BRUNSWICK CITY COUNCIL AGENDA

Brian Ousley At-Large	Alex Johnson At-Large	Michael Abella Jr. Ward 1	Kenneth Fisher Law Director	Carl S. DeForest City Manager	Ron Falconi Mayor	Barbara Ortiz Council Clerk	Patricia Hanek At-Large	Joseph Salzgeber Ward 3	Anthony Capretta Ward 4	Nicholas Hanek Ward 2

Administration Representatives

OCTOBER 9, 2017

1. Prayer and Pledge of Allegiance

2. Roll Call of Members

3. Correspondence

4. Approval of regular Council Meeting Minutes dated September 25, 2017.

   (a) Council Meeting Minutes dated September 25, 2017.

5. Mayor's Report:

   (a) Mayor's Court Financial Report for the month ending September 2017 will be posted on the website and added to the minutes for the record;

   (b) Proclamation to proclaim October 20, 2017 as "Made in Medina County Day" in the City of Brunswick;

   (c) Mayor's recommendation to reappoint Walt Wozniak and Carl Consiglio to the Board of Zoning Appeals;

   (d) Motion to approve the Mayor's recommendation to appoint Andrea Pallotta to the Medina County Health Board to fill the current term until January 2021;

   (e) Mayor's Update

6. Clerk of Council's Report

7. Council Committee Reports:

   Economic Development..Mr. Johnson

   Services, Utilities, Technology & Cable.....................................Mr. Salzgeber

   (46) Services Committee Meeting Minutes dated September 25, 2017

   Finance Committee..Mrs. Hanek

   (44) Finance Committee Meeting Minutes dated September 25, 2017

   Safety & Environment...Mr. Hanek

   (45) Safety Committee Meeting Minutes dated September 25, 2017

   Planning & Zoning Committee..Mr. Ousley

Parks, Recreation & Community Committee...............................Mr. Abella Jr.

Building & Building Code Committee...Mr. Capretta

(47) Building Code Committee Meeting Minutes dated September 25, 2017

8. Other Boards and Commissions

9. Petitions from the Public on Legislation

10. Reading of Legislation and Action on Legislation:

a. 3rd Reading(s)

RES. NO. 80-17 - A resolution authorizing the City Manager to enter into an agreement with Interfinish, LLC for the design and installation of a new track at the Brunswick Community Recreation and Fitness Center in an amount not to exceed $43,395.00 - **3rd Reading** (Parks, Recreation and Community Committee, *Administration/John Piepsny)*

RES. NO. 81-17 - An emergency resolution authorizing the City Manager to purchase three (3) marked police cruisers for the Division of Police from Statewide Ford in an amount not to exceed $125,000.00 - **3rd Reading** (Safety & Environment Committee, *Administration/Chief Ohlin*)

b. 2nd Reading(s)

RES. NO. 86-17 - A resolution authorizing the City Manager into a five (5) year agreement with the Board of Health for the Medina County Combined General Health District to perform storm water sampling and inspection services in a total amount not to exceed $20,000.00 - **2nd Reading** (Safety & Environment Committee, *Administration/Paul Barnett*)

ORD. NO. 87-17 - An ordinance amending Section 618.29 of the City of Brunswick Codified Ordinances - **2nd Reading** (Safety & Environment Committee, *Administration/Ken Fisher)*

c. 1st Reading(s)

RES. NO. 89-17 - An emergency resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)

ORD. NO. 90-17 - An ordinance amending Council's Ordinance Number 96-12 and the City's Fund Balance Reserve Policy - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fisher*)

ORD. NO. 91-17 - An ordinance amending Section 666.14 of the Codified Ordinances of the City of Brunswick - **1st Reading** (To be brought from Safety & Environment Committee, *Administration/Ken Fisher*)

RES. NO. 92-17 - An emergency resolution in support of Issue17, a 1.3-Mill Bond Issue for the Brunswick City School District - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Carl DeForest*)

RES. NO. 93-17 - An emergency resolution authorizing the City Manager to enter into a five year contract to engage Rea & Associates, Inc. to audit the City of Brunswick for the fiscal years ending, December 31, 2017 through December 31, 2021 **- 1st reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)

RES. NO. 94-17 - An emergency resolution declaring the intention of the City of Brunswick to provide municipal services to a 5.5515 acre parcel of land (PPN 001-02D-02-006) on Center Road - **1st Reading** (To be brought from Committee-of-the-Whole, *Revision of Res. No. 84-17, Administration/Ken Fisher*)

ORD. NO. 95-17- An emergency Ordinance amending Ordinances #84-16, #15-17, #37-17 and #76-17 to include amendments to the appropriations budget for the year ending December 31, 2017 as incorporated in Exhibit "A" attached hereto**- 1st Reading** (To be brought from the Finance Committee, *Administration/Todd Fischer*)

11. City Manager's Report

12. Administrative Departments

13. Open Forum

14. Unfinished Business

15. New Business

    (a) Motion to reschedule the Monday, December 25, 2017 Council Meeting to Monday, December 18, 2017 due to the holiday.

16. Adjournment

CITY OF BRUNSWICK, OHIO

MINUTES OF COUNCIL

MONDAY, SEPTEMBER 25, 2017

PRAYER AND PLEDGE OF ALLEGIANCE: THE REGULAR MEETING OF BRUNSWICK CITY COUNCIL WAS CALLED TO ORDER BY MAYOR RON FALCONI AT 7:30 P.M. AT THE MUNICIPAL COMPLEX.

ROLL CALL OF MEMBERS SHOWED THE FOLLOWING COUNCIL MEMBERS PRESENT: BRIAN OUSLEY, ALEX JOHNSON, MICHAEL ABELLA JR., ANTHONY CAPRETTA, PATRICIA HANEK, NICHOLAS HANEK, JOSEPH SALZGEBER AND COUNCIL CLERK BARB ORTIZ, MAYOR RON FALCONI.

CORRESPONDENCE: THERE WAS NONE.

APPROVAL OF REGULAR COUNCIL MEETING MINUTES DATED SEPTEMBER 11, 2017: PATRICIA HANEK MOVED TO APPROVE THE COUNCIL MEETING MINUTES DATED SEPTEMBER 11, 2017 AS WRITTEN, SECONDED BY JOSEPH SALZGEBER. ROLL CALL - AYES - 7, BRIAN OUSLEY, ALEX JOHNSON, MICHAEL ABELLA JR., ANTHONY CAPRETTA, PATRICIA HANEK, NICHOLAS HANEK, JOSEPH SALZGEBER. NAYS - 0. MOTION CARRIED.

MAYOR'S REPORT:

Proclamation to proclaim October 2017 as Filipino-American History Month in the City of Brunswick.

Mayor Falconi read a proclamation to proclaim October 2017 as Filipino-American History Month in the City of Brunswick. The proclamation was later mailed to the Consulate General of the Republic of the Philippines in Chicago.

Proclamation to proclaim November 1, 2017 to be *Extra Mile Day* in the City of Brunswick.

The proclamation to proclaim November 1, 2017 to be Extra Mile Day in the City of Brunswick was read. It was later sent to the Director of Media and Public Outreach at the Extra Mile America Foundation.

The Mayor made a recommendation to appoint Andrea Pallotta to the Medina County Health Board to fill the current term until January 2021.

CLERK OF COUNCIL'S REPORT: MRS. ORTIZ ANNOUNCED AN ART SHOW AT THE MEDINA LIBRARY STARTING OCTOBER 2 THROUGH OCTOBER 29, 2017. IT WAS LOCATED ON THE THIRD FLOOR. IT WAS A LITTLE DIFFERENT, AS IT WAS SIX LOCAL FEMALE ARTISTS. THE EXHIBIT WAS CALLED "NEVERTHELESS SHE PERSISTED". IT WAS A FREE EXHIBIT ANYONE COULD GO AND ENJOY. ALSO, THE BRASS BAND OF THE WESTERN RESERVE WILL HAVE A 20TH ANNIVERSARY CONCERT AT THE MEDINA PERFORMING ARTS

CENTER. THIS WILL BE ON SATURDAY, OCTOBER 7 AT 7:00 P.M. THERE WILL BE TICKETS AT THE DOOR.

COUNCIL COMMITTEE REPORTS:

Economic Development...Mr. Johnson:

Alex Johnson had no formal report tonight.

Services, Utilities, Technology & Cable.....................................Mr. Salzgeber:

Joseph Salzgeber had no formal report this evening.

Finance Committee...Mrs. Hanek:

Patricia Hanek had no formal report tonight.

Safety & Environment...Mr. Hanek:

Nicholas Hanek moved to approve the formal reports dated September 11 and September 16, 2017 as written, seconded by Anthony Capretta. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Planning & Zoning Committee..Mr. Ousley:

Brian Ousley moved to approve the formal report dated September 11, 2017 as written, seconded by Alex Johnson. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Parks, Recreation & Community Committee...............................Mr. Abella Jr.:

Michael Abella Jr. moved to approve the formal report dated September 11, 2017 as written, seconded by Joseph Salzgeber. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Building & Building Code Committee...Mr. Capretta:

Anthony Capretta moved to approve the formal report dated September 11, 2017 as written, seconded by Brian Ousley. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

OTHER BOARDS AND COMMISSIONS : PATRICIA HANEK MOVED TO APPROVE THE COMMITTEE-OF-THE-WHOLE MINUTES DATED SEPTEMBER 5 AND SEPTEMBER 11, 2017 AS WRITTEN, SECONDED BY NICHOLAS HANEK. ROLL CALL - AYES - 7, BRIAN OUSLEY, ALEX JOHNSON, MICHAEL ABELLA JR., ANTHONY CAPRETTA, PATRICIA HANEK, NICHOLAS HANEK, JOSEPH SALZGEBER. NAYS - 0. MOTION CARRIED.

PETITIONS FROM THE PUBLIC ON LEGISLATION : THERE WAS NONE.

READING OF LEGISLATION AND ACTION ON LEGISLATION:

3RD READING(S)

RES. NO. 68-17 - A resolution authorizing the City Manager to purchase a new Ford F550 4WD Truck Dump Cab and Chassis and for the Department of Parks and Recreation from Liberty Ford in an amount not to exceed $36,198.62 **3rd Reading** (Parks, Recreation & Community Committee, *Administration/John Piepsny*):

RES. NO. 68-17 - Michael Abella Jr. moved to adopt, seconded by Alex Johnson. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. Piepsny informed this will allow them to replace one of their vehicles. It was the oldest vehicle that was removed from the fleet due to safety issues. The vehicle was more than 25 years old. This will allow them to continue their operation going into the future.

RES. NO. 69-17 - A resolution authorizing the City Manager to purchase a new Ford F550 4WD Truck Dump Body from Henderson Products for the Department of Parks & Recreation in an amount not to exceed $24,320.00 - **3rd Reading** (Parks, Recreation & Community Committee, *Administration/John Piepsny*):

RES. NO. 69-17 - Michael Abella Jr. moved to adopt, seconded by Anthony Capretta. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. Piepsny noted that this will allow the purchase of the dump body for the vehicle we just mentioned in Resolution 68-17. This will allow them to continue their operations in the Parks Department.

ORD. NO. 70-17 - An ordinance establishing Chapter 864 of the City of Brunswick Codified Ordinances to regulate massage establishments - **3rd Reading** (Committee-of-the-Whole, Amended, *Administration/Chief Ohlin*):

ORD. NO. 70-17 - Brian Ousley moved to adopt, seconded by Alex Johnson. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. Fisher stated that new Section 864 of the Codified Ordinances of the City of Brunswick will regulate the licensing and permitting of massage establishments in the City of Brunswick. All therapists will be required to have a state license, a license issued by the City of Brunswick and further a permit application will have to be submitted to the building department. There would be an actual inspection to make sure there were proper sanitation and health considerations. There will be a $100 annual fee to be paid. Sexual contact was absolutely prohibited as a violation as a first degree misdemeanor punishable by a fine up to $1,000 and up to six months in jail.

ORD. NO. 71-17 - An ordinance establishing Section 1262.04(g) of the Codified Ordinances of the City of Brunswick by including massage establishments as a conditionally permitted use in the C-O Office Commercial Zoning District - **3rd Reading** (Planning & Zoning Committee, Approved by Planning Commission 9-7-17, *Administration/Grant Aungst*):

ORD. NO. 71-17 - Brian Ousley moved to adopt, seconded by Alex Johnson. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. Aungst noted that this went in coordination with Ordinance No. 70-17 that was just passed. It allowed the establishments into conditionally permitted use while operating legally in the C-O District.

ORD. NO. 72-17 - An ordinance establishing Section 1260.04(t) of the Codified Ordinances of the City of Brunswick by including massage establishments as a conditionally permitted use in the C-G General Commercial Zoning District - **3rd Reading** (Planning & Zoning Committee, Approved by Planning Commission 9-7-17, *Administration/Grant Aungst*):

ORD. NO. 72-17 - Brian Ousley moved to adopt, seconded by Alex Johnson. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. Aungst stated this allowed establishments into conditionally permitted use in the C-G District.

ORD. NO. 73-17 - An ordinance amending the Design Guidelines for the Main Street District of the Brunswick Town Center Special Planning District No. 2 by permitting massage establishments as a conditionally permitted use - **3rd Reading** (Planning & Zoning Committee, Approved by Planning Commission 9-7-17, *Administration/Grant Aungst*):

ORD. NO. 73-17 - Brian Ousley moved to adopt, seconded by Patricia Hanek. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. Aungst indicated that this allowed establishments as a conditionally permitted use in the Special Planning District No. 2 of the Brunswick Town Center.

2ND READING(S)

RES. NO. 80-17 - A resolution authorizing the City Manager to enter into an agreement with Interfinish, LLC for the design and installation of a new track at the Brunswick Community Recreation and Fitness Center in an amount not to exceed $43,395.00 - **2nd Reading** (Parks, Recreation & Community Committee, *Administration/John Piepsny)*:

RES. NO. 80-17 - Michael Abella Jr. moved this resolution to a third reading.

RES. NO. 81-17 - An emergency resolution authorizing the City Manager to purchase three (3) marked police cruisers for the Division of Police from Statewide Ford in an amount not to exceed $125,000.00 - **2nd Reading** (Safety & Environment Committee, *Administration/Chief Ohlin*):

RES. NO. 81-17 - Nicholas Hanek moved this resolution to a third reading.

1ST READING(S)

RES. NO. 82-17 - An emergency resolution authorizing the City Manager to enter into a reciprocal agreement for backup Chief Building Official services with the City of Medina - **1st Reading** (To be brought from Building & Building Code Committee, *Administration/Grant Aungst*):

RES. NO. 82-17 - Anthony Capretta moved to suspend the rules, seconded by Nicholas Hanek. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. Aungst related that this was a continuation of an agreement that they have had with Medina City for quite some time. The only update to this agreement will be that the agreement will be ongoing and only suspended if either party so chose to do so thirty days prior to the time.

Anthony Capretta moved to adopt, seconded by Brian Ousley. Roll Call - Ayes - 7, Brian Ousley, Patricia Hanek, Alex Johnson, Michael Abella Jr., Anthony Capretta, Joseph Salzgeber and Nicholas Hanek. Nays - 0. Motion Carried.

RES. NO. 83-17 - An emergency resolution authorizing the City Manager to enter into a three (3) year professional services agreement with the Local Government Services Division of the Auditor of State's Office to assist in the preparation of a Comprehensive Annual Financial Report for the years ending December 31st of 2017, 2018 and 2019 in an amount not to exceed $36,600.00 - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*):

RES. NO. 83-17 - Patricia Hanek moved to suspend the rules, seconded by Joseph Salzgeber. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mrs. Ozanich indicated that this will allow them to renew their contract with local government services with the Auditor of State's Office to aid in the preparation of the Comprehensive Annual Financial Report. This report presents the City's financial information and practices in a timely and a professional manner.

Patricia Hanek moved to adopt, seconded by Joseph Salzgeber. Roll Call - Ayes- 7, Nicholas Hanek, Joseph Salzgeber, Michael Abella Jr., Anthony Capretta, Alex Johnson, Patricia Hanek and Brian Ousley. Nays - 0 Motion Carried.

RES. NO. 84-17 - An emergency resolution declaring the intention of the City of Brunswick to provide municipal services to a 5.5515 acre parcel of land (PPN 003-18D-03-080) on Center Road - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Ken Fisher*):

RES. NO. 84-17 - Patricia Hanek moved to suspend the rules, seconded by Nicholas Hanek. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. Fisher noted pursuant to a petition to annex the Brunswick Professional Building and the vacant parcel immediately behind from Brunswick Hills Township into the City of Brunswick, Council must pass legislation identifying what municipal services will be provided in the event the annexation petition was approved by the Medina County Commissioners. The requirement was that the resolution of services must be submitted to the Board of County Commissioners at least twenty days prior to the hearing. The hearing date was set for November 14, 2017. This was why an emergency was required.

Patricia Hanek moved to adopt, seconded by Alex Johnson. Roll Call - Ayes - 7, Michael Abella Jr., Patricia Hanek, Brian Ousley, Nick Hanek, Joseph Salzgeber, Alex Johnson and Anthony Capretta. Nays - 0. Motion Carried.

RES. NO. 85-17 - An emergency resolution authorizing the City Manager to enter into an agreement with the Ohio Department of Transportation for the storage of road salt - **1st Reading** (To be brought from Services, Utilities, Technology & Cable Committee, *Administration/Paul Barnett*) :

RES. NO. 85-17 - Joseph Salzgeber moved to suspend the rules, seconded by Brian Ousley. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. Barnett stated this emergency resolution will allow the Ohio Department of Transportation to pull salt out of the City's storage facilities when they were close to our facilities. Whatever they pull out they will bring back into the City and in payment for this they will give us 50 tons of rock salt at the end of the year. This will provide our citizens and the citizens of the entire county a better service for snow and ice.

Joseph Salzgeber moved to adopt, seconded by Nicholas Hanek. Roll Call - Ayes - 7, Alex Johnson, Joseph Salzgeber, Nicholas Hanek, Patricia Hanek, Michael Abella Jr., Brian Ousley and Anthony Capretta. Nays - 0. Motion Carried.

RES. NO. 86-17 - A resolution authorizing the City Manager into a five (5) year agreement with the Board of Health for the Medina County Combined General Health District to perform storm water sampling and inspection services in a total amount not to exceed $20,000.00 - **1st Reading** (To be brought from Safety & Environment Committee, *Administration/Paul Barnett*):

RES. NO. 86-17 - Nicholas Hanek moved this resolution to a second reading.

ORD. NO. 87-17 - An ordinance amending Section 618.29 of the City of Brunswick Codified Ordinances - **1st Reading** (To be brought from Safety & Environment Committee, *Administration/Ken Fisher)*:

ORD. NO. 87-17 - Nicholas Hanek moved this ordinance to a second reading.

ORD. NO. 88-17 - An emergency ordinance amending Section 1060.02(c) of the City of Brunswick Codified Ordinances to allow the City Manager to extend the hours of garbage collection in the City - **1st Reading** (To be brought from Services, Utilities, Technology & Cable Committee, *Administration/Carl DeForest*):

ORD. NO. 88-17 - Joseph Salzgeber moved to suspend the rules, seconded by Nicholas Hanek. Roll Call - Ayes - 7, Brian Ousley, Alex Johnson, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Nicholas Hanek, Joseph Salzgeber. Nays - 0. Motion Carried.

Mr. DeForest stated this allowed the City Manager to modify the trash collection hours which were currently 7:00 a.m. to 7:00 p.m. These can be modified predicated on unique situations or circumstances for the safety and well-being of the community and the residents in the area impacted.

Mr. Salzgeber noted that this was in response to some of the issues on Grafton Road with the construction going on.

Mr. Salzgeber moved to adopt, seconded by Nicholas Hanek. Roll Call - Ayes - 7, Patricia Hanek, Joseph Salzgeber, Brian Ousley, Nicholas Hanek, Michael Abella Jr., Anthony Capretta and Alex Johnson. Nays - 0. Motion Carried

CITY MANAGER'S REPORT: MR. DEFOREST REMINDED THE COMMUNITY THAT HOME DEPOT SAFETY DAYS WAS ON SATURDAY, OCTOBER 7 FROM 9:00 A.M. TO 2:00 P.M. POLICE, FIRE AND EMS WILL THERE TO AMAZE AND ENTERTAIN THE CHILDREN AND ADULTS. HE REMINDED EVERYONE THAT THE HERITAGE FARM PUMPKIN FESTIVAL WAS SATURDAY, OCTOBER 14 AND SUNDAY, OCTOBER 15, 2017. HE ALSO REMINDED ALL VETERANS THAT WERE LISTENING THAT ON OCTOBER 18 AT 8:00 A.M. AT THE RECREATION CENTER THE CITY WAS HOSTING A VETERANS' BREAKFAST. THERE WERE APPROXIMATELY 120 SEATS WITH APPROXIMATELY 70 PEOPLE SIGNED UP. HE ASKED ANYONE INTERESTED TO CONTACT THE CITY MANAGER'S OFFICE. FURTHER, HE REMINDED EVERYONE THAT TRICK-OR-TREAT WAS ON OCTOBER 31 FROM 6:00 TO 8:00 P.M.

HE MENTIONED THAT HE ENTERED INTO A WAGER WITH MEDINA MAYOR DENNIS HANWELL FOR $50 FOR WHEN BRUNSWICK GOES TO MEDINA AND WINS IN FOOTBALL ON FRIDAY, OCTOBER 20, 2017. THE LOSER HAS TO PAY $50 TOWARD THE CHARITY OF THE WINNER'S CHOICE. CONSEQUENTLY, THE MEDINA MAYOR HANWELL WILL SEND A CHECK FOR A DONATION OF $50.00 TO THE BRUNSWICK FOOD PANTRY ON OR ABOUT OCTOBER 21, 2017.

ADMINISTRATIVE DEPARTMENTS: MRS. OZANICH STATED THAT THE INCOME TAX DEPARTMENT HAS WELCOMED A COUPLE OF NEW MEMBERS. THEY WERE GETTING THEM TRAINED TO BE READY TO SERVE THE RESIDENTS IN THE UPCOMING TAX SEASON. IN THE FINANCE DEPARTMENT THEY HAVE BEEN STEADILY WORKING ON THE 2018 OPERATIONS BUDGET TO BE PRESENTED AT A FUTURE MEETING TO THE COUNCIL. ALSO, SHE INVITED EVERYONE TO THE ANNUAL SOUND SPECTACULAR ON OCTOBER 21. IT WAS A GREAT OPPORTUNITY TO SEE MANY LOCAL BANDS PERFORM.

MR. AUGNST WAS PLEASED TO HAVE THE OPENING OF NORTH PARK PLAZA, WHICH WAS WHERE THE NEW STARBUCKS WAS LOCATED. THEY WERE THRILLED TO HAVE STARK ENTERPRISES THERE TO HELP WELCOME THEM INTO THE COMMUNITY. ALL SIX STORE FRONTS WERE FILLED FOR THE LONG TERM. THERE WAS A NEW PARTS DISTRIBUTOR COMING THAT HE WAS NOT PERMITTED TO ANNOUNCE THEIR NAME. THEY WILL MOVE INTO A 30,000 SQUARE FOOT FACILITY IN INDUSTRIAL PARK BRINGING WITH THEM 14 TO 16

NEW JOBS. IN THE BRUNSWICK AREA. THE HOTEL AND DANBURY WERE MOVING ALONG. THE DANBURY WAS EXPECTING AN OPENING OF NOVEMBER OF THIS YEAR. THERE WILL BE MANY JOBS AT THE NEW ASSISTED LIVING FACILITY. ALSO, THERE WAS AN EFFORT THROUGHOUT MEDINA COUNTY CALLED "MADE IN MEDINA COUNTY". IT WAS A FREE PROGRAM ON OCTOBER 20 FROM 11:00 A.M. TO 2:00 P.M. FOR THE PUBLIC. IT WAS BEING HELD AT THE MEDINA COUNTY FAIRGROUNDS. IT WAS A TRADE SHOW AND JOB FAIR ALL IN ONE. YOU CAN COME OUT AND SEE ALL DIFFERENT THINGS THAT MEDINA COUNTY MADE FROM OUR CORPORATIONS FROM BRUNSWICK, MEDINA, WADSWORTH, SEVILLE AND BEYOND. THEY WERE EXPECTING TO HAVE 250 STUDENTS FROM ALL THE HIGH SCHOOLS IN THE COUNTY.

MR. BARNETT NOTED THEY ANTICIPATED STARTING LEAF PICK-UP ON OCTOBER 30. THIS COULD VARY A LITTLE BIT. THEY NOTICED THAT SOME PEOPLE WERE ALREADY RAKING LEAVES. THEY MAY START THIS PROGRAM A WEEK EARLY. THEY WERE ANTICIPATING THREE ROUNDS OF LEAF PICK-UP THIS YEAR, JUST AS IN PREVIOUS YEARS. HE STATED TO KEEP YOUR EYE ON THE WEBSITE THAT WILL GIVE YOU THE UPDATED DATES. THE BEST WAY TO SEE WHEN WE WILL BE IN YOUR AREA WAS TO LOOK FOR THE YARD SIGNS. LAST YEAR THEY DID LEAF PICK-UP BY WARD. HISTORICALLY IT WAS DONE BY YOUR DAY OF TRASH PICK-UP. LAST YEAR THEY DID IT BY WARD. AS YOU ENTER YOUR WARD OFF OF MAIN STREETS YOU WILL SEE SIGNS POSTED ON THE TREE LAWNS. WHEN YOU SEE THE SIGNS YOU WILL KNOW WHEN THE LEAVES NEEDED TO GET OUT ON THE STREETS. FOR THE FIRST ROUND THEY COULD DO ONE WARD IN ONE DAY. BY THE SECOND ROUND OF LEAF PICK-UP IT WAS MUCH HEAVIER AND COULD TAKE THREE TO FOUR DAYS TO DO THE LEAVES IN A WARD. IF WE SAY HAVE YOUR LEAVES OUT BY TUESDAY, MAKE SURE THEY WERE OUT BY THE TIME YOU LEAVE. THE CREWS WILL START AT 7:30 A.M. IF THEY COME BY YOUR PLACE AT 8:00 A.M. ON TUESDAY, AND YOUR LEAVES WERE NOT OUT, THEY WILL NOT BE BY UNTIL THE NEXT ROUND OF LEAF PICK-UP. THEY HAVE TO DO A SYSTEMATIC PROCESS THROUGH EACH WARD IN THEIR SCHEDULED TIMES. THE LAST ROUND USUALLY TOOK ABOUT TWO DAYS PER WARD. IT WAS A TOTAL OF SIX WEEKS. NOW THE SCHEDULE WAS TO START ON OCTOBER 30 AND THEY MAY START A WEEK EARLIER. HE STATED TO WATCH THE WEBSITE AND LOOK FOR THE LEAF PICK-UP SIGNS.

ALSO, THERE WERE A FEW MAJOR CONSTRUCTION PROJECTS GOING ON. THE CONSTRUCTION ON SKYVIEW WAS MORE THAN 50% COMPLETE. THE CONTRACTOR WAS DOING WELL OUT THERE. THEY ANTICIPATED THIS TO BE COMPLETE IN NOVEMBER. GRAFTON ROAD WAS VERY CHALLENGING. IT WAS A LONG STRETCH OF ROAD. THEY IMPLORED EVERYONE TO NOT GO ANYWHERE NEAR GRAFTON ROAD. HE SUGGESTED TO FIND OTHER ROUTES AND STAY AWAY FROM THE AREA, UNLESS YOU LIVE THERE. THE ONLY PEOPLE ALLOWED TO GO THROUGH THE CONSTRUCTION ZONE WERE PEOPLE THAT LIVED THERE. THEY ANTICIPATED THIS PROJECT TO BE COMPLETE IN EARLY DECEMBER.

MR. PIEPSNY REMINDED EVERYONE ABOUT THEIR FANTASTIC PARTNERSHIP WITH SOUTHWEST HOSPITAL. THEY HAVE A COMMUNITY NURSE PROGRAM AND ON THE SECOND AND FOURTH WEDNESDAY OF EACH MONTH FROM 8:00 A.M. TO NOON THERE WAS FREE BLOOD PRESSURE AND DIABETES SCREENING. ON THURSDAY, OCTOBER 5 FROM 9:00 A.M. TO 11:00 A.M. THEY WILL HAVE VISION AND GLAUCOMA SCREENING. NEW THIS YEAR STARTING ON WEDNESDAY, OCTOBER 4, AND CONTINUING FOR THE FIRST WEDNESDAY OF EACH MONTH FROM 1:00 P.M. TO 4:00 P.M. THE MEDINA COUNTY HEALTH DEPARTMENT WILL BE CONDUCTING FLU SHOTS AT THE RECREATION CENTER.

ALSO, THE MEDINA COUNTY PARKS DISTRICT WILL HOST A BACKYARD ANIMAL PROGRAM AT THE SUSAN HAMBLEY NATURE CENTER ON SATURDAY, OCTOBER 7 AND SUNDAY, OCTOBER 8 FROM NOON TO 5:00 P.M.

OPEN FORUM: THERE WAS NONE.

UNFINISHED BUSINESS: THERE WAS NONE.

NEW BUSINESS: THERE WAS NONE.

ADJOURNMENT:
PATRICIA HANEK MOVED TO ADJOURN, SECONDED BY JOSEPH SALZGEBER. ROLL CALL - AYES - 7, BRIAN OUSLEY, ALEX JOHNSON, MICHAEL ABELLA JR., ANTHONY CAPRETTA, PATRICIA HANEK, NICHOLAS HANEK, JOSEPH SALZGEBER. NAYS - 0. MOTION CARRIED.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 8:10 P.M.

