City of BROOKVILLE

CITY COUNCIL MEETING
Tuesday, May 5, 2020, 7:30 PM
VIRTUAL MEETING
www.brookvilleohio.com
(937) 833-2135

Attend Online: https://meetingsamer9.webex.com/meetingsamer9/j.php?MTID=m2c3b31bdc575bf8ea602239603441ebe
Meeting Number (access code): 297 367 413 **Password:** f7yTkxmRu33
How to Join the Meeting by phone: +1-408-418-9388 **United States Toll** **Access code:** 297 367 413

Agenda

I. Opening of Regular Council Meeting

a. Call to Order

b. Pledge of Allegiance

c. Roll Call

II. Adoption of Agenda

III. Approval of Minutes

a. Approval of Regular Council Meeting Minutes from April 7, 2020

IV. Reports of Municipal Officers

a. City Manager

b. Finance Director

1. Fund Balance of April 30, 2020

c. Fire Chief

d. Police Chief

e. Law Director

f. Mayor Chuck Letner

V. Old Business

a. Second Reading of Resolution 20-07, "GIVING CONSENT TO THE DIRECTOR OF TRANSPORTATION TO COMPLETE THE SAFE ROUTES TO SCHOOL INFRASTRUCTURE PROJECT, WHICH INCLUDES THE UPGRADE OF THREE INTERSECTIONS WITH HI-VISIBILITY MARKINGS, ONE PROPOSED CROSSWALK WITH HI-VISIBILITY MARKINGS AND RECTANGULAR RAPID FLASHING BEACONS AND SIDEWALK CONNECTION AND GIVING CONSENT TO THE DIRECTOR OF TRANSPORTATION TO COMPLETE SAID PROJECT."

VI. New Business

a. First reading of Ordinance 2020-03 entitled "AN ORDINANCE TO LEVY A MUNICIPAL MOTOR VEHICLE LICENSE FEE PURSUANT TO SECTION 4504.173 OF THE OHIO REVISED CODE AS AUTHORIZED BY HOUSE BILL 62 AND AMENDING THE CODIFIED ORDINANCES OF THE CITY OF BROOKVILLE, OHIO BY ADDING NEW SECTION 195.05 "LICENSE TAX FOR OPERATION OF MOTOR VEHICLES PURSUANT TO OHIO REVISED CODE SECTION 4504.173" TO CHAPTER 195 MOTOR VEHICLE LICENSE TAX."

b. First reading of Resolution 20-08 "A RESOLUTION AMENDING THE 2020 APPROPRIATIONS, AS SET FORTH BELOW, PURSUANT TO SECTION 5705.40 OF THE OHIO REVISED CODE, AND SECTION 12.35 OF THE OHIO ADMINISTRATIVE CODE AND APPROVING THE AMENDMENT TO THE CERTIFICATE OF ESTIMATED RESOURCES, AS SET FORTH BELOW."

c. First reading of Ordinance 2020-04 entitled "AN ORDINANCE LEVYING ASSESSMENTS FOR THE CUTTING AND REMOVAL OF WEEDS, VINES, GRASS AND/OR OTHER VEGETATION DURING THE YEAR 2019 FOR CERTAIN PROPERTIES IN THE CITY OF BROOKVILLE, OHIO.

d. First reading of Ordinance 2020-05 entitled "AN ORDINANCE ADOPTING CERTAIN FEDERAL POLICIES FOR ADMINISTERING FEDERAL GRANTS,"

VII. Reports of Boards and Commissions

a. JD Fowler - Park Board Liaison

b. Curt Schreier - Planning Commission Liaison

VIII. Public Comments (5 minutes per speaker)

IX. Motion for Adjournment

Please note: Council welcomes the comments and input of the public during Council Meetings. In order to provide an orderly fashion in which all interested parties have an opportunity to address Council, Council has adopted the following procedure for citizen's comments during any portion of the Council Meeting or Public Hearing.

Any citizen who wishes to address Council should state their name, address and then their comments. Speakers should not approach Council Members without first obtaining permission. After completion of their comments, Council would request that the speakers return to their seat so that any other interested persons could then be recognized and address Council.

The purpose of this procedure is to afford the maximum opportunity for citizen input without any type of disruption of the Council proceedings. While others are addressing Council from the podium, Council requests that audience members not make comments to Council or to other individuals to prevent any potential confusion or disruption.

Brookville City Council
Regular Meeting
April 7, 2020

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on April 7, 2020. The meeting was held virtually using the Cisco WebEx application. The Pledge of Allegiance was recited. Members Crane, Fowler, Schreier, Swabb; Wilder and Zimmerlin; Manager Keaton, Finance Director Brandt, Law Director Stephan, Clerk Duncan, Fire Chief Fletcher and Police Chief Jerome were present.

Roll Call by Clerk Duncan.

Motion by Zimmerlin, second by Fowler to approve the Agenda as presented. All yeas, motion carried.

Motion by Fowler, second by Zimmerlin to approve the Regular Council Meeting Minutes of March 17, 2020. All yeas, motion carried.

Manager Keaton provided a COVID-19 update, stating on March 16, 2020 all doors into the City Building were locked to the public. Signs providing our contact information were posted, as employees are still working inside. Manager Keaton advised the doors will remain locked until such time that it is safe for our employees to interact with the public. Manager Keaton advised we operate with a small and efficient workforce appropriate for the City's size and needs, and we need to protect them. All departments have been segregated and all employees observe social distancing while at work. Manager Keaton reported the Golden Gate Park outdoor restrooms were locked to protect the public and our Caretaker. All rentals were canceled through March and April, and we refunded $1,277 in park permits in March. All playgrounds, basketball and tennis courts were taped off and signs posted that they are closed. Manager Keaton stated Golden Gate and Westbrook Park gates are locked to alleviate the number of vehicles and people congregating in the parks. Manager Keaton advised our parks are open for walking, running, and/or biking provided individuals maintain at least a six-foot distance. Manager Keaton reported individual taxpayers will have until July 15, 2020 to file and pay their 2019 municipal income tax return. Net profit taxpayers (calendar year) who have opted to file with the State Tax Commissioner will have until July 15, 2020 to file and pay their 2019 municipal income tax return with the State. Net profit taxpayers (calendar year) who file directly with the tax administrator of the municipal corporation will have until July 15, 2020 to file and pay their 2019 municipal income tax return. Manager Keaton reported first and second quarter estimated tax payments (individuals and calendar year net profit tax filers) will both be due by July 15, 2020. Manager Keaton advised these extensions combined with the temporary closure or reduced hours of many of our local businesses due to the shut-down, will result in a sharp decline in our income tax receipts. In 2019, 72.5% of our General Fund receipts were attributed to income tax. In looking back at our 2019 income tax receipts, local withholding tax totaled $2,596,693 or 99% of our total income tax receipts. Manager Keaton advised we will continue to strictly monitor our 2020 budget. All expenditures, especially those that operate off income tax dollars, will be scrutinized. Manager Keaton stated we hope to continue with projects that were included in our 2020 budget in our Enterprise Funds. (Water, Sewer and Stormwater). Manager Keaton advised disconnection of public water service is not permitted during the declared pandemic. Manager Keaton reported April 28, 2020 is the new Primary and mail-in voting period for absentee ballots. The President declared a federal emergency on March 13, 2020. The declaration is limited to costs incurred by local governments for Category B, emergency protective measures. Manager Keaton reported The Request for Public Assistance was completed and submitted and we are documenting all costs associated with COVID-19.

