

BRUNSWICK CITY FINANCE COMMITTEE

Agenda

SEPTEMBER 14, 2020

6:25 PM

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

1. Discussion Items

- (a) **ORD. NO. 61-2020** - An emergency ordinance amending Ordinances #92-19, #7-2020, #29-2020 and #52-2020 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*)
- (b) **ORD. NO. 62-2020** - An emergency ordinance to advance funds. - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)

2. General Discussion

3. Adjournment

CITY OF BRUNSWICK, OHIO
ORDINANCE NO. 61-2020

By: Mr. Delsanter, Mr. Hanek, and Mr. Ousley

AN EMERGENCY ORDINANCE AMENDING ORDINANCES #92-19, #7-2020, #29-2020 AND #52-2020 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, #29-2020 and #52-2020 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, #29-2020 and #52-2020.

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

SECTION 1: Ordinances #92-19, #7-2020, #29-2020 and #52-2020 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

September 14, 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	256,616.68	\$ 280,697.68
	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	-	973,095.76	\$ 973,095.76
	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	26,906.28	\$ 47,100.28
	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	-	20,738,088.94	\$ 20,738,088.94
001	Total General Fund	\$ 2,069,978.00	\$ 24,084,277.99	\$ 26,154,255.99
Special Revenue Funds:				
110	Court Computerization Fund	10,682.00	18,829.19	\$ 29,511.19
111	FEMA Grant Fund	-	5,927.30	\$ 5,927.30
112	Local CoronaVirus Relief Fund	1,639,128.32	677,682.64	\$ 2,316,810.96
114	Police Fund	4,499,719.60	4,151,596.76	\$ 8,651,316.36
115	Fire Fund	2,504,265.95	2,889,134.88	\$ 5,393,400.83
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	259,395.33	\$ 407,529.33
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	411,972.00	681,833.03	\$ 1,093,805.03
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	1,148,565.24	\$ 1,180,261.24
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	-	4,450,682.60	\$ 4,450,682.60
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	-	17.62	\$	17.62
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				\$	77,757,729.45

City of Brunswick, Finance Office

"Exhibit B" : Schedule of Amendments to the Permanent Budget #4 - For informational purposes only

