

VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

FINANCE

.....

The Finance Committee meeting of the Village of Brooklyn Heights, Ohio was held on February 6, 2024 at 6:30 p.m. with Mayor Procuk presiding.

Present at roll call:	Council Members:	Lasky, Presot, Schuckert, Tommer, Walsh
	Mayor:	Procuk
	Clerk/Treasurer:	Frank
	Law Director:	
	Engineer:	
	Police Chief:	Meade
	Fire Chief:	
	Assistant Fire Chief:	
	Service Director:	Blados
	Building Commissioner:	
	Assistant Building Official:	
	Comm. Service Director:	Guilfoyle
	Recreation Director:	
	Soccer Commissioner:	

The purpose of the Finance Committee meeting was to discuss 2024 budget.

Mr. Frank put together a packet for Council containing a summary of all funds. The first line shows where they are actually at as of January 1, 2024 in all funds. Second line shows them the estimated revenues, and the third line shows the appropriations or expenses. The last line shows them the projected ending balances. Mr. Frank asked Council to keep in mind transfers will inflate balances.

Mr. Frank said they basically carry everything in the Revenue Budget over from the previous year. They are going with 7.2M again. Mr. Frank stated they may lose some revenue due to Weltman leaving this summer, but assured Council there is nothing to be concerned about and Mayor Procuk said these numbers are just estimates. Mr. Frank said based on their economic growth in the past and where they are currently, they are able to sustain a loss like this.

The Expense budget is at \$10,176,768.00 and Mr. Frank said this is a combination of all departments, utilities and transfers.

Mr. Frank said one big difference this year in the Police Budget. They give every Police Officer a uniform allowance. They get \$500 in January and \$500 in June. This is included into their salary budget. They also have Tasers in their budget and Mr. Frank said that instead of costing a lump sum \$60,000 its costing \$12,000 a year for five years. Mr. Frank

VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

.....

said Chief Meade did an exceptional job in keeping his line flat and he knows he will work hard to keep his budget under.

Mr. Frank said the Fire Department Budget spiked from last year due to two major changes. They had a lot of salary changes and the Administrative Assistant position is now fully out of the Fire Budget and is no longer coming out of the Service Department budget.

Community Services remained flat for the most part, Mr. Frank said that with technological advancements, the new web site and the MyRec site also having two full time office staff they budgeted \$15,000 more for this year. Mr. Walsh asked about Senior Lawn cutting being in the budget and Mr. Frank responded they do that in house.

Mr. Frank said the Recreation Department carried over the budget from 2023. He said Mr. Krzynowek and Mr. Shadd and good at keeping their budget within guidelines.

Mr. Frank said he met with Service Director Blados and they decided to take the Parks budget down about \$5,000 because they have been accomplishing a lot and monitoring utilities ore closely.

Seasonal employees, Art in the Park went up slightly, Mr. Frank said they gave themselves a cushion for possibly adding an extra day.

Mr. Frank said all of the Boards, Zoning, Architectural Review and Village Planning all carried over the budget from 2023.

The Building Department carried things over based on trends. Mr. Frank said they did bump it up \$10,000 in other contractual services. He said they usually budget \$2,000 there and end up spending \$10,000 so it made sense. Mr. Walsh asked where the money for the salaries for Economic Development goes. Mr. Frank answered it just sits there, they put it in the budget every year and don't spend it.

Mr. Frank said it looks like Kimble goes up 3% each year and the budget for garbage is \$134,000.

Service Department came in under budget from what they asked for in 2023. Mr. Blados has asked for \$8,000 for HVAC training for his staff so they can handle more of the menial tasks in house. Mr. Frank said they have already reduced some costs by doing things in house. They agreed to reduce the road salt budget to \$35,000.

VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

.....