Manager Keaton advised the 2019 Annual Report for all departments is complete. Council has a copy and it is posted on our website.

Manager Keaton reported the Service Department has been working on a modified park cleanup since our Annual Park Cleanup was canceled. They have repaired the Sorority open-air shelter at Golden Gate Park and continue with street sweeping. All mowers have been serviced and mowing began last week in our parks. Fertilizer was applied to all municipal properties. Manager Keaton reported the SK8 Park equipment has been painted and they are currently painting no parking signs and striping on roadways in our parks.

Manager Keaton reported our sludge press is currently in for minor repairs. All tornado repair work at the WWTP by Fryman & Kuck has been completed. Manager Keaton advised tornado repair work with Thrush and Son continues and should be completed this summer.

Manager Keaton advised we have been notified by our Natural Resources Conservation Services representative that our project to remove the fallen trees adjacent to our Wastewater Treatment Plant was approved at the federal level. Manager Keaton indicated we are currently waiting on paperwork to review.

Manager Keaton reported Miami Valley Lighting has notified us that the that demand for LED street lighting has caused a significant decline in requests for high pressure street lighting fixtures. We have approximately 94 high pressure sodium lighting fixtures throughout the City. Manager Keaton advised once Miami Valley Lighting runs out of high-pressure sodium fixtures, they will be replaced with an equivalent sized LED fixture.

Manager Keaton reported Moody's Investors Service released their Credit Opinion on March 24, and they affirmed the City's A1 tax rating on our Fire Station Bonds.

Manager Keaton advised Five Rivers MetroParks has notified us that the distribution of tree seedlings to those affected by the Memorial Day tornado will not take place this month. They hope to resume this distribution later this year.

Manager Keaton reported all Keep Montgomery County Beautiful programs were suspended until further notice due to the concerns related to COVID-19. The City previously applied for a $1,000 grant, on behalf of the Leaf and Blossom Garden Club, to go toward the purchase of flowers that line Market Street.

Manager Keaton advised in our 2020 budget, we included funds to paint the interior of our 500,000-gallon water tower. Our Water Fund budget included $131,000 in abrasive blasting and interior painting costs and $37,000 in engineering costs. Manager Keaton requested Council authorization to enter into a contract with Dixon Engineering for engineering services at a cost not to exceed $37,000 and to get Council authorization to advertise for bids for this project.

Member Schreier inquired if these costs will be paid for from the Water Fund?

Manager Keaton replied that is correct. Water, Sewer and Refuse funds are all enterprise funds. They are independent and cannot be used in any other fund.

Motion by Swabb, second by Zimmerlin to authorize Manager Keaton to enter into a contract with Dixon Engineering for engineering services at a cost not to exceed $37,000 and to advertise for bids for this project. All yeas, motion carried.

Manager Keaton reported on April 1, 2020, the Family First Coronavirus Response Act took effect and is good through December 31, 2020. This act creates two new emergency paid leave requirements in response to the COVID-19 global pandemic. The Emergency Paid Sick Leave Act entitles certain employees to take up to two weeks of paid sick leave when the employee is unable to work because the employee is subject to a quarantine or isolation order related to COVID-19. The Emergency Family and Medical Leave Expansion Act requires covered employers to provide up to 12 weeks of expanded family and medical leave, when an eligible employee is unable to work because of a need to care for the employee's child or children whose school or place of care is closed due to COVID-19 reasons. The Secretary of Labor issued regulations that states employers may exclude emergency responders from the definition of eligible employees. Most municipalities in this region chose to exclude emergency responders which includes law enforcement, firefighters, EMT's, paramedics and public service employees. Manager Keaton advised some municipalities excluded their entire workforce, which is what we chose to do. Our reason for excluding the entire workforce is we cannot afford to lose employees for a lengthy period of time. Manager Keaton stated we operate with a small and efficient workforce appropriate for the City's size and needs. Manager Keaton stated most of our employees are first responders who are risking their lives to protect ours. Manager Keaton requested Council authorization to allow the City to pay emergency paid sick leave to employees who are unable to work if an employee is sick, is caring for a family member that is sick, or is quarantined under the direction of a doctor for potential exposure to the virus, or because they tested positive for Coronavirus as follows:

> The City will provide up to a maximum of 80 hours at the employee's regular rate of pay for full-time employees, and part-time pay will be based on the average hours worked in a two-week period at their regular rate of pay during the last three months, with the Act expiring on 12/31/2020 with no carryover to the following year.

Motion by Schreier, second by Zimmerlin to allow the City to pay emergency paid sick leave to employees who are unable to work if an employee is sick, is caring for a family member that is sick, or is quarantined under the direction of a doctor for potential exposure to the virus, or because they tested positive for Coronavirus with the City providing a maximum of 80 hours at the employee's regular rate of pay for full-time employees, and part-time pay will be based on the average hours worked in a two-week period at their regular rate of pay during the last three months, with the Act expiring on 12/31/2020 with no carryover to the following year. All yeas, motion carried.

Member Fowler inquired what kind of costs have we incurred so far due to COVID-19?

Manager Keaton replied we have not seen any results yet. Income tax is on a one to two-month delay and the March payment we just received was higher than March of 2019. Manager Keaton stated she expects to start seeing the trickle-down effect in June. Manager Keaton stated she recently drove through the industrial park and it brought tears to her eyes to see all the parking lots completely empty. Manager Keaton advised the city office is receiving minimal calls. The utility bills, which will be mailed out soon, will include all the options to pay their bill and advise we are closed to the public.

Member Fowler asked how many utility bills are currently delinquent?