For the Budget Year Ending December 31, 2020

9/14/2020

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
General (#001)			
SITE DEPOSITS	001-0410-54265	(40,000.00)	Reduce estimated receipts & expenses by same amount. Activity continues to lag estimates most likely due to COVID 19.
COUNTY AUDITOR FEES	001-0880-54278	(15,000.00)	Remaining appropriation budget for auditor treasurer fees no longer anticipated to be needed.
COVID 19 MAT & SUPPLIES	001-0880-55235	(17,284.24)	Reduce budget as a result of costs accounted for in Local Coronavirus Relief Fund #112.
MEMBERS REIMBURSEMENT	001-0930-55215	660.00	Allow for 4 additional meetings as entirely new Commission in place with a plan to review Codified Ordinances pertaining to Civil Service.
ADVANCE OUT TO FEMA 111	001-0999-99900	2,963.65	Advance Out from the General Fund to temporarily cover grant expenses until reimbursed by the grant.
TRANSFER OUT TAX ALLOCATION	001-0999-99950	16,250.00	Transfer Out to Capital Improvement Fund. To be buffer in case actual income tax collections were to come in higher than originally anticipated.
General Fund Total		(52,410.59)	
FEMA Fund (#111)			
FEMA ASST TO FIREFIGHTERS GRANT	111-0528-56001	2,963.65	FY 2020 Assistance to Firefighters Grant Award. City must accept the grant to spend.
ADVANCE OUT	111-0999-99940	2,963.65	Advance Out to the General Fund once grant expenses are reimbursed by FEMA.
FEMA Fund Total		5,927.30	
Local CoronaVirus Relief Fund (#112)			
WAGES (COVID 19)- SAFETY/PUBLIC HEALTH	112-2020-51000	171,628.21	Reallocate appropriation CARES Act on 1st Distribution for COVID 19. Used for EMA wages allowed per US Treasury update for use of funds.
WAGES (COVID 19)- SAFETY/PUBLIC HEALTH	112-2020-51000	254,699.09	CARES Act 2nd round of distributions for COVID 19 Response thru State of Ohio HB 481. Must follow Res#42-2020 & US CARES ACT Sect 5001 for use of funds.
S.B. 357 WAGES (COVID 19)- SAFETY/PUBLIC HEA	112-2020-51007	912,801.02	SB 357 is pending House & Governor approval. Been passed by Senate. Time restrictions involved. If not approved, would need to be removed.
FRINGE BENEFITS (COVID 19)-SAFETY/PUBLIC HE.	112-2020-52000	(171,628.21)	Reallocate appropriation CARES Act on 1st Distribution for COVID 19. Used for EMA wages allowed per US Treasury update for use of funds.
FRINGE BENEFITS (COVID 19)-SAFETY/PUBLIC HE.	112-2020-52000	96,021.56	CARES Act 2nd round of distributions for COVID 19 Response thru State of Ohio HB 481. Must follow Res#42-2020 & US CARES ACT Sect 5001 for use of funds.
S.B. 357 FINGE BENEFITS (COVID 19)-SAFETY/PU	112-2020-52007	344,125.98	SB 357 is pending House & Governor approval. Been passed by Senate. Time restrictions involved. If not approved, would need to be removed.
MEDICAL CAPITAL ITEMS (COVID 19)	112-2020-56000	2,574.00	Anticipated purchase of electrostatic sprayers to disinfect viruses and fight infection.
Local CoronaVirus Relief Fund Total		1,610,221.65	
Fire Fund (#115/952)			
RESCUE COLLECTION FEES	115-0510-54260	1,656.25	Additional fees expected as EMS revenues coming in above estimates.
TRANSFER OUT TO CAPITAL SUBFUND #952	115-0510-99999	375,000.00	Increase Transfer In to represent additional 2020 EMS collections to be set aside for future capital purchases. Not an expenditure, just a set aside.
Fire Fund Total		376,656.25	
Cable TV Fund (#123/#956)			
EQUIPMENT SERVICE CONTRACTS	123-0460-54253	1,043.00	Incode X Vier - Simultansous Web Streaming maintenange agreement extended through July of 2021 not covered in original 2020 budget.
Cable TV Fund Total		1,043.00	
Rec. Center Fund (#131)			
REC. CENTER PROGRAM SUPERVISORS	131-0830-51197	(35,000.00)	Reduce budget further to help offset revenue losses due to COVID 19.
REC. PERS	131-0830-52223	(4,900.00)	Reduce budget further to help offset revenue losses due to COVID 19.
MEDITAX	131-0830-52226	(507.50)	Reduce budget further to help offset revenue losses due to COVID 19.
HOSPITALIZATION	131-0830-52275	6,024.20	Employee qualifying event. Change of health coverage from single to family.
UTILITIES & PHONE	131-0830-54270	(16,000.00)	Reduce budget as a result of being closed for a few months and to help offset revenue losses due to COVID 19.
Rec. Center Total		(50,383.30)	
Stormwater Management Fund (#224)			
REPAIR & MAINTENANCE	224-0420-54243	15,000.00	Repair and Maintenance Pos encumbered to 98.8% of Repair and Maintenance budget as of Sept 4, 2020. Request for additional funds to handle repairs.
CONSTRUCTION	224-0455-56881	(660,000.00)	Miner Drive Storm Sewer Project is in design phase. Awarding of bid now expected in 2021 (vs original plan in 2020) thus will be moved to 2021 budget.
ENGINEERING & INSPECTIONS	224-0455-56883	(46,017.59)	Miner Drive Storm Sewer Project is in design phase. Awarding of bid now expected in 2021 (vs original plan in 2020) thus will be moved to 2021 budget.
CONTINGENCY	224-0455-56884	(3,530.00)	Miner Drive Storm Sewer Project is in design phase. Awarding of bid now expected in 2021 (vs original plan in 2020) thus will be moved to 2021 budget.
Stormwater Management Enterprise Fund Total		(694,547.59)	

City of Brunswick, Finance Office

"Exhibit B" : Schedule of Amendments to the Permanent Budget #4 - For informational purposes only

For the Budget Year Ending December 31, 2020

9/14/2020

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
Road Capital Projects Fund (#333)			
MISCELLANEOUS RD PROJECTS	333-0473-56870	<u>(150,000.00)</u>	Reduce appropriations to be available for the 2021 and future years.
Road Capital Projects Fund Total		<u><u>(150,000.00)</u></u>	
S.A. South Industrial Park Fund (#781)			
AUDITOR FEES	781-0013-54278	<u>(82.38)</u>	Remaining appropriation budget for auditor treasurer fees no longer anticipated to be needed.
S.A. South Industrial Park Fund Total		<u><u>(82.38)</u></u>	

PROPOSED LEGISLATION



DATE: 09/14/2020

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. 62-2020** - 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 September 14, 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. 62-2020

BY: Mrs. Hanek, Mrs. Zak 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 FEMA Fund #111 to temporarily fund the Assistance to Firefighters Grant Program until grant reimbursements are received.

THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: That the following funds are hereby advanced:

FROM: General Fund (#001)
TO: FEMA Grant Fund (#111)
AMOUNT: \$2,963.65

SECTION 2: 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