BRUNSWICK CITY
FINANCE COMMITTEE

Agenda

AUGUST 2, 2021
6:10 PM
In Caucus Room
Rescheduled Meeting

1. Discussion Items

   (a) **ORD. NO. 79-2021** - An emergency ordinance amending ordinances #85-2020, #13-2021, #45-2021 and #58-2021 to include amendments to the Appropriation Budget for the year ending December 31, 2021, as incorporated in exhibit "A" attached hereto. - **1st Reading** (To be brought from the Finance Committee, *Administration/Lynnette Ozanich*)

   (b) **ORD. NO. 80-2021** - An emergency ordinance to advance funds. - **1st Reading** (To be brought from Finance Committee, *Administration/Lynnette Ozanich*)

2. General Discussion

3. Adjournment

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE: 8/2/2021

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. 79-2021** - An emergency ordinance amending ordinances #85-2020, #13-2021, #45-2021 and #58-2021 to include amendments to the Appropriation Budget for the year ending December 31, 2021, as incorporated in exhibit "A" attached hereto. - **1st Reading** (To be brought from the Finance Committee, *Administration/Lynnette Ozanich*)

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 the fiscal section and related attachments for additional information.

IMPLEMENTATION SCHEDULE: Discuss at the August 2, 2021, Finance Committee meeting and move to the August 2, 2021, Council agenda as an emergency with the suspension of the rules.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: The total financial impact of this legislation is a net increase to the overall City appropriation budget by $776,673.17. The largest components of the net increase, in no particular order, relate to:

1) $480,821 increase in estimated costs associated with Miner Drive Storm Sewer project. City to re-evaluate project, timing, and costs for possible re-bid later this year.

2) $174,500 in cash set-asides for future capital purchases in the Divisions of Police & Fire and the Parks Department. These cash set-asides are not an expenditure of funds but rather an earmarking and transferring of funds into the Department's capital sub-fund. This transfer is

subject to the City Council appropriation process.

3) $65,000 in total for professional services. $45,000 pertaining to consulting services to potentially obtain infrastructure grant awards at the State and Federal level. The City believes it is promising that we could obtain over $1 million in grant funding for improvements to Healey Creek and Pearl Road. The additional $20,000 requested pertains to survey work or required environmental studies for the construction of the Plum Creek Greenway Trail.

All other items not specifically listed in this summary are detailed with a description with listed amounts in the attached Exhibit B.

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.

Exhibit B is provided for informational and review purposes only.

It's important to note that this legislation only has a budgetary impact and actual expenditures 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 the 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 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. 79-2021

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

AN EMERGENCY ORDINANCE AMENDING ORDINANCES #85-2020, #13-2021, #45-2021 AND #58-2021 TO INCLUDE AMENDMENTS TO THE APPROPRIATION BUDGET FOR THE YEAR ENDING DECEMBER 31, 2021 AS INCORPORATED IN EXHIBIT "A" ATTACHED HERETO.

WHEREAS: Ordinance #85-2020 adopted appropriations for 2021; and Ordinances #13-2021 #45-2021 and #58-2021 regarding amendments to the 2021 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 #85-2020, #13-2021, #45-2021 and #58-2021.

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

SECTION 1: Ordinances #85-2020, #13-2021, #45-2021 and #58-2021 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