Manager Keaton replied there are no occupied structures with water services shut off at this time. There are five unoccupied homes that are shut off.

Member Schreier asked when we will receive the FEMA payment for the tornado expenses incurred?

Manager Keaton replied she received and reviewed the paperwork for Category B. She is currently reviewing Category A, which includes road repairs, and has sent an inquiry regarding whether the funds for road repairs can be released prior to completing the work. Manager Keaton advised it should take three to five weeks to receive funding once FEMA receives our completed packet.

Mayor Letner reported Manager Keaton found some discrepancies in the paperwork and brought those to their attention. Mayor Letner inquired whether that will delay the release of the FEMA funds.

Manager Keaton replied she has been assured that it was typing errors and would not hold up the funding.

Member Schreier asked if there is any word on when the City may receive funding from the CARES Act?

Manager Keaton replied there has not been any conversation on that yet. Manager Keaton stated she participates in daily webinars and conference calls and eats, sleeps and breathes COVID-19 since this all began. Manager Keaton stated there has been discussion in the Mayors and Managers Association on sending an email to Columbus asking when those funds will be dispersed but she has no word at this time.

Member Schreier stated things are changing hourly with COVID-19 and he appreciates Manager Keaton's efforts.

Finance Director Brandt presented the March 31, 2020 Fund Balance.

Motion by Fowler, second by Zimmerlin to accept the March 31, 2020 Fund Balance as presented. All yeas, motion carried.

Fire Chief Fletcher presented the Operations Report for the month of February showing Fire Department personnel responded to 113 EMS and 25 Fire Incidents during the month of March. This was 12 less EMS/Rescue calls and 4 less Fire/Service calls than one year ago at this time.

Fire Chief Fletcher reported when the community locked down there was a marked decrease in calls. People are reluctant to call and are putting off going to hospital until last minute. Fire Chief Fletcher stated his crews are working under some tough conditions but doing a great job. Fire Chief Fletcher commended Manager Keaton for putting out directives to keep staff healthy and safe, but stated it is hard to distance his employees when they have to respond to calls together. Fire Chief Fletcher reported for employee safety and consumer confidence, his employees are screened every 12 hours, Equipment is decontaminated to an extraordinary level. Fire Chief Fletcher stated he has been asked but cannot release whether there have been COVID-19 cases in our community. Fire Chief Fletcher reported because we have to conserve PPE as much as possible, every call must be evaluated. Dispatch is doing an excellent job of screening to see if anyone is symptomatic and whether PPE is recommended. The situation has now evolved to every patient now getting a surgical mask. The potentially symptomatic patients are outnumbering the non-symptomatic patients, so crews are now wearing PPE on every call. Fire Chief Fletcher stated we have enough PPE city-wide to share with the Police Department. Fire Chief Fletcher thanked Council for supporting the City Manager in implanting a paid sick leave policy as his department consists of part time employees with no benefits. Fire Chief Fetcher reported staffing is an issue as he continues to have communities make the decision they don't want their full time personnel to work part time elsewhere due to exposure concerns. This has resulted in a number of employees he cannot use in their normal capacity. Fire Chief Fletcher advised he has hired some additional employees and they are currently training to get them up to speed.

Mayor Letner commended Fire Chief Fletcher and his crew, stating they are doing a fantastic job. Mayor Letner stated he knows they are up to the task and he knows the citizens appreciate what they are doing.

Fire Chief Fletcher replied he appreciates the support from the Mayor, Council and the City Manager, stating it is nice to know they can go out and do their job knowing if there is anything they need, they will be supported.

Police Chief Jerome commented that his report might show that calls are down but that is deceiving as the Police Department is staying very busy. While Officers are keeping minimal contact with the public, they are maintaining high visibility patrols. They are keeping the public updated on Ohio's Stay at Home order and have taken approximately 500 phone calls regarding the order. Police Chief Jerome thanked Fire Chief Fletcher for supplying PPE and advised Officers are diligent about sanitizing police cruisers. Police Chief Jerome indicated he learned from the tornado that documenting a timeline is important, not only for general knowledge but also for possible reimbursement. Police Chief Jerome said keeping this timeline is very time consuming. Police Chief Jerome also thanked Manager Keaton for her support and thanked Council for taking care of first responders. Police Chief Jerome advised he is also keeping the public informed by providing a link on their Facebook page that updates daily with the COVID-19 numbers. Police Chief Jerome reported his department is trying to do everything they can to keep down the level of depression and mental illness that comes with job loss and financial collapse. Police Chief Jerome advised tomorrow his department will be walking around the Brookhaven campus with signs to cheer the residents up and invited everyone to participate in the event.

Mayor Letner stated he appreciates the professionalism of the Police Department and is confident they represent Brookville very well. Mayor Letner commented that the Proclamation for the Brookville Neighborly Salute has been well received and he would like to see it continue until May 1, 2020. Mayor Letner thanked Manager Keaton, the Police and Fire Chiefs, Superintendent Homan and the employees of the City of Brookville, stating they are making the best of it for the City. Mayor Letner stated the stats are proving that Ohio is doing the right thing, the citizens of Brookville are doing the right thing, and he is proud to represent the City of Brookville.

Law Director Stephan reported the City received the annual notice to the Legislative Authority from the Ohio Division of Liquor Control that liquor permit holders in the City of Brookville must file a renewal application. The City of Brookville has the right to object to any renewal. Law Director Stephan reported he has reviewed this with the Police Chief and the City Manager and they have no objections. Law Director Stephan recommended Council waive the right to objection to the renewal applications of existing liquor permits in the City of Brookville.

Motion by Zimmerlin, second by Crane to waive the right to object to the renewal applications of existing liquor permits in the City of Brookville. All yeas, motion carried.

Law Director Stephan advised the purpose of proposed Resolution 20-06 is for Council to ratify the State of Emergency declared by Mayor Letner on March 24, 2020.

Mayor Letner thanked Law Director Stephan for his guidance during these trying times.

Motion by Crane, second by Fowler to read proposed Resolution No. 20-06. All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to accept the first reading, dispense with the second and third reading and adopt Resolution No. 20-06 entitled "A RESOLUTION RATIFYING THE STATE OF EMERGENCY DECLARED BY THE MAYOR EFFECTIVE MARCH 24, 2020 AND DECLARING IT AN EMERGENCY." All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to read proposed Resolution No. 20-07. All yeas, motion carried.

