	Due to COVID 19 and Dept of Health Recommendations - Recreation Center is unable to operate as normal. Will also significantly affect revenue.
Rec. Center Total		(46,800.00)	
CHIP (HOME Funds) Fund (#133)			
CHIP LOCAL FUNDING ALLOCATION 2020 GRANT	133-2020-54100	12,642.00	Pledge of CHIP Program income as part of CHIP application administered by the City of Medina for the Brunswick and Medina areas.
CHIP (CDBG Funds) Fund Total		\$ 12,642.00	
Refuse Fund (#223)			
CONTRACTED REFUSE COLLECTION SERVICES	223-0710-54260	(19,000.00)	Reduce appropriations as a result of lower variable costs, mostly pertaining to lower fuel prices.
Total Refuse Fund		(19,000.00)	
Stormwater Management Fund (#224)			
ADMINISTRATION - BILLING	224-0420-51005	(771.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
OPERS	224-0420-52223	(102.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
MEDITAX	224-0420-52226	(12.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
CONSULTANT SERVICES	224-0420-54233	(1,593.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
STREET SWEEPING	224-0420-54262	(8,350.00)	Recommended budget reductions due to COVID 19 and/or to help offset potential revenue shortfalls.
Stormwater Management Enterprise Fund Total		(10,828.00)	
Road Capital Projects Fund (#333)			
CONCRETE/ ASPHALT REPAIR	333-0474-56870	(488,814.00)	Merge the concrete and asphalt improvement projects into one project in 2020. Will help reduce costs to help with COVID 19 and revenue shortfalls
Road Capital Projects Fund Total		(488,814.00)	

THE CITY OF BRUNSWICK
PROPOSED LEGISLATION



DATE: 7/13/2020

TO: Vice Mayor Michael Abella Jr. and Members of City Council

FROM: Carl S. DeForest, City Manager
Todd Fischer

COPY: Mayor Ron Falconi

LEGISLATION: **ORD. NO. 53-2020** - An emergency ordinance to advance funds. - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)

BACKGROUND: In order to comply with the Ohio Revised Code Section 5705 advances may become necessary as certain financial situations arise. An advance is the temporary movement of money from one fund to another fund that will be repaid upon the completion of an anticipated event. The process of advancing funds is required by law in certain financial situations and is audited under the direction of the Auditor of State for compliance every year. Advance legislation is generally presented two to three times a year or more, if deemed necessary.

PURPOSE AND EXPLANATION: See background section

IMPLEMENTATION SCHEDULE: Place on the July 13, 2020, Council agenda as an emergency with suspension of the rules.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: Advances do not have a financial impact on the City funds as a collective whole. Advances are merely the movement of money from one fund to another and are defined in the Ohio Revised Code Section 5705 and in the Auditor of State Compliance Supplement. Advances are required to be included in the City's adopted budget and are also required to be approved by City Council.

RECOMMENDED ACTION:

One Reading	Yes
Two Readings	No
Three Readings	No
Emergency	Yes
Suspension of Rules	Yes

If emergency or suspension of the rules, why the request?

Recommended approval as an emergency with suspension of the rules. Emergency clause necessary to allow funding to be in place to administer plans and/or purchase orders for various projects, grants, etc.

**ADDITIONAL
INFORMATION:**

None.

CITY OF BRUNSWICK, OHIO
ORDINANCE NO. 53-2020

By: Mrs. Hanek and Mr. Delsanter

AN EMERGENCY ORDINANCE TO ADVANCE FUNDS

WHEREAS: The City of Brunswick wishes to advance monies from the General Fund #001 to the Department of Justice Federal Grant Fund #129 to temporarily fund the 2017-JG-A02-6712F and 2019-JG-A02-6712 Edward Byrne Memorial Justice Grants (Ballistic Helmets) portion until federal grant reimbursements have been received, and;

WHEREAS: The City of Brunswick wishes to return previously advanced monies from the Department of Justice Federal Grant Fund #129 to the General Fund #001 since the 2018-JG-A02-6712 Edward Byrne Memorial Justice Grant (Evidence Room) is completed and federal grant reimbursements have been received.

THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: That the following funds are hereby advanced:

FROM: General Fund (#001)
TO: Department of Justice Federal Grant Fund (#129)
AMOUNT: \$16,340.80

FROM: Department of Justice Federal Grant Fund (#129)
TO: General Fund (#001)
AMOUNT: \$13,642.50

SECTION 3: This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety, welfare, and providing for the usual daily operation of a municipal department, and for the further reason that proper funding sources be advanced. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes.

PASSED: 1st Reading ____
Rules Suspended: AYES ____ NAYS ____

ADOPTED: _____AYES ____NAYS ____

ATTEST: _____
Clerk of Council
Fijabi Julien-Gallam, CMC