

BRUNSWICK CITY FINANCE COMMITTEE

Agenda MAY 8, 2023 6:25 PM

1. Discussion Items

ORD. NO. 34-2023 - An emergency ordinance amending ordinances #103-2022, #9-2023 and #19-2023 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*)

2. General Discussion

3. Adjournment

PROPOSED LEGISLATION



DATE: 5/8/2023

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. 34-2023** - An emergency ordinance amending ordinances #103-2022, #9-2023 and #19-2023 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 May 8, 2023, Finance Committee meeting and move to the May 8, 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 \$845,260.56. The largest components of the net increase, in no particular order, relate to:

- 1) \$575,000 increase in capital set-aside funds for various departments as listed in Exhibit B. Set aside funds are not expenditures but rather moving cash from one purpose to another to plan for a future event. The movement of these funds from one purpose to another is required to be budgeted and will be offset with a corresponding transfer-in receipt included on the City's Certificate of Estimated Resources Form. These capital set asides will help departments with their financial planning and be an added tool in helping

them achieve their 5-year goals/planned capital purchases. Please note: set aside funds for the Division of Police and Division of Fire originate only from fines and forfeitures and emergency billing revenues, respectively;

2) \$99,000 increase for professional services pertaining to State Law amendments.

3) \$93,378.50 increase involving various departmental repair costs, mainly attributable to vehicles. These costs include a large repair to a fire truck (Res#27-2023) and supply chain issues relating to new vehicles which cause vehicles to be retained much longer than expected.

4) \$27,653.70 increase in various departmental utility costs lines to appropriate funds to cover a proposed 3-year contract for new phone and internet costs. Per Rob Marok, the 3 year option is cheaper than the 1 year option renewed over 3 years.

5) \$10,950 in forfeited vehicle sale proceeds owed to the State Treasury or retained but deposited into the Law Enforcement Trust Fund pursuant to ORC.

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. 34-2023

By: Mr. Hanek, Mr. Abella, Mr. Delsanter

AN EMERGENCY ORDINANCE AMENDING ORDINANCES #103-2022, #9-2023 AND #19-2023 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 Ordinances #9-2023 and #19-2023 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, #9-2023 and #19-2023.

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

SECTION 1: Ordinances #103-2022, #9-2023 and #19-2023 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

May 8, 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	674,285.00	\$ 699,257.00
	Building Department	369,640.00	276,212.00	\$ 645,852.00
	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	-	1,309,026.63	\$ 1,309,026.63
	Planning Division/Community Development	73,269.00	73,746.00	\$ 147,015.00
	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	\$ 2,206,669.00	\$ 32,329,095.96	\$ 34,535,764.96
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	5,043,587.37	\$ 9,749,345.37
115	Fire Fund	2,668,467.00	6,771,500.04	\$ 9,439,967.04
117	Street Repair & Maintenance Fund	1,310,904.00	2,840,468.27	\$ 4,151,372.27
118	State Highway Fund	-	131,000.00	\$ 131,000.00
119	Law Enforcement Fund	-	33,449.92	\$ 33,449.92
120	Brunswick Transit Alternative (BTA) Fund	-	45,000.00	\$ 45,000.00
123	Brunswick Area Television (BAT) Fund	171,916.00	271,607.42	\$ 443,523.42
127	Parks Fund	206,930.00	502,217.86	\$ 709,147.86
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	631,456.05	\$ 1,033,187.05
133	Home Improvement Grant Fund (CDBG)	-	43,131.46	\$ 43,131.46
140	Local Fiscal Recovery Fund	-	301,051.15	\$ 301,051.15
141	Opioid Settlement Fund	-	25,549.73	\$ 25,549.73
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	-	777,112.50	\$	777,112.50
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				\$	89,474,408.74