Motion by Crane, second by Fowler to accept the first reading of proposed Resolution No. 20-07 entitled "A RESOLUTION GIVING CONSENT TO THE DIRECTOR OF TRANSPORTATION TO COMPLETE THE SAFE ROUTES TO SCHOOL INFRASTRUCTURE PROJECT, WHICH INCLUDES THE UPGRADE OF THREE INTERSECTIONS WITH HI-VISIBILITY MARKINGS, ONE PROPOSED CROSSWALK WITH HI-VISIBILITY MARKINGS AND RECTANGULAR RAPID FLASHING BEACONS AND SIDEWALK CONNECTION AND GIVING CONSENT TO THE DIRECTOR OF TRANSPORTATION TO COMPLETE SAID PROJECT. All yeas, motion carried.

Member Fowler, Park Board Liaison, had no report.

Member Schreier, Planning Commission Liaison, had no report.

Motion by Fowler, second by Crane to adjourn. All yeas, motion carried.

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Kimberly Duncan, Clerk Charles Letner, Mayor

City of BROOKVILLE — A PROUD & PROGRESSIVE COMMUNITY

To: Mayor & Council
From: Sonja M. Keaton, City Manager
RE: Manager's Report
Date: 5/1/2020

COVID-19 Update

- Doors to the City Building and Fire Station 76 remain locked. Employees continue to work inside the building answering phones and emails
- Parks
  - Playgrounds, basketball and tennis courts remain closed
  - Building rentals at Golden Gate Park are canceled through mid-May
  - Since March 1, 2020 we have refunded $2,757 in paid park permits
- Garage/Yard Sales will be permitted this spring and summer as long as social distancing is followed, tables and chairs are cleaned throughout the day, masks and disposable gloves are worn, and hand sanitizer is supplied
- Implemented budget reductions by deferring 2020 budgeted projects and purchases until we see how our revenue comes in over the next four to six months. We are expecting a decrease or delay in the following revenues:
  - Income tax
  - Property tax (delay)
  - LGF
  - Motel tax
  - Motor vehicle tax
  - Gas tax
  - Park permits
  - Utility payments (delay)
- Received a check from OBWC in the amount of $54,279, which totaled the premium we paid in policy year 2018
- The July 2020 Ohio Public Works Commission semi-annual loan repayment has been deferred for six months

The Service Department performed the following:

- Repaired a 10" water main break two weeks ago at the corner of Westbrook and Heckathorn
- Weed spraying of all parks
- Mowing of parks, city lots and green space
- Removed dead trees and graded the hill at the WWTP; topsoil and seeding will follow
- Installed flex stakes on the bikeway at roadway intersections
- Cut down and removed dead trees at Westbrook Park
- Excavated a broken water valve on Hay Avenue at JoAnna
- Organized inventory materials at the City Garage
- Removed wood posts along the BBC parking area and installed plastic parking blocks

We received notification that our donated resources following the tornado will cover the City's share of the FEMA costs that we outlaid.

City of BROOKVILLE
A PROUD & PROGRESSIVE COMMUNITY

We sold the Fire Departments 2009 Ford Expedition on GovDeals for $5,050. We purchased this vehicle new in May 2009 for $25,700.

The 2020 Annual Water & Sewer Rate Survey was released. Out of 66 jurisdictions surveyed on water rates, Brookville ranked 55th. We ranked 14th out of 63 jurisdictions on sewer rates. Combined water and sewer rates rank Brookville 30th out of 63 jurisdictions.

We received notification that two of the three Montgomery County Solid Waste Grants that we submitted were approved.

Project Item	SWD Amount	Applicant Match Amount	Total Grant Request
Above Ground Storage Tank	$5,390.00	$2,310.00	$7,700.00
Kiosk & Park Benches	$5,379.59	$2,896.70	$8,276.29
Total	**$10,769.59**	**$5,206.70**	**$15,976.29**

We received notification from ODOT the bids came in high for the Arlington/Upper Lewisburg/Triggs intersection project. The City owes an additional $31,550, which is due July 24. The additional funds will come out of our street repaving budget. The Contractor is Brumbaugh Construction. We are waiting to hear when they will start on the project. ODOT anticipates a 30-day construction project with a completion date scheduled for August 31, 2020.

Request for Proposals (RFP) for Appraisal Services for the Mitigation Project on S. Wolf Creek Street and one for Right of Way Acquisition and Appraisal Services for the Safe Routes to School Project were prepared and sent out.

At the February 4, 2020 Council Meeting, I informed Council about the 2019 Ohio Transportation Budget bill that included a provision allowing municipalities to levy a new $5 permissive tax on the registration of all motor vehicles, with 100% of that registration tax going directly to the City. The $5 fee would be collected as part of the annual licensing fees paid each time a motor vehicle is registered with a City address. The projected revenue from the new tax is estimated at $26,000 annually, which would be used to supplement our local tax dollars for maintaining our streets. The additional funding could also be used to increase our local share in grant applications. The last $5 motor vehicle tax increase went into effect January 1, 1991. In order to submit an adopted Ordinance to the State by July 1 to collect the new tax in 2021, we need to have a first reading at the May 5, 2020 Council Meeting.

City of Brookville

Memo

To: Mayor and Council

From: Michelle Brandt, Finance Director

Date: May 5, 2020

Subject: Finance Report

→ Requesting Council accept the April 30, 2020 Fund Balance. Overall for April, MTD Revenues exceeded Expenditures by $734,801.02.

- General Fund Beginning Balance is down $213,542 compared to 2019
  - General Fund YTD Revenue is down $307,016 compared to last April
    - Income Tax is down $294,704
    - EMS billing is up $3,644
    - Interest on investments is down $5,481
  - General Fund YTD Expenses are up $307,665.15 compared to last April
    - Police Payroll is down $21,350.17 and transfers are up $339,000 since last April
- Street M&R Fund Beginning Balance is up $67,794 compared to 2019
  - Street M&R Fund YTD Revenue is up $90,006 compared to last April
    - Motor Vehicle, Gas and Highway Taxes combined are up $41,020
  - Street M&R Fund YTD Expenses are up $45,092 compared to last April
    - Street M&R capital improvement is up $44,440 since last April .
- Park & Rec. Fund Beginning Balance is down $3,723 compared to 2019
  - Park & Rec. Fund YTD Revenue is down $5,792 compared to last April
    - Park Permits are down $9,376
  - Park & Rec. Fund YTD Expenses are down $6,425 compared to last April
    - Park & Rec. safety supplies & materials is down 4,585 since last April .
- Federal Grant Fund was created in April to help account for the federal funds we have received in relation to the CARES Act in the amount of $9,894.21. These funds are to be used for the prevention of COVID-19.
- FEMA Fund was created in April due to the monies the City will be receiving due to the tornado, as well as the money that will be received as a part of the mitigation grants.