Mr. Frank said the Mayor's fund is static, Workman's Comp is budgeted at \$60,000 and engineering services is at \$125,000. Human Resource budget is \$50,000 and Mr. Frank said they will keep the Mayor Travel Fund padded because Mayor Procuk is likely to travel to D.C. again this year. Council's budget, Prosecutor Magistrate and the Treasurer Departments are all flat. One thing Mr. Frank asked for was to increase the other contractual services to \$23,000 from \$3,000 in case they decide to go with Scan Works to digitalize legislation and minutes. Tax administration RITA collections fees budget is \$216,000. Building budget has many static items in it. Mr. Frank carried over the insurance cost and he said he is expecting the insurance premiums to increase. In the other contractual services they have budgeted \$35,000 they were under budget the past two years and Mr. Frank expects them to continue to be under.

Mr. Franks said fees they pay to the Ohio Auditor are static as well as the Law Directors Budget.

Mr. Frank said they had a total of 1.8M in Operating transfers out of the General Fund. They budgeted 9.4M in 2023 and spent 9M in the General Fund, they are budgeting for 10.1M in 2024.

Mr. Frank said the SCM&R Fund has \$90,000 and the State Highway Fund has \$50,000 he said they don't have to appropriate anything out of the 202 Fund. They won't be moving any money into the Retiree Accrued Benefits Account because it currently has \$26,000 in it. The Economic Development Fund has \$700,000, Mr. Frank is appropriating \$500,000, and he said they have only spent \$191,000 and \$182,000 in respective years.

ARPA 206 Fund has \$175,000 in it and Mr. Frank is appropriating \$157,000 for the elevators. The \$18,000 left over will be transferred into the Capital Fund.

The Opioid Fund has \$4,000 and is very restricted money. Mr. Frank said it can only be spent on Narcan and Narcan training.

The 210 Fund has \$10,000 Mr. Frank said he has not expensed anything from that account. The Ohio Pension Fund has \$85,000 and Mr. Frank said this is their Police Disability Fund, nothing was taken out of that account in 2023.

Joe from HIDTA sends him bills and he pays them on their behalf because they are Federal Government and are not allowed to pay their own bills. Mr. Frank said they are budgeted for \$250,000 and receive \$5,000 a year in a fiduciary fee.

Mr. Frank gave a quick review of the Capital Budget, they've worked in \$20,000 in case they get the three new Police vehicles and \$75,000 for the up-fitting of those vehicles. He said he took the Police tasers out of Capital Budget because they are now in the Police

VILLAGE OF BROOKLYN HEIGHTS

MINUTES OF A MEETING

.....

budget. Mr. Frank said Council could refer to the debt packet he gave them at the last committee meeting about the ambulance and at the end of the year they will start talking about the new fire truck. Mr. Frank said they are looking at getting three big mowers for \$33,000 for the Service Department, he said they will cover more land efficiently for their parks and senior lawn mowing. Mr. Blados added that he would like these mowers to be equipped with mulchers.

Next line is \$90,269 Mr. Frank said this incorporates \$85,000 they owe for the Dorset retainer and the \$5,000 for the guardrail.

Next line down \$505,000 is the Land and Land improvements, \$425,000 of that is the Kurtz purchase, they owe \$125,000 in June of 2024 and \$125,000 will be due in June of 2025.

They have \$80,000 incorporated for the Upper Park restroom. This was \$30,000 out of pocket and \$50,000 reimbursed by grants. Mr. Frank stated that Dorset Mini Park is not in the budget, they are waiting to see if they get the 50/50 grant match. He said the same thing with the storm water as they are waiting on Congressman Miller's response. Last line is \$70,000 and this their Honeywell Debt.

Mr. Lasky asked Mr. Frank to explain in more detail why he set the estimated municipal tax income at 7.2M when in previous years it was higher and Mr. Frank and Mayor Procuk answered his question.

Mrs. Presot asked Mr. Blados about the wood chipper that he had mentioned previously. He said they were trying to get a grant for it. Mr. Frank stated that it is not in the budget. Mr. Frank asked if Council would like to have another meeting on budget, they said one more fifteen minute meeting would be nice to tie up some loose ends.

There were no further questions and the meeting was adjourned.



Matt Walsh
Finance Committee Chairperson