Respectfully submitted,

Barbara J. Ortiz, CMC

Barbara J. Ortiz, CMC

Clerk of Council

____

Mayor Ron Falconi

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Adopted

October 2, 2017

TO: CITY COUNCIL
FROM: CLERK OF COURTS
RE: MONTHLY REPORT TO COUNCIL PER O.R.C.
FOR THE MONTH OF SEPTEMBER 2017

WAIVERS/COURT/BONDS

DEPOSITS (September) 43,142.46

DEBITS (September) (44,132.46)

Checks to be written in September:

Treasurer State of Ohio	$ 8,312.50
City of Medina MIATF	$ 100.00
City of Medina IDATF	$ 244.50
City of Brunswick Finance Dept/Police Fund *	$ 34,716.02
Misc Checks (bond refunds & transfers/restitution)	$ 759.44
TOTAL for the month	$ 44,132.46

*Check includes amounts to: Court Computer Fund and Education & Enforcement Fund

Service Charges/Fees for prior month $348.98

MAYOR RONALD FALCONI

TERESA BENO, CLERK OF COURTS

APPLICATION FOR
BOARDS AND COMMISSIONS

NAME WALT WOZNIAK PHONE ——

STREET 4761 CENTER RD CELL 330-635-3598

Years of Residency 60 yrs Registered Brunswick Voter: YES X NO ____

POSITIONED DESIRED: BZA EMAIL WJW777@YAHOO.COM

EDUCATION DEGREE 4 YEAR GRADUATED

HIGH SCHOOL BRUNSWICK OHIO

COLLEGE MALONE COLLEGE

SPECIAL TRAINING BZA 15 YRS CONSTRUCTION

CURRENT EMPLOYMENT

Company	Address	Title	Dates
RETIRED			

RELEVANT PAST EMPLOYMENT

Company	Address	Title	Dates
GIANT EAGLE	BRUNSWICK	DEPARTMENT MANAGER	1973-201-
BRUNSWICK CITY SCHOOLS		TEACHER	1970-1972

RELEVANT PROFESSIONAL ASSOCIATIONS, COMMUNITY SERVICE, OR SOCIAL AFFILIATIONS

ST AMBROSE

BZA

WORKED WITH SALVATION ARMY + FOOD BANKS

REFERENCES (other than relation):

	NAME	ADDRESS	PHONE
1.	JAMES MUSSEY	BRUNSWICK	330-273-4698
2.	STEVE WHISLER	BRUNSWICK	330-225-6962
3.			

QUALIFICATIONS AND DESIRE FOR SERVING: (Attach sheet if needed*)

15 YEARS EXPERIENCE BZA
CONSTRUCTION WORK
MAKE MY CITY A BETTER COMMUNITY

ATTACH RESUME IF DESIRED.

Signature: Walter J. Wozniak Date: Oct 3, 2017

*Attaching a cover letter or resume describing particular experience or qualifications bearing on the position sought is recommended, but not required.
(AA, EEOC)

APPLICATION FOR
BOARDS AND COMMISSIONS

NAME CARl CONSIGLIO PHONE 330-225-8293

STREET 49 DUXBURY LANE CELL

Years of Residency 39 Registered Brunswick Voter: YES ✓ NO

POSITIONED DESIRED: ZONING BOARD OF APPEALS EMAIL CACONSIGLIO@ROADRUNNER.COM

EDUCATION DEGREE YEAR GRADUATED

HIGH SCHOOL GARFIELD HTS. SR HIGH

COLLEGE CUYAHOGA COMMUNITY COLLEGE

SPECIAL TRAINING

CURRENT EMPLOYMENT

FIRST ENERGY 6896 MILLER RD. BRECKSVILLE, OH ENGINEERING SUPERVISOR 1979 TO PRESENT

Company Address Title Dates

RELEVANT PAST EMPLOYMENT

Company Address Title Dates

Company Address Title Dates

RELEVANT PROFESSIONAL ASSOCIATIONS, COMMUNITY SERVICE, OR SOCIAL AFFILIATIONS

REFERENCES (other than relation):

	NAME	ADDRESS	PHONE
1.	JAMES MUSSEY	978 FIRESIDE DR. BRUNSWICK, OH	
2.			
3.			

QUALIFICATIONS AND DESIRE FOR SERVING: (Attach sheet if needed*)
I HAVE EXPERIENCE WITH SERVING ON THE ZONING BOARD OF APPEALS FOR 29 YEARS IN THE CITY OF BRUNSWICK AND WOULD LIKE TO CONTINUE TO SERVE THE COMMUNITY.

ATTACH RESUME IF DESIRED.

Signature: Carl Consiglio Date: 10-3-17

*Attaching a cover letter or resume describing particular experience or qualifications bearing on the position sought is recommended, but not required.

Andrea Pallotta
3529 Fireside Drive
Brunswick, OH 44212
(216) 926-9175

Mayor Ron Falconi
City of Brunswick
4095 Center Road
Brunswick, OH 44212

August 20, 2017

Mayor Falconi,

My name is Andrea Pallotta. I am writing to express my interest in the role of Brunswick representative to the Medina County Board of Health. I am committed to improving the health of our community and I have always wanted to make a contribution back to my city. As a member of the Medina County Board of Health, I can make a lasting impression on both.

As a member of the Brunswick community for nine years and an employee of Medina Hospital for the past year, I have become interested in the health of our city and county. I witness the heartbreaking stories of the opioid epidemic to the joyful stories of newborns and growing families. I am seeking a way to make a difference and bring the best medical care to all those in need.

At Medina Hospital and Cleveland Clinic, I work as an infectious diseases pharmacist with expertise in recommending appropriate antimicrobial utilization, testing, and stewardship. Additionally, in my role as HIV clinical pharmacist, I recommend treatment for patients diagnosed with HIV infection, counsel on the particulars of the medication, and motivate patients to take control of their health to live long, happy lives. I also serve on the Cleveland Clinic Vaccine Governance Committee, which formulates the Cleveland Clinic vaccine formulary and recommendations for outpatient clinics in the enterprise.

As president of the Ohio College of Clinical Pharmacy in 2015, I have presided over and planned state wide clinical pharmacist meetings, balanced the budget, and held elections. As a mother, I have gained empathy for families working through complex medical issues. These experiences, combined with my drive to make a difference, make me a strong candidate for the position.

Thank you for the opportunity to apply for the Brunswick representative to the Medina County Board of Health. If you have any additional questions regarding my qualifications, you can contact me at (216) 926-9175. I look forward to the chance to serve the City of Brunswick.

Thank you,

Andrea Pallotta

Andrea Pallotta

APPLICATION FOR
BOARDS AND COMMISSIONS

NAME Andrea Pallotta PHONE 216-926-9175

STREET 3529 Fireside Drive CELL 216-926-9175

Years of Residency 9 Registered Brunswick Voter: YES ✓ NO

POSITIONED DESIRED: Medina County Board of Health EMAIL APALLOT@GMAIL.COM

EDUCATION		DEGREE	YEAR GRADUATED
HIGH SCHOOL	Revere High School		2003
COLLEGE	University of Toledo	PharmD	2009

SPECIAL TRAINING Completed Pharmacy Practice + Infectious Diseases Residency

CURRENT EMPLOYMENT

Company	Address	Title	Dates
Cleveland Clinic	9500 Euclid Avenue, Cleveland	Pharmacist	2012-Present

RELEVANT PAST EMPLOYMENT

Company	Address	Title	Dates
VA Medical Center	10701 East Blvd, Cleveland	Pharmacist	2011-2012

RELEVANT PROFESSIONAL ASSOCIATIONS, COMMUNITY SERVICE, OR SOCIAL AFFILIATIONS

Past President of the Ohio College of Clinical Pharmacy, Hands On Northeast Ohio Volunteer Leader, member of the Society of Infectious Diseases Pharmacists.

REFERENCES (other than relation):

	NAME	ADDRESS	PHONE
1.	Michelle Poole, PharmD	1000 E Washington, Medina OH	330-721-5152
2.	Alan Taege, MD	9500 Euclid, Cleveland OH	216-636-1873
3.	Elizabeth Neuner, PharmD	9500 Euclid, Cleveland OH	216-445-9927

QUALIFICATIONS AND DESIRE FOR SERVING: (Attach sheet if needed*)

Please see attached document

ATTACH RESUME IF DESIRED.

Signature: Andrea Pallotta Date: 8/20/2017

*Attaching a cover letter or resume describing particular experience or qualifications bearing on the position sought is recommended, but not required.

Andrea M. Pallotta

3529 Fireside Drive
Brunswick, Ohio 44212
Cell: (216) 926–9175
Email: pallota@ccf.org

PROFESSIONAL PRACTICE EXPERIENCES

October 2012 – present	Cleveland Clinic, Cleveland, Ohio Clinical Pharmacy Specialist, HIV and Infectious Diseases
August 2016 – present	Cleveland Clinic Medina Hospital, Medina, Ohio Clinical Pharmacy Specialist, Antimicrobical Stewardship and Infectious Diseases
August 2011 – September 2012	Louis Stokes Cleveland VA Medical Center, Cleveland, Ohio Clinical Pharmacist, Adult Internal Medicine
July 2010 – June 2011	Cleveland Clinic, Cleveland, Ohio Adult Clinical Staff Pharmacist
July 2009 – June 2010	Louis Stokes Cleveland VA Medical Center, Cleveland, Ohio Adult Inpatient Staff Pharmacist
May 2004 – June 2009	Louis Stokes Cleveland VA Medical Center, Brecksville, Ohio Anticoagulation Clinic Pharmacy Intern
May 2005 – July 2008	Heartland Healthcare Services, Toledo, Ohio Pharmacy Intern

EDUCATION AND TRAINING

July 2010 – June 2011	ASHP-accredited PGY-2 Infectious Diseases Specialty Residency Cleveland Clinic, Cleveland, Ohio Director: Elizabeth Neuner, PharmD, BCPS, AQ-ID
July 2009 – June 2010	ASHP-accredited PGY-1 Pharmacy Residency Louis Stokes Cleveland VA Medical Center, Cleveland, Ohio Director: Alice Leone, RPh
May 2009	Doctor of Pharmacy University of Toledo, Toledo, Ohio
May 2007	Bachelor's of Science in Pharmaceutical Sciences Minor in Chemistry Summa cum laude University of Toledo, Toledo, Ohio

PROFESSIONAL LICENSURE AND CERTIFICATION

April 2015	Board Certified Pharmacotherapy Specialist with Added Qualifications in Infectious Diseases
November 2013	American Academy of HIV Medicine Pharmacist (AAHIVP)
December 2011	Board Certified Pharmacotherapy Specialist

American Heart Association Basic Life Support Training

Registered Pharmacist
Ohio State Board of Pharmacy

Assessment of safety and adherence to rifapentine and isoniazid directly observed therapy for treatment of latent tuberculosis infection
Presented at American Society of Health-System Pharmacists Midyear Meeting; December 2016

Drug Use Evaluation of Fidaxomicin in the Cleveland Clinic Health System
Presented at the Cleveland Clinic Antimicrobial Subcommittee of the Pharmacy and Therapeutics Committee; April 2014

Assessment of a Pilot Pharmacy Vancomycin Dosing Service
Project Advisors: Elizabeth Neuner, PharmD, BCPS, AQ-ID and Jennifer Sekeres, PharmD, BCPS, AQ-ID
Presented at the American College of Clinical Pharmacy Annual Meeting; October 2011

Oral Vancomycin Drug Use Evaluation
Project Advisor: Elizabeth Neuner, PharmD, BCPS, AQ-ID and Jennifer Sekeres, PharmD, BCPS
Presented at the Cleveland Clinic Antimicrobial Subcommittee of the Pharmacy and Therapeutics Committee; April 2011

Adult Pneumococcal Vaccination
ACPE accredited CE presentation
Academy of Continued Healthcare Learning
Chicago, IL

Updates in Adult Immunizations
Ohio Society of Health-System Pharmacists Annual Meeting
Presented to pharmacists and residents
Columbus, Ohio

On-Demand Pre-Exposure Prophylaxis
HIV Noon Conference
Presented to infectious diseases physicians, fellows, and pharmacists
Cleveland Clinic, Cleveland, Ohio

New Antiretrovirals and HIV Guideline Updates
HIV Noon Conference
Presented to infectious diseases physicians, fellows, and pharmacists

	Cleveland Clinic, Cleveland, Ohio
January 2015	*Updates in Antimicrobial Stewardship at Cleveland Clinic* ID Grand Rounds Presented to Infectious Diseases physicians and fellows Cleveland Clinic, Cleveland, Ohio
September 2014	*HIV and Intestinal Transplant* ID Monthly, clinical pharmacist presentation Presented to clinical pharmacists and pharmacy residents Cleveland Clinic, Cleveland, Ohio
September 2014	*Updates in Pneumococcal Vaccination Recommendations* Medicine Institute meeting Presented to medicine staff Cleveland Clinic, Cleveland, Ohio
April 2014	*HIV Management and Antimicrobial Stewardship: How a pharmacist can promote patient safety and improve care* Ohio Society of Health System Pharmacists Annual Meeting Presented to pharmacists and technicians Columbus, Ohio
March 2014	*Updates in HIV Medicine: Focus on Rilpivirine, Elvitegravir, and Dolutegravir* HIV Noon Conference Presented to infectious diseases physicians, fellows, and pharmacists Cleveland Clinic, Cleveland, Ohio
November 2013	*HIV and Viral Hepatitis: A focus on hepatitis B* ID Monthly, clinical pharmacist presentation Presented to clinical pharmacists and pharmacy residents Cleveland Clinic, Cleveland, Ohio
September 2013	*Drug Topics Magazine* Education videos for *Drug Topics Magazine* on YouTube.com Topic included "Research agenda for HIV infection," "When to treat HIV infection," "HIV screening guidelines," "Treatment breakthroughs for HIV infection," "Collaborative teams for HIV management" Target audience: pharmacists Cleveland Clinic, Cleveland, Ohio
July-September Yearly starting 2013 to present	*HIV Medication Lectures* Infectious Diseases Fellows Practice Based Learning Lectures Presented to infectious diseases fellows and staff physicians Cleveland Clinic, Cleveland, Ohio
June 2013	*HIV Medications and Drug-Drug Interactions* Inpatient pharmacist core competency lecture Video recorded lecture for newly hired inpatient staff pharmacists Cleveland Clinic, Cleveland, Ohio
April 2013	*HIV Medications and Drug-Drug Interactions: A Primer* Practice Based Pharmacology Webcast Series Online CME presentation for physician assistants Cleveland Clinic, Cleveland, Ohio

PUBLICATIONS

Sacha G, Neuner E, Athans V, **Pallotta A,** Bass S, Bauer S, Brizendine K. Clinical Experience with ceftolozane/tazobactam at a large academic medical center.

Neuner EA, **Pallotta A**, Lam SW, Stowe D, Gordon SM, Procop GW, Richter SS. Experience with rapid microarray-based diagnostic technology and antimicrobial stewardship for patients with gram-positive bacteremia. Infect Control Hosp Epidemiol. 2016;37(11):1361-6.

Pallotta A, Rehm SJ. Navigating pneumococcal vaccination in adults. Cleve Clin J Med 2016;83(6):427-33.

Bombatch C, **Pallotta A,** Neuner EA, Taege AJ. Evaluation of Herpes Zoster Vaccination in HIV-Infected Patients 50 Years of Age and Older. Ann Pharmacother. 2016;50(4):326-7.

Koval CE, Khanna A, **Pallotta A**, Spinner M, Taege AJ, Eghtesad B, Fujiki M, Hashimoto K, Rodriguez B, Morse G, Bennett A, Abu-Elmagd K. *En Bloc* Multivisceral and Kidney Transplantation in an HIV Patient: First Case Report. Am J Transplant 2015;XX:1-6.

Sanders J, **Pallotta AM,** Sekeres J, Bauer S, Davis R, Taege A, Neuner E. Antiretroviral Medication Errors in Hospitalized Patients with Human Immunodeficiency Virus Infection. Infect Control Hosp Epidemiol 2014;35(3):272-277.

POSTERS

Pallotta A, Neuner E, Athans V, Chalmers J, Vogan E, Jiang X, Wesolowski J, Fraser T, Gordon S. Internally-Developed Antifungal Use Benchmarking at a Large Academic Medical Center and Integrated Health System. [Abstract 198176] Presented at the American Society of Health-Systems Pharmacists Midyear Meeting. Las Vegas, Neveda, December 2016.

Pallotta A, Miranda C, Teixeira L. Evaluation of directly observed therapy with three months of once-weekly isoniazid and rifapentine for latent tuberculosis infection at an outpatient infectious diseases clinic in an academic medical center. [Abstract 198133] Presented at the American Society of Health-Systems Pharmacists Midyear Meeting. Las Vegas, Neveda, December 2016.

Welch S, **Pallotta A,** Weber C, Siebenaller C, Cober ED, Neuner EA. Comparison of Serum Concentrations between Posaconazole Delayed-release Tablet and Oral Suspension at a Large Academic Medical Center [Abstract 808] Poster Presentation. Presented at the Infectious Diseases Society of America ID Week Meeting. San Diego, California, October 2015

Pallotta A, Clark J, Koren D, Neuner E, Rehm S. Development of Clinical Decision Support to Improve Outpatient Pneumococcal Immunization Rates in Immunocompromised Patients [Abstract 77287]. Poster Presentation Presented at the 18th Annual Conference on Vaccine Research. Bethesda, Maryland, April 2015.

Koren D, **Pallotta A**, Neuner E, Willner M, Clark J, Rehm S. Pneumococcal Vaccination Rates in an Urban Outpatient Clinic Before and After Implementation of a Clinical Reminder Initiative. Poster Presentation. Presented at the American Society of Health-System Pharmacists Midyear Meeting. Anaheim, California, December 2014.

Pallotta AM, Lipscomb S, Tungsiripat M. Establishing a Clinical Pharmacy Practice in an Integrated-Service HIV Outpatient Clinic. [Abstract 260]. Poster Presentation. Presented at the American College of Clinical Pharmacy Annual Meeting. Austin, Texas, October 2014.

Ghamrawi R, Bauer S, Sekeres J, Neuner E, **Pallotta A**, Shrestha N. Assessment of Aminoglycoside Dosing at a Large Academic Medical Center. [Abstract 752]. Poster Presentation. Presented at the Infectious Diseases Society of America ID Week Meeting. Philadelphia, Pennsylvania, October 2014.

Koval CE, Abu-Elmagd K, Khanna A, Spinner M, Fujiki M, Hashimoto K, **Pallotta A**, Rodriguez B, Morse G, Taege AJ. Successful Anti-Retroviral Therapy in an HIV-Infected Man with Short Gut Syndrome and First Multivisceral Transplant [Abstract B3015]. Poster Presentation. Presented at the World Transplant Congress. San Francisco, California, July 2014.

Sanders J, **Pallotta AM,** Sekeres J, Bauer S, Davis R, Taege A, Neuner E. Antiretroviral Medication Errors in Hospitalized Patients with HIV Infection. Presented at the Infectious Diseases Society of America IDWeek Meeting, San Francisco, California, 2013. Abstract: 176.

Pallotta AM, Neuner EA, Sekeres JK, Ketz JM, Shrestha NK. Assessment of a Pilot Pharmacy Vancomycin Dosing Service. Poster. Presented at American College of Clinical Pharmacy Annual Meeting, Pittsburgh, Pennsylvania, 2011.

TEACHING EXPERIENCES

November 2016	Kent State University College of Podiatric Medicine Guest Lecturer – Antifungals and Miscellaneous Antimicrobial Lectures Cleveland, Ohio
October 2012 – present	Infectious Diseases Fellow Practice-Based Learning Lecturer Department of Infectious Diseases Cleveland Clinic, Cleveland, Ohio
October 2012 – present	Pharmacy Preceptor PGY2 Infectious Diseases, Ambulatory Care, Pharmacotherapy; PGY1 Community Pharmacy, Pharmacy Practice; APPE and IPPE student rotation preceptor Department of Pharmacy Outpatient HIV Clinic Cleveland Clinic, Cleveland, Ohio Cleveland Clinic Medina Hospital, Medina, Ohio
November 2011 – September 2012	PGY1 Adult Internal Medicine Rotation Preceptor Louis Stokes Cleveland VA Medical Center, Cleveland, Ohio

COMMITTEE INVOLVEMENT

January 2015 – present	Infectious Diseases Department Granuloma Delta Group Pharmacy Representative
November 2014 – present	Cleveland Clinic Stewardship Taskforce
January 2013 – present	Antimicrobial Specialty Panel of Cleveland Clinic Health-System Pharmacy and Therapeutics Committee
January 2013 – present	Vaccine Specialty Panel of Cleveland Clinic Health-System Pharmacy and Therapeutics Committee
January 2013 – present	Cleveland Clinic Health System Antimicrobial Usage and Stewardship Committee
October 2012 – present	Infectious Diseases Department HIV Delta Group Pharmacy Representative

PROFESSIONAL MEMBERSHIPS

2010 – present — Ohio College of Clinical Pharmacy
Membership Committee Chair: 2016-2017
President: 2015
President-Elect: 2014
Secretary/Treasurer; 2013 – 2014
Meeting Planning Committee Co-Chair; 2010 – 2012

2011 – present — American College of Clinical Pharmacy
HIV and Infectious Diseases PRN member
HIV PRN Newsletter Committee member, 2015 – present
Student CV reviewer. 2016 - present

2011 – present — Society of Infectious Diseases Pharmacists
Nominations committee member; 2014

2005 – present — Ohio Society of Health-System Pharmacists
Cleveland Chapter member; 2009 – 2015
House of Delegates; 2007–2009
University of Toledo Student Chapter President; 2007 – 2008
Board of Directors; 2007 – 2008

2008 – 2015 — American Society of Health-System Pharmacists

HONORS AND AWARDS

June 2014 — Cleveland Clinic Main Campus Preceptor of the Year

December 2013 — Cleveland Clinic Main Campus Pharmacy Award
Promoting the Profession

May 2011 — Ohio College of Clinical Pharmacy "Best Poster" Award

November 2010 — Ohio College of Clinical Pharmacy 1st Place Award for Presentation Style

January 2010 — Louis Stokes VA Medical Center Shining Star of Customer Service Award

October 2009 — Ohio College of Clinical Pharmacy 2nd Place Award for Presentation Style

SERVICE ACTIVITIES

August 2014 — MedWish International Peru Brigade: Pharmacist

SERVICES, UTILITIES, TECHNOLOGY & CABLE COMMITTEE

September 25, 2017

IN ATTENDANCE: Chairman Joseph Salzgeber, Committee Member Nicholas Hanek, Committee Member Brian Ousley, Michael Abella Jr., Anthony Capretta, Patricia Hanek, Alex Johnson, Service Director Paul Barnett, City Manager/Safety Director Carl DeForest, Law Director Kenneth Fisher, Assistant Finance Director Lynnette Ozanich, Parks & Recreation Director John Piepsny, Engineer Matt Jones, Community & Economic Development Director Grant Aungst, Council Clerk Barbara Ortiz, MaryAnn Chandler, News Media.

The meeting convened at: 6:35p.m.

REVIEW LEGISLATION:

RES. NO. 85-17 – An emergency resolution authorizing the City Manager to enter into an agreement with the Ohio Department of Transportation for the storage of road salt

Mr. Barnett explained the Ohio Department of Transportation likes storing salt in the City's facilities due to our location, so during a storm event they can fill up from our facilities instead of going to Route 18. They replenish salt during the year and in turn they give the City 50 tons of rock salt.

Mr. Hanek moved this resolution to tonight's Council Agenda of September 25, 2017 as an emergency for three readings. Vote – 3 Ayes, 0 Nays.

ORD. NO. 88-17 – An emergency ordinance amending Section 1060.02 (c) of the City of Brunswick Codified Ordinances to allow the City Manager to extend the hours of garbage collection in the City

Mr. DeForest advised it was recently brought to this attention the Grafton Road project begins at 7:00 a.m. and in accordance trash is collected from 7:00 a.m. to 7:00 p.m., and there was a situation where the trash trucks were getting caught in the confines of the construction areas, and residents were having difficulties getting out their trash.

The Administration looked at the trash ordinance and the way it was written trash can only be collected from 7:00 a.m. to 7:00p.m. Amending the ordinance will be beneficial to the public, the construction workers, and the trash hauler.

Mr. Ousley suggested extending the hours in the evening, as some people may not like earlier trash collection.

Mr. Hanek moved this ordinance to tonight's Council Agenda of September 25, 2017 as an emergency with suspension of the rules. Vote – 3 Ayes, 0 Nays.

GENERAL DISCUSSION:

Mr. Barnett advised the first round of leaf collection is scheduled to start Monday, October 30. However, with leaves falling already, the start date will be revisited and collection may start the week prior.

This year leaf collection will begin in Ward 4, and end in Ward 1, and Mr. Barnett is anticipating three rounds of pickup.

Mr. Capretta asked about the missed trash pickup in Ward 4, and Mr. Barnett indicated there was a replacement driver on the route that was not familiar with the area and three streets were missed.

Mr. Johnson asked how branch chipping was coming along, and it was noted by Mr. Barnett that branch chipping was complete as of today.

ADJOURNMENT:

Being no further business, Mr. Hanek moved to adjourn at 6:41 p.m. Vote – 3 Ayes, 0 Nays.

Respectfully submitted,

Joseph Salzgeber
Chairman

FINANCE COMMITTEE MEETING

September 25, 2017

IN ATTENDANCE: Chairwoman Patricia Hanek, Committee Member Joseph Salzgeber, Committee Member Alex Johnson, Michael Abella Jr., Anthony Capretta, Nicholas Hanek, Assistant Finance Director Lynnette Ozanich, City Manager/Safety Director Carl DeForest, Parks & Recreation Director John Piepsny, Law Director Kenneth Fisher, Service Director Paul Barnett, Engineer Matt Jones, Community & Economic Development Director Grant Aungst, Council Clerk Barbara Ortiz, News Media.

The meeting convened at 6:19 p.m.

DISCUSSION ITEMS:

Discussion on Fund Balance Reserve Policy established under Council Ordinance #96-12 and recommended updates to the policy from the Citizens Financial Audit Review & Advisory Committee meeting held on September 14, 2017.

Mrs. Ozanich advised the Audit Review Committee reviewed the Fund Reserve Policy at their last meeting. They reviewed the minimum and maximums of the policy and how that corresponded to current expenditures, and the committee felt the policy needed to be amended. They suggested for over the next five years raise the minimum and maximum for the fund balance reserve $250,000.00 each year for the next five years to bring the levels up to a minimum of $3,750,000.00, and a maximum of $5,250,000.00 which would more appropriately set the City up in the event something catastrophic happened, the reserve would be more in line to cover expenses for a few months.

Mr. Johnson moved to have legislation drafted to increase the minimum and maximum fund balances. Vote – 3 Ayes, 0 Nays.

REVIEW LEGISLATION:

RES. NO. 83-17 An emergency resolution authorizing the City Manager to enter into a three (3) year professional services agreement with the Local Government Services Division of the Auditor of State's Office to assist in the preparation of a Comprehensive Annual Financial report for the years ending December 31 of 2017, 2018, and 2019 in an amount not to exceed $36,600.00

This legislation will allow for the City to enter into a contract with the Local Government Services Division of the Auditor of States Office for the copulation of the Comprehensive Annual Financial Report for the years ending December 31, 2017, 2018, and 2019. Mrs. Ozanich advised the contract amount of $12,200.00 per year for a maximum of $36,600.00.

The Local Government Services has helped in the preparation of the Comprehensive Annual Financial Report (CAFR) for the last thirteen years, and they have been a great asset. Mrs. Ozanich explained the CAFR is a very valuable resource of information.

Local Government Services are willing to keep the price the same for the next three years, if the contract is returned to them by October 7, hence the emergency legislation.

Mr. Salzgeber moved this resolution to tonight's Council Agenda of September 25, 2017 as an emergency with suspension of the rules. Vote – 3 Ayes, 0 Nays.

GENERAL DISCUSSION:

There was none.

ADJOURNMENT:

Being no further business, Mr. Johnson moved to adjourn at 6:28 p.m. Vote – 3 Ayes, 0 Nays.

Respectfully submitted,

Patricia Hanek

Patricia Hanek
Chairwoman

SAFETY & ENVIRONMENT COMMITTEE MEETING

September 25, 2017

IN ATTENDANCE: Chairman Nicholas Hanek, Committee Member Anthony Capretta**,** Committee Member Alex Johnson, Michael Abella Jr., Patricia Hanek, Joseph Salzgeber, Brian Ousley, City Manager/Safety Director Carl DeForest, Parks & Recreation Director John Piepsny, Law Director Kenneth Fisher, Service Director Paul Barnett, Engineer Matt Jones, Community & Economic Development Director Grant Aungst, Assistant Finance Director Lynnette Ozanich, Council Clerk Barbara Ortiz, News Media.

The meeting convened at 6:28 p.m.

REVIEW LEGISLATION:

RES. NO. 86-17- A resolution authorizing the City Manager to enter into a five (5) year agreement with the Board of Health for the Medina County Combined General Health District to perform storm water sampling and inspection services in a total amount not to exceed $20,000.00

Mr. Barnett advised this legislation allows for Medina County Board of Health to do storm water sampling. This is a five year contract with a cost of $4,000.00 per year for a total of $20,000.00.

Mr. Capretta moved this resolution to tonight's Council Agenda of September 25, 2017 for three readings. Vote – 3 Ayes, 0 Nays.

ORD. NO. 87-17 – An ordinance amending Section 618.29 of the City of Brunswick Codified Ordinances

Mr. Fisher explained this amends existing Section 618.29 relative to leaving animals unattended in vehicles. There were some issues that arose with the existing ordinance, and this clarifies the punishable offense.

Mr. Johnson moved this ordinance to tonight's Council Agenda of September 25, 2017 for three readings. Vote – 3 Ayes, 0 Nays.

GENERAL DISCUSSION:

Mr. Capretta asked about having a radar detector for speeding in parts of Ward 4.

Mr. Hanek indicated he would send an e mail to the City Manager on that.

ADJOURNMENT:

Being no further business, Mr. Johnson moved to adjourn at 6:35 p.m. Vote – 3 Ayes, 0 Nays.

Respectfully submitted,

Nicholas Hanek
Chairman

BUILDING AND BUILDING CODE COMMITTEE

September 25, 2017

IN ATTENDANCE: Chairman Anthony Capretta, Committee Member Michael Abella Jr., Committee Member Brian Ousley, Patricia Hanek, Alex Johnson, Joseph Salzgeber, Nicholas Hanek, City Manager/Safety Director Carl DeForest, Law Director Kenneth Fisher, Community & Economic Development Director Grant Aungst, Parks & Recreation Director John Piepsny, Assistant Finance Director Lynnette Ozanich, Engineer Matt Jones, Service Director Paul Barnett, Council Clerk Barbara Ortiz, MaryAnn Chandler, News Media.

The meeting convened at 6:41 p.m.

REVIEW LEGISLATION:

RES. NO. 82-17 - An emergency resolution authorizing the City Manager to enter into a reciprocal agreement for backup Chief Building Official services with the City of Medina

Mr. Aungst explained with this resolution the City will enter into a reciprocal agreement with the City of Medina for backup Chief Building Official services. The previous agreement came to a conclusion after five years. This agreement will be continuous unless either party deems it necessary to conclude the agreement with a thirty day notice.

Mr. Ousley moved this resolution to tonight's Council Agenda of September 25, 2017 as an emergency with suspension of the rules. Vote – 3 Ayes, 0 Nays.

GENERAL DISCUSSION:

There was none.

ADJOURNMENT:

Being no further business, Mr. Abella moved to adjourn at 6:45 p.m. Vote – 3 Ayes, 0 Nays.

