BRUNSWICK CITY
FINANCE COMMITTEE

Agenda

OCTOBER 26, 2020
6:25 PM
or immediately following the Safety & Environment Committee Meeting

1. Discussion Items

   (a) **ORD. NO. 82-2020** - An emergency ordinance amending Ordinances #92-19, #7-2020, #29-2020, #52-2020 and #61-2020 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*)

2. General Discussion

3. Adjournment

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/26/2020
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. 82-2020** - An emergency ordinance amending Ordinances #92-19, #7-2020, #29-2020, #52-2020 and #61-2020 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 October 26, 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 increase to the overall City appropriation budget by $214,899.58. The largest component is an increase of $194,410 for additional local share on the Plum Creek Greenway Trail noted in Resolution #67-2020. 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. 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. 82-2020_

By: Mrs. Hanek, Mrs. Zak, and Mr. Delsanter

AN EMERGENCY ORDINANCE AMENDING ORDINANCES #92-19, #7-2020, #29-2020, #52-2020 AND #61-2020 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, #52-2020 and #61-2020 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, #52-2020 and #61-2020.

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

SECTION 1: Ordinances #92-19, #7-2020, #29-2020, #52-2020 and #61-2020 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 October 26, 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	167,456.00	313,727.88	$ 481,183.88
	Engineering	24,081.00	256,616.68	$ 280,697.68
	Building Department	306,434.00	217,343.98	$ 523,777.98
	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	176,332.00	232,083.31	$ 408,415.31
	Parks & Recreation Director	90,106.00	64,737.74	$ 154,843.74
	General Fund Administration	-	978,095.76	$ 978,095.76
	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	17,035.00	26,325.28	$ 43,360.28
	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	$ 2,031,199.00	$ 24,132,419.49	$ 26,163,618.49
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	1,682,129.29	634,681.43	$ 2,316,810.72
114	Police Fund	4,471,505.60	4,156,382.08	$ 8,627,887.68
115	Fire Fund	2,504,265.95	2,914,991.88	$ 5,419,257.83
117	Street Repair & Maintenance Fund	1,160,611.00	2,485,433.48	$ 3,646,044.48
118	State Highway Fund	-	176,225.00	$ 176,225.00
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	461,416.38	$ 670,045.38
129	Department of Justice Federal Grant Fund	-	114,474.13	$ 114,474.13
130	DUI Enforcement & Education Fund	-	-	$ -
131	Recreation Center Fund	347,267.00	696,837.03	$ 1,044,104.03
133	Home Improvement Grant Fund (CDBG)	-	39,162.40	$ 39,162.40
Enterprise Funds:				
223	Refuse Fund	67,834.00	2,582,188.50	$ 2,650,022.50
224	Storm Water Management Fund	31,696.00	1,148,565.24	$ 1,180,261.24
Capital Improvement Funds:				
300	General Permanent Improvement Fund	-	900,910.00	$ 900,910.00
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	$ 77,972,629.03

City of Brunswick, Finance Office

"Exhibit B" : Schedule of Amendments to the Permanent Budget #5 - For informational purposes only

