

BRUNSWICK CITY FINANCE COMMITTEE

Agenda

JULY 14, 2025

6:15 PM

Or Immediately Following
Planning and Zoning Committee

1. Discussion Items
 - (a) **ORD. NO. 66-2025** - An emergency ordinance amending ordinances #104-2024, #8-2025 and #29-2025 to include amendments to the Appropriation Budget for the year ending December 31, 2025, as incorporated in Exhibit "A" attached hereto. - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)
 - (b) **ORD. NO. 67-2025** - An emergency ordinance to transfer and advance funds. - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)
2. General Discussion
3. Adjournment

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION



DATE: 7/14/2025

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. 66-2025** - An emergency ordinance amending ordinances #104-2024, #8-2025 and #29-2025 to include amendments to the Appropriation Budget for the year ending December 31, 2025, 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 the fiscal section and related attachments for additional information.

IMPLEMENTATION SCHEDULE: Discuss at the July 14, 2025, Finance Committee meeting and move to the July 14, 2025, 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 \$1,040,861.27. The largest components of the net increase, in no particular order, relate to:

- 1) \$550,000 in total transfers from the General Fund to the Capital Improvement Fund. Transfers are budgeted but are not an expenditure of funds. Transfers are merely a movement of money from one fund to another. These transfers will provide capital funding for future capital improvements and/or purchase of property.
- 2) \$550,000 allotment for future capital improvement or purchase of property from the Capital Improvement Fund #300. The original source of those funds is projected to be from the General Fund transfer as noted above.

3) \$234,666.21 reduction in appropriations for road projects. The Magnolia Drive Phase II project was completed and closed, and the City is amending its budget after certain 2025 road project bids were received and awarded. This combined reduction is, however, reported in two separate funds on Exhibit B (Road Improvement Fund #333 and the OPWC Magnolia Drive Improvement Fund #374).

All other items are not specifically listed in this summary, but are detailed with a description of the amount listed 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, allowing 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. 66-2025

By: Mr. Hanek, Mr. Abella, and Mr. Lambert

AN EMERGENCY ORDINANCE AMENDING ORDINANCES #104-2024, #8-2025 AND #29-2025 TO INCLUDE AMENDMENTS TO THE APPROPRIATION BUDGET FOR THE YEAR ENDING DECEMBER 31, 2025 AS INCORPORATED IN EXHIBIT "A" ATTACHED HERETO.

WHEREAS: Ordinance #104-2024 adopted appropriations for 2025; and Ordinances #8-2025 and #29-2025 regarding amendments to the 2025 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 #104-2024, #8-2025 and #29-2025.

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

SECTION 1: Ordinances #104-2024, #8-2025 and #29-2025 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