Respectfully submitted,

Anthony P. Capretta

Anthony Capretta
Chairman

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager John Piepsny
COPY:	Mayor Ron Falconi
LEGISLATION:	**RES. NO. 80-17 -** A resolution authorizing the City Manager to enter into an agreement with Interfinish, LLC for the design and installation of a new track at the Brunswick Community Recreation and Fitness Center in an amount not to exceed $43,395.00 - **3rd Reading** (Parks, Recreation and Community Committee, *Administration/John Piepsny)*
BACKGROUND:	This resolution would allow the City Manager to enter into an agreement with Interfinish to the design and construction of the new track at the Brunswick Community Recreation and Fitness Center. The track at the Brunswick Community Recreation and Fitness Center is 25 years old and needs to be repaired. Many of the transitions have become trip hazards for some of our members. By installing a new track, we can eliminate the trip hazards and also add more cushion to the track thus giving our members a more comfortable and safer experience.
PURPOSE AND EXPLANATION:	
IMPLEMENTATION SCHEDULE:	Once adopted, the department would work to schedule the job during a normal slow time at the recreation center.
FINANCIAL INFORMATION:	- - Capital Projects Improvement Fund #300 - 300-0522-56250 - - 43395
FINANCIAL SUMMARY:	Interfinish would complete the work in an amount not to exceed $43,395.00. The work would be done under State Contract #800314.
RECOMMENDED ACTION:	

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?
It would be the Parks and Recreation Directors recommendation that the resolution be adopted.

ADDITIONAL INFORMATION:

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. _____

BY:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH INTERFINISH, LLC FOR THE DESIGN AND INSTALLATION OF A NEW TRACK AT THE BRUNSWICK COMMUNITY RECREATION AND FITNESS CENTER IN AN AMOUNT NOT TO EXCEED $43,395.00.

WHEREAS: The City of Brunswick belongs to the State Procurement Program under the direction of the Department of Administrative Services; and

WHEREAS: The State contract under the State Procurement Program has been awarded to Interfinish, LLC.

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

SECTION 1: That the City Manager is hereby authorized to enter into an Agreement with Interfinish, LLC for the design and installation of a new track at the Brunswick Community Recreation and FitnessCenter in an amount not to exceed $43,395.00.

SECTION 2: That this Resolution shall take effect and be inforce from and after the earliest period allowed by law.

PASSED: 1st Reading__________________________

2nd Reading_________________________

3rd Reading_________________________

ADOPTED: _________________ AYES ___________ NAYS ___________

ATTEST: _______________________

Clerk of Council
Barb Ortiz

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 80-27

BY: Mr. Abella, Mr. Capretta and Mr. Salzgeber

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH INTERFINISH, LLC FOR THE DESIGN AND INSTALLATION OF A NEW TRACK AT THE BRUNSWICK COMMUNITY RECREATION AND FITNESS CENTER IN AN AMOUNT NOT TO EXCEED $43,395.00.

WHEREAS: The City of Brunswick belongs to the State Procurement Program under the direction of the Department of Administrative Services; and

WHEREAS: The State contract under the State Procurement Program has been awarded to Interfinish, LLC.

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

SECTION 1: That the City Manager is hereby authorized to enter into an Agreement with Interfinish, LLC for the design and installation of a new track at the Brunswick Community Recreation and Fitness Center in an amount not to exceed $43,395.00.

SECTION 2: That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading________________________

2nd Reading________________________

3rd Reading________________________

ADOPTED: ________________ AYES __________ NAYS __________

ATTEST: ______________________
Clerk of Council
Barbara J. Ortiz, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager
COPY:	Mayor Ron Falconi
LEGISLATION:	**RES. NO. 81-17 -** An emergency resolution authorizing the City Manager to purchase three (3) marked police cruisers for the Division of Police from Statewide Ford in an amount not to exceed $125,000.00 - **3rd Reading** (Safety & Environment Committee, *Administration/Chief Ohlin*)
BACKGROUND:	We are requesting council approval to purchase 3 marked 2018 police cruisers in an amount not to exceed $125,000 at or below state bid contract pricing from Statewide Ford. These vehicles will replace 3 current cruisers with high mileage and increasing maintenance costs. The capital funds are available and budgeted in the 2017 police capital budget.
PURPOSE AND EXPLANATION:	
IMPLEMENTATION SCHEDULE:	
FINANCIAL INFORMATION:	- - Police Fund #114 (Capital Sub Fund #961) - 961-0520-56252 - - 125000
FINANCIAL SUMMARY:	
RECOMMENDED ACTION:	

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	Yes
Suspension of Rules	No

If emergency or suspension of the rules, why the request?
3 readings and pass as an emergency

ADDITIONAL INFORMATION:

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. _________

BY:

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE THREE (3) MARKED POLICE CRUISERS FOR THE DIVISION OF POLICE FROM STATEWIDE FORD IN AN AMOUNT NOT TO EXCEED $125,000.00.

WHEREAS: The City of Brunswick belongs to the Ohio Cooperative Purchasing Program under the direction of the Ohio Department of Administrative Services; and

WHEREAS: Ohio Revised Code Section 125.04(C) permits the City to purchase supplies or services from another party without competitive bidding and outside the State Purchasing Program if such supplies or services can be purchased under equivalent terms, conditions and specifications, but at a lower price than through the State Procurement Program; and

WHEREAS: The proposed purchase of three (3) marked police cruisers from Statewide Ford in an amount not to exceed $125,000.00, is upon equivalent terms, conditions and specifications and at a lower price than through the State Purchasing Program.

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

SECTION 1: That the City Manager is hereby authorized to purchase three (3) marked police cruisers for the Division of Police from Statewide Ford in an amount not to exceed $125,000.00.

SECTION 2: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety or welfare, and for the additional reason that the Division of Police is in need of these vehicles as soon as possible. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading_________________________

2nd Reading_________________________

3rd Reading_________________________

ADOPTED: _________________ AYES ___________ NAYS ___________

ATTEST: ______________________________
Clerk of Council
Barbara J. Ortiz, CMC

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 81-17

BY: Mr. Hanek, Mr. Capretta and Mr. Johnson

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE THREE (3) MARKED POLICE CRUISERS FOR THE DIVISION OF POLICE FROM STATEWIDE FORD IN AN AMOUNT NOT TO EXCEED $125,000.00.

WHEREAS: The City of Brunswick belongs to the Ohio Cooperative Purchasing Program under the direction of the Ohio Department of Administrative Services; and

WHEREAS: Ohio Revised Code Section 125.04(C) permits the City to purchase supplies or services from another party without competitive bidding and outside the State Purchasing Program if such supplies or services can be purchased under equivalent terms, conditions and specifications, but at a lower price than through the State Procurement Program; and

WHEREAS: The proposed purchase of three (3) marked police cruisers from Statewide Ford in an amount not to exceed $125,000.00, is upon equivalent terms, conditions and specifications and at a lower price than through the State Purchasing Program.

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

SECTION 1: That the City Manager is hereby authorized to purchase three (3) marked police cruisers for the Division of Police from Statewide Ford in an amount not to exceed $125,000.00.

SECTION 2: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety or welfare, and for the additional reason that the Division of Police is in need of these vehicles as soon as possible. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading________________________

2nd Reading________________________

3rd Reading________________________

ADOPTED: ________________ AYES __________ NAYS __________

ATTEST: _________________________

Clerk of Council
Barbara J. Ortiz, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager Paul Barnett
COPY:	Mayor Ron Falconi
LEGISLATION:	**RES. NO. 86-17 -** A resolution authorizing the City Manager into a five (5) year agreement with the Board of Health for the Medina County Combined General Health District to perform storm water sampling and inspection services in a total amount not to exceed $20,000.00 - **2nd Reading** (Safety & Environment Committee, *Administration/Paul Barnett*)
BACKGROUND:	The current contract is a 5 year agreement that terminates December 31, 2017. Previous resolution is 132-12. Terms of the contract are remaining the same. Costs for service have been updated.
PURPOSE AND EXPLANATION:	This agreement will allow MCHD to provide storm water sampling at the direction of the City Engineer in order to be compliant with the City's NPDES permit required by the Ohio EPA.
IMPLEMENTATION SCHEDULE:	This work will begin in 2018 and last 5 years.
FINANCIAL INFORMATION:	MCHD storm water sampling - - $4,000.00 per year for a total of $20,000.00 - 224-0420-54267 - -
FINANCIAL SUMMARY:	
RECOMMENDED ACTION:	

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?

ADDITIONAL

INFORMATION:

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. _________

BY:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE BOARD OF HEALTH FOR THE MEDINA COUNTY COMBINED GENERAL HEALTH DISTRICT TO PERFORM STORM WATER SAMPLING AND INSPECTION SERVICES.

WHEREAS: The City requires storm water sampling and inspection services to facilitate compliance with the City's Ohio EPA National Pollutant Discharge Elimination System Permit for Storm Water Management; and

WHEREAS: The current agreement for the provision of such sampling and inspection services between the City and the Board of Health for the Medina County Combined General Health District expires as of December 31, 2017.

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

SECTION 1: That the City Manager, upon approval of the Law Director, is authorized and directed to enter into an Agreement with the Board of Health for the Medina County Combined General Health District as attached hereto as Exhibit "A".

SECTION 2: That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading_________________________

2nd Reading________________________

3rd Reading________________________

ADOPTED: _________________ AYES ___________ NAYS ___________

ATTEST: _______________________
Clerk of Council
Barb Ortiz

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. _________

BY:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIVE (5) YEAR AGREEMENT WITH THE BOARD OF HEALTH FOR THE MEDINA COUNTY COMBINED GENERAL HEALTH DISTRICT TO PERFORM STORM WATER SAMPLING AND INSPECTION SERVICES IN A TOTAL AMOUNT NOT TO EXCEED $20,000.00.

WHEREAS: The City requires storm water sampling and inspection services to facilitate compliance with the City's Ohio EPA National Pollutant Discharge Elimination System Permit for Storm Water Management; and

WHEREAS: The current agreement for the provision of such sampling and inspection services between the City and the Board of Health for the Medina County Combined General Health District expires as of December 31, 2017.

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

SECTION 1: That the City Manager, upon approval of the Law Director, is authorized and directed to enter into an Agreement with the Board of Health for the Medina County Combined General Health District as attached hereto as Exhibit "A".

SECTION 2: That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading_________________________

2nd Reading________________________

3rd Reading________________________

ADOPTED: _________________ AYES ___________ NAYS ___________

ATTEST: _______________________
Clerk of Council
Barb Ortiz

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 86-17

BY: Mr. Hanek, Mr. Capretta and Mr. Johnson

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIVE (5) YEAR AGREEMENT WITH THE BOARD OF HEALTH FOR THE MEDINA COUNTY COMBINED GENERAL HEALTH DISTRICT TO PERFORM STORM WATER SAMPLING AND INSPECTION SERVICES IN A TOTAL AMOUNT NOT TO EXCEED $20,000.00.

WHEREAS: The City requires storm water sampling and inspection services to facilitate compliance with the City's Ohio EPA National Pollutant Discharge Elimination System Permit for Storm Water Management; and

WHEREAS: The current agreement for the provision of such sampling and inspection services between the City and the Board of Health for the Medina County Combined General Health District expires as of December 31, 2017.

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

SECTION 1: That the City Manager, upon approval of the Law Director, is authorized and directed to enter into an Agreement with the Board of Health for the Medina County Combined General Health District as attached hereto as Exhibit "A".

SECTION 2: That this Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading__________________________

2nd Reading__________________________

3rd Reading__________________________

ADOPTED: __________________ AYES ___________ NAYS ___________

ATTEST: ________________________
Clerk of Council
Barbara J. Ortiz, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager Ken Fisher
COPY:	Mayor Ron Falconi
LEGISLATION:	**ORD. NO. 87-17** - An ordinance amending Section 618.29 of the City of Brunswick Codified Ordinances - **2nd Reading** (Safety & Environment Committee, *Administration/Ken Fisher)*
BACKGROUND:	Section 618.29 of the Codified Ordinances of the City of Brunswick needed amending.
PURPOSE AND EXPLANATION:	Amendment to Secti9on 618.29 of the City of Brunswick Codified Ordinances regarding Leaving Animals Unattended in Vehicles.
IMPLEMENTATION SCHEDULE:	Three Readings
FINANCIAL INFORMATION:	
FINANCIAL SUMMARY:	
RECOMMENDED ACTION:	

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?
Recommending three readings with the first reading on September 25, 2017.

ADDITIONAL INFORMATION:

CITY OF BRUNSWICK, OHIO
ORDINANCE NO. _________

BY:

AN ORDINANCE AMENDING SECTION 618.29 OF THE CITY OF BRUNSWICK CODIFIED ORDINANCES.

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

SECTION 1: That Section 618.29 of the Codified Ordinances is hereby amended to readas follows:

618.29 LEAVING ANIMALS UNATTENDED IN VEHICLES

(a) No person ~~animal~~ shall leave an animal ~~be left~~ unattended in an enclosed portion of a vehicle ifany of the ~~except under all the~~ following conditions exist:

(1) The~~No~~ animal ~~may be~~is left unattended ~~in an enclosed portion of a vehicle~~ for more than five minutes;

(2) ~~No~~A heat or cold advisory has been issuedby a local or state authority or the National Weather Service; or

(3) The animal is ~~not~~ younger than six months of age.~~; and~~

~~Adequate water is provided to the animal.~~

(b) ***

(c) ***

SECTION 2: That this Ordinance shall takeeffect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading ____________________

2nd Reading ____________________

3rd Reading ____________________

ADOPTED: __________________________________ AYES_____NAYS_____

ATTEST: __________________________________

Clerk of Council
Barbara J. Ortiz

CITY OF BRUNSWICK, OHIO
ORDINANCE NO. 87-17

BY: Mr. Hanek, Mr. Capretta and Mr. Johnson

AN ORDINANCE AMENDING SECTION 618.29 OF THE CITY OF BRUNSWICK CODIFIED ORDINANCES.

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

SECTION 1: That Section 618.29 of the Codified Ordinances is hereby amended to read as follows:

618.29 LEAVING ANIMALS UNATTENDED IN VEHICLES

(a) No person ~~animal~~ shall leave an animal ~~be left~~ unattended in an enclosed portion of a vehicle if any of the ~~except under all the~~ following conditions exist:

(1) The~~No~~ animal ~~may be~~is left unattended ~~in an enclosed portion of a vehicle~~ for more than five minutes;

(2) ~~No~~A heat or cold advisory has been issued by a local or state authority or the National Weather Service; or

(3) The animal is ~~not~~ younger than six months of age.~~; and~~
~~Adequate water is provided to the animal.~~

(b) ***

(c) ***

SECTION 2: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading ____________________
2nd Reading ____________________
3rd Reading ____________________

ADOPTED: __________________________________ AYES_____NAYS_____

ATTEST: __________________________________
Clerk of Council
Barbara J. Ortiz, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager Todd Fischer
COPY:	Mayor Ron Falconi
LEGISLATION:	**RES. NO. 89-17** - An emergency resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)
BACKGROUND:	An emergency resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor.
PURPOSE AND EXPLANATION:	In order to comply with Ohio Revised Code Section 5705.34 and the County Auditor extension letter, City Council is required to accept the amounts and rates as determined by the budget commission and authorize the necessary tax levies and certify them to the County Auditor. This action will allow the County Auditor to bill these rates on the property tax bills for the succeeding year. 2018 will also mark the fourth year of collections for the City's 1.2 mill road levy passed by the voters on May 6, 2014. The road levy is a 10 year levy with collections expected for 2015-2024. The County Auditor's most recent annual collection estimate for the 1.2 mill levy = $821,600 for the 2018 year.
IMPLEMENTATION SCHEDULE:	To be adopted on October 9, 2017 with an emergency clause. The emergency clause is necessary in order to remain in compliance with the Ohio Revised Code, the County Auditor's extension letter and allow for the daily operations of the City of Brunswick to continue without interruptions and to ensure timely billing of property taxes due to the City of Brunswick.
FINANCIAL INFORMATION:	
FINANCIAL SUMMARY:	The County Auditor's most recent estimate for the 2018 property tax collections to be received by the City of Brunswick equal $2,742,200 in total. The 1.2 mill road levy portion equaled $821,600 (fourth year of collections) and the 2.6 inside mills equal $1,920,600. The County Auditor typically updates these property tax estimates once the property values and tax rates are certified. The 2018 property tax collections for the City of Brunswick can only occur if this legislation is passed and filed with the County Auditor prior to October 31, 2017. Once certified and filed, the property tax rates will be billed by the County Auditor pursuant to State Law. This tax rate of 1.2 mills was approved by the voters for a ten year collection period (2015-2024) and the 2.6 mills has been

approved by the City Charter Section 7.11(a).

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?

The emergency clause is necessary in order to remain in compliance with the Ohio Revised Code, the County Auditor's extension letter and allow for the daily operations of the City of Brunswick to continue without interruptions and to ensure timely billing of property taxes due to the City of Brunswick.

ADDITIONAL INFORMATION: Discuss at the October 9, 2017 Committee meeting and move to the October 9, 2017 Council agenda as an emergency. Recommended action for approval on October 9, 2017with emergency clause (suspension of the rules).

City of Brunswick
RESOLUTION NO ____________________

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(CITY COUNCIL)
Revised Code, Secs. 5705.34-5705.35

The Council of the City of _____BRUNSWICK_____, _____MEDINA_____

County, Ohio, met in ____________________ session on the __________ day of ________________
(Regular Or Special)
20___, at the office of ______________________________________ with the following members

present:

____

____

____

Mr./Mrs. __________________________________ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, **2018**

and

WHEREAS, The Budget Commission of _____MEDINA_____ County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of _____BRUNSWICK_____,

_____MEDINA_____ County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Outside 10 M. Limitation	Amount Approved by Budget Commission Inside 10 M. Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
General Fund		$1,699,100	2.30	
General Bond Retirement Fund				
Police Pension		$221,500	0.30	
Road Levy	$821,600			1.20
Recreation Fund				
Fund				
Fund				
TOTAL	$821,600	$1,920,600	2.60	1.20

DIST. 3

2017 ESTIMATED VALUES AND YIELDS

SCHEDULE B TAX YEAR 2017 COLLECTION YEAR 2018

1. RES/AG	$591,439,200
2. OTHER REAL	$147,518,330
3. PUCO PERSONAL	$9,077,590
4. RES/AG NEW CONSTR.	$8,917,160
5. OTHER NEW CONSTR.	$4,617,960
6. TOTAL	$761,570,240

LEVIES INSIDE & OUTSIDE THE 10 MILL LIMITATION

SUBDIVISION: BRUNSWICK CITY

FUND TYPE	PURPOSE	LAST YR. VOTED	NO.# YEARS	TAX YEAR FIRST/LAST	COLL. YEAR FIRST/LAST	FULL MILLAGE	REDUCTION RES/AG OTHER	EFFECTIVE RES/AG OTHER	RES/AG	OTHER	PUCO PERSONAL	NEW CONSTRUCTION	TOTAL
GENERAL FUND						2.30	0.000000 0.000000	2.300000 2.300000	$1,319,500	$329,100	$20,300	$30,200	$1,699,100
SPECIAL REVENUE	POLICE PENSION					0.30	0.000000 0.000000	0.300000 0.300000	$172,100	$42,900	$2,600	$3,900	$221,500
	ROAD LEVY	2014	10	2014/2023	2015/2024	1.20	0.081850 0.043064	1.101780 1.148323	$632,100	$164,300	$10,600	$14,600	$821,600

2.60	INSIDE MILLAGE		$2,123,700	$536,300	$33,500	$48,700	$2,742,200
1.20	OUTSIDE MILLAGE						
3.80	TOTAL MILLAGE						
		3.701780	RES/AG EFFECTIVE				
		3.748323	OTHER EFFECTIVE				

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	Co. Auditor's Est. of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current Expense Levy authorized by voters on ,20 for not to exceed years.		
Current Expense Levy authorized by voters on ,20 for not to exceed years.		
Current Expense Levy authorized by voters on ,20 for not to exceed years.		
Total General Fund outside 10m. Limitation.		
Road Levy authorized by voters on May 6, 2014 for not to exceed 10 years.	1.20	$821,600
Levy authorized by voters on ,20 for not to exceed years.		
Fund: Levy authorized by voters on for not to exceed years.		
Fund: Levy authorized by voters on ,20 for not to exceed years.		
Fund: Levy authorized by voters on ,20 for not to exceed years.		
Fund: Levy authorized by voters on ,20 for not to exceed years.		
THIS RESOLUTION 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 MUNICIPALITY, AND FOR THE ADDITIONAL REASON THAT THIS RESOLUTION MUST BE FILED WITH THE MEDINA COUNTY AUDITOR AS SOON AS POSSIBLE. THEREFORE, THE SAME SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE BY THE REQUIRED NUMBER OF VOTES.		

and be it further

RESOLVED, That the Clerk of this Council be and he is hereby directed to certify a copy of this Resolution to the County Auditor of Said County.

Mr./Mrs. ______________________ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr./Mrs. ______________________________

Mr./Mrs. ______________________________

Mr./Mrs. ______________________________

Adopted the ________ day o __________________________ ,20 _____.

____

Attest:

____
President of Council

____
Clerk of Council

CERTIFICATE OF COPY
ORIGINAL ON FILE

____

The State of Ohio, ________________ County, ss.

I, ______________________, Clerk of the Council of the City

of __________________________ within and for said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original ______________________

____

____

now on file, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this ________ day of ___________________________, 20____

____
Clerk of Council

____

No. ____________________

____
COUNCIL OF THE CITY OF

____

____________________ County, Ohio.

____

RESOLUTION
ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(City Council)

____

Adopted ________________, 20 ___

____
Clerk of Council

____

Filed ____________________, 20 ___

____
County Auditor

By ________________________
Deputy

0000000207

Ohio Department of
TAXATION
Office of the Tax Commissioner
30 E. Broad St., 22nd Floor • Columbus, OH 43215

JOURNAL ENTRY

Date:

JUL 17 2017

The Honorable Michael E Kovack
Medina County Auditor
144 N Broadway St Rm 301
Medina OH 44256

Entry Number: 17-07-0188

Re: Approval of Extension for the Medina County Budget Commission to Complete its Work

The Tax Commissioner, upon consideration of the application filed by the County Auditor, as secretary of the county budget commission, on July 11, 2017, for an extension of time beyond the statutory date of September first to complete its work, as provided by Revised Code section 5705.27, finds that the extension of time is necessary and approves October 2, 2017, as the date within which such work shall be completed, pursuant to Ohio Revised Code section 5705.341 (last para.).

The Tax Commissioner also extends the October first deadline contained in Ohio Revised Code section 5705.34 for the political subdivision to authorize the necessary tax levies to the auditor by the same number of days that the extension to certify rates is granted by this entry. Accordingly, the political subdivision must authorize the necessary tax levies to the auditor by November 1, 2017. The County Auditor must notify each political subdivision affected by this entry.

It is ordered that a copy of this entry be certified to the County Auditor, as secretary of the County Budget Commission.

I CERTIFY THAT THIS IS A TRUE AND ACCURATE COPY OF THE ENTRY RECORDED IN THE TAX COMMISSIONER'S JOURNAL

Joseph W. Testa

JOSEPH W. TESTA
TAX COMMISSIONER

/s/ Joseph W. Testa

Joseph W. Testa
Tax Commissioner

TT

City of Brunswick
RESOLUTION NO 89-17

BY: Mrs. Hanek, Mr. Johnson and Mr. Salzgeber

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(CITY COUNCIL)
Revised Code, Secs. 5705.34-5705.35

The Council of the City of BRUNSWICK , MEDINA

County, Ohio, met in Regular session on the ______ day of ______
(Regular Or Special)

2017, at the office of Brunswick City Hall with the following members present:

______

______

______

Mr./Mrs. ______ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2018 and

WHEREAS, The Budget Commission of MEDINA County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of BRUNSWICK ,

MEDINA County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Outside 10 M. Limitation	Amount Approved by Budget Commission Inside 10 M. Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column II	Column IV	V	VI
General Fund		$1,699,100	2.30	
General Bond Retirement Fund				
Police Pension		$221,500	0.30	
Road Levy	$821,600			1.20
Recreation Fund				
Fund				
Fund				
TOTAL	$821,600	$1,920,600	2.60	1.20

DIST. 3

SCHEDULE B   TAX YEAR 2017   COLLECTION YEAR 2018

LEVIES INSIDE & OUTSIDE THE 10 MILL LIMITATION

SUBDIVISION: BRUNSWICK CITY

2017 ESTIMATED VALUES AND YIELDS

1. RES/AG	$591,439,200
2. OTHER REAL	$147,518,330
3. PUCO PERSONAL	$9,077,590
4. RES/AG NEW CONSTR.	$8,917,160
5. OTHER NEW CONSTR.	$4,617,960
6. TOTAL	$761,570,240

FUND TYPE	PURPOSE	LAST YR. VOTED	NO.# YEARS	TAX YEAR FIRST/LAST	COLL. YEAR FIRST/LAST	FULL MILLAGE	REDUCTION RES/AG OTHER	EFFECTIVE RES/AG OTHER	RES/AG	OTHER	PUCO PERSONAL	NEW CONSTRUCTION	TOTAL
GENERAL FUND						2.30	0.000000 0.000000	2.300000 2.300000	$1,319,500	$329,100	$20,300	$30,200	$1,699,100
SPECIAL REVENUE	POLICE PENSION					0.30	0.000000 0.000000	0.300000 0.300000	$172,100	$42,900	$2,600	$3,900	$221,500
	ROAD LEVY	2014	10	2014/2023	2015/2024	1.20	0.081850 0.043064	1.101780 1.148323	$632,100	$164,300	$10,600	$14,600	$821,600

2.60	INSIDE MILLAGE	$2,123,700	$536,300	$33,500	$48,700	$2,742,200
1.20	OUTSIDE MILLAGE					
3.80	TOTAL MILLAGE					

3.701780 RES/AG EFFECTIVE
3.748323 OTHER EFFECTIVE

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	Co. Auditor's Est. of Yield of Levy (Carry to Schedule A, Column II)
GENERAL FUND:		
Current Expense Levy authorized by voters on ,20 for not to exceed years.		
Current Expense Levy authorized by voters on ,20 for not to exceed years.		
Current Expense Levy authorized by voters on ,20 for not to exceed years.		
Total General Fund outside 10m. Limitation.		
Road Levy authorized by voters on May 6, 2014 for not to exceed 10 years.	1.20	$821,600
Levy authorized by voters on ,20 for not to exceed years.		
Fund: Levy authorized by voters on for not to exceed years.		
Fund: Levy authorized by voters on ,20 for not to exceed years.		
Fund: Levy authorized by voters on ,20 for not to exceed years.		
Fund: Levy authorized by voters on ,20 for not to exceed years.		

THIS RESOLUTION 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 MUNICIPALITY, AND FOR THE ADDITIONAL REASON THAT THIS RESOLUTION MUST BE FILED WITH THE MEDINA COUNTY AUDITOR AS SOON AS POSSIBLE. THEREFORE, THE SAME SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE BY THE REQUIRED NUMBER OF VOTES.

and be it further

RESOLVED, That the Clerk of this Council be and he is hereby directed to certify a copy of this Resolution to the County Auditor of Said County.

Mr./Mrs. ______________________ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr./Mrs. ______________________________

Mr./Mrs. ______________________________

Mr./Mrs. ______________________________

Adopted the ________ day o ____________________________ ,20 _____.

____

Attest:

____
President of Council

____
Clerk of Council

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio, Medina County, ss.

I, Barbara Ortiz, Clerk of the Council of the City of Brunswick within and for said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original ____________________

____

____

now on file, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.

WITNESS my signature, this ________ day of ____________________, 20 17

____
Clerk of Council

____

No. 89-17

____
COUNCIL OF THE CITY OF

Brunswick

Medina County, Ohio.

____

RESOLUTION
ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(City Council)

____

Adopted ____________________, 20 17

____
Clerk of Council

____

Filed ____________________, 20 ____

____
County Auditor

By ____________________
Deputy

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager Todd Fischer
COPY:	Mayor Ron Falconi
LEGISLATION:	**ORD. NO. 90-17** - An ordinance amending Council's Ordinance Number 96-12 and the City's Fund Balance Reserve Policy - **1st Reading** (To be brought from Finance Committee, *Administration/Todd Fisher*)

BACKGROUND:

Over the past two decades, the compounded impacts of the economy, political environment, and increasing demand for services and capital needs have presented challenges in maintaining adequate cash reserves for the City of Brunswick. From 2002 through 2009, the City expended significantly more money than it was taking in, thus draining the cash reserves to levels that were unacceptable to the City and the Brunswick Citizens' Financial Audit Review and Advisory Committee. The most significant factor or identified cause of these practices was the implementation of long-term financial commitments without a corresponding long-term funding stream in place.

During mid 2010 through the date of this proposal, City Council, City Administration and the Committee have taken measures to restore the City's fiscal infrastructure, rebuild its cash reserves and revamp various fiscal and budgeting practices. As a part of these revamped practices, City Council, City Administration and the Brunswick Citizens' Financial Audit Review and Advisory Committee established a fund balance reserve policy.

Upon the most recent review and discussion of the fund balance reserve policy during 2017 and with the City's Finance Committee on September 25, 2017, it is the desire of City Council, City Administration and the Brunswick Citizens' Financial Audit Review and Advisory Committee to systematically increase the reserve levels and thus amend the fund balance reserve policy.

PURPOSE AND EXPLANATION:

See the attached Fund Balance Reserve Policy - Exhibit A for proposed amendments.

Over the past two decades, the compounded impacts of the economy, political environment, and increasing demand for services and capital needs have presented challenges in maintaining adequate cash reserves for the City of Brunswick. From 2002 through 2009, the City expended significantly more money than it was taking in, thus draining the cash reserves to levels that were unacceptable to the City and the Brunswick Citizens' Financial Audit Review and Advisory Committee. The most significant factor or identified cause of these practices was the implementation of long-term financial commitments without a corresponding long-term funding

stream in place.

During mid 2010 through the date of this proposal, City Council, City Administration and the Committee have taken measures to restore the City's fiscal infrastructure, rebuild its cash reserves and revamp various fiscal and budgeting practices. As a part of these revamped practices, City Council, City Administration and the Brunswick Citizens' Financial Audit Review and Advisory Committee established a fund balance reserve policy.

Upon the most recent review and discussion of the fund balance reserve policy during 2017, it is the desire of City Council, City Administration and the Brunswick Citizens' Financial Audit Review and Advisory Committee to systematically increase the reserve levels and thus amend the fund balance reserve policy.

IMPLEMENTATION SCHEDULE: Proposed schedule: Placed on Council agenda on October 9, 2017 with first reading , Second reading October 23, 2017 and final and third reading on November 13, 2017. After the 30 day period, it is anticipated that a revised policy would be in effect on December 13, 2017 if adopted by Council.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: No immediate financial impact. However if certain events were to arise that would allow the cash reserves to either fall below the minimum reserve or go above the maximum reserves, then certain conditions and actions as outlined in the amended policy would be required.