For the Budget Year Ending December 31, 2020

10/26/2020

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
General (#001)			
IT TECHNICIAN PT	001-0302-51070	(3,000.00)	Actual PT employee hours and related benefit costs less than budgeted through first 22 pays.
PERS	001-0302-52223	(420.00)	Actual PT employee hours and related benefit costs less than budgeted through first 22 pays.
MEDITAX	001-0302-52226	(43.50)	Actual PT employee hours and related benefit costs less than budgeted through first 22 pays.
WORKER'S COMP - IT	001-0302-52274	(90.00)	Actual PT employee hours and related benefit costs less than budgeted through first 22 pays.
EQUIPMENT SERVICE CONTRACT	001-0302-54253	36,400.00	3 year back-up & cloud services. Per Information Technology & Security Officer will save approx $9K if bundle for 3 years vs signing annually.
BUILDING INSPECTORS PS	001-0430-51090	(23,720.00)	Building Inspector position vacant from May 29, 2020 through Oct 20,2020. Building Department currently in interview process to hire a replacement.
PERS	001-0430-52223	(5,693.00)	Building Inspector position vacant from May 29, 2020 through Oct 20,2020. Building Department currently in interview process to hire a replacement.
MEDITAX	001-0430-52226	(344.00)	Building Inspector position vacant from May 29, 2020 through Oct 20,2020. Building Department currently in interview process to hire a replacement.
WORKER'S COMP - BUILDING	001-0430-52274	(712.00)	Building Inspector position vacant from May 29, 2020 through Oct 20,2020. Building Department currently in interview process to hire a replacement.
ARCHITECT REVIEW	001-0430-54263	(10,000.00)	Less activity due to COVID 19 effect. Reduce estimated receipts by same amount.
TRANSFER OUT TO SUBFUND 908	001-0430-99999	20,000.00	Due to temporary vacancy in building staff recommendation is to set aside a portion of cost savings for future capital replacements for the Building Dept.
CLERK II PT	001-0720-51173	(8,900.00)	PT Clerk II position vacant longer than expected due to sudden turnover in Civil Service. New Clerk II eligible list certified by Civil Service on 10/20/2020.
PERS	001-0720-52223	(1,246.00)	PT Clerk II position vacant longer than expected due to sudden turnover in Civil Service. New Clerk II eligible list certified by Civil Service on 10/20/2020.
MEDITAX	001-0720-52226	(129.00)	PT Clerk II position vacant longer than expected due to sudden turnover in Civil Service. New Clerk II eligible list certified by Civil Service on 10/20/2020.
LEGAL/COLLECTION COSTS	001-0720-54233	6,000.00	Increase legal costs to pursue certain delinquent accounts from 2019 or previous tax years. Legal costs through judicial order are reimbursable.
BANK FEES	001-0880-53213	5,000.00	Increase bank fees as a result of low interest rate environment and less compensating balances.
CIVIL SERVICE SECRETARY PT PS	001-0930-51152	(3,159.00)	Civil Service PT vacancy through Oct 20, 2020. Reduce costs further.
PERS	001-0930-52223	(442.00)	Civil Service PT vacancy through Oct 20, 2020. Reduce costs further.
MEDITAX	001-0930-52226	(45.00)	Civil Service PT vacancy through Oct 20, 2020. Reduce costs further.
WORKER'S COMP - CIVIL SERVICE	001-0930-52274	(94.00)	Civil Service PT vacancy through Oct 20, 2020. Reduce costs further.
General Fund Total		**9,362.50**	
Local CoronaVirus Relief Fund (#112)			
H.B. 614 WAGES (COVID 19)- SAFETY/PUBLIC HEA	112-2020-51007	43,000.97	Reallocate appropriations from benefits to wages for eligilbe expenses pursuant to HB 614.
H.B. 614 FINGE BENEFITS (COVID 19)-SAFETY/PU	112-2020-52007	(43,001.21)	Reallocate appropriations from benefits to wages for eligilbe expenses pursuant to HB 614, less 0.24 rounding difference in HB 614 receipt.
Local CoronaVirus Relief Fund Total		**(0.24)**	
Police Fund (#114)			
COMM. SPEC. PT PS	114-0520-51123	(567.00)	Recommended budget reductions to reduce or control costs as a result of global health pandemic and potential decline in income tax collections in 2021.
COMM SPEC OVERTIME	114-0520-51197	(27,647.00)	Recommended budget reductions to reduce or control costs as a result of global health pandemic and potential decline in income tax collections in 2021.
MEDITAX	114-0520-52226	(50.00)	Recommended budget reductions to reduce or control costs as a result of global health pandemic and potential decline in income tax collections in 2021.
WELLNESS	114-0520-52231	(4,000.00)	Wellness program is finalized for 2020. Reduce appropriations accordingly.
HOSPITALIZATION	114-0520-52275	(42,729.00)	Several employees severed employment and 1 employee had a qualifying event and change to single coverage.
FUEL	114-0520-55300	(1,439.61)	Recommended budget reductions to reduce or control costs as a result of global health pandemic and potential decline in income tax collections in 2021.
TRANSFER TO CAPITAL	114-0520-99998	75,000.00	Set aside $75,000 of fines & forfeitures revenues for future capital replacement for the Division of Police's 5 year schedule.
POLICE CAPITAL	961-0520-56252	(21,996.07)	Recommended budget reductions to reduce or control costs as a result of global health pandemic and potential decline in income tax collections in 2021.
Police Fund Total		**(23,428.68)**	
Fire Fund (#115/952)			
WELLNESS	115-0510-52231	(800.00)	Wellness program is finalized for 2020. Reduce appropriations accordingly.
RESCUE COLLECTION FEES	115-0510-54260	1,657.00	6.625% of collections per contract. Estimated receipts increase of $25,000 based on collection activity through first 9 months.
TRANSFER OUT TO CAPITAL SUBFUND #952	115-0510-99999	25,000.00	Set aside $25,000 of EMS revenues for future capital replacement for the Division of Fire's 5 year schedule.
Fire Fund Total		**25,857.00**	
Street R & M Fund (#117)			
WELLNESS	117-0420-52231	(1,600.00)	Wellness program is finalized for 2020. Reduce appropriations accordingly.
TRANSFER OUT TO CAP #953	117-0420-99999	50,000.00	Set aside additional $50,000 for future capital replacement for the Service Department's 5 year schedule.
Street R & M Fund Total		**48,400.00**	

