

BRUNSWICK CITY FINANCE COMMITTEE

Agenda

MARCH 13, 2023

5:50 PM

or Immediately Following
Building & Building Code Committee

1. Discussion Items

ORD. NO. 19-2023 - An emergency ordinance amending ordinances #103-2022 and #9-2023 to include amendments to the Appropriation Budget for the year ending December 31, 2023 as incorporated in Exhibit “A” attached hereto. - **1st Reading** (To be brought from the Finance Committee, *Administration/Todd Fischer*)

ORD. NO. 20-2023 - An emergency ordinance to advance funds. - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)

2. General Discussion

3. Adjournment

PROPOSED LEGISLATION



DATE: 3/13/2023

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Todd Fischer

COPY: Mayor Ron Falconi

LEGISLATION: **ORD. NO. 19-2023** - An emergency ordinance amending ordinances #103-2022 and #9-2023 to include amendments to the Appropriation Budget for the year ending December 31, 2023 as incorporated in Exhibit "A" attached hereto. - **1st Reading** (To be brought from the 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 the fiscal section and related attachments for additional information.

IMPLEMENTATION SCHEDULE: Discuss at the March 13, 2023, Finance Committee meeting and move to the March 13, 2023, 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 \$88,503.76. The largest components of the net increase, in no particular order, relate to:

- 1) \$20,400 in forfeited vehicle sale proceeds owed to the State Treasury pursuant to ORC.
- 2) \$16,068.84 in total advances out to and from various funds to temporarily fund and cover costs of a new grant until grant reimbursements are received. The advances to return the money are also included in this amendment.

3) \$15,000 local contribution to Medina County to add GPS capabilities for underwater investigative robot equipment to be used throughout Medina County, including the City of Brunswick.

4) \$15,000 appropriation for additional tree removal services if needed. Broken out by \$10,000 for parks and \$5,000 for general city areas not otherwise associated with parks.

5) \$8,034.42 new grant award for Bola Wrap Pilot Program Grant for the Division of Police.

All other items not specifically listed in this summary are detailed with a description and 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, meet grant deadlines 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. _

By:

AN EMERGENCY ORDINANCE AMENDING ORDINANCES #103-2022 AND #9-2023 TO INCLUDE AMENDMENTS TO THE APPROPRIATION BUDGET FOR THE YEAR ENDING DECEMBER 31, 2023 AS INCORPORATED IN EXHIBIT "A" ATTACHED HERETO.

WHEREAS: Ordinance #103-2022 adopted appropriations for 2023; and Ordinance #9-2023 regarding amendments to the 2023 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 #103-2022 and #9-2023.

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

SECTION 1: Ordinances #103-2022 and #9-2023 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
Laura E. Timura