RECOMMENDED ACTION:

One Reading	Yes
Two Readings	Yes
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?

ADDITIONAL INFORMATION:

CITY OF BRUNSWICK, OHIO
ORDINANCE NUMBER

BY:

AN ORDINANCE AMENDING COUNCIL'S ORDINANCE NUMBER 96-12 AND THE CITY'S FUND BALANCE RESERVE POLICY

WHEREAS: After the 2017 annual review of the City's Fund Balance Reserve Policy, it has been determined by this Council, the City Administration and the Brunswick Citizens' Audit Review and Advisory Committee that it is in the best interest of the City to amend the City's Fund Balance Reserve policy to maintain appropriate levels of unencumbered cash reserves in the General Fund.

THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: That the Fund Balance Reserve Policy, as attached hereto as Exhibit "A", is amended and hereby adopted.

SECTION 2: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading ___________

2nd Reading ___________

Rules Suspended: AYES ___ NAYS ___

ADOPTED: ____________________________________

ATTEST: ____________________________________

Clerk of Council
Barbara J. Ortiz, CMC

CITY OF BRUNSWICK

FUND BALANCE

RESERVE POLICY

Established October 2012 (Ordinance #96-12)-

Amended by Council 2017 (Ordinance #

~~Adopted by Council Ordinance #~~

BACKGROUND:

~~During the past twelve years~~ Over the past two decades, the compounded impacts of the economy, political environment, and increasing demand for services and capital needs have presented challenges in maintaining adequate cash reserves for the City of Brunswick. From 2002 through 2009, the City expended significantly more money than it was taking in, thus draining the cash reserves to levels that were unacceptable to the City and the Brunswick Citizens' Financial Audit Review and Advisory Committee. The most significant factor or identified cause of these practices was the implementation of long-term financial commitments without a corresponding long-term funding stream in place.

During mid 2010 through the date of this proposal, City Council, City Administration and the Committee ~~began to~~ have taken measures to restore the City's fiscal infrastructure, rebuild its cash reserves and revamp various fiscal and budgeting practices. As a part of these revamped practices, ~~it is the desire of~~ City Council, City Administration and the Brunswick Citizens' Financial Audit Review and Advisory Committee ~~to~~ established ~~this~~a fund balance reserve policy. Upon the most recent review and discussion of the fund balance reserve policy during 2017, it is the desire of City Council, City Administration and the Brunswick Citizens' Financial Audit Review and Advisory Committee to systematically increase the reserve levels and thus amend the fund balance reserve policy.

OBJECTIVE:

It shall be the objective of the City to achieve a sound financial condition and to maintain appropriate levels of unencumbered cash reserves in the General Fund to:

1) Ensure the timely payment of all financial obligations.
2) Reduce susceptibility to downturns in the economy or revenue shortfalls.
3) Provide financial resources to pay for unanticipated emergencies.
4) Comply with and meet debt covenants and obligations.
5) Secure and maintain investment grade credit ratings.

RESERVE POLICY:

The City's General Fund accounts for all financial resources except those required to be accounted for in another fund. These financial resources are available for any purpose, provided they are expended or transferred according to the general laws of Ohio and the Charter of the City of Brunswick.

The City shall attempt to maintain a minimum General Fund unreserved undesignated cash fund balance reserve of no less than ~~$2,500,000~~$2,750,000 as of December 31, 2017. The minimum reserve shall systematically increase by an additional $250,000 as of December 31 of each subsequent year, for an additional four years. As of December 31, 2021, the City shall attempt to maintain a minimum General Fund unreserved undesignated cash fund balance reserve of no less than $3,750,000.

Council may legislatively designate the use of the General Fund unreserved undesignated cash reserves below the ~~$2,500,000~~ established minimum. If at the end of a fiscal year, the General F~~f~~und unreserved undesignated cash fund balance reserve falls below $~~2,500,000~~ the minimum, the City Manager shall prepare and submit his/her plan for expenditure reductions and/or revenue adjustments to City Council. City Council shall take action necessary to restore the unreserved, undesignated General Fund cash reserve fund balance reserve back to the ~~$2,500,000~~ minimum level, preferably within one year, but no more than three years after the last day of the fiscal year in which the minimum reserve level was breached.

In the event the General Fund unreserved, undesignated cash fund balance reserve exceeds ~~$4,000,000 on~~ $4,250,000 as of December 31, 2017; $4,500,000 as of December 31, 2018; $4,750,000 as of December 31, 2019; $5,000,000 as of December 31, 2020; and $5,250,000 as of December 31, 2021 and each fiscal year thereafter on the last day of the fiscal year, the excess may be used in one of or a combination of the following ways:

- One-time expenditures or set aside for future one time expenditures, including but not limited to debt principal reductions or capital improvements, which do not increase recurring operating costs;
- Other one-time costs, or the establishment of or increase in legitimate reservations or designations of any fund balance under the authority of Council;
- Start-up expenditures for new programs provided such action is accompanied by an approved multi-year projection of revenues and expenditures. The program shall not be authorized unless the projections are both reasonable and include revenue streams sufficient to cover the expenditures.

This policy and reserve requirements should be reviewed on an annual basis and, if appropriate, amended accordingly.

CITY OF BRUNSWICK, OHIO
ORDINANCE NUMBER 90-17

BY: Mrs. Hanek, Mr. Johnson and Mr. Salzgeber

AN ORDINANCE AMENDING COUNCIL'S ORDINANCE NUMBER 96-12 AND THE CITY'S FUND BALANCE RESERVE POLICY

WHEREAS: After the 2017 annual review of the City's Fund Balance Reserve Policy, it has been determined by this Council, the City Administration and the Brunswick Citizens' Audit Review and Advisory Committee that it is in the best interest of the City to amend the City's Fund Balance Reserve policy to maintain appropriate levels of unencumbered cash reserves in the General Fund.

THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: That the Fund Balance Reserve Policy, as attached hereto as Exhibit "A", is amended and hereby adopted.

SECTION 2: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading ___________

2nd Reading ___________

Rules Suspended: AYES ___ NAYS ___

ADOPTED: ___________________________________

ATTEST: ___________________________________
Clerk of Council
Barbara J. Ortiz, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager Ken Fisher
COPY:	Mayor Ron Falconi
LEGISLATION:	**ORD. NO. 91-17** - An ordinance amending Section 666.14 of the Codified Ordinances of the City of Brunswick - **1st Reading** (To be brought from Safety & Environment Committee, *Administration/Ken Fisher*)
BACKGROUND:	Amendments to Section 666.14 of the Codified Ordinances was needed.
PURPOSE AND EXPLANATION:	Amendments were needed to Section 666.14 of the Codified Ordinances of the City of Brunswick.
IMPLEMENTATION SCHEDULE:	Recommendation for three readings.
FINANCIAL INFORMATION:	
FINANCIAL SUMMARY:	
RECOMMENDED ACTION:	

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	No

If emergency or suspension of the rules, why the request?
Recommended for three readings.

ADDITIONAL INFORMATION:

CITY OF BRUNSWICK, OHIO
ORDINANCE NO. _________

BY:

AN ORDINANCE AMENDING SECTION 666.14 OF THE CODIFIED ORDINANCES OF THE CITY OF BRUNSWICK.

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

SECTION 1: That Section 666.14 of the Codified Ordinances is hereby amended to read as follows:

"(a) No person who has been convicted of, is convicted of, ~~or pleads or~~ has pleaded guilty to, or pleads guilty to a child-victim oriented offense or a sexually oriented offense ~~and has been classified as a sexual predator~~ shall establish a residence or occupy residential premises within one thousand (1,000) feet of any school premises, school bus stop, preschool, child daycare center premises, public park, library, or public pool that is located within the City of Brunswick.

(b) If a person to whom subsection (a) hereof applies violates subsection (a) hereof by establishing a residence or occupying residential premises within one thousand (1,000) feet of any school premises, school bus stop, preschool, child daycare center premises, public park, library, or public pool that is located within the City of Brunswick, an owner or lessee of real property that is located within one thousand (1,000) feet of the school premises, school bus stop, preschool, child daycare center premises, public park, library, or public pool that is located within the City of Brunswick or the Director of Law has a cause of action for injunctive relief against such person. The ~~city of Brunswick~~plaintiff shall not be required to prove irreparable harm in order to obtain the relief.

(c) The terms "child daycare center" and "preschool" shall have the same meaning as provided in Ohio Revised Code Section 2950.034, as may be amended from time to time.

(d~~c~~) The Clerk of Council shall maintain a current list of all school bus stops in the City of Brunswick and shall make the same available for review upon request."

SECTION 2: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading_________________________

2nd Reading_________________________

3rd Reading_________________________

ADOPTED: ____________________ AYES _____________ NAYS _____________

ATTEST: ___________________________
Clerk of Council
Barb Ortiz

Office of the Ohio Public Defender

Timothy Young, State Public Defender

RECEIVED SEP 26 2017 BY:

September 21, 2017

VIA CERTIFIED MAIL
70141820000055649419

Kenneth J. Fisher
Law Director
City of Brunswick
4095 Center Road
Brunswick, Ohio 44212

Dear Mr. Fisher:

This letter is being sent pursuant to a matter involving Mr. Brandon Price and Brunswick City Ordinance 666.14, titled Sexual Predator Residency Restrictions. The plain language of the local ordinance only applies to "sexual predators." Mr. Price is not legally classified in that category and therefore the local ordinance cannot be applied to him.

In Medina County Court of Common Pleas Case No. 13CR0528, Mr. Price was convicted of five counts of pandering sexually oriented material involving a minor, all violations of R.C. 2907.322(A)(1). *See* August 6, 2014 Judgment Entry, attached. The Medina County Court of Common Pleas designated Mr. Price as a Tier II Sexual Offender. *Id.*

Brunswick City Ordinance 666.14, titled Sexual Predator Residency Restrictions states:

666.14 SEXUAL PREDATOR RESIDENCY RESTRICTIONS.

(a) No person who has been convicted of, or pleads or has plead guilty to, a child-victim offense or a sexually oriented offense ***and has been classified as a sexual predator shall establish a residence or occupy residential premises within one thousand (1,000) feet of any school premises, school bus stop, preschool, daycare, public park, library, or public pool that is located within the City of Brunswick.***

(b) If a person to whom subsection (a) hereof applies violates subsection (a) hereof by establishing a residence or occupying residential premises within one thousand (1,000) feet of any school premises, school bus stop, preschool, daycare, public park, library, or public pool, that is located within the City of

Brunswick, the Director of Law has a cause of action for injunctive relief against such person. The City of Brunswick shall not be required to prove irreparable harm in order to obtain the relief.

(c) The Clerk of Council shall maintain a current list of all school bus stops in the City of Brunswick and shall make the same available for review upon request.

(Emphasis added.)

The plain language of the ordinance above specifically states that in order for Ordinance 666.14 to apply, the following requirements must be met:

1. The individual has been convicted of, or pleaded guilty to, one of the following:

   a) A sexually oriented offense, or
   b) A child-victim offense,

   AND

2. The individual must be classified as a sexual predator.

While Mr. Price was convicted of a sexually oriented offense, he was not adjudicated a sexual predator. Mr. Price is designated as a Tier II registrant. In fact, a review of the Supreme Court of Ohio's caselaw indicates that Ordinance 666.14 cannot apply to ***anyone*** who has been subject to Senate Bill 10 (Ohio's Adam Walsh Act), such as Mr. Price.

In 1997, House Bill 180 went into effect. House Bill 180 was passed in order to make sexual-offender registration obligations stricter. House Bill 180 (and then Senate Bill 5) had three classifications: sexually oriented offender (the lowest level); habitual sexual offender (mid-level classification); and sexual predator (the highest classification). The following chart may assist in helping you to understand each classification's registration obligations:

Classification	Registration Duties	Community Notification
Sexually Oriented Offender	Once Annually for 10 Years	None
Habitual Sexual Offender	Every 180 Days for 20 Years	May Occur Every 180 Days for 20 Years
Sexual Predator	Every 90 Days for Life	May Occur Every 90 Days for Life

The following chart is a little more detailed:

	H.B. 180 (effective 1998)	S.B. 5 (effective 2003)
Periodic Verification (Sexually Oriented Offender)	Annually for 10 years	Annually for 10 years
Periodic Verification (Habitual Sexual Offender)	Twice a year for 20 years	Twice a year for 20 years
Periodic Verification (Sexual Predator)	Every 90 days for life	Every 90 days for life
Personal Offender Information provided to public	Name, residential address, offense of conviction	Name, offense, residential address, employment address
Where the offender must register	County of residence	County of residence, county of employment, county of school
Residency Restriction	None	All sex offenders are prohibited from residing within 1000 feet of a school

In *State v. Cook*, 83 Ohio St.3d 404, 409, 700 N.E.2d 570 (1998) and subsequently *State v. Ferguson*, 120 Ohio St.3d 7, 2008-Ohio-4824, 896 N.E.2d 110, the Supreme Court of Ohio ruled that House Bill 180 and Senate Bill 5 were remedial in nature, and therefore not subject to Ex Post Facto restrictions.

In 2007, Senate Bill 10 was enacted, and is based upon the federal Adam Walsh Act, Section 16901 et seq., Title 42, U.S.Code. The classification scheme for sex offenders changed under S.B. 10: an offender became subject to additional reporting and registration requirements and was subject to those requirements for a longer time.

The following chart best illustrates Senate Bill 10's increased registration duties:

Senate Bill 10's Classification System

Classification	Registration Duties	Community Notification
Tier I	Once Annually for 15 Years	None
Tier II	Every 180 Days for 25 Years	None
Tier III	Every 90 Days for Life	May Occur Every 90 Days for Life

In *State v. Williams*, 129 Ohio St.3d 344, 2011-Ohio-3374, 952 N.E.2d 1108, the court held that the dramatic changes contained in S.B. 10's classification and registration requirements imposed punishment and therefore violate Article II, Section 28 of Ohio's Constitution. "Following the enactment of S.B. 10, all doubt has been removed: R.C. Chapter 2950 is punitive."[1] Accordingly, Senate Bill 10 may not be applied to person whose crime was committed before the legislation was enacted.

The classification schemes vary in a number of different ways—most notably, the names of the classification categories. Under Senate Bill 10, a person must be designated as a Tier I, Tier II, or Tier III offender. Brunswick Ordinance 666.14 only applies to sexual predators—i.e., the highest classification as defined by House Bill 180.

As such, while individuals like Mr. Price are subject to the residency restrictions in R.C. 2950.034, Ordinance 666.14 is inapplicable. Mr. Price has not been adjudicated as a sexual predator. Therefore, the prohibition of living within 1,000 feet of a bus stop cannot be applied to him.

If you have any questions or concerns, please do not hesitate to contact me. You may e-mail me at Kathy.Szudy@OPD.Ohio.gov or call me directly at 614.644.1614. Also, if you plan on imposing the restrictions as set forth in Ordinance 666.14, please respond to this letter detailing your reasoning for doing so. Thank you in advance for your time.

Sincerely,

Katherine A. Szudy
Supervising Attorney
Assistant State Public Defender

KAS:gjb
Attachment
769793

[1] *Williams* at ¶15.

IN THE COURT OF COMMON PLEAS
GENERAL DIVISION
MEDINA COUNTY, OHIO

MMON PLEAS

2014 AUG -6 AM 10: 47

DAVID B. WADSWORTH
MEDINA COUNTY
CLERK OF COURTS

STATE OF OHIO

Plaintiff

v.

BRANDON PRICE

Defendant

CASE NO. 13CR0528

JUDGE JAMES L. KIMBLER

SENTENCING JUDGMENT ENTRY

On July 31, 2014, Defendant's sentencing hearing was held pursuant to R.C. 2929.19. Present were Assistant Medina County Prosecutor, Matt Razavi, representing the State of Ohio, and Attorney L. Ray Jones, representing the Defendant. The Defendant was also present and afforded all rights pursuant to Crim. R. 32.

The Court finds that the Defendant entered a plea of not guilty at arraignment on September 19, 2013. The Defendant appeared in Court on June 6, 2014 for trial before the Court. Upon hearing the testimony and the evidence, the Court made a finding of guilty on five (5) Counts of "Pandering Sexually Oriented Matter Involving a Minor," violation of R.C. 2907.322(A)(1), felonies of the second degree, and ordered a presentence investigation prior to sentencing. The Court hereby finds the Defendant guilty of five (5) Counts of "Pandering Sexually Oriented Matter Involving a Minor," violation of R.C. 2907.322(A)(1), felonies of the second degree.

The Court finds the Defendant has been convicted of five (5) Counts of "Pandering Sexually Oriented Matter Involving a Minor," violation of R.C. 2907.322(A)(1), felonies of the second degree.

The Court then imposed a prison term of two (2) years with credit for forty-nine (49) days served to run concurrently with all other current sentences. However, execution of sentence is hereby stayed pending the outcome of his appeal. The Defendant's bond is hereby continued with the condition of home arrest.

In imposing the above term, the Court made the following findings:

The prison term for this offense would adequately punish the offender and/or protect the public from future crime by this offender and/or others.

The Court has further notified the Defendant that post release control is required. The Court also informed the Defendant that the post-release control would be for a term of five (5) years as well as the consequences for violating conditions of post release control imposed by the Parole Board under R.C. 2967.28. As part of this sentence the Defendant is ordered to serve any term of post-release control imposed by the Ohio Parole Board and any prison term for any violation of that post-release control.

The Defendant shall submit to a DNA sample and a DNA sample shall be collected pursuant to R.C. 2901.07.

The Defendant is ordered conveyed to the custody of the Ohio Department of Rehabilitation and Correction. Credit for time spent in jail awaiting sentencing as set forth above is granted as well as future custody days while the Defendant awaits transport to the Lorain Correctional Institution.

The Defendant was designated as a Tier II Sexual Offender and was advised of his duties to register under the law.

The defendant was afforded all of his appellate rights.

All court costs are waived.

SO ORDERED, ADJUDGED and DECREED.

JUDGE JAMES L. KIMBLER

CITY OF BRUNSWICK, OHIO
ORDINANCE NO. 91-17

BY: Mr. Hanek, Mr. Capretta and Mr. Johnson

AN ORDINANCE AMENDING SECTION 666.14 OF THE CODIFIED ORDINANCES OF THE CITY OF BRUNSWICK.

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

SECTION 1: That Section 666.14 of the Codified Ordinances is hereby amended to read as follows:

"(a) No person who has been convicted of, is convicted of, ~~or pleads or~~ has pleaded guilty to, or pleads guilty to a child-victim oriented offense or a sexually oriented offense ~~and has been classified as a sexual predator~~ shall establish a residence or occupy residential premises within one thousand (1,000) feet of any school premises, school bus stop, preschool, child daycare center premises, public park, library, or public pool that is located within the City of Brunswick.

(b) If a person to whom subsection (a) hereof applies violates subsection (a) hereof by establishing a residence or occupying residential premises within one thousand (1,000) feet of any school premises, school bus stop, preschool, child daycare center premises, public park, library, or public pool that is located within the City of Brunswick, an owner or lessee of real property that is located within one thousand (1,000) feet of the school premises, school bus stop, preschool, child daycare center premises, public park, library, or public pool that is located within the City of Brunswick or the Director of Law has a cause of action for injunctive relief against such person. The ~~city of Brunswick~~plaintiff shall not be required to prove irreparable harm in order to obtain the relief.

(c) The terms "child daycare center" and "preschool" shall have the same meaning as provided in Ohio Revised Code Section 2950.034, as may be amended from time to time.

(d~~c~~) The Clerk of Council shall maintain a current list of all school bus stops in the City of Brunswick and shall make the same available for review upon request."

SECTION 2: That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

PASSED: 1st Reading________________________

2nd Reading________________________

3rd Reading________________________

ADOPTED: ____________________ AYES _____________ NAYS _____________

ATTEST: ___________________________
Clerk of Council
Barb Ortiz

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager Carl S. DeForest
COPY:	Mayor Ron Falconi
LEGISLATION:	**RES. NO. 92-17** - An emergency resolution in support of Issue17, a 1.3-Mill Bond Issue for the Brunswick City School District - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Carl DeForest*)
BACKGROUND:	Council wishes to support the Brunswick City School District's Issue 17, a 1.3-mill bond issue on the November 7, 2017 ballot.
PURPOSE AND EXPLANATION:	To support the Brunswick City School District's Issue 17, a 1.3 Mill Bond Issue to build a new Middle School on District owned property located behind Edwards and Visintainer Middle Schools on the November 7 general election.
IMPLEMENTATION SCHEDULE:	Recommended to adopt as an emergency with suspension of the rules.
FINANCIAL INFORMATION:	
FINANCIAL SUMMARY:	
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?

Adopt with suspension of the rules as an emergency due to the urgency of the November 7, 2017 ballot issue.

ADDITIONAL

INFORMATION:

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. _________

BY:

AN EMERGENCY RESOLUTION IN SUPPORT OF ISSUE 17, A 1.3-MILL BOND ISSUE FOR THE BRUNSWICK CITY SCHOOL DISTRICT.

WHEREAS: Issue 17 is a 1.3-mill bond issue for the Brunswick City School District to build a new Middle School on District owned property located behind Edwards and Visintainer Middle Schools, which bond issue will be considered at the November 7, 2017 general election.

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

SECTION 1: This Council does hereby declare its support for Issue 17, a 1.3-mill bond issue for the Brunswick City School District as further detailed in the Fact Sheet attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 2: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, welfare, and safety and for the additional reason that this Resolution be in effect prior to the November 7, 2017 election. Therefore, the same shall be in full force from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading_________________________

Rules Suspended: AYES ___________ NAYS ___________

ADOPTED: _________________ AYES ___________ NAYS ___________

ATTEST: ________________________
Clerk of Council
Barbara J. Ortiz, CMC

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 92-17

BY: Committee-of-the-Whole

AN EMERGENCY RESOLUTION IN SUPPORT OF ISSUE 17, A 1.3-MILL BOND ISSUE FOR THE BRUNSWICK CITY SCHOOL DISTRICT.

WHEREAS: Issue 17 is a 1.3-mill bond issue for the Brunswick City School District to build a new Middle School on District owned property located behind Edwards and Visintainer Middle Schools, which bond issue will be considered at the November 7, 2017 general election.

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

SECTION 1: This Council does hereby declare its support for Issue 17, a 1.3-mill bond issue for the Brunswick City School District as further detailed in the Fact Sheet attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 2: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, welfare, and safety and for the additional reason that this Resolution be in effect prior to the November 7, 2017 election. Therefore, the same shall be in full force from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading________________________

Rules Suspended: AYES ___________ NAYS ___________

ADOPTED: _________________ AYES ___________ NAYS ___________

ATTEST: _______________________
Clerk of Council
Barbara J. Ortiz, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE: 10/09/2017

TO: Vice Mayor Patricia Hanek and Members of City Council

FROM: Carl S. DeForest, City Manager
Todd Fischer

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 93-17 -** An <u>emergency</u> resolution authorizing the City Manager to enter into a five year contract to engage Rea & Associates, Inc. to audit the City of Brunswick for the fiscal years ending, December 31, 2017 through December 31, 2021 **- 1st reading** (To be brought from Finance Committee, *Administration/Todd Fischer*)

BACKGROUND: Pursuant to Ohio Revised Code Section 115.56 when the Auditor of State determines that the Auditor's office will not audit a public office, the Auditor shall contract with a certified public accountant, public accountant, or an official governmental audit organization to perform this audit on behalf of the Auditor of State's Office.

The Auditor of State, with the assistance of the City of Brunswick on September 7, 2017 issued a Request for Proposals for an audit engagement of the City of Brunswick for a period of five years.

Six different IPAs responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the engagement related to the Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

The Auditor of State, in consultation with the City of Brunswick, has determined that Rea & Associates has submitted the proposal most advantageous to the Auditor and Public Office.

PURPOSE AND EXPLANATION: Pursuant to Ohio Revised Code Section 115.56 when the Auditor of State determines that the Auditor's office will not audit a public office, the Auditor shall contract with a certified public accountant, public accountant, or an official governmental audit organization to perform this audit on behalf of the Auditor of State's Office.

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Six different IPAs responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the engagement related to the Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

The Auditor of State, in consultation with the City of Brunswick, has determined that Rea & Associates has submitted the proposal most advantageous to the Auditor and Public Office.

IMPLEMENTATION SCHEDULE:

Council's consideration as an emergency with suspension of the rules with recommended approval on October 9, 2017 to ensure the timeliness completion of the audit, for the first year of the agreement.

Pursuant to Ohio Revised Code Section 115.56 when the Auditor of State determines that the Auditor's office will not audit a public office, the Auditor shall contract with a certified public accountant, public accountant, or an official governmental audit organization to perform this audit on behalf of the Auditor of State's Office. The process and time frames for awarding audit service contracts are also determined by the Auditor of State.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY:

Subject to annual Council appropriations, the City of Brunswick will provide Rea & Associates, Inc. with for payments, services, and support as are specified in the Agreement/Request for Proposals over the five year period.

Average annual costs listedin the proposal, absent an A-133 federal audit, equals $29,480 per year.

If the City of Brunswick were to expend more than $750,000 in federal assistance in any given fiscal year on or after January 1, 2017, the City will be subject to a federal single audit under the A-133 Audit Standards. The federal single audit is an addition to the regular audit pursuant to Ohio Revised Code Section 117 and will require a contract modification, if necessary. This Resolution would also allow the City Manager to modify the contract, up to but not to exceed, an additional $5,000 to conduct a federal single audit under the A-133 Audit Standards, if applicable, without the need to go back to Council for additional approval.

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?
Emergency clause is necessary to ensure the timeliness completion of the audit, for the first year of the agreement.

Pursuant to Ohio Revised Code Section 115.56 when the Auditor of State determines that the

Auditor's office will not audit a public office, the Auditor shall contract with a certified public accountant, public accountant, or an official governmental audit organization to perform this audit on behalf of the Auditor of State's Office. The process and time frames for awarding audit service contracts are also determined by the Auditor of State.

ADDITIONAL INFORMATION: None.

CITY OF BRUNSWICK, OHIO
RESOLUTION NUMBER

By:

AN EMRGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIVE YEAR CONTRACT TO ENGAGE REA & ASSOCIATES, INC. TO AUDIT THE CITY OF BRUNSWICK FOR THE FISCAL YEARS ENDING, DECEMBER 31, 2017 THROUGH DECEMBER 31, 2021 AND DECLARING AN EMERGENCY

WHEREAS: Pursuant to Ohio Revised Code Section 115.56 when the Auditor of State determines that the Auditor's office will not audit a public office, the Auditor shall contract with a certified public accountant, public accountant, or an official governmental audit organization to perform this audit on behalf of the Auditor of State's Office; and

WHEREAS: If the City expends more than $750,000 in federal assistance in any given fiscal year on or after January 1, 2017, the City will be subject to a federal single audit under the A-133 Audit Standards. The federal single audit is an addition to the regular audit pursuant to Ohio Revised Code Section 117 and will require a contract modification, if necessary; and

THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: That the City Manager is hereby authorized to enter into a five year agreement to engage Rea & Associates, Inc. to audit the basic financial statements of the City for the fiscal years ending December 31, 2017 through December 31, 2021 for annual costs listed in the request for proposal with an option to modify the contract, up to but not to exceed, an additional $5,000 to conduct a federal single audit under the A-133 Audit Standards if the City of Brunswick expends more than $750,000 in federal awards for any given fiscal year under the agreement.

SECTION 2: This Resolution 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 additional reason to comply with Ohio Revised Code Section 115.56. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes.

PASSED: 1st Reading ____

CITY OF BRUNSWICK, OHIO
RESOLUTION NUMBER

Rules Suspended: AYES _ NAYS

ADOPTED: _______ AYES _NAYS

ATTEST: ___________________________________
Clerk of Council
Barbara J. Ortiz, CMC

Technical proposal for professional auditing services to

The City of Brunswick

Medina County, Ohio

for

Annual Audits for
January 1, 2017 through December 31, 2021

Contract Number: DD114-10972
Tier 2

Submitted on

September 19, 2017

by

Rea & Associates, Inc.
Chad A. Welty, CPA – Principal
694 E. Washington Street
P.O. Box 485
Medina, Ohio 44258
330-722-8222
chad.welty@reacpa.com

Rea & associates a brighter way

September 19, 2017

Donna Bernardini
Office Manager, Northeast Region
Auditor of State Dave Yost
615 W. Superior Avenue, 12th FL
Cleveland, Ohio 44113

Todd Fischer
Finance Director
City of Brunswick
4095 Center Road
Brunswick, Ohio 44212

Dear Ms. Bernardini and Mr. Fischer:

In accordance with the Auditor of State's and the City of Brunswick's Request for Proposal, Rea & Associates, Inc. is pleased to submit this proposal to perform the annual audits of the City of Brunswick for the years January 1, 2017 through December 31, 2021.

We have familiarized ourselves with the City by reviewing the 2016 Financial Statements for the City of Brunswick, visiting the City's website, and by attending the pre-proposal meeting on September 12, 2017.

Rea & Associates, Inc. is committed to perform the audit of the City of Brunswick for the period in question in accordance with the requirements of the Request for Proposal.

The American Institute of CPAs (AICPA) has over 43,000 registered CPA firms within the United States. Rea & Associates has consistently been ranked in the ***Top 100*** in size as published by *INSIDE Public Accounting*. As part of our 250 employees at Rea & Associates, Inc. we have a dedicated team of over 30 specialized professionals providing services to federal, state, and local governmental entities.

We have the experience in providing auditing (***over 150 annually***), accounting and consulting services for many other governmental entities similar to the City of Brunswick, which includes the Cities of Medina, Berea, Middleburgh Heights, Shaker Heights and Sandusky.

Our proposal is a firm and irrevocable offer for a period of ninety (90) days from the date of the proposal deadline (September 19, 2017).

Respectfully submitted,

Chad A. Welty, CPA

Digitally signed by Chad A. Welty, CPA
DN: cn=Chad A. Welty, CPA, o, ou, email=chad.welty@reacpa.com, c=US
Date: 2017.09.18 15:19:26 -04'00'

Chad Welty, CPA
Principal

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MANDATORY ELEMENTS
Required Affirmations

PUBLIC OFFICE: City of Brunswick COUNTY: Medina

CONTRACT NUMBER: DD114-10972 CONTRACT PERIOD: January 1, 2017 through December 31, 2021

To be considered, **the proposal must address every one of the elements**. When these are not fully addressed, proposals will be considered non-responsive to the RFP and will not be evaluated further. Please ensure these affirmations are the first element of your firm's proposal and indicate your firm's agreement with the affirmation by checking the respective box for each affirmation.