- Fire Capital Improvement Fund Revenues increased $245,117.29 due to US Bank depositing the lease proceeds related to the Medic purchase. These funds will be disbursed as soon as the Medic is ready.
- Water Fund Beginning Balance is up $203,833 compared to 2019
  - Water Fund YTD Revenue are down $2,498 compared to last April
    - Water sales are up $42,922
  - Water Fund YTD Expenses are down $52,572 compared to last April
    - City of Dayton expense is down $9,675 and OWDA expenses are down $47,016 since last April .
- Sewer Fund Beginning Balance is up $109812 compared to 2019
  - Sewer Fund YTD Revenue is up $269,992 compared to last April
    - Sewer sales are up $11,653
  - Sewer Fund YTD Expenses are up $211,271 compared to last April
    - Sewer capital is up $205,230 since last April .
- Refuse Fund Beginning Balance is up $9,048 compared to 2019
  - Refuse Fund YTD Revenue is up $22,025 compared to last April
    - Refuse sales are up $6,991
    - Sales & Services are down $77
  - Refuse Fund YTD Expenses are down $4,063 compared to last April
    - Rent & Lease expenses are down $8,304 since last April .

→ Due to the COVID-19 the Ohio BWC refunded the City a portion of their 2018 premiums and the City also received a 2018 Retro Group refund from the BWC. The total of these refunds was $68,904 and the money was receipted into the funds that it was originally expended out of in 2018.

→ I am requesting Council accept the first reading and dispense with the second and third reading to adopt proposed Resolution 20-08 that amends the 2020 Appropriations and Estimated Resources. This Resolution shall take effect immediately after passage of this Resolution as provided in 4.07(A)(1) of the Charter of the City.

City of Brookville

Statement of Cash Position with MTD Totals

From: 1/1/2020 to 4/30/2020 — Include Inactive Accounts: No

Funds: A01 to E10 — Page Break on Fund: No

Fund	Description	Beginning Balance	Net Revenue MTD	Net Revenue YTD	Net Expenses MTD	Net Expenses YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
A01	GENERAL FUND	$2,075,629.55	$494,469.70	$1,575,346.66	$294,205.47	$1,936,858.81	$1,714,117.40	$834,166.24	$879,951.16
B01	STREET M. & R.	$229,719.67	$48,191.48	$412,576.97	$59,730.25	$276,932.74	$365,363.90	$77,963.34	$287,400.56
B04	PARK & RECREATION	$47,982.54	$817.48	$110,530.95	$16,020.23	$52,033.09	$106,480.40	$21,648.22	$84,832.18
B05	FEDERAL GRANTS	$0.00	$9,894.21	$9,894.21	$391.36	$391.36	$9,502.85	$4,500.00	$5,002.85
B09	LAND REUTILIZATION	$39,266.96	$0.00	$0.00	$0.00	$0.00	$39,266.96	$0.00	$39,266.96
B13	LAW ENFORCEMENT	$11,864.56	$120.00	$145.00	$48.00	$1,643.25	$10,366.31	$0.00	$10,366.31
B16	FEMA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
C01	BOND RETIREMENT	$4,893.28	$0.00	$374,000.00	$0.00	$0.00	$378,893.28	$373,600.00	$5,293.28
C03	NOTE RETIRE-NORTHBROOK	$2,473.50	$0.00	$80,000.00	$447.06	$2,353.86	$80,119.64	$63,548.20	$16,571.44
D03	CAPITAL IMPROVEMENT	$165,398.38	$6,214.56	$6,214.56	$0.00	$0.00	$171,612.94	$400,000.00	($228,387.06)
D04	FIRE CAPITAL IMPROVEMENT	$220,810.91	$286,649.19	$298,273.10	$915.00	$38,871.40	$480,212.61	$253,584.29	$226,628.32
E01	WATER	$381,847.61	$155,142.04	$473,448.43	$21,132.16	$264,119.08	$591,176.96	$225,224.82	$365,952.14
E02	SANITARY SEWER	$535,153.66	$248,531.20	$504,129.45	$150,945.68	$331,829.54	$707,453.57	$112,025.95	$595,427.62
E08	STORMWATER	$0.00	$7,553.61	$17,588.39	$2,085.68	$8,125.58	$9,462.81	$2,804.14	$6,658.67
E10	REFUSE	$162,327.38	$58,120.90	$168,399.93	$34,982.46	$137,972.22	$192,755.09	$249,918.96	($57,163.87)
Grand Total:		$3,877,368.00	$1,315,704.37	$4,030,547.65	$580,903.35	$3,051,130.93	$4,856,784.72	$2,618,984.16	$2,237,800.56

City of Brookville
Check Report by Check Number

Bank: LCNB - LCNB - LCNB NATIONAL BANK — Check Dates: 4/1/2020 to 4/30/2020
Payment Method: Checks, ACH, EFT — As Of Check Cashed Date: 1/1/1900 to 5/31/2020
Vendors: A99000 to ZZ0600 — Include Voids: Yes
Checks: All — Check Status: Cashed And Outstanding