EXHIBIT A

March 13, 2023

Fund Number	Fund Name / Department	Personal Service	Other	Total
General Fund				
001	General Fund			
	City Council	189,566.00	85,435.00	\$ 275,001.00
	Mayor	106,422.00	94,727.00	\$ 201,149.00
	City Manager	196,467.00	138,877.00	\$ 335,344.00
	Information Technologies	181,122.00	507,410.86	\$ 688,532.86
	Engineering	24,972.00	666,285.00	\$ 691,257.00
	Building Department	367,400.00	275,573.00	\$ 642,973.00
	Cemetery Maintenance	-	22,765.00	\$ 22,765.00
	Janitorial Contract	-	21,627.00	\$ 21,627.00
	City Hall Building & Grounds	5,673.00	64,649.00	\$ 70,322.00
	Administrative Services	93,566.00	59,366.69	\$ 152,932.69
	Economic Development	116,999.00	278,776.00	\$ 395,775.00
	Animal Control	78,667.00	71,440.00	\$ 150,107.00
	Law Department	196,271.00	275,392.00	\$ 471,663.00
	Finance Department	266,697.00	230,195.86	\$ 496,892.86
	Income Tax Department	209,648.00	258,327.00	\$ 467,975.00
	Parks & Recreation Director	78,925.00	63,674.00	\$ 142,599.00
	General Fund Administration	-	1,193,500.00	\$ 1,193,500.00
	Planning Division/Community Development	73,269.00	67,746.00	\$ 141,015.00
	Board of Building Appeals	501.00	1,220.00	\$ 1,721.00
	Board of Zoning Appeals	1,196.00	4,597.00	\$ 5,793.00
	Board of Civil Service	11,468.00	66,335.00	\$ 77,803.00
	Board of Ethics	5,600.00	4,645.00	\$ 10,245.00
	Board of Charter Review	-	-	\$ -
	Board of Commemorative Affairs	-	18,270.00	\$ 18,270.00
	General Fund Transfers / Advances	-	27,728,096.92	\$ 27,728,096.92
001	Total General Fund	\$ 2,204,429.00	\$ 32,198,930.33	\$ 34,403,359.33
Special Revenue Funds:				
110	Court Computerization Fund	5,539.00	16,170.00	\$ 21,709.00
111	FEMA Grant Fund	-	-	\$ -
114	Police Fund	4,705,758.00	4,878,024.85	\$ 9,583,782.85
115	Fire Fund	2,668,467.00	6,417,260.18	\$ 9,085,727.18
117	Street Repair & Maintenance Fund	1,310,904.00	2,734,416.41	\$ 4,045,320.41
118	State Highway Fund	-	131,000.00	\$ 131,000.00
119	Law Enforcement Fund	-	29,212.42	\$ 29,212.42
120	Brunswick Transit Alternative (BTA) Fund	-	45,000.00	\$ 45,000.00
123	Brunswick Area Television (BAT) Fund	171,916.00	266,050.81	\$ 437,966.81
127	Parks Fund	206,930.00	438,666.00	\$ 645,596.00
129	Department of Justice Federal Grant Fund	-	229,109.09	\$ 229,109.09
130	DUI Enforcement & Education Fund	-	10,800.00	\$ 10,800.00
131	Recreation Center Fund	401,731.00	626,908.33	\$ 1,028,639.33
133	Home Improvement Grant Fund (CDBG)	-	43,131.46	\$ 43,131.46
140	Local Fiscal Recovery Fund	-	301,051.15	\$ 301,051.15
141	Opiod Settlement Fund	-	23,155.23	\$ 23,155.23
Enterprise Funds:				
223	Refuse Fund	73,185.00	2,995,329.00	\$ 3,068,514.00
224	Storm Water Management Fund	34,196.00	1,252,357.24	\$ 1,286,553.24
Capital Improvement Funds:				
300	General Permanent Improvement Fund	-	4,382,352.10	\$ 4,382,352.10
332	Road Levy Fund	-	2,671,609.05	\$ 2,671,609.05
333	Road Improvement Fund	-	4,029,248.51	\$ 4,029,248.51
334	Traffic Control Fund	-	-	\$ -

335	Public Square Fund	-	-	\$	-
336	City Building Improvement Fund	-	268,616.00	\$	268,616.00
337	EPA Grant Fund		1,500,000.00	\$	1,500,000.00
339	Fire Improvement Fund	-	-	\$	-
341	Park Improvement Fund	-	1,061,040.00	\$	1,061,040.00
347	North Carpenter Road Improvement Fund	-	1,877,351.06	\$	1,877,351.06
348	Boston Road Improvement Fund	-	93,519.24	\$	93,519.24
353	I-71 / Rt. 303 Enhancement Fund	-	-	\$	-
360	Brunswick Lake Improvement Fund	-	600,762.05	\$	600,762.05
371	OPWC Laurel Road Improvement Fund		-	\$	-
372	OPWC Old Eagle Drive Improvement Fund		508,785.17	\$	508,785.17
373	OPWC Skyview Drive Improvement Fund	-	904,396.98	\$	904,396.98
374	OPWC Magnolia Drive Improvement Fund	-	1,650,000.00	\$	1,650,000.00
Self Insurance Fund:					
600	Self Insurance Fund	-	3,618,628.00	\$	3,618,628.00
Debt Service Funds:					
771	General Obligation Bond Retirement Fund	-	-	\$	-
782	Special Assessment BRF: Laurel Road (2006)	-	37,037.50	\$	37,037.50
783	Special Assessment BRF: Brunswick Lake - Dam	-	18,948.83	\$	18,948.83
784	Special Assessment BRF: Brunswick Lake - Dredging	-	11,826.19	\$	11,826.19
Agency Funds:					
881	General Trust Agency Fund	-	770,400.00	\$	770,400.00
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	-	35,000.00	\$	35,000.00
887	Residential 1% Building Permit Agency Fund	-	10,000.00	\$	10,000.00
Grand Total				\$	88,629,148.18