July 14, 2025

Fund Number	Fund Name / Department	Personal Service	Other	Total
General Fund				
001	General Fund			
	City Council	201,137.00	104,260.00	\$ 305,397.00
	Mayor	113,063.00	119,910.00	\$ 232,973.00
	City Manager	206,437.00	137,919.00	\$ 344,356.00
	Information Technologies	198,768.00	460,306.00	\$ 659,074.00
	Engineering	26,208.00	569,772.00	\$ 595,980.00
	Building Department	412,499.00	312,546.00	\$ 725,045.00
	Cemetery Maintenance	-	25,690.00	\$ 25,690.00
	Janitorial Contract	-	23,087.16	\$ 23,087.16
	City Hall Building & Grounds	6,077.00	91,826.00	\$ 97,903.00
	Administrative Services	99,935.00	63,374.00	\$ 163,309.00
	Economic Development	125,338.00	288,145.00	\$ 413,483.00
	Animal Control	84,268.00	78,421.00	\$ 162,689.00
	Law Department	192,374.00	326,022.00	\$ 518,396.00
	Finance Department	295,747.00	258,346.00	\$ 554,093.00
	Income Tax Department	232,251.00	294,803.00	\$ 527,054.00
	Parks & Recreation Director	90,551.00	72,073.00	\$ 162,624.00
	General Fund Administration	-	1,478,658.52	\$ 1,478,658.52
	Planning Division/Community Development	85,209.50	108,520.14	\$ 193,729.64
	Board of Building Appeals	764.00	1,266.00	\$ 2,030.00
	Board of Zoning Appeals	1,337.00	4,670.00	\$ 6,007.00
	Board of Civil Service	12,281.00	47,185.00	\$ 59,466.00
	Board of Ethics	3,540.00	4,555.00	\$ 8,095.00
	Board of Charter Review	3,600.00	6,956.00	\$ 10,556.00
	Board of Commemorative Affairs	-	37,500.00	\$ 37,500.00
	General Fund Transfers / Advances	-	32,293,678.31	\$ 32,293,678.31
001	Total General Fund	\$ 2,391,384.50	\$ 37,209,489.13	\$ 39,600,873.63
Special Revenue Funds:				
110	Court Computerization Fund	5,933.00	16,109.00	\$ 22,042.00
114	Police Fund	5,275,610.49	5,508,005.70	\$ 10,783,616.19
115	Fire Fund	3,081,046.00	6,129,202.18	\$ 9,210,248.18
117	Street Repair & Maintenance Fund	1,408,038.00	2,822,048.16	\$ 4,230,086.16
118	State Highway Fund	-	144,491.00	\$ 144,491.00
119	Law Enforcement Fund	-	6,200.00	\$ 6,200.00
120	Brunswick Transit Alternative (BTA) Fund	-	45,000.00	\$ 45,000.00
123	Brunswick Area Television (BAT) Fund	169,049.00	237,325.01	\$ 406,374.01
127	Parks Fund	223,520.00	462,218.10	\$ 685,738.10
129	Department of Justice Federal Grant Fund	-	-	\$ -
130	DUI Enforcement & Education Fund	-	10,500.00	\$ 10,500.00
131	Recreation Center Fund	461,093.00	731,997.08	\$ 1,193,090.08
133	Home Improvement Grant Fund (CDBG)	-	5,329.00	\$ 5,329.00
141	Opioid Settlement Fund	-	114,076.53	\$ 114,076.53
Enterprise Funds:				
223	Refuse Fund	78,016.00	3,383,010.20	\$ 3,461,026.20
224	Storm Water Management Fund	37,533.00	1,016,802.73	\$ 1,054,335.73
Capital Improvement Funds:				
300	General Permanent Improvement Fund	-	3,267,038.39	\$ 3,267,038.39
332	Road Levy Fund	-	2,534,200.00	\$ 2,534,200.00
333	Road Improvement Fund	-	7,497,610.71	\$ 7,497,610.71
336	City Building Improvement Fund	-	336,785.00	\$ 336,785.00
337	EPA Grant Fund	-	2,352,800.00	\$ 2,352,800.00
339	Fire Improvement Fund	-	79,618.16	\$ 79,618.16

341	Park Improvement Fund	-	1,200,000.00	\$	1,200,000.00
345	U.S. Army Corp of Engineer's Grant Fund	-	2,255,000.00	\$	2,255,000.00
347	North Carpenter Road Improvement Fund	-	443,083.44	\$	443,083.44
348	Boston Road Improvement Fund	-	-	\$	-
359	Fire Station Construction Fund	-	1,450,722.93	\$	1,450,722.93
360	Brunswick Lake Improvement Fund	-	-	\$	-
371	OPWC Laurel/Maxwell Intersection Improvement Fund	-	1,440,000.00	\$	1,440,000.00
374	OPWC Magnolia Drive Improvement Fund	-	800,967.05	\$	800,967.05
375	OPWC Pepperwood Drive Improvement Fund	-	887,691.22	\$	887,691.22
Self Insurance Fund:					
600	Self Insurance Fund	-	4,179,516.00	\$	4,179,516.00
Debt Service Funds:					
771	General Obligation Bond Retirement Fund	-	-	\$	-
772	General Obligation Fire Station Bond Retirement Fund	-	987,500.00	\$	987,500.00
782	Special Assessment BRF: Laurel Road (2006)	-	33,887.50	\$	33,887.50
783	Special Assessment BRF: Brunswick Lake - Dam	-	18,948.80	\$	18,948.80
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	-	47,707.00	\$	47,707.00
887	Residential 1% Building Permit Agency Fund	-	10,000.00	\$	10,000.00
			Grand Total	\$	101,717,929.19