Bank: LCNB - LCNB - LCNB NATIONAL BANK

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000057260	04/01/2020	F99000	MUN. OF BROOKVILLE-F.I.C.A.	Check	Cashed	04/02/2020	$0.00	$1,369.05
0000057261	04/01/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	Check	Cashed	04/02/2020	$0.00	$1,387.92
0000057262	04/01/2020	PAYROL	MUNICIPALITY OF BROOKVILLE	Check	Cashed	04/02/2020	$0.00	$102,068.16
0000057263	04/01/2020	P99000	OHIO POLICE & FIRE PENSION FUND	Check	Cashed	04/17/2020	$0.00	$11,600.54
0000057264	04/01/2020	P99000	OHIO POLICE & FIRE PENSION FUND	Check	Cashed	04/17/2020	$0.00	$1,632.80
0000057265	04/01/2020	P99001	OPERS	Check	Cashed	04/16/2020	$0.00	$13,472.32
0000057266	04/01/2020	PAYROL	MUNICIPALITY OF BROOKVILLE	Check	Cashed	04/02/2020	$0.00	$56.09
0000057267	04/08/2020	AA0125	A.E. DAVID & CO.	Check	Cashed	04/14/2020	$0.00	$36.95
0000057268	04/08/2020	AA0118	ADVANCED TECHNICAL AQUATIC CONT	Check	Cashed	04/17/2020	$0.00	$426.43
0000057269	04/08/2020	AA0274	AIRGAS USA, LLC	Check	Cashed	04/14/2020	$0.00	$16.97
0000057270	04/08/2020	AA0485	ALL AMERICAN STORE LLC	Check	Cashed	04/15/2020	$0.00	$13.93
0000057271	04/08/2020	AA0545	AMAZON CAPITAL SERVICES	Check	Cashed	04/14/2020	$0.00	$184.36
0000057272	04/08/2020	BB0572	BOUND TREE MEDICAL LLC	Check	Cashed	04/13/2020	$0.00	$2,393.44
0000057273	04/08/2020	BB0627	BROOKVILLE RENTAL & SALES	Check	Cashed	04/14/2020	$0.00	$45.00
0000057274	04/08/2020	BB0839	BUCKEYE METALS & MORE	Check	Cashed	04/20/2020	$0.00	$245.00
0000057275	04/08/2020	CC0294	CHANGE HEALTHCARE	Check	Cashed	04/15/2020	$0.00	$2,396.60
0000057276	04/08/2020	CC0297	CHASE ELECTRIC	Check	Cashed	04/13/2020	$0.00	$698.35
0000057277	04/08/2020	CC0549	CONCENTRA HEALTH SERVICES, INC	Check	Cashed	04/17/2020	$0.00	$184.50
0000057278	04/08/2020	CC0605	CORE & MAIN LP	Check	Cashed	04/15/2020	$0.00	$218.23
0000057279	04/08/2020	DD0077	DAVE ARBOGAST FORD	Check	Cashed	04/20/2020	$0.00	$108.57
0000057280	04/08/2020	EE0380	E. J. PRESCOTT INC	Check	Cashed	04/15/2020	$0.00	$395.00
0000057281	04/08/2020	EE0559	ENGLEWOOD TRUCK TOWING & RECOV	Check	Cashed	04/15/2020	$0.00	$90.00
0000057282	04/08/2020	FF0700	FRYMAN - KUCK GEN. CONTR. INC.	Check	Cashed	04/17/2020	$0.00	$117,716.50
0000057283	04/08/2020	GG0590	GOVERNMENT FORMS AND SUPPLIES	Check	Cashed	04/14/2020	$0.00	$174.62
0000057284	04/08/2020	HH0222	HERITAGE-CRYSTAL CLEAN	Check	Cashed	04/14/2020	$0.00	$1,015.30
0000057285	04/08/2020	HH0225	HERO'S SALUTE AWARDS COMPANY	Check	Cashed	04/14/2020	$0.00	$465.18
0000057286	04/08/2020	II0060	IGS ENERGY	Check	Cashed	04/14/2020	$0.00	$4,431.57
0000057287	04/08/2020	II0329	INDIANA OXYGEN	Check	Cashed	04/15/2020	$0.00	$180.40
0000057288	04/08/2020	JJ0014	JACKS AUTO WASH	Check	Cashed	04/14/2020	$0.00	$245.00
0000057289	04/08/2020	SS0805	JEFFREY P. STARTZMAN	Check	Cashed	04/16/2020	$0.00	$1,000.00
0000057290	04/08/2020	JJ0400	JJS TECHNICAL SERVICES	Check	Cashed	04/17/2020	$0.00	$736.00
0000057291	04/08/2020	KK0198	KENDALL ELECTRIC INC	Check	Cashed	04/14/2020	$0.00	$158.43
0000057292	04/08/2020	MM0018	MAJESTIC NURSERY CO	Check	Cashed	04/13/2020	$0.00	$16,784.75
0000057293	04/08/2020	MM0382	MIAMI VALLEY COMMUNICATIONS COUN	Check	Cashed	04/14/2020	$0.00	$60.00
0000057294	04/08/2020	MM0606	MIAMI VALLEY LIGHTING, LLC	Check	Cashed	04/14/2020	$0.00	$6,093.05