City of Brunswick, Finance Office

"Exhibit B" : Schedule of Amendments to the Permanent Budget #2 - For informational purposes only

For the Budget Year Ending December 31, 2023

3/13/2023

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
General (#001)			
PROMOTION PROGRAM/ECON DEVELOPMENT	001-0490-54287	5,000.00	Appropriate donations received from Medina County Convention and Visitor Bureau for Wayfinding/improved signage.
REPAIR AND MAINTENANCE	001-0880-54243	5,000.00	Allow for additional emergency tree removal if and when needed.
INCIDENTALS	001-0880-55239	2,200.00	Community Shred Day (estimated cost of 1 truck for several hours).
COUNTY EMA PARTICIPATION	001-0880-54341	15,000.00	Contribution to Medina County to add GPS capabilities for underwater investigative robot for searches throughout the County, including City of Brunswick.
ADVANCE OUT TO FUND #129 (DOJ GRANT)	001-0999-99892	8,034.92	Advance Out to the DOJ Grant Fund #129 to temporarily cover the Bola Wrap Pilot Project Grant expenses until later reimbursed by OCJS
General Fund Total		35,234.92	
Law Enforcement Trust Fund (#119)			
EQUIPMENT	119-0523-56252	6,800.00	Sale of Forfeited Vehicle by Division of Police with part of proceeds due to Law Enforcement Trust Fund per ORC 2981.13 B & C.
Total Law Enforcement Trust Fund (#119)		6,800.00	
Parks Fund (#127/960)			
CONTRACTUAL SERVICES	127-0810-54273	10,000.00	Allow for additional tree removal in the parks or on park easements if and when needed.
Parks Fund Total		10,000.00	
DOJ Federal Grant Fund (#129)			
JAG GRANT-BOLA WRAP GRANT	129-0544-56266	8,034.42	Division of Police was awarded a \$8,034.42 Bola Wrap Pilot Program Grant through the Office of Criminal Justice System.
ADVANCE OUT	129-0999-80185	8,034.42	Repay the General Fund advance once the Bola Wrap Pilot Project Grant reimbursements are received in full from OCJS.
DOJ Federal Grant Fund Total		16,068.84	
General Trust Fund (#881)			
STATE TREASURY - FORFEITED VEHICLES	881-0010-40180	20,400.00	Sale of Forfeited Vehicle by Division of Police with part of proceeds due to State Treasury per ORC 2743.191 & 4511.191(F)(2)(e).
General Trust Fund Total		20,400.00	

PROPOSED LEGISLATION



DATE: 3/13/2023

TO: Vice Mayor Nicholas Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Todd Fischer

COPY: Mayor Ron Falconi

LEGISLATION: **ORD. NO. 20-2023** - 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: Refer to background section.

IMPLEMENTATION

SCHEDULE: Discuss at the March 13, 2023 Finance Committee meeting and move to the March 13, 2023 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 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.

By:

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 2022-JG-A03-6712E Bola Wrap Pilot Project JAG Grant CFDA#16.738 until federal grant reimbursements have been received, and;

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 ARPA First Responder Grant CFDA#21.027 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 2019-BC-BX-0061 FY 19 Body-Worn Camera Policy and Implementation Program has been 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: \$8,034.42

FROM: General Fund (#001)
TO: Department of Justice Federal Grant Fund (#129)
AMOUNT: \$51,200.00

FROM: Department of Justice Federal Grant Fund (#129)
TO: General Fund (#001)
AMOUNT: \$50,000.00

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.



CITY OF BRUNSWICK, OHIO
ORDINANCE NO.

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

ADOPTED: _____ AYES ____ NAYS ____

ATTEST: _____
Clerk of Council
Laura E. Timura