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, 2023

5/8/2023

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
General (#001)			
SWP3 CONSULTANT	001-0410-54263	8,000.00	Increase appropriations (2/3 of increase in estimated receipts related to various home applications).
BUILDING INSPECTORS PS	001-0430-51090	2,240.00	Proposed additional \$1.75/hr pay when both an electrical and "in-training" plumbing certification is obtained by a building inspector.
PERS	001-0430-52223	538.00	Proposed benefits, effective June 1, 2023, for additional "in training" dual certification (electrical + "in-training" plumbing)
MEDITAX	001-0430-52226	33.00	Proposed benefits, effective June 1, 2023, for additional "in training" dual certification (electrical + "in-training" plumbing)
WORKER'S COMP - BUILDING	001-0430-52274	68.00	Proposed benefits, effective June 1, 2023, for additional "in training" dual certification (electrical + "in-training" plumbing)
REPAIR AND MAINTENANCE	001-0880-54243	12,700.00	Replenish repair & maintenance account for appropriations temporarily used to cover for increased bid costs on high weed/mowing contract.
UTILITIES & PHONE	001-0880-54270	3,826.63	Proposed additional 3 year appropriation for new phone & internet contract costs (Rob Marok - 3 year option cheaper than 1 year option) - GF Only
PROFESSIONAL SERVICE CONTRACT	001-0880-54285	99,000.00	Professional services costs pertaining to State Law amendments.
PROFESSIONAL SERVICES	001-0900-54218	6,000.00	Professional services relating to vape shop, appeals, etc.
General Fund Total		<u>132,405.63</u>	
Police Fund (#114)			
WELLNESS	114-0520-52231	1,050.00	Calculated additional benefit costs for a communication specialist new hire approx June 1st. Replace previous person who elected minimal benefits.
HOSPITALIZATION	114-0520-52275	12,363.00	Calculated additional benefit costs for a communication specialist new hire approx June 1st. Replace previous person who elected minimal benefits.
REPAIR & MAINTENANCE	114-0520-54243	24,000.00	Vehicle & other repairs for 1st qtr ran approx \$6K above estimate - Supply chain issues of new vehicles part of issue - Request to add \$24K (est 4 qtrs)
UTILITIES & PHONES	114-0520-54270	3,149.52	Proposed additional 3 year appropriation for new phone & internet contract costs (Rob Marok - 3 year option cheaper than 1 year option)- Police Only
TRANSFER TO CAPITAL	114-0520-99999	125,000.00	Increase capital set aside (savings for future capital purchases - not an expenditure/receipt). Due to revenue estimate on fines & forfeitures on track.
Police Fund Total		<u>165,562.52</u>	
Fire Fund (#115/952)			
REPAIR & MAINTENANCE	115-0510-54243	49,178.50	Additional appropriations to cover emergency repairs to ladder truck per Res #27-2023 not included in original budget.
UTILITIES & PHONE	115-0510-54270	5,061.36	Proposed additional 3 year appropriation for new phone & internet contract costs (Rob Marok - 3 year option cheaper than 1 year option) - Fire Only
TRANSFER OUT TO OPERATIONS FUND 115	952-0510-99999	300,000.00	Increase capital set aside (savings for future capital purchases - not an expenditure/receipt). Due to revenue estimate on EMS billings on track.
Fire Fund Total		<u>354,239.86</u>	
Street R & M Fund (#117)			
UTILITIES & PHONE	117-0420-54270	6,051.86	Proposed additional 3 year appropriation for new phone & internet contract costs (Rob Marok - 3 year option cheaper than 1 year option) - Streets Only
TRANSFER OUT TO CAP #953	117-0420-99999	100,000.00	Increase capital set aside (savings for future capital purchases - not an expenditure/receipt). Due to ongoing supply chain issues.
Street R & M Fund Total		<u>106,051.86</u>	
Law Enforcement Trust Fund (#119)			
EQUIPMENT	119-0523-56252	1,000.00	Portion of sale proceeds/appropriations of forfeited vehicle not included on March 13, 2023 budget amendment. Per ORC 2981.13 B & C.
EQUIPMENT	119-0523-56252	3,237.50	Sale of Forfeited 2010 F-150 Vehicle Case#22TRC05630 with part of proceeds due to Law Enforcement Trust Fund per ORC 2981.13 B & C.
Total Law Enforcement Trust Fund (#119)		<u>4,237.50</u>	
Cable TV Fund (#123/#956)			
UTILITIES & PHONE	123-0460-54270	5,556.61	Proposed additional 3 year appropriation for new phone & internet contract costs (Rob Marok - 3 year option cheaper than 1 year option) - BAT Only
Cable TV Fund Total		<u>5,556.61</u>	
Parks Fund (#127/960)			
REPAIR & MAINTENANCE	127-0810-54243	7,500.00	Additional repairs, including but not limited to parks, park bathroom facilities, needed that were not accounted for in the original budget.
UTILITIES	127-0810-54270	6,051.86	Proposed additional 3 year appropriation for new phone & internet contract costs (Rob Marok - 3 year option cheaper than 1 year option) - Parks Only
INTRA FUND TRANSFER OUT	127-0810-99999	50,000.00	Increase capital set aside (savings for future capital purchases - not an expenditure/receipt).
Parks Fund Total		<u>63,551.86</u>	

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, 2023

5/8/2023

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
Rec. Center Fund (#131)			
LEAVE PAYOUT (ORC)	131-0830-52280	540.00	Estimated leave payment as stipulated in ORC for a pending employee retirement not included in the original budget.
UTILITIES & PHONE	131-0830-54270	<u>4,007.72</u>	Proposed additional 3 year appropriation for new phone & internet contract costs (Rob Marok - 3 year option cheaper than 1 year option)- Rec Only
Rec. Center Total		<u><u>4,547.72</u></u>	
Opioid Settlement Fund (#141)			
NOAT TRUST II (MALLINCRODT) PURCH SERV	141-0439-54255	<u>2,394.50</u>	Opioid Settlement-NOAT Trust II (Mallinckrodt). To be used for recovery/treatment/prevention/support services from addiction (OneOhio Exhibit A).
Total Opioid Settlement Fund		<u><u>2,394.50</u></u>	
General Trust Fund (#881)			
STATE TREASURY - FORFEITED VEHICLES	881-0010-40180	<u>6,712.50</u>	Sale of Forfeited 2010 F-150 vehicle with part of proceeds due to State Treasury per ORC 2743.191 & 4511.191(F)(2)(e).
General Trust Fund Total		<u><u>6,712.50</u></u>	