1.	**CPA Licensure Laws** Our firm is licensed by the Ohio Accountancy Board to do business in Ohio and will remain in compliance with Ohio CPA licensure laws and rules.	☑ Affirmed
2.	**CPE requirements** Our firm and all assigned key professional staff are, and will remain, in compliance with governmental qualification standards, including governmental continuing education requirements.	☑ Affirmed
3.a.	**Peer Review (Opt. 1)** Our firm has undergone an external quality control peer review, conducted in accordance with generally accepted government auditing standards, within the last three years and received a pass rating. The current report is on file with the Auditor of State's Office.	☑ Affirmed ☐ N/A
3.b.	**Peer Review (Opt. 2)** In accordance with GAGAS 3.97, our firm is not yet required to have an external quality control peer review, conducted in accordance with generally accepted government auditing standards. When required, our firm will have the appropriate peer review conducted and provide a copy of the report to the Auditor of State's Office.	☐ Affirmed ☑ N/A
4.	**Ohio Ethics Laws** Our firm and all assigned key professional staff are, and will remain, in compliance with the requirements of Ohio's Ethics Law, as applicable and found at § 2921.42 and in Chapter 102 of the Ohio Revised Code.	☑ Affirmed
5.	**Rules and Laws Regarding Conflicts of Interest** Our firm and all assigned key professional staff are, and will remain, in compliance with laws and rules regarding conflicts of interest.	☑ Affirmed
6.	**Unresolved Findings for Recovery** Our firm is not subject to any unresolved finding for recovery issued by the Auditor of State under Ohio Rev. Code § 9.24, or our firm has taken appropriate remedial steps required under R.C. § 9.24. Our firm agrees that if this statement is deemed to be false, the contract shall be declared "void ab initio" between the parties, and City of Brunswick will not be obligated to pay for goods or services rendered under the contract. Any funds paid under the contract shall be remitted by our firm to City of Brunswick or an action for recovery of such payments may result.	☑ Affirmed
7.a.	**Independence - Nonaudit Services Provided (Opt. 1)** ➢ Our firm has listed and described in our proposal any and all nonaudit services that have been provided to City of Brunswick over the previous five (5) years from the date of our proposal or are expected to be provided during the contract term; ➢ Our firm and all assigned key professional staff are independent of City of Brunswick as defined by U.S. Government Accountability Office's *Government Auditing Standards*; ➢ Our firm and all assigned key professional staff are, and will remain, in compliance with GAO rules relating to auditor independence; and ➢ In providing such nonaudit services, our firm did not perform management functions, make management decisions for City of Brunswick nor led reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude our firm would be auditing our own work.	☐ Affirmed ☑ N/A
7.b.	**Independence - Nonaudit Services NOT Provided (Opt. 2)** ➢ Our firm and all assigned key professional staff are independent of City of Brunswick as defined by U.S. Government Accountability Office's *Government Auditing Standards*; ➢ Our firm **has not provided** nonaudit services affecting the audit periods that involved performing management functions or making management decisions for City of Brunswick; and ➢ If selected, our firm **will not provide** nonaudit services to City of Brunswick during the term of the contract that would require our firm to perform management functions or make management decisions for the entity, or would lead reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude that our firm would be auditing our own work.	☑ Affirmed ☐ N/A
8.	**Independence - Entity's Components** ➢ Our firm and all assigned key professional staff are independent of the entity's components listed in Section III (G); of the Request for Proposal.	☐ Affirmed ☑ N/A

9.a.	**Independence - Entity's Components - Nonaudit Services Provided (Opt. 1)** ➢ Our firm has listed and described in our proposal any and all nonaudit services that have been provided to City of Brunswick's components listed in Section III(G) of the Request for Proposal over the previous five (5) years from the date of our proposal, or are expected to be provided during the contract term; ➢ Our firm and all assigned key professional staff are independent of City of Brunswick's components as defined by U.S. Government Accountability Office's *Government Auditing Standards*; ➢ Our firm and all assigned key professional staff are, and will remain, in compliance with GAO rules relating to auditor independence; and ➢ In providing such nonaudit services, our firm did not perform management functions, make management decisions for City of Brunswick's components nor led reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude our firm would be auditing our own work.	☐ Affirmed ☑ N/A
9.b.	**Independence - Entity's Components - Nonaudit Services NOT Provided (Opt. 2)** ➢ Our firm and all assigned key professional staff are independent of City of Brunswick's components as defined by U.S. Government Accountability Office's *Government Auditing Standards*; ➢ Our firm **has not provided** nonaudit services affecting the audit periods that involved performing management functions or making management decisions for City of Brunswick's components; and ➢ If selected, our firm **will not provide** nonaudit services to City of Brunswick's components during the term of the contract that would require our firm to perform management functions or make management decisions for City of Brunswick's components, or would lead reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude that our firm would be auditing our own work.	☐ Affirmed ☑ N/A
10.	**Independence – Oversight Unit if Entity is a Component of Another Public Office** Our firm and all assigned key professional staff are independent of the following Oversight Unit: City of Brunswick	☐ Affirmed ☑ N/A
11.a.	**Independence – Oversight Unit if Entity is a Component of Another Public Office – Nonaudit Services Provided (Opt. 1)** ➢ Our firm has listed and described any and all nonaudit services that have been provided to City of Brunswick over the previous five (5) years from the date of the proposal; ➢ Our firm and all assigned key professional staff are independent of City of Brunswick as defined by U.S. Government Accountability Office's *Government Auditing Standards*; ➢ Our firm and all assigned key professional staff are, and will remain, in compliance with GAO rules relating to auditor independence; and ➢ In providing such nonaudit services, our firm did not perform management functions, make management decisions for City of Brunswick nor led reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude our firm would be auditing our own work.	☐ Affirmed ☑ N/A
11.b.	**Independence - Oversight Unit if Entity is a Component of Another Public Office - Nonaudit Services NOT Provided (Opt. 2)** ➢ Our firm and all assigned key professional staff are independent of City of Brunswick as defined by U.S. Government Accountability Office's *Government Auditing Standards*; ➢ Our firm **has not provided** nonaudit services affecting the audit periods that involved performing management functions or making management decisions for City of Brunswick; and ➢ If selected, our firm **will not provide** nonaudit services to City of Brunswick during the term of the contract that would require our firm to perform management functions or make management decisions for the entity, or would lead reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude that our firm would be auditing our own work.	☐ Affirmed ☑ N/A
12.	**Personal and External Impairments** ➢ Our firm and all assigned key professional staff have no personal or external impairments to independence due to relationships with City of Brunswick, and have listed and described in our proposal all our firm's professional relationships that could affect our impartiality or the appearance of impartiality involving the City of Brunswick or any of its agencies/agencies or components /agencies, components or oversight unit, as applicable for the past five (5) years from the date of the proposal; ➢ If appropriate, our proposal has included a statement explaining why such relationships do not constitute an independence issue relative to performing the proposed audit. ➢ Our firm shall give City of Brunswick and the Auditor of State written notice of any professional relationships entered into during the period of this agreement, relative to parties connected to this proposed engagement that could affect our impartiality or the appearance of impartiality. ➢ Prior to entering into any new agreement to provide any nonaudit service to City of Brunswick during the term of the contract, our firm will notify the Auditor of State through completion of the IPA Nonaudit Service GAO Independence Notification/Evaluation (Exhibit E of the RFP). By filing this form, our firm asserts the non-audit service does not impair our firm's independence.	☑ Affirmed
13.	**Inappropriate Public Office Contact** Our firm and all assigned key professional staff have not made, and will not make, any contact with personnel of the City of Brunswick regarding this request for proposal other than allowed by Section I. C. of the RFP.	☑ Affirmed
14.	**Subcontractors** If subcontractors are engaged, our firm will ensure the subcontractor(s) have met all applicable elements listed in the affirmations above.	☐ Affirmed ☑ N/A
15.	**Irrevocable Offer** Our firm's proposal is a firm and irrevocable offer for 90 days.	☑ Affirmed

Audit Scope

We understand that the City of Brunswick (the City) seeks an independent CPA firm to perform the audits and express an opinion on the City's **GASB 34 Financial Statements** for the years ending December 31, 2017-2021, with an option for a one-time extension, exercisable at the discretion of the Auditor of State. We will audit the financial statements listed below of the governmental activities, business-type activities, each major fund and the remaining fund information for the City. We also understand that the City will be issuing a Comprehensive Annual Financial Report (CAFR) and will seek an "in-relation-to" opinion on the combing and individual fund financial statements and supporting schedules, as they relate to the issuance of a CAFR. **The City is <u>not expected</u> to be subject to a federal single audit for the audit contract period.**

The City's financial statements include the following:

- **Basic Financial Statements**:
  - Government-wide Financial Statements
    - Statement of Net Position
    - Statement of Activities
  - Fund Financial Statements
    - Balance Sheet – Governmental Funds
    - Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities
    - Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds
    - Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities
    - Statement of Revenues, Expenditures and Changes in Fund Balances – Budget (Non-GAAP Budgetary Basis) and Actual - General Fund, Fire Department Fund, Street Repair and Maintenance Fund, and The Police Fund
    - Statement of Fund Net Position – Proprietary Funds
    - Statement of Revenues, Expenses and Changes in Fund Net Position – Proprietary Funds
    - Statement of Cash Flows – Proprietary Funds
    - Statement of Fiduciary Assets and Liabilities – Agency Funds
  - Notes to the Financial Statements
- **Required Supplementary Information**
  - Management's Discussion and Analysis
  - Schedule of the City's Proportionate Share of the Net Pension Liability
  - Schedule of the City's Contributions
- **As part of the CAFR reporting:**
  - Introductory Section
  - Combining Statements and Individual Fund Schedules
  - Statistical Section

The General Fund, Fire Department, Street Repair and Maintenance, Police, Road Improvement, Refuse and Storm Water are the City's major funds.

Our audits of the City will be performed in accordance with auditing standards generally accepted in the United States of America as set forth by the American Institute of Public Accountants, the standards for financial audits set forth by *Government Auditing Standards* issued by the comptroller general of the United States, and subsequent revisions, and the provisions of the Single Audit Act and Amendments, and the provisions of Title II CFR Part 200, Uniform Administrative Requirements, Cost Principals and Audit Requirements for Federal Awards.

<u>Single Audit:</u>
The Uniform Administrative Requirement Cost Principals and Audit Requirements for Federal Awards are effective for single audits of years within this contract period.

Key Highlights in the Uniform Guidance:

(1) Increased the single audit threshold to $750,000 in federal award expenditures in a year
(2) Revisions to how an auditor selects programs to audit when performing a single audit;
(3) Revisions to the percentage of coverage requirements that set the floor for the percentage of award expenditures that must be included in the audit;
   a. Low Risk Auditee decreased from 25% to 20%;
   b. High Risk Auditee decreased from 50% to 40%
(4) Revisions to the requirements related to reporting findings
(5) Revisions to the type A/B thresholds (Type B is 25% of Type A threshold)

a. For the City- Type A increased from $300,000 to $750,000
b. For the City- Type B increased from $100,000 to $187,500

Based on the information obtained above, review of the RFP and discussions on the pre-proposal call, it is not anticipated the City will qualify for single audit during the contract period. If the City would require a single audit in any year during the contract period, a contract addendum would be requested.

Future GASB's that will become effective during the contract period

The following GASB's will be evaluated to determine the impact they will have on the financial statements:

GASB Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*;
GASB Statement No. 81 *Irrevocable Split-Interest Agreements;*
GASB Statement No. 82 *Pension Issues an amendment of GASB Statements No. 67, No. 68 and No. 73*
GASB Statement No. 83 *Certain Asset Retirement Obligations*
GASB Statement No. 84 *Fiduciary Activities*
GASB Statement No. 85 *Omnibus 2017*
GASB Statement No. 86 *Certain Debt Extinguishment Issues*
GASB Statement No. 87 *Leases*

We will also perform tests of compliance using the 3 chapters in the Ohio Compliance Supplement as revised to determine the audit steps to be performed. Chapters: (1) Direct Laws (2) Indirect Laws and Statutory Mandated Tests (3) Stewardship.

Upon Completion of the audit of the financial statements of the City we will issue the reports listed on page 22.

We also understand the Terms of Engagement in Part I D and Minority Participation in Part I E.

Understanding of the City of Brunswick

The City of Brunswick (the "City") is a charter municipal corporation, incorporated under the laws of the State of Ohio. The City operates under a part-time Council and full-time City Manager form of government. The Mayor is elected to a four year term and performs ceremonial and judicial functions. Members of Council are elected to four-year staggered terms. The City provides cemetery & road maintenance, EMS, fire, income tax collection, mayor's court, parks/recreation, police, storm sewer, trash and water collection to its citizens. The City has an approximate annual payroll of $10.5 million covering 120 full-time and 135 part-time/seasonal employees. The City is organized into 18 departments and agencies**. The City recently passed a new income tax levy that increased the rate from 1.85% to 2.0% that will effect collections starting in 2018.**

Financial Reporting Framework: The City follows generally accepted accounting principles (GAAP).
Financial Reporting Functions: The City accounting and financial reporting functions are centralized.
Budgetary Basis: The City prepares budgets on a cash basis.
Pension Plans: The City participates in Ohio PERS and Ohio Police & Fire and Social Security (2 PT fire medics).
Component Units: None**.**
Joint Ventures: None.
Internal Audit Function: None
Jointly Governed Organizations: Southwest Council of Governments, Northeast Ohio Public Energy Council and Medway Drug Enforcement Agency.
Service Organizations: The City utilizes the following:

- Medicount – EMS Billing and Collection

Computer Systems: The City utilizes the following as noted in the RFP:

- Software Solutions EGOV - financial transaction processing;
- Software Solutions VIP – payroll processing;
- Baldwin Group – process and compile the data for the courts and income tax systems;
- Vermont Systems – process and compile data for the recreation department.

Audit methodologies and technical approaches can vary significantly among CPA firms, even though auditing standards and accounting principles have been uniformly established. Rea & Associates, Inc.'s approach to auditing financial statements has proved effective in meeting both professional standards and the high expectations of the general community. This approach incorporates the best practices of the Firm with the unique applications and requirements of the education and government sectors own authoritative literature. This approach integrates both the financial and EDP audit approach seamlessly.

The basic audit approach is based upon a premise that financial statements are not the only important product of an audit. The financial statements are only one result of operational processes and other variables that contributed to the financial results. With this in mind, we recognize that educational and governmental entities today expect more than a certification statement for their audit fee. The auditors' opinion as to whether the financial statements are free of material misstatements is a critical outcome, the most important outcome of educational and governmental audits today is useful recommendations for improving controls and increasing efficiency.

Technology-Enabled

Our audit teams are provided with applications that help to ensure that you receive a quality audit. Technology tools provide our teams with industry information at their fingertips.

Given today's highly complex financial management systems, and evaluation of the IT control environment is a critical component of auditing the financial statements of most entities. Such an evaluation determines the degree of reliance an auditor can place on the internal controls of the systems that generate financial statements.

In determining our EDP audit approach, we use our technical expertise and understanding of the educational and governmental entities and its operating environments. Our EDP audits comply with Information Systems Audit and Control Association's audit methodology.

Rea & Associates, Inc.'s Approach is Successful and Efficient

Our comprehensive engagement approach is based on a clear understanding of the client. We take into consideration the mission, business and operating objectives, and business and operating processes unique to your organization. This enables us to provide you with tailored results that specifically address opportunities for improvement.

Our audit approach has proved to be successful at numerous government entities; we will not have to create a new approach of the City operations.

Our audit methodology includes the following:

- Use of existing documentation and related work products. Review of the both entities' short-term and long-term plans, annual reports, budgets, and audit reports, and making use of prior-year work papers to the maximum extent possible. This approach saves us time and enables us to better understand the business and operating environment of the City, to assess control risk, and to plan the audit.
- Analytical review techniques in the planning phase or the audit to assess inherent risk and to identify account inter-relationships or results that may differ from expectations. This allows us to focus our audit effort on critical areas, providing an earlier and more effective identification of potential problems and areas most likely to result in material misstatement.
- Discussion of troublesome issues, such as the accounts most likely to require adjustment, most difficult to audit, or most difficult for which to obtain adequate audit evidence, and legal letters, management representation letters, and their ramifications.
- Maximum use of technology in the audit process, including the use of non-statistical or statistical sampling techniques to select and evaluate samples to minimize audit risk; extensive use of the City's computers to automate the audit proves including access to the City of Brunswick's network; use of other technology-based audit tools and techniques to audit "through the computer" where practicable; and us of IS auditors experienced in state and local government audit engagements.
- Assignment of experienced professionals with specialized knowledge and skills in auditing state and local governmental entities.
- Strong planning, communication, and coordination between all parties. Ongoing updates on the status of any control deficiencies, communicated through progress meetings and notices of findings, so that there are not surprises at the audit's completion.

Our audit methodology is risk-based and concentrates on areas that present a higher risk of financial statement loss or misstatement. Our approach focuses on planning, communicating, and coordinating with the City management and audit committee (or equivalent). Maintaining communication throughout the audit is critically important. Therefore, we will inform the City Council and management of our progress as well as of potential audit issues and findings.

Four Phases of the Audit

Our audit includes four phases:

I. PLANNING
II. INTERNAL CONTROL REVIEW
III. SUBSTANTIVE TESTING
IV. REPORTING

Our approach is consistent with auditing standards generally accepted in the United States of America and *Government Auditing Standards.* The four phases and the work to be performed as part of each phase are summarized below. This summary does not limit the audit scope, as additional areas of focus may surface as the audit progresses.

I. PLANNING PHASE

The purpose of the planning phase is to establish the scope of the audit. The procedures performed during the planning phase will help ensure that the audit work performed is adequate and supports our opinion on the financial statements and our Report on Compliance and Internal Controls over Financial Reporting based on an audit of the financial statements performed in accordance with *Government Auditing Standards.*

Hold an entrance conference. We will hold an audit entrance conference with the City management and Audit Committee (or equivalent) to ensure all relevant concerns are incorporated into our procedures, to provide an overview of our objectives and planned approach, and to discuss administrative issues. We will schedule the planning meeting on a mutually agreed upon date to discuss the following:

- General audit approach
- Timeline
- Identification of key personnel contacts
- Coordination with management regarding audit assistance needed
- Coordination of EDP and statistical specialist involvement
- Preliminary audit concerns of management
- Findings and recommendations process (our "no surprises" audit technique)
- Content, format, and timing of progress and financial status report
- Work space and technology requirements

Meet with key personnel. We will meet with designated City Personnel to discuss certain aspects of the overall audit planning process, including the following:

- Initial audit concerns
- Management concerns
- Fraud risk factors and management's response to such risk (AU-C 240)
- EDP general and application control environment
- Potential accounting and reporting issues for new GASB's
- Financial highlights
- Concerns not addressed in the entrance conference

This meeting will assist us in determining information needed for interim and final testing and establishing timetables. We believe the process is paramount for a successful audit; therefore, we will ensure that we discuss the information needed for the audit, the format of the information, and the due dates that will enable us to meet the deadlines.

Fieldwork Plan. We will design our audit so that we perform the detailed audit procedures either during the year or subsequent to year end. Example audit procedures that we will perform include:

All Processes
Test the design and operating effectiveness of EDP controls. The design and operating effectiveness of non-EDP internal controls, such as reconciliations and management review controls, for all audit processes.

Cash and Investment Management Processes
Test cash and reconciliation activity, sample investment activity as determined, and analytically review investment income.

Budget Management Process
Compare budgetary statements to the trial balance. Test appropriations and transfers.

Revenue Management Process
Test compliance with revenue policy and related laws and regulations. Perform analytical procedures for revenue and assess the reasonableness of estimating receivables.

Human Resources Management Process
Test compliance with payroll and benefit related laws and regulations. Perform analytical procedures for payroll and benefits and assess reasonableness for estimating accruals.

Procurement Management Process
Test compliance with procurement policy and laws. Perform a search for unrecorded liabilities and assess methodology for estimating accruals.

Accrual Process
Analytically review accounts receivable and revenue, test a sample of expense transactions, and test a sample of revenue transactions. Test the completeness and accuracy of the data used in estimates and review expense and accrued expense payable analytically.

Financial Reporting
Review the form and content of the draft financial statements and other reports.

Obtain and review applicable organization, programs, controls, and risk of the following documentation as applicable:

- Enabling legislation
- Appropriations and related internal budgets
- Applicable laws and regulations
- Strategic plans
- Five year plans
- Accounting policies and procedures manuals
- Recent financial statements and annual reports
- Key statistical data
- Annual performance plans and related reports

Key elements of our planning audit process are assessing risks affecting the client and obtaining an understanding, sufficient to plan and execute the audit, of the key processes and controls in place to manage and mitigate those risks, including the use of information systems.

Review prior year audit work papers. We will review the prior year workpapers and reports. This will allow us to build upon prior work and avoid duplication of effort. Our review of prior year workpapers will focus on the permanent work paper file which includes background information on operations and policies, overall control environment, financial management systems, and control procedures, controls and systems to ensure compliance with laws and regulations and other workpapers supporting prior year reports.

Make preliminary materiality determinations. Materiality determinations help set audit scope on key areas. We will preliminary determine materiality to identify significant line items, accounts, assertions, processes, and accounting applications. We will document these determinations in the workpapers and include them in our planning document. We will also preliminarily determine materiality for analytical, internal control, and substantive testing purposes.

Key Testing Areas Identification

Review sources of financial statement data and identify significant line items, accounts, and assertions. Based on our understanding of the source of financial statement data, we will begin to prepare an account risk analysis in which we identify the material financial statement cycles, accounts, line items, components, and audit assertions. This will focus our attention on those financial statement elements that will require the most audit attention. **Based upon our review of the 2016 financial statements**, we will have identified the following significant processes and related financial statement accounts:

Assets
- Cash and Investments (all)
- Income Taxes Receivable
- Notes Receivable
- Loans to Other Funds
- Interfund
- Intergovernmental Receivable
- Property Taxes Receivable
- Assets Held for Resale (Other Gov'tl funds only)
- Accounts Receivable (Enterprise only)
- Materials and Supplies (Street Repair & Maint only)
- Capital Assets

Deferred Outflows of Resources
- Pension

Liabilities
- Accounts/Contracts/Retainage Payable
- Long Term Liabilities- Debt, Net Pension Liability, and Compensated Absences
- Agency Fund - Liability Classifications

Deferred Inflows of Resources
- Property Taxes
- Unavailable Revenue

Revenues
- Property Taxes
- Municipal Income Taxes
- Intergovernmental
- Charges for Services- Gov'tl Funds
- Charges for Services-Enterprise Funds

Expenses/Expenditures
- Payroll and Benefits
- Non-Payroll
- Principal and Interest
- Depreciation

Other
- Journal Entries
- Gain/Loss on Sale of Assets Held for Resale
- Transfers
- Advances
- Program and General Revenues

Net Position/Fund Balance

Review sources of financial statement data and identify significant line items, accounts, and assertions. Based on our understanding of the source of financial statement data, we will begin to prepare an account risk analysis in which we identify the material financial statement cycles, accounts, line items, components, and audit assertions. This will focus our attention on those financial statement elements that will require the most audit attention. Based upon our understanding of the City's operations**,** we will have identified the following significant processes and related financial statement accounts:

Identify and document significant internal control processes, cycles and accounting applications. Based on our definition of material financial statement accounts, line items, and components, and our understanding of the flow of information, we will identify significant internal control processes, cycles, and accounting applications.

We will focus on those key controls directly affecting each material financial statement item. This will guide our work in the internal control phase of the audit, where we understand, document, and test internal controls for purposes of determining whether they are adequately designed and their overall effectiveness.

Adequacy of systems and procedures documentation. For each significant financial statement line item, we will determine the methodology, frequency of activity, and personnel involved in maintaining the accounting records. We will determine whether the accounting systems and control procedures are documented. We will also determine whether available systems and procedures documentation have been updated.

Preliminary analytical review procedures. Analytical procedures include reviewing account balances for trends, fluctuations, and relationships. We will perform analytical procedures for selected financial information and discuss unusual relationships and trends with management.

Identify major areas of audit concern and define the major audit objectives. Based on areas important to City's management and the auditor of state, our understanding of the operating environment, the results of our analytical reviews, and our other planning procedures, we will highlight areas to emphasize during the engagement. We will then define the engagement objectives, concentrating on identified areas of concern. These objectives will form the basis for the design of the audit programs and procedures to be performed. We will design our procedures based on the nature and materiality of the information to be tested, the likelihood of misstatements, the information gathered in the planning process, prior engagement experience, and our overall pension and government experience. We will design our engagement procedures to ensure we neither omit required procedures nor perform unnecessary procedures.

Identify significant provisions of laws and regulations. We will identify laws and regulations that could have a direct and material effect on the financial statements through inquiry of management and guidance from the State Auditors office.

Determine preliminary risk assessments. We will determine the preliminary risk assessments based on quantitative and qualitative risk factors. Quantitative risk factors are a function of size and volume, while qualitative risk factors are more subjective and can include, but are not limited to, the nature of operations and operating environment, internal control structure, size, volume, and nature of transactions, and management integrity and experience.

During the planning phase, we will make preliminary risk assessments for each assertion. We will update and adjust risk assessments based on results of our internal control test work and our assessment of effectiveness of internal control procedures. This will help us to focus the procedures we will perform in the testing phase on critical objectives, consistent with our assessments of control risk. Significant risk areas will receive more attention in terms of the procedures performed.

Identify uses for computerized audit applications. Each team member will have a personal computer on site to automate certain functions. Automation makes engagement process more efficient and allows our professionals more time to analyze data and solve problems. We have used a paperless system since 1996. Our workpapers will include planning memoranda, internal control memoranda, spreadsheets, analytical reviews, and internal and external memoranda in Microsoft Word and Excel (format). The use of computers and our audit software enables our staff to perform functions electronically, such as directly load client files into our microcomputer systems, update financial analyses, prepare or revise internal control memos, select and analyze statistical and non-statistical audit samples for use in compliance and substantive audit test, exchange data among our offices, using our email system, and track audit adjustments and their effect on financial statement balances.

We will be utilizing ACL (Audit Control Language). ACL is used for IT control testing. Rea uses ACL in CAATs (Computer Assisted Auditing Techniques) to enhance the overall coverage in substantive testing by eliminating sampling of the total population.

We will also utilize ACL to do a 100% test comparing the employee's names and addresses to the vendor listing's names and address in an effort to identify unusual relationships, fraud, and or related party transactions. We will also use ACL to identify high dollar disbursements to examine. [Fraud is a crime of deception and the lack of evidence as a result of our procedures does not preclude its occurrence.]

Rea & Associates, Inc. utilizes automated software that is a totally paperless system with professional accounting and auditing research capabilities.

Prepare the strategic audit plan. We will document the results of the planning phase in the strategic audit plan. Our standard workpapers include business understanding documents, risk analysis documents, significant issues and decision documents, process analysis documents, control risk matrices, and audit program guides. Our strategic audit plan will include the following:

- Entity Profile, which provides a background of the City and describes our overall engagement approach. This information is documented in our standard workpapers entitled Engagement Planning Memorandum.
- General Risk Analysis, which identifies the overall engagement risks, the impact of accounting and engagement issues, the significant accounting cycles, laws and regulations, preliminary analytical procedures, engagement plan, and the materiality levels. This information is documented in our standard workpapers entitled Engagement Planning Memorandum.
- Cycle Matrix, which links each of the accounts to a cycle, an accounting application, and a financial statement line item. The cycle memorandum will document significant cycles or processes that will then be used to help identify significant internal controls within the cycle. This information is documented in our standard workpapers entitled Engagement Planning Memorandum.
- Account Risk Analysis, which will bridge the internal control procedures to the substantive procedures in a narrative and table format. This document will identify, by account or financial statement line item, the relationship between identified internal control risks and the planned substantive procedures and assertions. This information is documented in our standard workpapers entitled Engagement Planning Memorandum.

- Cycle Memorandum, which identifies the cycle transactions, each significant accounting application, and each significant financial management system included in the cycle. It describes the interfaces with other cycles and identifies financial statement line items and general ledger accounts in the cycle. It also describes the operating policies and procedures relating to the processing of cycle transactions and major internal controls. This information is documented in our standard workpapers titled, Record of Application Controls, Record of Monitoring Controls, Assessment of the Control Environment, and Record of Computer Environment Controls.
- Special Control Evaluation Worksheet, which summarized our evaluation of the effectiveness of the design and operation of specific control techniques for each significant accounting application or significant line item, including EDP controls. We will prepare a preliminary worksheet that will be updated in the internal control phase. This information is documented in our standard workpapers entitled Engagement Planning Memorandum.
- Audit Programs, which document the specific objectives and procedures to be applied to each of the City's significant financial statement line items and classes of transactions. These programs will help engagement staff organize planning procedures, perform system reviews and evaluations, perform sampling and computer assisted procedures, and summarize procedures by objective and applicable law and regulations.
- Sample Plans and Substantive Test of Details Worksheets will help determine the number of transactions to test in both statistical and non-statistical samples.

Prepare a list of information needed for the audit. Based on past government audit experience and our understanding of the City, we will prepare a preliminary list of information needed for the audit (this will be highlighted with review of prior year audit working papers). We will meet with City management to discuss the timing of the information needed. We will maintain and update this list as the audit progresses.

Prepare ongoing status reports. We will prepare progress reports that provide management knowledge of the stage within the audit process and for consideration of agreed timelines. We will also prepare reports summarizing the results of meetings with management (as identified/requested within the timeline). The written reports will include summaries of the meetings and list of participants and the following:

Progress to date compared to our audit timetable included in our proposal, significant issues and discrepancies, including audit findings, audit issues, and potential scope limitations, and the proposed resolution, matters that could impact the deliverable due dates, recommended audit adjustments.

II. INTERNAL CONTROL PHASE

This phase will include reviewing, documenting, and testing internal controls, including EDP controls, as necessary. It also, serves as the basis for our final risk assessments and lead to the development of our substantive and compliance test procedures.

Internal control is a process designed to provide reasonable assurance as to the reliability of financial information and compliance with applicable laws and regulations. During the planning phase, we will have obtained a preliminary understanding of the internal control policies and procedures that will enable us to develop audit procedures to assess and address control risk. Control risk is a factor that is used to determine the nature, timing, and extent of substantive procedures for the testing phase.

During the internal control phase, we will further our understanding of significant internal controls and procedure and determine whether internal control policies and procedures have been in place in operation and are functioning properly.

In preparing the internal controls documentation, we will identify control objectives and determine the points in the process where a control should exist and which type of control. We will identify each significant accounting application included in the transaction cycles. We also will identify the significant EDP controls included in the transaction cycles. We will describe interfaces with other cycles and feeder systems, identify financial statement line items and general ledger accounts affected by the process, and describe the operating policies and procedures controlling the accuracy and completeness of transactions. We also will document our assessment of missing controls, if any.