August 2, 2021

Fund Number	Fund Name / Department	Personal Service	Other	Total
General Fund				
001	General Fund			
	City Council	170,488.00	83,320.00	$ 253,808.00
	Mayor	96,309.00	87,595.42	$ 183,904.42
	City Manager	187,768.00	133,659.44	$ 321,427.44
	Information Technologies	168,918.00	289,878.54	$ 458,796.54
	Engineering	23,769.00	408,748.00	$ 432,517.00
	Building Department	336,552.00	226,072.04	$ 562,624.04
	Cemetery Maintenance	-	29,075.00	$ 29,075.00
	Janitorial Contract	-	21,627.00	$ 21,627.00
	City Hall Building & Grounds	17,851.00	66,979.00	$ 84,830.00
	Administrative Services	94,967.76	56,702.00	$ 151,669.76
	Economic Development	111,361.00	277,282.51	$ 388,643.51
	Animal Control	75,237.00	71,425.62	$ 146,662.62
	Law Department	187,380.00	254,906.00	$ 442,286.00
	Finance Department	251,803.00	231,701.93	$ 483,504.93
	Income Tax Department	197,040.00	218,442.15	$ 415,482.15
	Parks & Recreation Director	88,938.00	79,484.00	$ 168,422.00
	General Fund Administration	-	1,106,378.70	$ 1,106,378.70
	Planning Division/Community Development	46,935.00	35,265.58	$ 82,200.58
	Board of Building Appeals	468.00	1,215.00	$ 1,683.00
	Board of Zoning Appeals	3,287.00	4,949.00	$ 8,236.00
	Board of Civil Service	10,550.00	26,921.00	$ 37,471.00
	Board of Ethics	5,330.00	4,615.00	$ 9,945.00
	Board of Charter Review	-	-	$ -
	Board of Commemorative Affairs	-	22,000.00	$ 22,000.00
	General Fund Transfers / Advances	-	22,534,753.47	$ 22,534,753.47
001	Total General Fund	$ 2,074,951.76	$ 26,272,996.40	$ 28,347,948.16
Special Revenue Funds:				
110	Court Computerization Fund	10,543.00	18,782.06	$ 29,325.06
111	FEMA Grant Fund	-	4,742.77	$ 4,742.77
112	Local CoronaVirus Relief Fund	-	-	$ -
114	Police Fund	4,505,164.00	4,256,068.36	$ 8,761,232.36
115	Fire Fund	2,500,864.00	3,455,337.63	$ 5,956,201.63
117	Street Repair & Maintenance Fund	1,181,081.00	2,404,024.52	$ 3,585,105.52
118	State Highway Fund	-	134,275.00	$ 134,275.00
119	Law Enforcement Fund	-	10,757.47	$ 10,757.47
120	Brunswick Transit Alternative (BTA) Fund	-	45,000.00	$ 45,000.00
123	Brunswick Area Television (BAT) Fund	148,333.00	289,322.62	$ 437,655.62
127	Parks Fund	208,800.00	346,616.02	$ 555,416.02
129	Department of Justice Federal Grant Fund	-	127,218.01	$ 127,218.01
130	DUI Enforcement & Education Fund	-	-	$ -
131	Recreation Center Fund	390,221.00	543,019.52	$ 933,240.52
133	Home Improvement Grant Fund (CDBG)	-	39,162.40	$ 39,162.40
Enterprise Funds:				
223	Refuse Fund	67,482.00	2,722,732.98	$ 2,790,214.98
224	Storm Water Management Fund	32,073.00	2,308,830.73	$ 2,340,903.73
Capital Improvement Funds:				
300	General Permanent Improvement Fund	-	2,276,453.06	$ 2,276,453.06
332	Road Levy Fund	-	2,566,250.00	$ 2,566,250.00
333	Road Improvement Fund	-	5,368,003.78	$ 5,368,003.78
334	Traffic Control Fund	-	-	$ -
335	Public Square Fund	-	-	$ -

336	City Building Improvement Fund	-	593,557.74	$	593,557.74
337	EPA Grant Fund	-	-	$	-
339	Fire Improvement Fund	-	-	$	-
341	Park Improvement Fund	-	1,925,629.18	$	1,925,629.18
347	North Carpenter Road Improvement Fund	-	2,734,017.93	$	2,734,017.93
348	Boston Road Improvement Fund	-	93,519.24	$	93,519.24
360	Brunswick Lake Improvement Fund	-	712,951.05	$	712,951.05
370	OPWC Multi Roads Improvement Fund	-	-	$	-
371	OPWC Laurel Road Improvement Fund	-	1,810,938.89	$	1,810,938.89
372	OPWC Old Eagle Drive Improvement Fund	-	994,330.00	$	994,330.00
Self Insurance Fund:					
600	Self Insurance Fund	-	3,445,000.00	$	3,445,000.00
Debt Service Funds:					
771	General Obligation Bond Retirement Fund	-	-	$	-
781	Special Assessment BRF: South Industrial Parkway	-	45,693.90	$	45,693.90
782	Special Assessment BRF: Laurel Road (2006)	-	40,187.50	$	40,187.50
783	Special Assessment BRF: Brunswick Lake - Dam	-	18,948.81	$	18,948.81
784	Special Assessment BRF: Brunswick Lake - Dredging	-	11,826.19	$	11,826.19
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	-	36,566.50	$	36,566.50
887	Residential 1% Building Permit Agency Fund	-	10,000.00	$	10,000.00
			Grand Total	$	77,692,273.02