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, 2025

7/14/2025

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
General (#001)			
BUILDING REPAIR & MAINTENANCE	001-0450-54243	24,968.00	Air balancing of the ductwork and HVAC System @ City Hall and the Division of Police
UTILITIES & PHONE	001-0880-54270	5,580.00	Fiber agreement estimated costs for a 12 month period of time for sign board location.
COUNTY AUDITOR/ELECTION FEES	001-0880-54278	37,050.72	City election expenses (Fire Station Bond Levy - 05/7/2023) & (Road Levy & Municipal Court share - 11/7/2023) assigned by Medina Cnty Board of Elections.
NO MEDICAL COVERAGE - COMM DEV	001-0900-52225	250.00	Qualifying event to switch from single to family medical insurance employee effective June 1, 2025. Employee eligible for 5/12 of \$600 stipend.
HOSPITALIZATION	001-0900-52275	(8,259.86)	Qualifying event to switch from single insurance to family insurance did not occur until effective date of June 1, 2025 per budget. Amend budget accordingly.
PROFESSIONAL SERVICES	001-0900-54218	12,000.00	Additional costs associated with planning code updates and engineer reviews per Matt Jones's quote & 03/24/2025 email to Grant Aungst.
TRANSFER OUT TO CAPITAL IMPROV FUND #300	001-0999-99947	550,000.00	Transfer Out to Capital Improvement Fund #300 for the purposes of future capital improvements or purchase of property.
General Fund Total		<u>621,588.86</u>	
Police Fund (#114)			
POLICE OVERTIME	114-0520-51198	1,660.49	Amend Budget due to increase in the MCDAC Grant award for the period of July 1, 2025 thru December 31, 2025. Overtime for School Resource Officers.
MEDITAX	114-0520-52226	24.08	Estimated mediatx requirements on school resource officer overtime for MCDAC grant award. Benefit costs are to be locally funded.
POLICE OP&F PENSION	114-0520-52227	527.21	Estimated pension requirements on school resource officer overtime for MCDAC grant award. Benefit costs are to be locally funded.
WORKER'S COMP	114-0520-52274	45.66	Estimated workers comp requirements on school resource officer overtime for MCDAC grant award. Benefit costs are to be locally funded.
REPAIR & MAINTENANCE	114-0520-54243	5,250.00	Installation of various regulators on HVAC rooftop units & various equipment as a result of larger generator size/gas line in the Division of Police.
POLICE CAPITAL	961-0520-56252	9,000.00	2 radios for 2 new patrol officers.
POLICE CAPITAL	961-0520-56252	48,167.01	New Ford Explorer Vehicle to replace the totaled Police Cruiser on I-71. Amount requested is less the \$16,437 expected to be reimbursed from insurance.
CAPITAL OUTLAY-DONATIONS EAGLES	961-0520-56253	1,750.00	Budget \$1,750 receipts & appropriations for donation received from Church of Saint Collette's to be used for capital items for Division of Police.
Police Fund Total		<u>66,424.45</u>	
Fire Fund (#115/952)			
RESCUE COLLECTION FEES	115-0510-54260	4,335.86	Increase rescue collection expenses per revised \$995,000 annual revenue estimate and the City's contract with Medicount to provide billing services.
UTILITIES & PHONE	115-0510-54270	26,740.00	Fiber agreement estimated costs for a 12 month period of time for Fire Station #1, Fire Station #2 & Centralized Fire Station locations + \$10K max capital.
INSURANCE	115-0510-54272	3,200.00	Estimated Costs for Builder's risk insurance coverage for ongoing Fire Station Construction Project 7/29/2025-10/20/2025 (estimated completion date).
CAPITAL OUTLAY-DONATIONS	952-0510-56253	1,750.00	Budget \$1,750 receipts & appropriations for donation received from Church of Saint Collette's to be used for capital items for Division of Fire.
Fire Fund Total		<u>36,025.86</u>	
Street R & M Fund (#117)			
UTILITIES & PHONE	117-0420-54270	5,580.00	Fiber agreement estimated costs for a 12 month period of time for service garage location.
Street R & M Fund Total		<u>5,580.00</u>	
Cable TV Fund (#123/#956)			
UTILITIES & PHONE	123-0460-54270	5,580.00	Fiber agreement estimated costs for a 12 month period of time for Cable Office location.
Cable TV Fund Total		<u>5,580.00</u>	
Parks Fund (#127/960)			
UTILITIES - NATURE CENTER	127-0810-54271	5,580.00	Fiber agreement estimated costs for a 12 month period of time for Nature Center location.
CAPITAL OUTLAY	960-0810-56252	(11,583.79)	Parks garage renovations were done in-house versus a contractor. Parks & Rec Director's 03/17/2025 email to Jeanne to liquidate PO#202357752.
Parks Fund Total		<u>(6,003.79)</u>	
Rec. Center Fund (#131)			
REC CENTER INSTRUCTORS PT	131-0830-51191	3,300.00	To include estimated costs and updated receipts for a private swimming lesson program in Sept-Nov 2025 not included in original budget plan.
REC. PERS	131-0830-52223	462.00	To include estimated costs and updated receipts for a private swimming lesson program in Sept-Nov 2025 not included in original budget plan.
MEDITAX	131-0830-52226	48.00	To include estimated costs and updated receipts for a private swimming lesson program in Sept-Nov 2025 not included in original budget plan.
WORKER'S COMP	131-0830-52274	91.00	To include estimated costs and updated receipts for a private swimming lesson program in Sept-Nov 2025 not included in original budget plan.
REPAIR AND MAINTENANCE	131-0830-54243	8,000.00	Increase repair & maintenance budget allotment by approx 10% from original budget to establish contingency for unexpected items.
UTILITIES & PHONE	131-0830-54270	5,580.00	Fiber agreement estimated costs for a 12 month period of time for Recreation Center location.
Rec. Center Total		<u>17,481.00</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, 2025