City of Brunswick, Finance Office

"Exhibit B" : Schedule of Amendments to the Permanent Budget #5 - For informational purposes only

For the Budget Year Ending December 31, 2020

10/26/2020

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
State Highway Fund (#118)			
TRAFFIC CONTROL MAINTENANCE	118-0419-54257	(10,000.00)	Reduce $10,000 as a result of a cheaper option selected for battery replacement for trafic signals.
Total State Highway Fund (#118)		**(10,000.00)**	
Parks Fund (#127/960)			
INTRAFUND TRANSFER OUT	127-0810-99999	50,000.00	Set aside additional $50,000 for future capital replacement for the Parks Department's 5 year schedule.
Parks Fund Total		**50,000.00**	
Rec. Center Fund (#131)			
REC MAINT SUPERVISOR PT	131-0830-51162	(6,000.00)	Further cost reductions due to COVID 19 situations and restrictions on fully opening all services at the Recreation Center
CASHIERS PT	131-0830-51173	(3,440.00)	Further cost reductions due to COVID 19 situations and restrictions on fully opening all services at the Recreation Center
REC CENTER INSTRUCTORS PT	131-0830-51191	(8,000.00)	Further cost reductions due to COVID 19 situations and restrictions on fully opening all services at the Recreation Center
REC CENTER LIFE GUARDS PT	131-0830-51194	(15,000.00)	Further cost reductions due to COVID 19 situations and restrictions on fully opening all services at the Recreation Center
REC. CENTER BUILDING MONITORS	131-0830-51196	(17,121.00)	Further cost reductions due to COVID 19 situations and restrictions on fully opening all services at the Recreation Center
REC. CENTER PROGRAM SUPERVISORS	131-0830-51197	(15,144.00)	Further cost reductions due to COVID 19 situations and restrictions on fully opening all services at the Recreation Center
REC. PERS	131-0830-52223	(9,058.00)	Further cost reductions due to COVID 19 situations and restrictions on fully opening all services at the Recreation Center
MEDITAX	131-0830-52226	(938.00)	Further cost reductions due to COVID 19 situations and restrictions on fully opening all services at the Recreation Center
TRANSFER OUT TO CAPITAL FUND 958	131-0830-99999	25,000.00	Set aside $25,000 for future capital replacement of equipment for the Recreation Center's 5 year schedule.
Rec. Center Total		**(49,701.00)**	
Refuse Fund (#223)			
CONTRACTED REFUSE COLLECTION SERVICES	223-0710-54260	(30,000.00)	Variable costs associated with the contract less than budgeted in 2020 due to COVID 19.
Total Refuse Fund		**(30,000.00)**	
Capital Projects Improvement Fund (#300)			
ODNR GRANT MATCH	300-0522-56700	194,410.00	Increase local share for Plum Creek Greenway Trail Phase I per Council Resolution #67-2020.
Capital Projects Improvement Fund Total		**194,410.00**	