As Of Check Cashed Date: 1/1/1900 to 5/31/2020

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000057295	04/08/2020	Z99999	PHDMC	Check	Cashed	04/22/2020	$0.00	$35.00
0000057296	04/08/2020	Z99999	RO-DA-O FARM	Check	Cashed	04/14/2020	$0.00	$100.00
0000057297	04/08/2020	MM0025	MOBILE ANALYTICAL SERVICES INC	Check	Cashed	04/16/2020	$0.00	$100.60
0000057298	04/08/2020	MM0554	MODERN LEASING	Check	Cashed	04/15/2020	$0.00	$1,388.22
0000057299	04/08/2020	MM0600	MONTGOMERY COUNTY SHERIFF'S OFFI	Check	Cashed	04/27/2020	$0.00	$135.00
0000057300	04/08/2020	MM0825	MUSIC, DANNY	Check	Cashed	04/10/2020	$0.00	$175.00
0000057301	04/08/2020	MM0826	MUSIC, SHELLY	Check	Cashed	04/10/2020	$0.00	$1,200.00
0000057302	04/08/2020	NN0010	NCL	Check	Cashed	04/17/2020	$0.00	$196.28
0000057303	04/08/2020	PP0012	PACE ANALYTICAL SERVICES INC	Check	Cashed	04/16/2020	$0.00	$1,440.42
0000057304	04/08/2020	SS0822	RODNEY L. STEPHAN	Check	Cashed	04/08/2020	$0.00	$5,196.25
0000057305	04/08/2020	RR0825	RUMPKE	Check	Cashed	04/15/2020	$0.00	$32,370.98
0000057306	04/08/2020	SS0149	SECURITY CENTRAL	Check	Cashed	04/14/2020	$0.00	$37.90
0000057307	04/08/2020	LL0178	THE DAYTON AREA LEAGUE OF WOMEN	Check	Outstanding		$0.00	$72.00
0000057308	04/08/2020	TT0664	TRACTOR SUPPLY CREDIT PLAN	Check	Cashed	04/14/2020	$0.00	$66.97
0000057309	04/08/2020	VV0180	VECTREN ENERGY DELIVERY	Check	Cashed	04/14/2020	$0.00	$3,131.62
0000057310	04/08/2020	VV0187	VERIZON WIRELESS	Check	Cashed	04/15/2020	$0.00	$761.76
0000057311	04/08/2020	YY0100	YIPES STRIPES OF DAYTON	Check	Cashed	04/15/2020	$0.00	$915.00
0000057312	04/08/2020	Z99999	HOLLY GOINES	Check	Cashed	04/14/2020	$0.00	$110.00
0000057313	04/08/2020	Z99999	DIANE TUTHILL	Check	Outstanding		$0.00	$90.00
0000057314	04/08/2020	Z99999	DEBBIE PFAHL	Check	Cashed	04/15/2020	$0.00	$90.00
0000057315	04/14/2020	Z99999	REUBEN CARTWRIGHT	Check	Cashed	04/17/2020	$0.00	$134.11
0000057316	04/15/2020	F99000	MUN. OF BROOKVILLE-F.I.C.A.	Check	Cashed	04/16/2020	$0.00	$1,405.85
0000057317	04/15/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	Check	Cashed	04/16/2020	$0.00	$1,385.06
0000057318	04/15/2020	PAYROL	MUNICIPALITY OF BROOKVILLE	Check	Cashed	04/16/2020	$0.00	$101,995.10
0000057319	04/20/2020	AA0545	AMAZON CAPITAL SERVICES	Check	Cashed	04/27/2020	$0.00	$710.11
0000057320	04/20/2020	AA0574	AMS SUPPLY	Check	Cashed	04/24/2020	$0.00	$295.50
0000057321	04/20/2020	BB0500	BLUEPRINT CYBERENGINEERING	Check	Cashed	04/24/2020	$0.00	$9,117.70
0000057322	04/20/2020	BB0572	BOUND TREE MEDICAL LLC	Check	Cashed	04/23/2020	$0.00	$379.60
0000057323	04/20/2020	CC0362	CINTAS	Check	Cashed	04/27/2020	$0.00	$169.40
0000057324	04/20/2020	CC0361	CINTAS	Check	Cashed	04/27/2020	$0.00	$1,311.35
0000057325	04/20/2020	EE0556	CITY OF ENGLEWOOD	Check	Cashed	04/28/2020	$0.00	$7,608.39
0000057326	04/20/2020	VV0034	CITY OF VANDALIA	Check	Cashed	04/27/2020	$0.00	$11,157.35
0000057327	04/20/2020	VV0390	CODE CREDIT UNION	Check	Cashed	04/28/2020	$0.00	$629.77
0000057328	04/20/2020	DD0155	DAYTON POWER & LIGHT COMPANY	Check	Cashed	04/27/2020	$0.00	$4,665.90
0000057329	04/20/2020	EE0380	E. J. PRESCOTT INC	Check	Cashed	04/28/2020	$0.00	$760.74
0000057330	04/20/2020	FF0291	FIFTH THIRD BANK	Check	Cashed	04/24/2020	$0.00	$180.07
0000057331	04/20/2020	FF0290	FIFTH THIRD BANK	Check	Cashed	04/27/2020	$0.00	$16,874.50
0000057332	04/20/2020	FF0698	FRONTIER	Check	Cashed	04/28/2020	$0.00	$640.46
0000057333	04/20/2020	GG0200	GILBERT FELLERS FUNERAL HOME, INC	Check	Cashed	04/30/2020	$0.00	$650.00
0000057334	04/20/2020	GG0740	GREEN VELVET SOD FARMS	Check	Cashed	04/24/2020	$0.00	$593.00
0000057335	04/20/2020	LL0440	LOWES BUSINESS ACCT/SYNCB	Check	Cashed	04/27/2020	$0.00	$685.64
0000057336	04/20/2020	MM0090	MCMAKEN'S IGA	Check	Cashed	04/28/2020	$0.00	$9.56
0000057337	04/20/2020	Z99999	TIME WARNER CABLE	Check	Cashed	04/27/2020	$0.00	$428.05
0000057338	04/20/2020	MM0593	MONTGOMERY COUNTY SOLID WASTE	Check	Cashed	04/24/2020	$0.00	$169.07
0000057339	04/20/2020	PP0330	PICKREL BROTHERS INC.	Check	Cashed	04/24/2020	$0.00	$41.03
0000057340	04/20/2020	SS0035	SAM'S CLUB	Check	Cashed	04/27/2020	$0.00	$811.35

As Of Check Cashed Date: 1/1/1900 to 5/31/2020

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000057341	04/20/2020	TT0344	TIME WARNER CABLE	Check	Outstanding		$0.00	$2,811.08
0000057342	04/20/2020	WW0395	WILSON SHANNON & SNOW INC	Check	Cashed	04/24/2020	$0.00	$5,600.00
0000057343	04/22/2020	Z99999	MARCIA KIRCHHOFFER	Check	Cashed	04/27/2020	$0.00	$150.00
0000057344	04/22/2020	Z99999	LISA MILLER	Check	Outstanding		$0.00	$90.00
0000057345	04/24/2020	Z99999	TERESA PENICK	Check	Outstanding		$0.00	$110.00
0000057346	04/24/2020	Z99999	JOHANNA RETTICH	Check	Cashed	04/29/2020	$0.00	$90.00
0000057347	04/24/2020	SS0745	SUPERFLEET MASTERCARD PROGRAM	Check	Outstanding		$0.00	$3,751.29
0000057348	04/29/2020	AA0274	AIRGAS USA, LLC	Check	Outstanding		$0.00	$18.06
0000057349	04/29/2020	AA0641	ANTHEM	Check	Outstanding		$0.00	$29,050.49
0000057350	04/29/2020	AA0642	ANTHEM LIFE	Check	Outstanding		$0.00	$510.00
0000057351	04/29/2020	BB0603	BROOKVILLE AUTO PARTS	Check	Outstanding		$0.00	$2,349.91
0000057352	04/29/2020	CC0525	CODE CREDIT UNION	Check	Outstanding		$0.00	$5,700.00
0000057353	04/29/2020	CC0552	CONCENTRA HEALTH SERVICES INC	Check	Outstanding		$0.00	$351.50
0000057354	04/29/2020	DD0077	DAVE ARBOGAST FORD	Check	Outstanding		$0.00	$283.72
0000057355	04/29/2020	HH0605	HOME DEPOT CREDIT SERVICES	Check	Outstanding		$0.00	$340.51
0000057356	04/29/2020	II0329	INDIANA OXYGEN	Check	Outstanding		$0.00	$109.30
0000057357	04/29/2020	MM0800	MUN. OF BROOKVILLE	Check	Cashed	04/29/2020	$0.00	$2,454.08
0000057358	04/29/2020	OO0233	OFFICE DEPOT	Check	Outstanding		$0.00	$234.55
0000057359	04/29/2020	SS0110	SCOTTISSUE - A FLEXPAC COMPANY	Check	Outstanding		$0.00	$1,281.21
0000057360	04/29/2020	SS0150	SECURITY FENCE GROUP, INC	Check	Outstanding		$0.00	$1,376.97
0000057361	04/29/2020	SS0801	STAPLES BUSINESS ADVANTAGE	Check	Outstanding		$0.00	$1,178.61
0000057362	04/29/2020	TT0344	TIME WARNER CABLE	Check	Outstanding		$0.00	$25.00
0000057363	04/29/2020	F99000	MUN. OF BROOKVILLE-F.I.C.A.	Check	Cashed	04/30/2020	$0.00	$1,405.40
0000057364	04/29/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	Check	Cashed	04/30/2020	$0.00	$1,413.87
0000057365	04/29/2020	PAYROL	MUNICIPALITY OF BROOKVILLE	Check	Cashed	04/30/2020	$0.00	$104,092.89
0000057366	04/29/2020	P99000	OHIO POLICE & FIRE PENSION FUND	Check	Outstanding		$0.00	$1,632.80
0000057367	04/29/2020	P99000	OHIO POLICE & FIRE PENSION FUND	Check	Outstanding		$0.00	$11,063.64
0000057368	04/29/2020	P99001	OPERS	Check	Outstanding		$0.00	$13,507.72
0201800178	04/01/2020	P99001	OPERS	EFT	Cashed	04/30/2020	$0.00	$0.00
0201800179	04/13/2020	II0348	INVOICE CLOUD	EFT	Cashed	04/30/2020	$0.00	$201.20
0201800180	04/13/2020	LL0035	LCNB NATIONAL BANK	EFT	Cashed	04/30/2020	$0.00	$156.00
0201800181	04/13/2020	LL0035	LCNB NATIONAL BANK	EFT	Cashed	04/30/2020	$0.00	$52.92
0201800182	04/23/2020	RR0215	REIMBURSEMENTS	EFT	Cashed	04/30/2020	$0.00	$4,625.36
0201800183	04/24/2020	VV0390	CODE CREDIT UNION	EFT	Voided		$103.03	$0.00
0201800184	04/24/2020	VV0390	CODE CREDIT UNION	EFT	Cashed	04/30/2020	$0.00	$0.00
0201800185	04/29/2020	MM0580	MONTGOMERY COUNTY AUDITOR-KARL	EFT	Cashed	04/30/2020	$0.00	$3,474.08
0201800186	04/30/2020	UU0749	U.S. BANK	EFT	Cashed	04/30/2020	$0.00	$447.06
LCNB - LCNB - LCNB NATIONAL BANK Total:							$103.03	$698,461.89
Grand Total:							$103.03	$698,461.89