City management should have designed and implemented internal control policies and procedures that provide for the (1) compliance with significant provisions of laws and regulations and (2) monitoring its overall compliance with such laws and regulations. We will obtain an initial understanding of the City's compliance with internal controls by interviewing appropriate management personnel.

Review and document EDP control assessment and entity wide security program and management. We will consider general control categories such as:

- **Access controls**
- **Application software development and change controls**
- **Segregation of duties**
- **System software**

The City utilizes the following service organizations based on our review of the Request for Proposal;

- Medicount for EMS Billing and Collection

We will obtain the SOC 1 report for Medicount to evaluate user controls and include the information as part of our risk assessment. We will also satisfy SOC 1 reporting for the Medina County Fiscal Office Real Estate and Billing/Collection through communication with the County's auditors. We will also evaluate any user considerations included in the SOC 1 reports and apply procedures deemed necessary to evaluate processes or procedures that are recommended to the City.

Identify control objectives and evaluate internal controls. We will evaluate each internal control determined to be properly designed and placed in operation, in order to determine whether it meets the objectives of the control procedure and whether it is likely to be effective when properly performed (i.e., whether it would prevent or detect errors in financial date). We will inform management of controls and procedures that have not been properly designed or implemented and controls determined to be ineffective even when properly performed.

Test of Internal Controls. We will determine the nature, timing, and extent of control testing necessary to ensure that controls are functioning as designed. We will test internal controls using a combination of inquiry and observation and sampling control tests. We will determine appropriate sample sizes for internal control tests by considering the expected rate of error in the population, the desired confidence levels, and the desired precision limits in determining sample sizes. **We plan on testing controls (sampling) over payroll expense, non-payroll expenses, and utility receipts.**

We will develop and perform detailed tests for testing the effectiveness of the internal control procedures. Test of internal controls will be designed to determine whether:

A. Transactions are properly authorized, reviewed, and processed
B. Source documentation exist to support transactions and assertions
C. Assets are safeguarded against loss from unauthorized acquisition, use, or disposition
D. Transactions are recorded in the proper accounts
E. Transactions are summarized completely and properly in the financial statements
F. Transactions are executed in accordance with (1) laws and regulations that could have a direct and material effect on determining on financial statements and (2) any other laws and regulations that the audit committee, City management, or legal sources have identified as being significant, for which compliance can be objectively measured and evaluated
G. Transactions are recorded in the proper budgetary accounts

Communication. Throughout the internal control phase, and continuing through the testing phase, we will continually document and discuss all findings with the key members of the engagement team, management, and the Finance Department. Through the engagement we will maintain a summary of findings issued, management's response, and the disposition of the findings. At the conclusion of the audit, we will categorize the findings into a category.

Control deficiency. A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Material weakness. A material weakness is a deficiency, or combination of internal control deficiencies resulting in a reasonable possibility that the internal control will not prevent or detect and timely correct a material misstatement to the F/S.

Findings progress meetings. We will hold progress meetings with management and audit committee (or equivalent) to discuss the results of interim testing and an assessment of the status of the audit, including whether the remaining due dates can be met.

III. TESTING PHASE

The third phase of our engagement approach consists of performing substantive tests. During this phase we perform substantive tests to determine the accuracy of the amounts included in the financial statements, proper footnote disclosures, compliance with laws and regulations identified in the planning phase as having a direct and material effect of the financial statements and required Chapters 1-3 of the Compliance Supplement (including compliance related to the landfill closure/post closure liability). Substantive tests principally involve obtaining or examining corroborating evidence to verify the propriety of the City's assertions related to the financial statements. The five financial statement assertions include:

- **Existence or occurrence.** Assets and liabilities exist at a given date and recorded transactions have occurred during a given time period.
- **Completeness.** All transactions and accounts that should be presented in the financial statements are included.
- **Rights and obligations.** Assets represent rights of the entity at a given date and liabilities represent obligations of the entity at a given date.
- **Valuation or allocation.** Assets, liabilities, revenues, and expense components have been included in the financial statements in the appropriate amounts.
- **Presentation and disclosure.** Particular components of the financial statements are properly classified described, and disclosed.

The steps in the testing phase are summarized below.

Update audit programs and perform substantive testing. Using the audit program guides, we will perform the substantive tests, which will provide reasonable assurance as to the validity of the information provided by the accounting system. Substantive testing involves obtaining reasonable assurance as to the validity of the information provided by the accounting system. Substantive testing involves obtaining or examining corroborating evidence to verify the propriety of reported balances and the related management assertions that are embodied in the schedules. The substantive test procedures generally include third-party confirmations and other balance verification procedures, recalculations and other re-performance procedures, inspection of supporting documentation, analytical reviews, and financial analysis.

We will document our test work, including the nature, timing, and extent of tests performed, and the conclusions reached. Our documentation will include the following:

- For tests involving sampling:
  - The sampling method used and any key factors regarding the sample selection
  - The sample size and the method for determination
  - The audit procedures performed
  - The results of tests, including evaluations of sample results and conclusions

- For substantive analytical procedures:
  - The model used to develop the expectation and the basis for the model
  - The date used and the data sources
  - The assessment of the reliability of the date used and the procedures performed to establish or increase the amount of reliability, if applicable
  - The amount of the tolerable limit and the criteria for establishing the limit
  - Explanations for fluctuations considered significant, sources of these explanations, and corroborating evidence obtained
  - Any additional procedures performed and related conclusions where misstatements are detected or the initial procedures are not considered adequate
  - The conclusions regarding findings, including proper treatment of any misstatements detected and assessments of any other effects of these misstatements.

We have already prepared planning materiality and identified significant accounts (previously identified) required to be audited based on the City's 2016 financial statements. These accounts are anticipated to be tested for specific areas of the

financial statements, as previously noted. Therefore, we anticipate performing the following substantive procedures at a minimum to significant accounts as described below:

Cash and Investments (all classifications)
Confirm balances; Test reconciling items; Examine bank transfers. Test fair value and related adjustment when applicable. Test financial statement classification and re-perform 2 months bank reconciliations. Test for classification of any outside accounts.

Accounts Receivable/Charges for Services – Enterprise Funds
Analytics – trend analysis; sampling customers and recalculate rates in the system as compared to approved amounts. Review billing cycles to determine cutoff of billing at year end, including any unbilled calculations. Test write-off and allowance for bad debt policy and calculations. Test large or unusual adjustments (through sampling) to accounts (if significant). Trace department collections to pay-ins to the City. Detail substantive attribute testing over daily receipts recorded to daily sales records, rates, pay-ins and deposits; along with test of controls previously identified.

Charges for Services – Governmental Funds (Recreation Center)
Analytics – we will evaluate key attributes (passes, rates, etc.) to develop expectations to reach a high level of assurance over amounts reported. We will perform sampling procedures and trace receipts to departmental ledger, city receipt ledgers and bank deposits. We will reconcile revenue amounts reported by the recreation center to the city ledgers.

Notes Receivable
We will obtain agreements in place and inspect documentation available to support payments received that reduced the receivable outstanding during the year, and any council approval of new notes entered into that increased the amount outstanding. When possible, outstanding amounts will be confirmed.

Assets Held for Resale/Gain or Loss on Sales of Assets Held for Resale
At the end of 2016 the City held land to be sold for development purposes. We noted within the 2016 F/S Subsequent Event Note Disclosure, that the City sold the final 9 acres of land held in February 2017. We will test this transaction to ensure the balance was removed from the F/S and the proper gain or loss on the sale is properly classified. In addition, we will review Ordinance 66-13 that approved the sale and trace the proceeds to the bank statement and ledgers.

Materials and Supplies
Perform observation of counts performed by the City at/near year end. We will obtain calculations and re-calculate balances of carrying amounts reported using count sheets and invoice/costing used.

Intergovernmental Revenue/Intergovernmental Receivable
Obtain documentation to support balances and analytically review for reasonableness & GASB 33; examine grants to ascertain if they are reimbursable or non-reimbursable grants. Confirm revenue with the County, State, and federal agencies. Review assumptions for receivable estimates and re-perform calculation (ex. Local Government).

Property and Municipal Income Taxes Revenue/Receivable
Municipal Income Tax: Evaluate and confirm receipts with the top Income Tax remitters. Perform trend analysis by remitter type (ex.: withholding, non-withholding, corporate, individual, etc.). Evaluate assumptions made in estimating receivables and re-perform calculations and compare prior year receivables (retrospective review) to collections in the subsequent year. *Test allocation of income tax receipts to each fund based on Council approval* (*per FY16 F/S City Ordinance 95-15 or subsequent revisions*). **Property and Other Taxes**: Confirm amounts with the County Auditor's office. Obtain supporting documentation used to calculate property taxes receivable. Evaluate reasonable of allowance reported for uncollectable amounts. Review general ledger postings with confirmations to ensure proper fund classifications.

Capital Assets (including Depreciation)
Obtain documentation for additions (minutes, contracts, payments); vouch additions through review of invoice support and progress payments on construction relating projects; recalculate depreciation expense on additions; analytics on overall depreciation expense. Make inquiries regarding capital assets disposed of and impaired. We will examine repair and maintenance expenditures to determine completeness of capital asset additions through detail substantive sampling and analytics. Ascertain infrastructure and other capital assets are capitalized in accordance with City policy and are reasonable compared to GASB guidelines. **The following is the capital asset thresholds reported in the 2016 F/S:**

- **$10,000 for infrastructure;**
- **$0 for land, works of art, computers and computer peripherals;**
- **$5,000 for all other assets**

Deferred Outflows of Resources (as previously listed)
Evaluate source documentation and recalculate amounts reported with the implementation of GASB 68 and 71 (including future implementation of GASB 82). Recalculate the deferral.

Payroll and Benefits Expense/Expenditures
Obtain support documentation for balance and analytically review for reasonableness; analysis of expense projecting CY expense and comparing to recorded. Test administrator's salaries to Council approval. Detail substantive attribute testing of paychecks back to rates and appropriate hire forms in HR file.

Agency Fund – Liability Classifications
Evaluate Agency fund balances related to the results of all other testing and compare classification assigned based on the purpose and nature of the fund.

Accounts/Contracts and Retainage Payable/Non-payroll Disbursements
Obtain listing and trace high dollar amounts to support documentation and for proper account classification; search for unrecorded payable by interviewing A/P staff and other staff regarding held invoices for any reason and performing high-dollar search in subsequent year. Current year non-payroll expenses will be sampled and high value expenses will be tested 100%. Test of details will include (but not limited to) supporting documentation of approved invoices, account classification and for proper public purpose. We will also search funding agencies, including banks, for recording of direct payments to vendors made by funding sources on behalf of the City. Timing of payment, as compared to when the expenditures were incurred will be evaluated for potential payable classification.

Deferred Inflows of Resources (as previously listed)
Analyze accruals and revenue collections subsequent to year end (various receivables), as compared to the City's 31-day **"availability period"** for revenue recognition on the modified accrual basis. On the accrual basis, review property taxes intended to finance the subsequent period for appropriate deferral. Evaluate any potential accruals related to the implementation of GASB 68 and 71. Obtain supporting documentation for amounts. Recalculate estimates reported.

Long-term Liabilities/Debt Payments-Principal/Interest//Compensated Absences and Unfunded Pension Liability (GASB 68)
Debt (Loans/Bonds): Inspect debt documents; Confirm debt proceeds and balances; Examine P & I debt payments. Test debt covenants compliance; Test payment compliance with amortization schedules; ascertain debt is paid out of proper funds. Substantively detail attribute test interest payments. **Compensated Absences:** Perform analytics; examine source documents, recalculate based on the accrual method (*vesting method*); sample employees annual leave activity to ascertain overall calculation records are reliable. **Unfunded Liability**: Obtain supporting documentation used to calculate the amounts reported and to determine if in accordance with GASB 68 and 71 and information provided by the Pension Systems.

Interfund/Loans to Other Funds
Evaluate amounts reported and outstanding as a result of Council approved advances, loans from other funds, or from a service provided between funds. Determine proper classification of the outstanding amount based on it being a current interfund loan or interfund service provided (**Interfund**) or related to a long term loan outstanding loan (**loan to other fund**).

Interfund Transfers/Advances
Trace amounts to council minutes and ledger postings. Analyze activities are in compliance with ordinances and the Ohio Revised Code.

Fund Balances/Net Position
Analyze fund balances for classification in accordance with GASB 54; recalculate net investment in capital assets; analyze net position balances and classifications in accordance with GASB's. **We also noted in Note 2 of the 2016 F/S that the City has a General Fund Reserve Policy. We will obtain that policy and evaluate for Compliance and proper fund balance classification.**

Journal Entries
Select a sample of Journal Entries and test for appropriate support and authorization.

Program and General Revenues
Evaluate revenue classification by type and corresponding program/function offset (as applicable).

Test compliance with laws and regulations. The testing phase will also include tests to determine compliance with laws that could have a direct and material effect on the financial statements and any other laws/regulations that the audit committee (or equivalent), management, or others have identified as being significant to the City. We will have identified these applicable laws and regulations as part of the planning phase. Our substantive tests of compliance with laws and regulations will include inquiries and observations, review of previously issued reports on compliance, discussions with management and general counsel and inspection and re-performance. These procedures will cover the audit of the financial statements and the Ohio Compliance Supplement

Review required supplementary information. We will perform the procedures described in AU-C 730, "Required Supplementary Information," of the *Clarified Codification of Statements on Auditing Standards* for the MD&A and the net pension liability schedules.

In addition, as the City indicated a CAFR will be presented during the contract period, we will also perform procedures related to other Supplemental Information (Combining and individual fund statements and schedules), as described in AU-C Section 725. We will also perform procures related to the Supplemental Information as it pertains to reporting a CAFR.

Our audit approach will include at least the following procedures:

- Inquire of management regarding the methods of preparing the MD&A, net pension liability schedules and CAFR Statements/Schedules
- Compare the information for consistency with the City's responses to information inquiries, audited financial statements, and other knowledge obtained during the audit of the financial statements
- Other supplemental information/statements/schedules will be compared to underlying accounting and other records used to prepare the financial statements or to the financial statements themselves and other additional procedures as deemed necessary

IV. REPORTING PHASE

Based on the work performed in the first three phases, planning, internal control, and testing, we will form our final conclusions and prepare our reports.

Review the MD&A and supplementary financial management information. We will review the MD&A to ensure that the information contained in the principal financial statements and related footnotes are consistent. We will verify the mathematical accuracy of any computations, ratios, and the presented percentage of financial and non-financial date, and determine if such measures are supported by source documentation.

Perform the final analytical review. We will perform a final overall analytical review by reporting unit. This is accomplished by comparing current-year amounts with comparative information and identifying the reasons for significant fluctuations.

Review the form and content of the basic financial statements. We will agree the basic financial statements to the trial balance and test mathematical accuracy of the basic financial statements. We will verify the amounts in the footnotes. We will use various practice aids to verify that the financial statements and related footnotes are in accordance with financial accounting and reporting standards.

Determine the adequacy of audit procedures. We will review the scope and procedures performed based on our original planning and determine if we need to change and risk assessments or procedures.

Final general procedures. Final audit steps consist of the following:

- Evaluate materiality of misstatements
- Analyze commitments and contingencies
- Review subsequent events
- Obtain management representations
- Consider related-party transactions
- Prepare summary of significant issues and decisions

Concurring principal review. Our quality control document requires every audit to be reviewed by a concurring principal. The concurring principal reviews selected work papers based on a risk assessment. *We encourage you to compare our* *proposal to other firms to compare the amount of partner involvement, including the use of a technical review partner that is assigned to your audit.*

Prepare and submit the draft reports. We will prepare and submit the following draft reports in accordance with the deadline.

Prepare the draft management letter. We will prepare a management letter, if necessary, that includes any findings/comments that are not required to be included in the reports noted above. The management letter will be discussed with management prior to being issued (**no surprises**).

Maintain files. We will develop complete and accurate workpapers that document all work performed and support conclusions reached in accordance with document requirements included in the Yellow Book, and AICPA standards, specifically AU-C 230, *Audit Documentation.* We will provide the Auditor of State representatives easy access to our workpapers during the course of the engagement. At the end of the engagement, we will store engagement workpaper files and other pertinent reference documents under secured conditions for a minimum of five (5) years after the issuance of our final reports.

Audit Team and Firm Qualifications

Rea & Associates, Inc.

Rea & Associates, Inc. is a certified public accounting firm serving clients located throughout Ohio since 1938. The firm has a proven reputation of service to a wide spectrum of nonprofit, government, and private sector clients. The firm provides services to our clients including auditing, accounting, consulting and tax preparation. Rea & Associates, Inc. is registered with the American Institute of Certified Public Accountants, Ohio State Accountancy Board, Auditor of State of Ohio, and members of the AICPA Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality Center. As registrants and members of these organizations our firm is provided with technical resources on a state and national level. We have eleven offices in Ohio: **Medina**, Dublin**,** Cambridge, Lima, Marietta, Medina, Mentor, Millersburg, New Philadelphia, Wooster, and Zanesville.

Rea & Associates, Inc. is a member of the Private Companies Practice Sections of the American Institute of Certified Public Accountants requiring S.E.C. triennial peer reviews in an effort to ensure that the quality of work and maintaining our staff's education is at the highest level of our profession. Membership in the PCPS requires our professional staff obtain at least forty hours of continuing education annually. The firm is active in the American Institute of Public Accountants, Ohio Society of Certified Public Accountants, OASBO, ***Government Finance Officers Association (Ohio and National), Ohio Association of Public Treasurers (OAPT***), Information Systems Audit and Control Association and many other organizations.

Rea & Associates, Inc. is a group of dedicated professionals employing 250 people of which 150 are professional staff. Included in this total are 85 Certified Public Accountants, 2 Certified Fraud Examiners 1 Certified Information System Auditors and 1 Certified Government Financial Manager. All professional staff has a Bachelors Degree in accounting or finance. Rea & Associates have a significant audit, accounting and consulting practice of governmental clients. We have 30 staff members dedicated to our governmental segment.

The City of Brunswick Audit Team

The following individuals assigned to the engagement are **licensed** to practice in the State of Ohio:

Chad Welty, CPA	Engagement Principal
Zac Morris, CPA	Technical Review Audit Principal
Chad Gorfido, CPA	Senior Manager

Other Team Members:

Morgan Helmick	Supervisor
Brock Hartzler	Staff

Team Specialization:

Joe Welker, CISA IT Audit Manager

Chad A. Welty, CPA, engagement principal, will serve as the principal responsible for the engagement. Chad comes with over 18 years of audit experience and has served as the engagement principal on many government audits to include Cities such as Sandusky (CAFR), Wooster (CAFR), Middleburg Heights (CAFR), Medina (CAFR), and Berea (CAFR). **Chad as previously served as a GFOA's CAFR reviewer and currently services on the Ohio GFOA's education committee**. *Chad is currently the Principal-in charge of the financial audit of the Ohio Auditor of State's office*. He serves as a principal on over 100 audits annually. Chad has participated in all areas of City audits over his career to include: planning, control and substantive detail testing of the balance sheet and operating statements, Ohio and federal compliance requirements, supervision and review.

Zachary Morris, CPA, technical review audit principal, has 13 years of audit experience and has served as the principal in-charge and technical review audit principal on many Cities such as Wooster, Medina, Sandusky and Berea (all CAFRs). Zac serves as a principal on over 100 audits annually. *Zac is currently the technical review principal of the financial audit of the Ohio Auditor of State's office*. Zac has participated in all areas of City audits over his career to include: planning, control and substantive detail testing of the balance sheet and operating statements, Ohio and Federal compliance requirements, supervision and review.

Chad Gorfido, CPA, senior manager, has been with the firm 8 years. He has extensive City, County and other State and Local Government knowledge and has been the manager or in-charge on the Cities of Sandusky, Medina, Fremont, Amherst and Erie County (*several of which are CAFR's)*. Chad is the manager on 40-45 state and local government audits annually. Chad has participated in all areas of City audits over his career to include: planning, control and substantive detail testing of the balance sheet and operating statements, Ohio and federal compliance requirements, supervision and review. **Chad also holds an Advanced Single Audit Certificate from the AICPA.**

Morgan Helmick, supervisor, has 12 years of audit experience. He has extensive City and other State and Local Government knowledge and has been the supervisor or in-charge on the Cities of Sandusky, Warren, Berea and Middleburg Heights (all CAFR's). Morgan is the supervisor or in-charge on 60-65 state and local government audits annually. He has participated in all areas of City audits over his career to include: planning, control and substantive detail testing of the balance sheet and operating statements, Ohio and federal compliance requirements, supervision and review.

Brock Hartzler, staff, has one and a half years of audit experience and has recently taken on the in-charge roll for several audits, to include the City of Middleburgh Heights. He has also worked on the audits of the City of Sandusky, Berea and Fremont. Brock has participated in all areas of governmental audits over his career to include: planning, control and substantive detail testing of the balance sheet and operating statements, and Ohio and Federal compliance requirements.

Joe Welker, Certified Information Systems Auditor (CISA), IT audit manager, is our Audit IT Specialist. Joe has 33 years of IT related experience (6 years related to auditing) – including time as a member of Rea's IT support team and a member of the assurance group, testing client IT systems. Joe will be on-site at the City evaluating the IT environment and related risks. Joe's experience with this type of review includes, but is not limited to:

- Computer programs/versions used in operations
- IT structure – including any program implementation
- Network infrastructure/hardware
- Hardware and operating systems of services/workstations – including age, current releases and maintenance
- Backup process and disaster recovery
- Virus protection
- Security rights of physical and logical access to City assets
- Organizational governance and compliancy concerns

Rea Associates, Inc. -- Audit Team Qualifications

	Zachary Morris	Chad Welty	Chad Gorfido	Morgan Helmick	Brock Hartzler	Joe Welker
Position	**Principal**	**Principal**	**Senior Manager**	**Supervisor**	**Staff Accountant**	**IT Audit Manager**
Education	B.A., Accounting, Ohio Wesleyan University; M.B.A., Ashland University	B.S., Accounting, University of Akron	B.B.A., Accounting and Finance, Kent State University	B.S., Accounting, University of Akron, M.S. Accounting, Liberty University	B.S., Business Management Walsh University	Associate of Applied Science-Computer Technology, Kent State University, Tuscarawas
Certifications	CPA	CPA	CPA Advanced Single Audit			CISA Certified
Years of Experience	13	22	8	12	1.5	33
Years of Audit Experience	13	18	8	12	1.5	6
Professional Memberships, Affiliations, and Other	Member of: AICPA, OSCPA, National Alliance for Medicaid in Education	Member of: AICPA, National GFOA, Ohio GFOA (Education Committee) OSCPA	Member of: AICPA, OSCPA	Member of: MFOA of Northeast Ohio		GBS Computer & Communications Employee of the Year 1986 & 1987; President of the Board of Directors at Golden Circle Credit Union Inc.
2014, 2015, 2016 & 2017 relevant CPE (total hours are compliant with Accountancy Board reporting requirements)						
2017 Fall Update - School*| 8/21/2017	8.0	8.0	8.0	8.0	8.0	8.0
2017 AOS/OSCPA Combined IPA Conference*| 8/18/2017	8.5	8.5				
2017 Community School Training* | 8/8/2017	6.0	6.0	6.0	6.0		
2017 School GAAP Update - Governmental* | 7/25/2017		7.0				
AICPA's 2017 GAQC Annual Update Webcast | 5/2/2017		8.0				
AICPA Advanced Single Audit Training* | 12/10/16	8.0				8.0	
Rea Retreat 2016 A & A Sessions* | Rea | 10/31-11/2/16	16.0	16.0	16.0	16.0	16.0	8.0
AOS Gov't. Auditing - Combined IPA Conference* |9/8/16	8.0					
2016 Ohio Charter School Summit* | 8/11-12/16	13.5	13.5	13.5	13.5		
2016 School District Audit Update*| 8/8/16	8.0	8.0	8.0	8.0		
2016 Ohio GFOA-Intermediate Accounting I 7/20-21/16		22.0				
GFOA Intermediate Accounting Training* | 7/19-20/16					16.0	
2016 AICPE/GAQC Annual Gov't Audit Update I 4/16/16		2.0				
2016 AOS-Fraud Prevention and Detection Training I 4/13/16		2.0				
2016 Spring Update - Municipality * | 2/15/16	8.0		8.0	8.0	8.0	8.0
2016 AICPA Peer Review Update | 1/23/16	2.0					
Common Audit Deficiencies-OASBO Workshop* | 1/19/16	3.0					
Navigating the UGG* | Rea | 1/15/16	2.0	2.0				
Rea Retreat 2015 A & A Sessions* | Rea | 10/26-28/15	16.0	16.0	16.0	16.0	16.0	8.0
AOS Govt. Auditing - Combined IPA Conference* | AOS/OSCPA | 8/21/15	8.0	8.0				
2015 AOS Community School Training*| 8/11/15	6.0	6.0	6.0	6.0		
2015 School District Audit Update*| 8/10/15	8.0	8.0	8.0	8.0	8.0	8.0
2015 New Staff CPE| 7/31/15			5.75		5.8	
2015 Municipality Audit Update* | 2/16/15	8.0	8.0	8.0	8.0		8.0
Information Security Summit | 10/30-31/14						11.0
Rea Retreat 2014 A & A Sessions* | Rea | 10/22-24/14	16.0	16.0	16.0	16.0		8.0
2014 Government New Staff CPE*| 8/26/14	7.0					
2014 School District Audit Update* | 8/11/14*	8.0	8.0	8.0	8.0		8.0
Community School Training | 8/8/14				6.0		
OSCPA Leadership Summit | 6/17/14		8.0				
HFMA Central Ohio Chapter Annual Conference|3/20-3/21/14	16.0					
2014 Municipality Audit Update* | 2/17/14	8.0	8.0	8.0	8.0		8.0
Tax Foundations for Auditors | 1/11/2014	2.0					
The Best Federal Tax Update| 1/6/2014		2.0				

***CPE addressed Single Audit, GASB updates, SAS updates, and specific audit procedures required on significant accounts. All * CPE qualifies as Yellow Book CPE.**

Professional Organization Abbreviations: ACFE = Association of Certified Fraud Examiners; AGA = Association of Government Accountants; AICPA = American Institute of Certified Public Accountants; IMA = Institute of Management Accountants; NACFE = National Association of Certified Fraud Examiners; National GFOA = National Government Finance Officers Association; OAPT = Ohio Association of Public Treasurers; OCAA = Ohio County Auditor Association; Ohio GFOA = Ohio Government Finance Officers Association; OSCPA = Ohio Society of Certified Public Accountants

ABOVE CONTAINS RECENT/RELEVANT CPE. ALL TEAM MEMBERS MAINTAIN SUFFICIENT CPE HOURS TO PERFORM AUDITS UNDER GOVERNMENT AUDITING STANDARDS.

Total Budgeted Hours

In order to demonstrate our understanding and ability to handle your audit, we have prepared a breakdown detailing the specific hours it will take to complete each aspect of the project. This breakdown takes into account all of the additional services that are an important part of the audit process including pre-audit conferences, meetings with your team, and the time needed to prepare your audit report on your financial statements.

Below is the number of hours we anticipate needing to complete your project for the City of Brunswick:

	Principals	Supervisor/ Manager	Seniors & Staff	Total Budget
Supervision and Reviews	15	15	0	30
PLANNING				
Planning Meetings & Forms	10	25	15	50
Internal Control System Documentation and Assessment	2	5	8	15
IT Internal Control Review	0	12	0	12
Analytical Review - Planning & Final	1	1	4	6
Minutes, Ordinances and Resolutions	0	4	0	4
FINANCIAL STATEMENTS				
Fund Trial Balance Worksheets	0	2	2	4
Notes to the Financial Statements & Disclosure Checklist	1	4	4	9
Audit Reports Preparation	1	2	0	3
BALANCE SHEET				
Cash and Investments (all accounts)	0	2	8	10
Property Taxes Receivable	0	0	4	4
Capital Assets	0	5	15	20
Intergovernmental Receivable	0	0	2	2
Interfund/Internal Balances (All)	0	0	2	2
Notes Receivable	0	2	0	2
Accounts Receivable	0	0	4	4
Income Taxes Receivable	0	0	4	4
Materials and Supplies	0	0	4	4
Assets Held for Resale	0	0	1	1
Deferred Outflows of Resources (as previously listed)	0	0	4	4
Accounts/Contracts/Retainage Payable	0	1	4	5
Compensated Absences	0	0	2	2
Net Pension Liability	0	0	6	6
Debt (All)	0	0	6	6
Deferred Inflows of Resources (as previously listed)	0	2	2	4
Net Position/Fund Balance	0	1	4	5
REVENUE				
Property Taxes	0	0	4	4
Income Taxes	0	0	10	10
Charges for Services	0	2	25	27
Gain/Loss on Sale of Assets Held for Resale	0	0	1	1
Intergovernmental	0	0	6	6
Program & General Revenues	0	0	2	2
EXPENDITURES				
Payroll and Benefits	0	5	20	25
Non-Payroll Disbursements (including Debt Service)	0	5	20	25
Depreciation	0	0	2	2
COMPLIANCE				
Ohio Compliance Supplement - Chapters 1-3	0	0	15	15
TOTAL AUDIT BUDGET	**30**	**95**	**210**	**335**

Rea & Associates is innovative and efficient with very high quality at the same time utilizing our automated software, training programs and our audit processes. The Auditor of State's Quality Assurance staff have reviewed our working papers and concurred we have performed all required procedures as well as some additional innovative procedures we've outlined on our proposal.

While many accounting firms hand audits off to lower level staff accountants, you will notice that our budgeted hours contain principal hours. This means your audit will be handled by professionals with the expertise to provide you with top-notch advice. This audit is not only important to you, it is important to us, and we believe the City of Brunswick deserves the attention of our expert principals.

Reports to be Issued

Following the completion of the audit of the financial statements, Rea & Associates will issue:

1. A report on the fair presentation of the financial statements in conformity with the applicable financial reporting framework, including required and other supplementary information.
2. A combined report on compliance and internal control required by *Government Auditing Standards*.
3. A management letter, separate from other electronically submitted reports.

If applicable (per RFP)

4. A combined report on compliance with requirements applicable to each major federal program and internal control over compliance in accordance with OMB Circular A-133 and/or the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (including, as applicable, a report on the supplementary schedule of federal awards expenditures).
5. A schedule of findings and questioned costs.
6. In conjunction with the Public Office, OMB form SF-SAC, the Data Collection Form.

In addition, if we become aware of any illegal acts or indication of illegal acts which may result in findings for recovery, we will issue an immediate written report detailing our findings.

If the City becomes a significant component of another entity, Rea will prepare a Component Auditor Representation Letter" for the City. In addition, Rea will be responsible for updating subsequent events through the group engagement opinion date identified in the instructions for each year audited at no additional cost to the client.