7/14/2025

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
Opioid Settlement Fund (#141)			
JANSEN OPIOID SETTLEMENT PURCH SERVICES	141-0439-54254	12,195.53	Increase budget by (Janssen) Opioid settlement received in June 2025 as not included in original budget.
ALLERGAN,TEVA,WALMART,CVS,WALGREEENS	141-0439-54256	<u>3,148.40</u>	Increase budget by (Allergan,Teva,Walmart,CVS,Walgreens) Opioid settlement received in Jan-April 2025 as not included in original budget.
Total Opioid Settlement Fund		<u><u>15,343.93</u></u>	
Refuse Fund (#223)			
CONTRACTED REFUSE COLLECTION SERVICES	223-0710-54260	<u>(36,492.83)</u>	Reduce appropriations as variable costs were less than originally expected through first 6 months of the year/purchase order.
Total Refuse Fund		<u><u>(36,492.83)</u></u>	
Capital Projects Improvement Fund (#300)			
PROPERTY ACQUISITION	300-0522-56000	<u>550,000.00</u>	Increase appropriations for the purposes of purchase of property or future capital improvements.
Capital Projects Improvement Fund Total		<u><u>550,000.00</u></u>	
Road Capital Projects Fund (#333)			
ENGINEERING - MAGNOLIA DR PH II	333-0556-56883	<u>(88,314.04)</u>	The latest OPWC Magnolia Drive project PH II has been completed and closed. Per notification received from Consulting Engineer on July 1, 2025.
CONTINGENCY MAGNOLIA DR PH II	333-0556-56884	<u>(4,063.26)</u>	The latest OPWC Magnolia Drive project PH II has been completed and closed. Per notification received from Consulting Engineer on July 1, 2025.
CONCRETE/ ASPHALT REPAIR	333-0474-56870	<u>(100,000.00)</u>	After the bidding and awards of neighborhood road program move a portion of remainder to 2026 year and related plans.
Road Capital Projects Fund Total		<u><u>(192,377.30)</u></u>	
OPWC Magnolia Drive Improvement Fund (#374)			
ENGINEERING	374-0556-56883	<u>(24,032.95)</u>	The latest OPWC Magnolia Drive project PH II has been completed and closed. Per notification received from Consulting Engineer on July 1, 2025.
CONTINGENCY	374-0556-56884	<u>(18,255.96)</u>	The latest OPWC Magnolia Drive project PH II has been completed and closed. Per notification received from Consulting Engineer on July 1, 2025.
Total Magnolia Dr Improvement Fund		<u><u>(42,288.91)</u></u>	

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 capital projects, grants, purchase of land, etc.

**ADDITIONAL
INFORMATION:**

None.



CITY OF BRUNSWICK, OHIO
ORDINANCE NO. 67-2025

By: Mr. Hanek, Mr. Abella, and Mr. Lambert

AN EMERGENCY ORDINANCE TO TRANSFER AND ADVANCE FUNDS

WHEREAS: The City of Brunswick wishes to transfer remaining fund balance from the North Carpenter Road Fund #347 to the Road Capital Projects Fund #333 pursuant to Ohio Revised Code Section 5705.14 (B), and;

WHEREAS: The City of Brunswick wishes to transfer funds from the General Fund #001 to the Capital Projects Improvement Fund #300 for the purchase of property or various capital improvements as may be authorized by Council, and;

WHEREAS: The City of Brunswick wishes to return previously advanced monies from the City Hall Expansion Fund #336 to the General Fund since the 2024 NOPEC grant is completed and reimbursements have been received, and;

WHEREAS: The City of Brunswick wishes to return previously advanced monies from the OPWC Magnolia Dr. Improvement Fund #374 to the General Fund #001 since the Magnolia Drive OPWC improvement project 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 transferred:

FROM: North Carpenter Road Fund (#347)
TO: Road Capital Projects Fund (#333)
AMOUNT: \$83,395.07

FROM: General Fund (#001)
TO: Capital Projects Improvement Fund (#300)
AMOUNT: \$550,000.00

SECTION 2: That the following funds are hereby advanced:

FROM: City Hall Expansion Fund (#336)
TO: General Fund (#001)
AMOUNT: \$80,991.00

FROM: OPWC Magnolia Drive Improvement Fund (#374)
TO: General Fund (#001)
AMOUNT: \$825,000.00



CITY OF BRUNSWICK, OHIO
ORDINANCE NO. 67-2025

SECTION 3: 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 transferred and 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
Laura E. Timura