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, 2021

8/2/2021

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
General (#001)			
SITE DEPOSITS	001-0410-54265	40,000.00	Increase both estimated receipts and appropriations by twenty percent due to increased activity. No effect on fund balance.
INCIDENTALS	001-0800-55239	12,480.00	Potential unemployment benefits. Calculation based on Ohio's maximum $480/week for 26 weeks.
PROFESSIONAL SERVICE CONTRACT	001-0880-54285	45,000.00	Consultant Services to obtain grants at the federal and state levels. Previously received grant awards for Plum Creek Trail Phases I & II, Healey Creek with additional grant awards expected for Pearl Road and more Healey Creek improvements.
ADVANCE OUT TO FUND #129 (DOJ GRANT)	001-0999-99892	5,800.00	Advance Out to DOJ Grant Fund #129 to temporarily cover expenses for PPE equipment until reimbursed by the DOJ.
General Fund Total		**103,280.00**	
Police Fund (#114)			
K9 SUPPLIES & MATERIALS	114-0520-55240	300.00	Increase appropriations to match K9 donations received through mid-July 2021.
TRANSFER TO CAPITAL	114-0520-99998	39,500.00	Set aside an additional $39,500 of fines and forfeitures revenue for future capital purchases. No effect on fund balance.
POLICE CAPITAL	961-0520-56252	6,249.00	Police finger print web check replacement machine.
Police Fund Total		**46,049.00**	
Fire Fund (#115/952)			
HOSPITALIZATION	115-0510-52275	7,784.62	Qualifying event and selection of family health insurance has occurred and calculated costs for 5 months.
RESCUE COLLECTION FEES	115-0510-54260	2,138.55	Additional fees expected as EMS revenues coming in above estimates. Revised estimate at $630,000 for the year.
TRANSFER OUT TO OPERATIONS FUND 115	952-0510-99999	115,000.00	Revise set aside amount to equal 50% of the estimated EMS billing collections. Set aside for future year capital purchases. No effect on fund balance.
Fire Fund Total		**124,923.17**	
Parks Fund (#127/960)			
CONTRACTUAL SERVICES	127-0810-54273	20,000.00	$10,000 CVE survey work + $10,000 Indiana BAT study/services for construction of park trail.
INTRAFUND TRANSFER OUT	127-0810-99999	20,000.00	Set aside an additional $20,000 for future capital purchases. No effect on fund balance.
Parks Fund Total		**40,000.00**	
DOJ Federal Grant Fund (#129)			
CORONAVIRUS EMERGENCY SUP GRANT	129-0544-56261	5,800.00	Pre-Grant Award #2020-CE-LEF-2349 for PPE equipment.
ADVANCE OUT	129-0999-80185	5,800.00	Return advance to the General Fund once reimbursed for grant related expenses.
DOJ Federal Grant Fund Total		**11,600.00**	
Rec. Center Fund (#131)			
REC. CENTER PROGRAM SUPERVISORS	131-0830-51197	(13,000.00)	Reallocate some anticipated payroll and benefit savings to assist with additional building repair and maintenance.
REC. PERS	131-0830-52223	(1,820.00)	Reallocate some anticipated payroll and benefit savings to assist with additional building repair and maintenance.
MEDITAX	131-0830-52226	(188.50)	Reallocate some anticipated payroll and benefit savings to assist with additional building repair and maintenance.
WORKER'S COMP	131-0830-52274	(260.00)	Reallocate some anticipated payroll and benefit savings to assist with additional building repair and maintenance.
REPAIR AND MAINTENANCE	131-0830-54243	15,268.50	Additional Building Repair and maintenance needed. Reallocate anticipated payroll and benefit savings.
INCIDENTALS	131-0830-55239	(30,000.00)	Reduce by $30,000 as unemployment costs from COVID-19 not as high as originally anticipated.
Rec. Center Total		**(30,000.00)**	
Stormwater Management Fund (#224)			
CONSTRUCTION	224-0455-56881	387,816.00	Miner Dr storm sewer estimated construction cost increases.
ENGINEERING & INSPECTIONS	224-0455-56883	54,223.00	Miner Dr storm sewer estimated engineering and inspection cost increases.
CONTINGENCY	224-0455-56884	38,782.00	Miner Dr storm sewer additional contingency for estimated construction cost increases.
Stormwater Management Enterprise Fund Total		**480,821.00**	

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE: 8/2/2021

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. 80-2021** - An emergency ordinance to advance funds. - **1st Reading** (To be brought from Finance Committee, *Administration/Lynnette Ozanich*)

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: Discuss at the August 2, 2021 Finance Committee meeting and move to the August 2, 2021 Council agenda as an emergency with the 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 audited annually. 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 the 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. 80-2021

By: Mr. Miller, 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 Department of Justice Federal Grant Fund #129 to temporarily fund the 2020-CE-LEF-2349 Coronavirus Emergency Supplemental Funding Program Grant portion until federal grant reimbursements have been received, and;

WHEREAS: The City of Brunswick wishes to return previously advanced monies from the FEMA Grant Fund #111 to the General Fund #001 since the Assistance to Firefighters Grant is completed and all 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:	$5,800.00

FROM:	FEMA Grant Fund (#111)
TO:	General Fund (#001)
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