Audit Timetable

We anticipate limited disruption to our proposed timetable. To ensure that we remain on track, we will stay in contact with you to keep you informed of your project's status at all times. Working together we can handle any issues when they arise so they can be remedied and the project can stay on schedule.

Here is when we anticipate completing the various steps of the 2017 audit for the City of Brunswick. Subsequent audits will be completed within a reasonable period of this timeline – with the ultimate result of filing in accordance with date published in step 14 below.

Proposed Audit Timetable

	Date
1. IPA and representatives of Public Office hold interim entrance conference	N/A-per proposal
2. IPA completes interim fieldwork	N/A-per proposal
3. IPA and representatives of Public Office hold progress conference	As needed
4. IPA provides detailed engagement plan and list of schedules to be prepared by Public Office	January 8, 2018
5. IPA and representatives of Public Office hold fieldwork entrance conference	February 2, 2018
6. Public Office finalizes accounting records	January 15, 2018
7. IPA begins fieldwork at Public Office	January 15, 2018
8. Public Office completes draft of financial statements (Hinkle Submission)	March 31, 2018
9. IPA completes fieldwork	April 20, 2018
10. IPA provides drafts of reports and recommendations to management (per RFP)	April 27, 2018
11. Public Office submits in writing final responses to IPA draft documents	April 29, 2018
12. A revised report, including draft auditor's reports, shall be delivered to Finance Director	April 30, 2018
13. IPA, and representatives of Public Office hold exit conference	April 27, 2018
14. IPA delivers final report to Auditor of State, Center for Audit Excellence, Columbus, Ohio. This date shall be no later than date set forth in RFP Section IV. D. of this RFP.	May 31, 2018

We understand the City strives to be one of the first municipality audits filed with the Auditor of State's office annually. Our team of dedicated government employees is the largest of any of our competitors (over 30), thus we can guarantee we will meet the established timeline above based on the availability of the financial statements presented for audit. With the entire team available to you, we will not encounter the staffing setbacks smaller firms have by the inherent risk of someone not being available as scheduled. In addition, we will be on sight to perform the auditing procedures over operations so that you will not have to scan and email information to our team. We also expect to conduct most of the GAAP testing offset to not interfere with your Team's day-to-day operations.

Dates are flexible to meet client's needs

We believe these are the individual deadlines that we must meet so that we may have your audit completed on time as determined from review of the RFP. If the City of Brunswick would like to make any changes to the proposed timeline, we would be happy to discuss variances with you upon finalization during the entrance conference.

Communication with the City

Nobody likes surprises at the end of an audit. We will have continuous communication with the Finance Director for the City throughout the audit. We will have an audit entrance conference to discuss our audit plans. We will schedule meetings with the personnel identified above while we are on site to discuss our progress, problems, concerns, and the good things happening as well. The identified parties will be informed immediately of any potential law violations or internal control problems, or potential fraud situations for their review. This process permits management to understand and review immediately to determine if we are correct in our assumptions or if we did not have all the facts which may have lead us to an incorrect conclusion.

We will give management a draft of any findings and management letter comments for review so as to confirm or to challenge our draft comments well in advance of our exit conference presentation of our final audit findings. Audit adjustments proposed will be reviewed with management for approval prior to making any audit adjustments.

Firm Contact – Responsible Principal for Engagement

Rea & Associates, Inc.
Chad Welty, CPA – Principal
694 E. Washington St
PO Box 485
Medina, OH 44258
330-722-8222
chad.welty@reacpa.com

Value-Added/Innovation To Better Serve

Use of Audit Control Language (ACL)

The City processes thousands of transactions each month. We utilize ACL data mining software to perform the following procedures in an effort to identify risks such as fraud, double payments of invoices and other errors as follows:

Check Register Testing:	*Related Party Testing:*	*Other Analysis:*
Analysis of Employee Non-payroll Check Register to test for check sequence gaps, duplicate check numbers & disbursements made without a vendor number.	Analysis of Employee Master, Vendor Master & Non-payroll Check Register	• Potential Duplicate Vendor Analysis • New Vendor Analysis • Potential Duplicate Employee Analysis • Procurement Card Analysis on all purchases are analyzed using ACL & a master table of best-practice excluded Merchant Category Codes • Duplicate Invoice Testing – 5 separate tests performed on four criteria, INVOICE NUMBER, INVOICE AMOUNT, INVOICE DATE, & VENDOR NUMBER.

Our clients have found this information to be very interesting and useful. *Compare other CPA firm's proposals to determine if any of them are using data mining software.*

QuickBooks

Rea & Associates, Inc. has eight Certified QuickBooks ProAdvisors. Vicki Cooper is the Medina Office ProAdvisor. Vicki has been a Rea & Associates, Inc. employee for 27 years and a ProAdvisor since 2005.

Compilation of Financial Statements

Rea employs approximately 10 individuals in the compilation department. Rea compiles over 100 financial statements of governmental entities in Ohio. The team also consults with various entities on their in-house preparation of financial statements.

Lean Six Sigma

Rea & Associates, Inc. has adopted lean six sigma concepts from the manufacturing industry in each of our processes throughout the firm. Lean Six Sigma not only is relevant to manufacturing, the origin behind the methodology is process improvement. Manufacturing was just the first industry to embrace this methodology. Lean relates to the efficiency of the process where Six Sigma represents quality. It is important that our processes incorporate both quality and efficiency. Rea has committed to this culture of continuous improvement and has approximately 10 certified Lean Six Sigma green belts. Our knowledge and expertise in this area allows us to provide value added services that other CPA firms are unable to provide. These concepts also allow us to efficiently and effectively complete your engagement while providing value added ideas.

403(b) Retirement Plan

2009 is a year not to be forgotten in the 403(b) retirement plan world because it marked the enactment of the first major legislation relating to 403(b) plans in a 43 year span. Because this became a new area in which 403(b) plan sponsors were immersed, guidance from service providers who were accustomed to the retirement plan arena were welcome. Rea's dedicated team of employee benefit plan specialists has worked to provide information and direction relating to the regulatory requirements and the application of such requirements to plans sponsored by our clients. We have also teamed with the Ohio Society of CPAs, the Internal Revenue Service and other service providers to sponsor educational seminars relating to better understanding and adhering to the 403(b) plan regulations. Now approaching the 10-year anniversary since enactment of the new regulations, we still find 403(b) plan sponsors in search of guidance relating to their plans. In addition to providing audits of 403(b) plans that require such a service, we hold discussions with plan sponsors relating to their plans, determining in large part whether the plans are subject to ERISA and also whether the plan is operating in accordance with a properly drafted plan document. We also consult with entities involving plan design, including discussions relating to sponsoring a 403(b) plan versus another type of plan, such as a 401(a) or 401(k) plan. We are also poised to hold discussions regarding new or upcoming regulations, such as the IRS approval letter program for the 403(b) plans and proposed changes to the Form 5500 filing requirements. In addition, we provide fiduciary consulting services to plan sponsors, equipping them with tools to review plan and participant metrics to gauge the retirement readiness of participants and assisting the plan fiduciaries in meeting their fiduciary duty in the due diligence process.

Other

Audit Continuity

The team members assigned to the City of Brunswick will be the same each year. This maintains efficiency and client relations.

Technical Support

Rea & Associates, Inc. will utilize technical support personnel when needed. **Annie Yoder, CPA, CFE, CFF,** Rea Principal, specializes in government finance and has been the Principal in charge of audits for over 14 years. Annie has participated in all areas of City audits over her career to include: planning, control and substantive detail testing of the Balance Sheet and Operating Statements, Ohio and Federal Compliance requirements, supervision and review. **Mindee Johnson, CPA,** is a Rea senior audit manager and GFOA Special Review Committee Reviewer and will be available for financial statement presentation and GAAP related support. She also has been in charge of a few hundred City audit and GAAP conversions. We do consult with Ohio and Federal Departments on federal and state grant matters and we consult with Auditor of State Legal Division on Ohio compliance matters. We will also consult directly with the GASB, GAQC and GFOA if deemed necessary.

REA & ASSOCIATES, INC.
LIST OF MUNICIPAL GOVERNMENT AUDIT CLIENTS
FOR THE LAST FIVE (5) YEARS

Governmental Client	Scope of Work	Date	Engagement Partners	Annual Hours	Firm Office Used	Client Contact	Telephone Number
ADAMS BD of Tuscarawas Co.	Audit	12/31/05-14	Morris	140	N.Phila	David Schaffer	(330) 364-6488
Ohio Public Employees Deferred Compensation Program	Audit	12/31/15-16	Morris	320	Dublin	Paul Miller	(614) 466-7245
Allen Water District	Audit	12/31/08-13	Yoder	200	Lima	Mike Bosch	(419) 996-4679
Ayersville Water & Sewer District	Audit	12/31/12-13	Yoder	160	Lima	Dan Limber	(419) 394-1733
Bellaire, Village of	Audit	12/31/95-03, 2013	McIntosh	400	N. Phila.	Thomas Sable	(740) 676-6538
Berea, City of	Audit	2/31/04-13, 16	Welty	620	Medina	Dana Kavander	(440) 826-5800
Delphos, City of	Audit	12/31/07-13	McIntosh	460	N. Phila.	Thomas Jettinghoff	(419) 695-4010
Dover, City of	Audit	12/31/15-16	Morris	410	N. Phila.	Nicole Stoldt	(330) 343-6385
East Liverpool, City of	Audit	12/31/12-16	Morris	600	N. Phila.	Kimberly Woomer	(330) 385-4224
East Ohio Regional Wastewater Authority	Audit	12/31/04-12	McIntosh	240	N. Phila.	David Thomas	(740) 616-5911
Erie County	Audit	12-31-11-13, 16	Yoder	1800	Medina	Rick Jeffrey	(419) 627-6650
Findlay, City of	Audit	12/31/09-14	Welty	625	N. Phila.	Robert Sprague	(419) 424-7101
Fremont, City of	Audit	12/31/15-16	Welty	390	Medina	Paul D. Grahl	(419) 334-3867
Joel Pomerene Memorial Hospital	Audit	12/31/94-05 & 11-15	Morris	300	Medina	Jason Justus	(330) 674-1015
Mahoning County	Audit	12/31/07-16	Yoder	1800	N. Phila.	Carol McFall	(330) 740-2010
Martins Ferry, City of	Audit	12/31/06-15	McIntosh	400	N. Phila.	Susan Stephens	(740) 633-3600
Medina, City of	Audit	12/31/05-14	Morris	410	Medina	Keith Durham	(330) 725-8861
Middleburg Heights, City of	Audit	12/31/15-16	Welty	385	Medina	Jason Stewart	(440) 234-8989
Morrow County Hospital	Audit	12/31/09-15	Morris	350	Medina	Jonathan Kelly	(419) 949-3185
Muskingum Watershed Conservancy	Audit	13/31/09-15	Morris	400	N. Phila.	Jim Cugliari	(330) 343-6647
New Philadelphia, City of	Audit	12/31/11-16	Yoder	775	N. Phila.	Beth Gundy	(330) 364-4491
Rittman, City of	Audit	12/31/05-14	Welty	300	Medina	Pam Keener	(330) 925-2063
Sandusky, City of	Audit	12/31/10-16	Welty	600	Medina	Hank Solowiej	(419) 627-5776
Steubenville, City of	Audit	12/31/04-14	McIntosh	600	N. Phila.	Mike Marshall	(740) 283-6000
Summit County	Audit	12/31/04-13	McIntosh	2540	N. Phila.	Bernie Zaucha	(330) 643-2655
Upper Sandusky, City of	Audit	12/31/08-16	Morris	450	Medina	Jean Hollanshead	(419) 294-3988
Warren, City of	Audit	13/31/12-16	McIntosh	750	Medina	David Griffing	(330) 841-2586
Wooster Community Hospital	Audit	12/31/03-14	Morris	300	Medina	Scott Boyes	(330) 263-8100
Wooster, City of	Audit	12/31/03-14	Welty	700	Medina	Andrei Dordea	(330) 263-5225
Ohio Auditor of State	Audit	6/30/15-16	Welty	300	Dublin	Bill Collier	(614) 728-7245
Amherst, City of	Audit	12/31/15-16	Welty	350	Medina	Gwen Melbar	(440) 988-3742
Urhichsville, City of	Audit	12/31-14-17	Yoder	400	N. Phila.	Julie Pearch	(740) 922-1242

Reset Form

Dave Yost • Auditor of State

IPA NONAUDIT SERVICES
GAO INDEPENDENCE
NOTIFICATION / EVALUATION

INSTRUCTIONS – In every instance where an Independent Public Accounting Firm (IPA) intends to provide a Nonaudit Service, as defined by Government Auditing Standards, to a Public Office subsequent to a contract award, the IPA firm must provide notification to the Auditor of State. This form shall be completed where the Nonaudit Service would occur during or affect audit periods under contract beginning on or after January 1, 2003.

Email one form per nonaudit service to: IPACorrespondence@auditor.state.oh.us

GENERAL INFORMATION

Public Office: City of Brunswick	IPA: Rea & Associates, Inc.
Contact: Todd Fischer, Finance Director	Contact: Chad Welty, CPA, Principal
Email: tfischer@brunswick.oh.us	Email: chad.welty@reacpa.com
Phone: (330) 273-8003	Phone: (330) 722-8222
County: Medina	Date: 9/19/17

STATUS OF NONAUDIT SERVICE

Proposed: ☐ In Process: ☐

Completed: ☐ Completion Date: ____________

No Nonaudit Service has been provided or is planned for the Public Office: ☑

Provide a brief description of the Nonaudit Service (detailed information may be attached).

Bonadio & Co., LLP
Certified Public Accountants

System Review Report

August 26, 2016

To the shareholders of
Rea & Associates
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Rea & Associates (the firm) applicable to engagements not subject to PCAOB inspection in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitation of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Rea & Associates applicable to engagements not subject to PCAOB inspection in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies),* or *fail.* Rea & Associates has received a peer review rating of *pass*.

Bonadio & Co., LLP

171 Sully's Trail, Suite 201
Pittsford, New York 14534
p (585) 381-1000
f (585) 381-3131

www.bonadio.com

ALBANY • BATAVIA • BUFFALO • EAST AURORA • GENEVA • NYC • ROCHESTER • RUTLAND, VT • SYRACUSE • UTICA

Robert F. Breneman
Mayor

Andrei A. Dordea, CPA
Director of Finance
Phone (330) 263-5225
Fax: (330) 263-5262
Email: adordea@woosteroh.com

CITY OF WOOSTER
538 N. Market Street, P.O. Box 1128
Wooster, Ohio 44691-7082

July 26, 2012

To Whom It May Concern,

I am writing to recommend the audit services of Rea & Associates. The City of Wooster has contracted for auditing services with Rea & Associates for the past nine years.

During this time, our audits have been concluded in a timely manner. Their experienced staff from accountant to principal were thorough and professional. Rea & Associates approach auditing with a value-added mindset, recognizing and suggesting areas for improvement. By implementing suggestions made by Rea & Associates, the City of Wooster has recognized multiple efficiencies. They are a large enough firm to provide a wide range of expertise, yet small enough to provide great customer service during what can be an arduous process. Their communication before, through and after the audit process was impeccable.

In addition to auditing services, they have been instrumental in assisting us with compiling our annual financial statements. Their knowledge of GASB standards is invaluable.

For a point of reference, our 2012 appropriations budget was approximately $171 million. The City of Wooster budgets on a GAAP basis. Net assets at December 31, 2011 were approximately $263 million. Unusual to most Ohio cities, the City of Wooster owns and operates a 150-bed full-service acute care hospital.

I feel confident in recommending Rea & Associates for auditing services. Should you have any questions or require additional information, do not hesitate to contact me.

Warmest regards,

Andrei A. Dordea, CPA
Director of Finance

AAD/jm

Sealed Dollar Cost Bid for

The City of Brunswick

Medina County, Ohio

for

Annual Audits for
January 1, 2017 through December 31, 2021

Contract Number: DD114-10972
Tier 2

Submitted on

September 19, 2017

by

Rea & Associates, Inc.
Chad A. Welty, CPA – Principal
694 E. Washington Street
P.O. Box 485
Medina, Ohio 44258
330-722-8222
chad.welty@reacpa.com

Name of Firm:	Rea & Associates, Inc. Certified Public Accountants 694 E. Washington Street P.O. Box 485 Medina, Ohio 44258

Certification:

I, **Chad A. Welty, CPA,** certify that I am entitled to represent the firm empowered to submit the bid and authorized to sign a contract with the City of Brunswick.

Chad A. Welty, CPA

Digitally signed by Chad A. Welty, CPA
DN: cn=Chad A. Welty, CPA, o, ou, email=chad.welty@reacpa.com, c=US
Date: 2017.09.18 15:24:27 -04'00'

Chad A. Welty, CPA, Principal
of Rea & Associates, Inc.

Fees: Our fixed fees for the audit of the City of Brunswick are as follows.

Year End	
2017	$28,140
2018	$28,810
2019	$29,480
2020	$30,150
2021	$30,820
Total	**$147,400**

EXHIBIT A

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
TO SUPPORT THE TOTAL ALL-INCLUSIVE MAXIMUM FIXED FEE
FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF
City of Brunswick

	Hours	Hourly Rates	Total
Principals	30	$ 84.00	$ 2,520
Manager/Supervisor	95	84.00	7,980
Staff	210	84.00	17,640
Other (specify): Typist and Proofreader			
Out-of-Pocket Expenses			
Total fixed fee bid for the year ended 2017	335	$ 84.00	$ 28,140

Contract Pricing:	Hours	Rate	Fixed Fee
Calendar year end 2017	335	$ 84.00	$ 28,140
Calendar year end 2018	335	$ 86.00	$ 28,810
Calendar year end 2019	335	$ 88.00	$ 29,480
Calendar year end 2020	335	$ 90.00	$ 30,150
Calendar year end 2021	335	$ 92.00	$ 30,820
Grand Total: All Years			$ 147,400

Dave Yost • Auditor of State

September 27, 2017

Rea & Associates, Inc.
Attn: Chad Welty, CPA
694 E. Washington Street
P.O. Box 485
Medina, Ohio 44258

Dear Mr. Welty:

On behalf of Auditor of State Dave Yost, I am pleased to inform you that the contract to audit the **City of Brunswick, Medina County,** for the fiscal period(s) **January 1, 2017 through December 31, 2021**, in accordance with the items and conditions set forth in the Request for Proposals dated September 5, 2017, has been awarded to **Rea & Associates, Inc.**

Attached you will find a PDF document of the Memorandum of Agreement (MOA) form. This document is to be executed by an authorized representative of your firm and **forwarded to the public office**. Electronic signatures are acceptable. If the proposed first year of this audit exceeds 800 hours, also enter the MBE information on the MOA (note: "to be determined" is not acceptable).

The public office will then sign the MOA and a Certification of Compliance (also attached) and **return all signed documents to this office**. When fully approved by the Auditor of State, a fully executed document will be sent to you and to the public office. No audit work may be performed or payments lawfully made regarding this contract until such approval is obtained.

Should you have any questions, please contact me at (216) 787-4380. We look forward to working with you and, in advance of your cooperation, please accept my appreciation.

Sincerely,

DAVE YOST
Auditor of State

Donna Bernardini

Donna L. Bernardini
Regional Office Manager

Enclosures

C: Todd Fischer, Finance Director

MEMORANDUM OF AGREEMENT

This agreement is entered into as of the 27th day of September, 2017, by and between Rea & Associates, Inc. an independent public accountant (IPA), **DAVE YOST**, Auditor of State of Ohio (Auditor) and the City of Brunswick, Medina County (Public Office) WITNESSETH:

Whereas, the Auditor of State on September 5, 2017, issued a Request for Proposals for an engagement related to the City of Brunswick, including any components and other requirements stated in the Request for Proposal, pursuant to Sections 117.11 and 115.56, Revised Code, for fiscal periods January 1, 2017 through December 31, 2021.

Whereas, IPA responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the engagement related to the Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

Whereas, the Auditor of State, in consultation with the Public Office, has determined the IPA has submitted the proposal most advantageous to the Auditor and Public Office;

NOW, THEREFORE, IPA and Public Office do mutually agree as follows:

1. This Memorandum of Agreement, the Request for Proposals, the Proposal of the IPA and any written documents supplementing, amending, or incorporating the Request for Proposal, the Proposal of the IPA, and the Memorandum of Agreement constitute the integrated written agreement of the parties, to be known as the "Contract";

2. The IPA shall, in consideration of the payments specified in the Proposal, and subject to the requirements of the Contract, perform the specified engagement related to the Public Office;

3. Public Office will provide the IPA with such payments, services, and support as are specified in the Request for Proposals; and

4. The Auditor will provide the IPA with such services and support as are specified in the Request for Proposals; and

5. If applicable, pursuant to the agreement of the parties a subcontractor with respect to the Contract will be as stated below. Further, pursuant to the RFP Terms of Engagement and this Contract, the IPA shall be and remain solely responsible to the Public Office and Auditor for the acts the IPA performs or faults of any subcontractor and of any subcontractor's officers, agents or employees, who are deemed to be agents or employees of the IPA to the extent of the subcontract. Each subcontractor shall jointly and severally agree that neither the Public Office nor the Auditor is obligated to pay or to be liable for the payment of any sums due the subcontractor.

Subcontractor Name

Address

Number of Hours	Rate Per Hour	Total Subcontract
		$0.00

IN WITNESS WHEREOF, Auditor, Public Office and IPA have executed this agreement.

Legislative Authority or Designee for
the City of Brunswick

Date

Rea & Associates, Inc.

Date

APPROVAL:

Compliance, Auditor of State
Office of **DAVE YOST, Auditor of State of Ohio**
In Accordance with Sections 117.11 & 115.56 Revised Code
(Not valid unless approved by Legal Division)

Date

Dave Yost • Auditor of State

Certification of Compliance with Procurement Requirements

This is to certify that, to the best of my knowledge and belief as the appropriate official of the ___________City of Brunswick, Medina County___________, we have complied with all applicable federal, state and local procurement requirements in the selection of the firm ______Rea & Associates, Inc.______ to perform the audit of the ___________City of Brunswick, Medina County___________, which is the subject of the accompanying contract.

____ ___________________

City of Brunswick, Medina County
Todd Fischer, Finance Director

Date

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370
www.auditor.state.oh.us

CITY OF BRUNSWICK, OHIO
RESOLUTION NUMBER

By:

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIVE (5) YEAR AGREEMENT WITH REA & ASSOCIATES, INC. TO AUDIT THE CITY OF BRUNSWICK FOR THE FISCAL YEARS ENDING DECEMBER 31, 2017 THROUGH DECEMBER 31, 2021.

WHEREAS: Pursuant to Ohio Revised Code Section 115.56 when the Auditor of State determines that the Auditor's Office will not audit a public office, the Auditor shall contract with a certified public accountant, public accountant, or an official governmental audit organization to perform this audit on behalf of the Auditor of State's Office; and

WHEREAS: If the City expends more than $750,000 in federal assistance in any given fiscal year on or after January 1, 2017, the City will be subject to a federal single audit under the A-133 Audit Standards. The federal single audit is an addition to the regular audit pursuant to Ohio Revised Code Section 117 and will require a contract modification, if necessary.

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

SECTION 1: That the City Manager is hereby authorized to enter into a five (5) year Agreement WITH Rea & Associates, Inc. to audit the basic financial statements of the City for the fiscal years ending December 31, 2017 through December 31, 2021 for annual costs listed in the request for proposal with an option to modify the contract, up to but not to exceed, an additional $5,000 to conduct a federal single audit under the A-133 Audit Standards if the City of Brunswick expends more than $750,000 in federal awards for any given fiscal year under the Agreement.

SECTION 2: This Resolution 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 additional reason to comply with Ohio Revised Code Section 115.56. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes.

PASSED: 1st Reading_________________________

CITY OF BRUNSWICK, OHIO
RESOLUTION NUMBER

Rules Suspended: AYES ___________ NAYS ___________

ADOPTED: _________________ AYES ___________ NAYS ___________

ATTEST: _______________________

Clerk of Council

Barbara J. Ortiz, CMC

CITY OF BRUNSWICK, OHIO
RESOLUTION NUMBER 93-17

By: Mrs. Hanek, Mr. Johnson and Mr. Salzgeber

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A FIVE (5) YEAR AGREEMENT WITH REA & ASSOCIATES, INC. TO AUDIT THE CITY OF BRUNSWICK FOR THE FISCAL YEARS ENDING DECEMBER 31, 2017 THROUGH DECEMBER 31, 2021.

WHEREAS: Pursuant to Ohio Revised Code Section 115.56 when the Auditor of State determines that the Auditor's Office will not audit a public office, the Auditor shall contract with a certified public accountant, public accountant, or an official governmental audit organization to perform this audit on behalf of the Auditor of State's Office; and

WHEREAS: If the City expends more than $750,000 in federal assistance in any given fiscal year on or after January 1, 2017, the City will be subject to a federal single audit under the A-133 Audit Standards. The federal single audit is an addition to the regular audit pursuant to Ohio Revised Code Section 117 and will require a contract modification, if necessary.

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

SECTION 1: That the City Manager is hereby authorized to enter into a five (5) year Agreement WITH Rea & Associates, Inc. to audit the basic financial statements of the City for the fiscal years ending December 31, 2017 through December 31, 2021 for annual costs listed in the request for proposal with an option to modify the contract, up to but not to exceed, an additional $5,000 to conduct a federal single audit under the A-133 Audit Standards if the City of Brunswick expends more than $750,000 in federal awards for any given fiscal year under the Agreement.

SECTION 2: This Resolution 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 additional reason to comply with Ohio Revised Code Section 115.56. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes.

PASSED: 1st Reading__________________________

CITY OF BRUNSWICK, OHIO
RESOLUTION NUMBER 93-17

Rules Suspended: AYES ___________ NAYS ___________

ADOPTED: _________________ AYES ___________ NAYS ___________

ATTEST: _______________________

Clerk of Council

Barbara J. Ortiz, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager Ken Fisher
COPY:	Mayor Ron Falconi
LEGISLATION:	**RES. NO. 94-17 -** An emergency resolution declaring the intention of the City of Brunswick to provide municipal services to a 5.5515 acre parcel of land (PPN 001-02D-02-006) on Center Road - **1st Reading** (To be brought from Committee-of-the-Whole, *Revision of Res. No. 84-17, Administration/Ken Fisher*)
BACKGROUND:	This is a revision of Resolution No. 84-17 to provide services to a 5.5515 acre parcel of land. The Parcel Number is 001-02D-02-006).
PURPOSE AND EXPLANATION:	It is necessary for the City to declare the intent to provide municipal services to property in the process of being annexed into the City from Brunswick Hills Township.
IMPLEMENTATION SCHEDULE:	Adopted as an emergency with suspension of the rules on October 9, 2017.
FINANCIAL INFORMATION:	
FINANCIAL SUMMARY:	
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 to adopt as an emergency with the suspension of the ruleson October 9, 2017. It is necessary to be filed with the Medina County Commissioners' Office 20 days before November 14, 2017.

ADDITIONAL INFORMATION:

CITY OF BRUNSWICK, OHIO
RESOLUTION NUMBER______

BY:

AN EMERGENCY RESOLUTION DECLARING THE INTENTION OF THE CITY OF BRUNSWICK TO PROVIDE MUNICIPAL SERVICES TO A 5.5515 ACRE PARCEL OF LAND (PPN 001-02D-02-006) ON CENTER ROAD.

WHEREAS: The City of Brunswick has been notified that a Petition for Regular Annexation on Application of Owner was presented to the Medina County Commissioners requesting a parcel of land be annexed from Brunswick Hills Township to the City of Brunswick, and

WHEREAS: The City of Brunswick does not object to this Petition.

THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: The Council for the City of Brunswick hereby declares that, should the Medina County Commissioners grant the annexation of 5.5515 acres of land on Center Road (PPN 001-02D-02-006), the City of Brunswick will provide police protection, fire prevention/suppression, EMS service, and any and all other services rendered to residents of the City of Brunswick. Additionally, the City of Brunswick will support any application to the Cleveland Division of Water for connection to the water system for the provision of water services to the property and to the Medina County Sanitary Engineer for connection to the sanitary sewer system, subject to payment of any and all applicable costs and fees.

SECTION 2: That the Council of the City of Brunswick hereby urges the County to undertake a careful and deliberate study of all matters presented in the Petition for Regular Annexation on Application of Owner, as attached hereto as Exhibit "A", and to approve the proposed annexation of such property to the City of Brunswick.

SECTION 3: This Resolution 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 municipality, and for the further reason that the approved legislation must be filed with the Medina County Commissioners' Office twenty (20) days before the November 14, 2017 hearing date. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading__________________________

Rules Suspended: AYES ___________ NAYS ___________

ADOPTED: _________________ AYES ___________ NAYS ___________

ATTEST: _______________________
Clerk of Council
Barb Ortiz

EBPC, LLC
Commercial Real Estate

September 15, 2017

Ms. Barbara Ortiz
Clerk of Council
Brunswick City Hall
4095 Center Road
Brunswick, OH 44212

RE.: Annexation of property into City of Brunswick

Dear Ms. Ortiz:

EBPC, LLC, owner of 5.5 acres located in Brunswick Hills Township, on the South side of Center Road (S.R. 303) by Maxwell Blvd./Hadcock Road, has filed a petition for Annexation into the City of Brunswick, Medina County, with the Medina County Commissioners on Thursday, September 14th, 2017 at 2:05 pm.

A Public Hearing on the Annexation is scheduled for Tuesday, November 14th, 2017 at 10:30 am in the Hearing Room of the Medina County Commissioners, 144 N. Broadway, Medina, OH 44256. The Petition for Annexation is available for inspection at the Offices of the Medina County Commissioners, 144 N. Broadway, Medina, OH 44256 or at the offices of the Agent, 9701 Brookpark Road, Parma, OH 44129, where any and all interested parties may review the complete Petition.

A copy of the map of the territory proposed for annexation as well a copy of the petition are attached to this letter.

Any owner who has signed the petition may remove their signature by filing a written notice of withdrawal with the Clerk of the Board of Commissioners within 21 days after receipt of this notice.

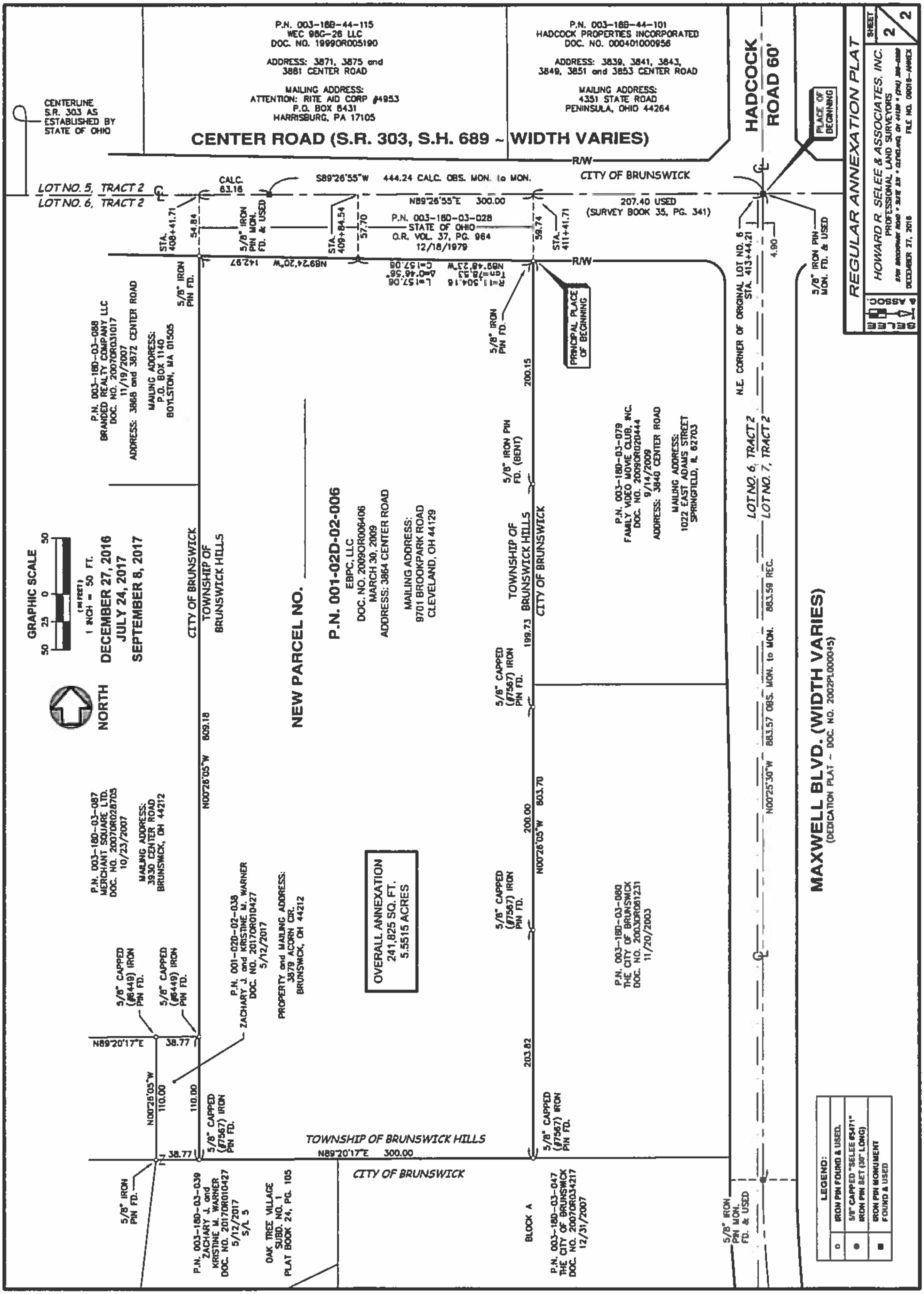
If you have any questions or comments, please do not hesitate to contact us.

Very truly yours,

GOUDREAU MANAGEMENT CORP.
Managing Agent for EBPC, LLC

G. J. GOUDREAU

Attachments


REGULAR ANNEXATION PLAT
SHEET 2 / 2
HOWARD R. SELEE & ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYORS
DECEMBER 27, 2016
P.N. 003-18B-44-115
WEC 98G-26 LLC
DOC. NO. 1999OR005190
ADDRESS: 3871, 3875 and 3881 CENTER ROAD
MAILING ADDRESS: ATTENTION: RITE AID CORP #4953
P.O. BOX 8431
HARRISBURG, PA 17105
P.N. 003-18B-44-101
HADCOCK PROPERTIES INCORPORATED
DOC. NO. 000401000956
ADDRESS: 3839, 3841, 3843, 3849, 3851 and 3853 CENTER ROAD
MAILING ADDRESS: 4351 STATE ROAD
PENINSULA, OHIO 44264
CENTERLINE S.R. 303 AS ESTABLISHED BY STATE OF OHIO
CENTER ROAD (S.R. 303, S.H. 689 ~ WIDTH VARIES)
HADCOCK ROAD 60'
PLACE OF BEGINNING
CITY OF BRUNSWICK
LOT NO. 5, TRACT 2
LOT NO. 6, TRACT 2
CALC. 63.16
S89°26'55"W 444.24 CALC. OBS. MON. to MON.
N89°26'55"E 300.00
207.40 USED (SURVEY BOOK 35, PG. 341)
P.N. 003-18D-03-028
STATE OF OHIO
O.R. VOL. 37, PG. 964
12/18/1979
STA. 408+41.71
STA. 409+84.54
STA. 411+41.71
54.84
57.70
59.74
5/8" IRON PIN MON. FD. & USED
N89°24'20"W 142.97
R=11,504.16
L=157.08
Δ=0°46'56"
Tan=78.53
C=157.08
N89°48'23"W
R/W
PRINCIPAL PLACE OF BEGINNING
5/8" IRON PIN FD.
N.E. CORNER OF ORIGINAL LOT NO. 6
STA. 413+44.21
4.90
5/8" IRON PIN MON. FD. & USED
P.N. 003-18D-03-088
BRANDED REALTY COMPANY LLC
DOC. NO. 2007OR031017
11/19/2007
ADDRESS: 3868 and 3872 CENTER ROAD
MAILING ADDRESS: P.O. BOX 1140
BOYLSTON, MA 01505
200.15
5/8" IRON PIN FD. (BENT)
P.N. 003-18D-03-079
FAMILY VIDEO MOVIE CLUB, INC.
DOC. NO. 2009OR020444
9/14/2009
ADDRESS: 3840 CENTER ROAD
MAILING ADDRESS: 1022 EAST ADAMS STREET
SPRINGFIELD, IL 62703
LOT NO. 6, TRACT 2
LOT NO. 7, TRACT 2
GRAPHIC SCALE
50 25 0 50
(IN FEET)
1 INCH = 50 FT.
DECEMBER 27, 2016
JULY 24, 2017
SEPTEMBER 8, 2017
NORTH
CITY OF BRUNSWICK
TOWNSHIP OF BRUNSWICK HILLS
NEW PARCEL NO.
P.N. 001-02D-02-006
EBPC, LLC
DOC. NO. 2009OR006406
MARCH 30, 2009
ADDRESS: 3864 CENTER ROAD
MAILING ADDRESS: 9701 BROOKPARK ROAD
CLEVELAND, OH 44129
TOWNSHIP OF BRUNSWICK HILLS
CITY OF BRUNSWICK
883.59 REC.
883.57 OBS. MON. to MON.
N00°25'30"W
199.73
5/8" CAPPED (#7567) IRON PIN FD.
MAXWELL BLVD. (WIDTH VARIES)
(DEDICATION PLAT – DOC. NO. 2002PL000045)
N00°26'05"W 809.18
N00°26'05"W 803.70
200.00
P.N. 003-18D-03-087
MERCHANT SQUARE LTD.
DOC. NO. 2007OR028705
10/23/2007
MAILING ADDRESS: 3930 CENTER ROAD
BRUNSWICK, OH 44212
P.N. 001-02D-02-038
ZACHARY J. and KRISTINE M. WARNER
DOC. NO. 2017OR010427
5/12/2017
PROPERTY and MAILING ADDRESS: 3879 ACORN CR.
BRUNSWICK, OH 44212
OVERALL ANNEXATION
241,825 SQ. FT.
5.5515 ACRES
P.N. 003-18D-03-080
THE CITY OF BRUNSWICK
DOC. NO. 2003OR061231
11/20/2003
5/8" CAPPED (#6449) IRON PIN FD.
N89°20'17"E 38.77
N00°26'05"W 110.00
110.00
203.82
38.77
5/8" IRON PIN FD.
TOWNSHIP OF BRUNSWICK HILLS
N89°20'17"E 300.00
CITY OF BRUNSWICK
P.N. 003-18D-03-039
ZACHARY J. and KRISTINE M. WARNER
DOC. NO. 2017OR010427
5/12/2017
S/L 5
OAK TREE VILLAGE SUBD. NO. 1
PLAT BOOK 24, PG. 105
BLOCK A
P.N. 003-18D-03-047
THE CITY OF BRUNSWICK
DOC. NO. 2007OR034217
12/31/2007
LEGEND:
IRON PIN FOUND & USED
5/8" CAPPED "SELEE #5471" IRON PIN SET (30" LONG)
IRON PIN MONUMENT FOUND & USED

REGULAR PETITION for Annexation
With Medina County Board of Commissioners

Owners in the Territory	There is a single owner of the property: EBPC, LLC; G. J. Goudreau, Owner. G. J. Goudreau, 9701 Brookpark Road, Cleveland, OH 44129, will act as Agent.
Petition summary and background	The Property Owner to annex the entire parcel PP #01-02D-02-006 consisting of 5.5515 Acres (241,825 sq. ft.) now located in Brunswick Hills Township into the City of Brunswick; The City to grant an ingress/egress and utility easement to the Property Owner from Maxwell Blvd. across the City's Parcel PP# 003-18D-03-080 to the Property Owner's Parcel mentioned above.
Legal Description of Perimeter	Starting at a 5/8 inch iron pin in monument box found at the intersection of the centerlines of Maxwell Boulevard, width varies and Center Road, S.R. 303, width varies; Thence South 89° 26' 55" West, along the said centerline of Center Road, S.R. 303, passing thru the northeasterly corner of Original Lot No. 6, Tract 2, at a distance of 4.90 feet, a total distance of 207.40 feet to the northeasterly corner of land conveyed to the State of Ohio as recorded December 18, 1979 in Official Record Volume 37, Page 964 of the Medina County Recorders Records; Thence South 00° 26' 05" East, along the easterly line of land so conveyed to the State of Ohio, a distance of 59.74 feet to a 5/8 inch iron found in the southerly right-of-way line of Center Road, S.R. 303, at the northeasterly corner of land so conveyed to EBPC, LLC, and the PRINCIPAL PLACE of BEGINNING of the premises herein intended to be described; Thence continuing South 00° 26' 05" East, along the easterly line of land so conveyed to EBPC, LLC, passing through a bent 5/8 inch iron found at a distance of 200.15 feet, then passing through a 5/8 inch capped (GUTOSKEY # 7567) iron pin found at a distance of 199.73 feet, then passing through a 5/8 inch capped (GUTOSKEY # 7567) iron pin found at a distance of 200.00 feet and then a distance of 203.82 feet to a 5/8 inch capped (GUTOSKEY #7567) iron pin found at the southeasterly corner thereof and in the northerly line of land conveyed to the City of Brunswick as recorded December 31, 2007 in Document No. 2007OR034217 of the Medina County Recorders Records, a total distance of 803.70 feet; Thence South 89° 20' 17" West, along the said northerly line of land so conveyed to the City of Brunswick and the northerly line of land conveyed to Zachary J. Warner and Kristine M. Warner as recorded on June 12, 2017 in Document No. 2017OR010427 of the Medina County Recorders Records, a distance of 300.00 feet to a 5/8 inch capped (GUTOSKEY # 7567) iron pin found at an interior corner of land so conveyed to Zachary J. Warner and Kristine M. Warner; Thence North 00° 26' 05" West, along the easterly line of land so conveyed to Zachary J. Warner and Kristine M. Warner, the easterly line of land conveyed to Merchant Square LTD. as recorded on October 23, 2007 in Document No. 2007OR028705 of the Medina County Recorders Records and the easterly line of land conveyed to Branded Realty Company LLC as recorded on November 19, 2007 in Doc No. 2007OR031017 of the Medina County Recorders Records, a distance of 809.18 feet to a 5/8 inch iron pin found at the northeasterly corner of land so conveyed to Branded Realty Company LLC, and the southwesterly corner of land so conveyed to the State of Ohio in the southerly right-of-way line of Center Road, S.R. 303; Thence South 89° 24' 20" East, along the said southerly right-of-way line of Center Road, S.R. 303, a distance of 142.97 feet to a point of curvature therein; Thence continuing easterly along the said southerly right-of-way line of Center Road, S.R. 303, by a curve to the left an arc distance of 157.06 feet to the PRINCIPAL PLACE of BEGINNING, said curve having a radius of 11,504.16 feet, a central angle of 0° 46' 56" and a chord which bears South 89° 48' 23" East, a chord distance of 157.06 feet and containing 5.5515 acres of land, be the same more or less, but subject to all legal highways as surveyed and described, December, 2016 by Howard R. Selee, Registered Surveyor No. 5471 of HOWARD R. SELEE and ASSOCIATES, INC., Professional Land Surveyors.

Action petitioned for	We, the undersigned, request annexation of the property owned by EBPC, LLC, located at 3864 Center Road in Brunswick Hills Township, Ohio, into the City of Brunswick, Ohio

'WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL ANY ACTION ON THE PETITION TAKEN BY THE BOARD OF COUNTY COMMISSIONERS. THERE ALSO IS NO APPEAL FROM THE BOARD'S DECISION IN THIS MATTER IN LAW OR IN EQUITY"

Printed Name	Signature	Address	Comment	Date
G. J. Goudeau		9701 Brookpark Road, Cleveland, OH	Agent	9/12/2017

CITY OF BRUNSWICK, OHIO
RESOLUTION NUMBER 94-17

BY: Committee-of-the-Whole

AN EMERGENCY RESOLUTION DECLARING THE INTENTION OF THE CITY OF BRUNSWICK TO PROVIDE MUNICIPAL SERVICES TO A 5.5515 ACRE PARCEL OF LAND (PPN 001-02D-02-006) ON CENTER ROAD.

WHEREAS: The City of Brunswick has been notified that a Petition for Regular Annexation on Application of Owner was presented to the Medina County Commissioners requesting a parcel of land be annexed from Brunswick Hills Township to the City of Brunswick, and

WHEREAS: The City of Brunswick does not object to this Petition.

THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: The Council for the City of Brunswick hereby declares that, should the Medina County Commissioners grant the annexation of 5.5515 acres of land on Center Road (PPN 001-02D-02-006), the City of Brunswick will provide police protection, fire prevention/suppression, EMS service, and any and all other services rendered to residents of the City of Brunswick. Additionally, the City of Brunswick will support any application to the Cleveland Division of Water for connection to the water system for the provision of water services to the property and to the Medina County Sanitary Engineer for connection to the sanitary sewer system, subject to payment of any and all applicable costs and fees.

SECTION 2: That the Council of the City of Brunswick hereby urges the County to undertake a careful and deliberate study of all matters presented in the Petition for Regular Annexation on Application of Owner, as attached hereto as Exhibit “A”, and to approve the proposed annexation of such property to the City of Brunswick.

SECTION 3: This Resolution 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 municipality, and for the further reason that the approved legislation must be filed with the Medina County Commissioners’ Office twenty (20) days before the November 14, 2017 hearing date. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading________________________

Rules Suspended: AYES ___________ NAYS ___________

ADOPTED: ________________ AYES ___________ NAYS ___________

ATTEST: ______________________
Clerk of Council
Barb Ortiz

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION

DATE:	10/09/2017
TO:	Vice Mayor Patricia Hanek and Members of City Council
FROM:	Carl S. DeForest, City Manager Todd Fischer
COPY:	Mayor Ron Falconi
LEGISLATION:	**ORD. NO. 95-17**- An emergency Ordinance amending Ordinances #84-16, #15-17, #37-17 and #76-17 to include amendments to the appropriations budget for the year ending December 31, 2017 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 fiscal section and related attachments for additional information.
IMPLEMENTATION SCHEDULE:	Discuss at the October 9, 2017 Finance Committee meeting and move to the October 9, 2017 Council agenda as an emergency with 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 $342,013.57. The largest component of the increase relates to the City's share of the SIB loan interest and the County's local share on the North Carpenter Road Improvement Project. The State of Ohio will be the lead on the project, however, the City of Brunswick will be responsible for coordinating the local share and remitting the entire local share to the State of Ohio. The project is expected to be a $12.1 million project. All other items listed are a combined reduction to the overall budget but is of less significance to list out in this summary. They are, however, detailed out with a description and amounts in the attached Exhibits. 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. This document lists out the

explanations and amounts for each proposed budget amendment.

It's important to note that this legislation only has budgetary impact and actual expenditures or transfers of City funds and approvals of those expenditures or transfers 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 NUMBER

By:

AN EMERGENCY ORDINANCE AMENDING ORDINANCES #84-16, #15-17 #37-17 AND #76-17 TO INCLUDE AMENDMENTS TO THE APPROPRIATION BUDGET FOR THE YEAR ENDING DECEMBER 31, 2017 AS INCORPORATED IN EXHIBIT "A" ATTACHED HERETO.

WHEREAS: Ordinance #84-16 adopted appropriations for 2017; and Ordinances #15-17, #37-17 and #76-17, regarding amendments to the 2017 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 #84-16, #15-17, #37-17 and #76-17.

THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: Ordinances #84-16, #15-17, #37-17 and #76-17 is 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 _______________
2nd Reading _______________

Rules Suspended: AYES ______ NAYS _______

ADOPTED: ___________________________ AYES ______ NAYS _______

ATTEST: ___________________________
Clerk of Council
Barbara J. Ortiz

EXHIBIT A October 9, 2017

Fund Number	Fund Name / Department	Personal Service	Other	Total
General Fund				
001	General Fund			
	City Council	181,729.00	89,513.23	$ 271,242.23
	Mayor	91,491.00	85,990.28	$ 177,481.28
	City Manager	144,379.88	133,070.07	$ 277,449.95
	Information Technologies	142,139.31	320,392.26	$ 462,531.57
	Engineering	21,364.00	338,694.00	$ 360,058.00
	Building Department	270,780.33	189,970.22	$ 460,750.55
	Cemetery Maintenance	-	16,650.00	$ 16,650.00
	Janitorial Contract	-	17,503.50	$ 17,503.50
	City Hall Building & Grounds	15,977.00	49,000.00	$ 64,977.00
	Administrative Services	95,416.00	60,118.19	$ 155,534.19
	Economic Development	99,668.00	149,336.00	$ 249,004.00
	Animal Control	67,480.31	58,422.41	$ 125,902.72
	Law Department	168,523.00	228,654.00	$ 397,177.00
	Finance Department	224,097.00	195,816.63	$ 419,913.63
	Income Tax Department	178,982.00	168,648.00	$ 347,630.00
	Parks & Recreation Director	81,987.00	56,522.00	$ 138,509.00
	General Fund Administration	-	935,353.50	$ 935,353.50
	Development Director & CBO	40,600.00	117,256.99	$ 157,856.99
	Board of Building Appeals	344.00	1,215.00	$ 1,559.00
	Board of Zoning Appeals	2,434.00	4,652.00	$ 7,086.00
	Board of Civil Service	12,935.00	38,544.00	$ 51,479.00
	Board of Ethics	2,840.00	2,005.00	$ 4,845.00
	Board of Commemorative Affairs	-	14,000.00	$ 14,000.00
	General Fund Transfers / Advances	-	17,811,087.11	$ 17,811,087.11
001	Total General Fund	$ 1,843,166.83	$ 21,082,414.39	$ 22,925,581.22
Special Revenue Funds:				
110	Court Computerization Fund	9,529.00	16,645.32	$ 26,174.32
114	Police Fund	4,009,343.64	3,991,409.72	$ 8,000,753.36
115	Fire Fund	2,217,585.05	2,410,538.48	$ 4,628,123.53
117	Street Repair & Maintenance Fund	1,032,530.00	1,893,506.99	$ 2,926,036.99
118	State Highway Fund	-	123,050.00	$ 123,050.00
119	Law Enforcement Fund	-	5,165.00	$ 5,165.00
120	Brunswick Transit Alternative (BTA) Fund	-	142,942.37	$ 142,942.37
121	RLF / CDBG Fund	-	-	$ -
123	Brunswick Area Television (BAT) Fund	153,535.00	186,422.00	$ 339,957.00
127	Parks Fund	200,073.00	372,174.38	$ 572,247.38
129	Department of Justice Federal Grant Fund	-	104,076.07	$ 104,076.07
130	DUI Enforcement & Education Fund	-	3,500.00	$ 3,500.00
131	Recreation Center Fund	512,416.00	702,692.64	$ 1,215,108.64
132	CHIP Grant Fund (CDBG)	-	-	$ -
Enterprise Funds:				
223	Refuse Fund	56,824.00	2,255,046.00	$ 2,311,870.00
224	Storm Water Management Fund	27,997.00	1,766,273.24	$ 1,794,270.24
Capital Improvement Funds:				
300	General Permanent Improvement Fund	-	453,950.00	$ 453,950.00
332	Road Levy Fund	-	2,362,127.34	$ 2,362,127.34
333	Road Improvement Fund	-	3,691,760.08	$ 3,691,760.08
334	Traffic Control Fund	-	-	$ -
335	Public Square Fund	-	-	$ -
337	EPA Grant Fund	-	100,000.00	$ 100,000.00
339	Fire Improvement Fund	-	-	$ -

341	Park Improvement Fund	-	80,000.00	$ 80,000.00
345	Ohio Environmental Infrastructure Grant Fund	-	48,401.54	$ 48,401.54
347	North Carpenter Road Improvement Fund	-	702,670.45	$ 702,670.45
348	Boston Road Improvement Fund	-	93,519.24	$ 93,519.24
360	Brunswick Lake Improvement Fund	-	352,471.16	$ 352,471.16
367	OPWC Hadcock Rd Reconstruction Fund	-	588,599.02	$ 588,599.02
368	OPWC Grafton Road Improvement Fund	-	1,220,000.00	$ 1,220,000.00
369	OPWC Center Road Resurfacing Fund	-	256,986.48	$ 256,986.48
Debt Service Funds:				
771	General Obligation Bond Retirement Fund	-	-	$ -
780	Special Assessment BRF: Grafton Phase III	-	3,077.00	$ 3,077.00
781	Special Assessment BRF: South Industrial Parkway	-	103,189.00	$ 103,189.00
782	Special Assessment BRF: Laurel Road (2006)	-	46,487.50	$ 46,487.50
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	-	500,000.00	$ 500,000.00
882	Unclaimed Money Agency Fund	-	20,000.00	$ 20,000.00
885	Flexible Spending Agency Fund	-	100,000.00	$ 100,000.00
886	Non-Residential 3% Building Permit Agency Fund	-	10,000.00	$ 10,000.00
887	Residential 1% Building Permit Agency Fund	-	10,000.00	$ 10,000.00
			Grand Total	$ 55,892,869.92

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, 2017

10/9/2017

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
General (#001)			
CLERK OF COUNCIL PS	001-0100-51180	5,062.00	7 weeks overlap for 2 Council Clerks/Mayor Adm from Oct 9-Nov 24th retirement date less 3 weeks difference of salary. 90.63% Council Salary
PERS	001-0100-52223	1,215.00	7 weeks overlap for 2 Council Clerks/Mayor Adm from Oct 9-Nov 24th retirement date less 3 weeks difference of salary. 90.63% Council Salary
MEDITAX	001-0100-52226	74.00	7 weeks overlap for 2 Council Clerks/Mayor Adm from Oct 9-Nov 24th retirement date less 3 weeks difference of salary. 90.63% Council Salary
WORKER'S COMP - COUNCIL	001-0100-52274	152.00	7 weeks overlap for 2 Council Clerks/Mayor Adm from Oct 9-Nov 24th retirement date less 3 weeks difference of salary. 90.63% Council Salary
HOSPITALIZATION	001-0100-52275	(1,704.90)	December health insurance budgeted but will not be selected as a result of Council Clerk retirement anticipated on Nov 24, 2017. Costs of 90.63%
ADM ASST PS	001-0200-51150	524.00	7 weeks overlap for 2 Council Clerks/Mayor Adm from Oct 9-Nov 24th retirement date less 3 weeks difference of salary. 9.37% Mayor Adm Salary
PERS	001-0200-52223	126.00	7 weeks overlap for 2 Council Clerks/Mayor Adm from Oct 9-Nov 24th retirement date less 3 weeks difference of salary. 9.37% Mayor Adm Salary
MEDITAX	001-0200-52226	8.00	7 weeks overlap for 2 Council Clerks/Mayor Adm from Oct 9-Nov 24th retirement date less 3 weeks difference of salary. 9.37% Mayor Adm Salary
WORKER'S COMP - MAYOR	001-0200-52274	16.00	7 weeks overlap for 2 Council Clerks/Mayor Adm from Oct 9-Nov 24th retirement date less 3 weeks difference of salary. 9.37% Mayor Adm Salary
HOSPITALIZATION	001-0200-52275	(176.27)	December health insurance budgeted but will not be selected as a result of Council Clerk retirement anticipated on Nov 24, 2017. Costs of 9.37%
SITE DEPOSITS	001-0410-54265	15,000.00	Estimated site deposits relating to next phase Autumn Creek. Estimated Receipts to match estimated appropriations. Net effect $0.
WORKER'S COMP - LAW	001-0600-52274	(55,000.00)	Reduce appropriations as a result of labor attorney set aside not used for negotiations of CBAs 2017-2019.
General Fund Total		**(34,704.17)**	
Police Fund (#114)			
JUVENILE COURT GRANT	114-0520-54474	8,600.00	Juvenile Court Grant July 1, 2017 through June 30, 2018. Received $ on 10/4/2017.
POLICE CAPITAL	961-0520-56252	(50,000.00)	Reduce 2017 appropriations to use in 2018 instead for MDC replacement in vehicles, but also allow for plans to move forward with adding 2nd K9 in 2017
Police Fund Total		**(41,400.00)**	
Fire Fund (#115/952)			
FIRE OVERTIME	115-0510-51198	7,105.00	Fire Chief request to City Manager to reallocate for additional overtime budget/benefits to cover health related staffing situation. Net effect = $0
MEDITAX	115-0510-52226	103.02	Fire Chief request to City Manager to reallocate for additional overtime budget/benefits to cover health related staffing situation. Net effect = $0
OHIO POLICE & FIRE PENSION	115-0510-52227	2,575.56	Fire Chief request to City Manager to reallocate for additional overtime budget/benefits to cover health related staffing situation. Net effect = $0
WORKER'S COMP	115-0510-52274	216.42	Fire Chief request to City Manager to reallocate for additional overtime budget/benefits to cover health related staffing situation. Net effect = $0
SCHOOLING	115-0510-53238	(5,000.00)	Fire Chief request to City Manager to reallocate for additional overtime budget/benefits to cover health related staffing situation. Net effect = $0
REPAIR & MAINT	115-0510-54243	3,000.00	Removal of lid of cistern, break it, reroute roof drain and grading expense. The Service Department to do the rest of work in-house to save money.
UNIFORM ALLOWANCES	115-0510-54224	(2,000.00)	Fire Chief request to City Manager to reallocate for additional overtime budget/benefits to cover health related staffing situation. Net effect = $0
RESCUE COLLECTION FEES	115-0510-54260	3,575.00	6.5% of the increased estimated receipts for EMS collections. Cost of collection through contract. Remaining receipts to be set aside for capital plan.
EMS SUPPLY GRANT	115-0510-55255	3,025.00	EMS Grant July-Dec 2017. Estimated Receipt to match.
FUEL	115-0510-55300	(3,000.00)	Fire Chief request to City Manager to reallocate for additional overtime budget/benefits to cover health related staffing situation. Net effect = $0
TRANSFER OUT TO OPERATIONS FUND #115	952-0510-99999	51,425.00	Set Aside portion of EMS collections for 2019 capital plan for partial funding towards replacment of SCBA equipment. Transfer Out = Transfer In.
Fire Fund Total		**61,025.00**	
Parks Fund (#127/960)			
CAPITAL OUTLAY	960-0810-56252	(60,518.62)	Per John Piepsny order missed the cutoff for production on 2017 F550 model. As a result Res#68-17 & 69-17 need to be repealed. Rebudget in 2018.
Parks Fund Total		**(60,518.62)**	
Road Capital Projects Fund (#333)			
SIB LOAN INTEREST	333-0001-58700	300,000.00	Maximum SIB Loan Interest obligation pursuant to Council Resolution #44-17.
Road Capital Projects Fund Total		**300,000.00**	
N. Carpenter Paving Fund (#347)			
Estimated County Share of N. Carpenter Eng	347-0424-56883	12,320.08	Additional appropriations needed for County Share of projected County Engineering Costs for N Carpenter
Estimated City Share of N. Carpenter Eng	347-0424-56883	61,254.48	Additional appropriations needed for City Share of projected County Engineering Costs for N Carpenter during construction
CONTINGENCY	347-0424-56884	135,528.01	Appropriate remaining available fund balance for potential contingency as City is obligated for 100% of any cost overruns.
N. Carpenter Paving Fund Total		**209,102.57**	

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, 2017

10/9/2017

Fund Name / Account Name	Account Number	Appropriation Adjustment Amount	Description
OPWC Hadcock Road Improvement Fund (#367)			
CONSTRUCTION	367-0466-56881	(24,336.20)	Per Engineer's email on July 19, 2017 OK to close out unencumbered OPWC appropriations. Finance Director reduce estimated receipts by same amt.
ENGINEERING	367-0466-56883	(17,525.14)	Per Engineer's email on July 19, 2017 OK to close out unencumbered OPWC appropriations. Finance Director reduce estimated receipts by same amt.
CONTINGENCY	367-0466-56884	(49,629.87)	Per Engineer's email on July 19, 2017 OK to close out unencumbered OPWC appropriations. Finance Director reduce estimated receipts by same amt.
Total OPWC Hadcock Road Improvement Fund		**(91,491.21)**	

CITY OF BRUNSWICK, OHIO

ORDINANCE NUMBER 95-17

By: Mrs. Hanek, Mr. Johnson and Mr. Salzgeber

AN EMERGENCY ORDINANCE AMENDING ORDINANCES #84-16, #15-17 #37-17 AND #76-17 TO INCLUDE AMENDMENTS TO THE APPROPRIATION BUDGET FOR THE YEAR ENDING DECEMBER 31, 2017 AS INCORPORATED IN EXHIBIT "A" ATTACHED HERETO.

WHEREAS: Ordinance #84-16 adopted appropriations for 2017; and Ordinances #15-17, #37-17 and #76-17, regarding amendments to the 2017 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 #84-16, #15-17, #37-17 and #76-17.

THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY ORDAINS:

SECTION 1: Ordinances #84-16, #15-17, #37-17 and #76-17 is 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 ________________
2nd Reading ________________

Rules Suspended: AYES ______ NAYS _______

ADOPTED: ____________________________ AYES ______ NAYS _______

ATTEST: ____________________________
Clerk of Council
Barbara J. Ortiz