City of Brookville
Encumbrance Report by Account

Accounts: A01-01A1-2110 to E10-05F2-2530 | Purchase Order Status: Open
As Of: 4/30/2020 | Include Inactive Accounts: No

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
Fund: A01		**GENERAL FUND**								
POLICE DEPARTMENT										
A01-01A1-2122	2020	2020000001-001	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$614.00	$1,430.00	$816.00	
A01-01A1-2122	2020	2020000028-001	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$39,642.21	$90,100.00	$50,457.79	
A01-01A1-2124	2020	2020000008-001	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$15,525.02	$23,000.00	$7,474.98	
A01-01A1-2310	2020	2020000009-001	01/03/2020	301 SYCAMORE	Open	04/07/2020	$474.44	$900.00	$425.56	
A01-01A1-2310	2020	2020000012-001	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$1,969.35	$2,570.00	$600.65	
A01-01A1-2310	2020	2020000013-001	01/03/2020	ELECTRIC GENERATION	Open	04/07/2020	$2,289.83	$3,100.00	$810.17	
A01-01A1-2320	2020	2020000031-001	01/03/2020	CELL/DATA SERVICE	Open	04/07/2020	$2,075.50	$3,100.00	$1,024.50	
A01-01A1-2323	2020	2020000016-001	01/03/2020	DISPATCHING SERVICE	Open	04/17/2020	$53,706.30	$75,000.00	$21,293.70	
A01-01A1-2325	2020	2020000024-001	01/03/2020	RADIO USER FEES	Open	02/21/2020	$3,840.00	$5,040.00	$1,200.00	
A01-01A1-2330	2020	2020000030-001	01/03/2020	COPIER LEASE	Open	04/07/2020	$3,325.03	$5,000.00	$1,674.97	
A01-01A1-2340	2020	2020000018-001	01/03/2020	JANITORIAL SERVICES	Open	04/07/2020	$6,480.00	$8,640.00	$2,160.00	
A01-01A1-2340	2020	2020000036-001	01/09/2020	OFFICE 365	Open	04/17/2020	$1,230.24	$1,845.36	$615.12	
A01-01A1-2340	2020	2020000037-001	01/09/2020	ENTERPRISE SECURITY	Open	04/17/2020	$1,288.80	$1,933.20	$644.40	
A01-01A1-2348	2020	2020000005-001	01/03/2020	PROSECUTOR SERVICE	Open	04/07/2020	$8,000.00	$12,000.00	$4,000.00	
A01-01A1-2350	2020	2020000252-002	03/27/2020	TIRES, BRAKES	Open	04/30/2020	$457.87	$457.87	$0.00	
A01-01A1-2351	2020	2020000038-001	01/09/2020	IT SERVICES	Open	04/17/2020	$5,280.00	$7,920.00	$2,640.00	
A01-01A1-2351	2020	2020000225-001	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$369.33	$369.33	$0.00	
A01-01A1-2390	2020	2020000073-001	01/24/2020	CAR WASHES	Open	04/07/2020	$1,960.00	$2,940.00	$980.00	
A01-01A1-2391	2020	2020000207-002	03/06/2020	SPBR CONFERENCE	Open	04/20/2020	$125.00	$125.00	$0.00	
A01-01A1-2421	2020	2020000026-001	01/03/2020	FUEL	Open	04/24/2020	$19,823.47	$28,000.00	$8,176.53	
A01-01A1-2520	2020	2020000070-001	01/22/2020	2020 FORD INTERCEPTO	Open	01/22/2020	$40,457.00	$40,457.00	$0.00	
POLICE DEPARTMENT Totals:							$208,933.39	$313,927.76	$104,994.37	
FIRE DEPARTMENT										
A01-01B1-2122	2020	2020000001-002	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$52.00	$120.00	$68.00	
A01-01B1-2122	2020	2020000028-002	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$3,079.51	$7,000.00	$3,920.49	
A01-01B1-2124	2020	2020000008-002	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$10,783.81	$16,000.00	$5,216.19	
A01-01B1-2140	2020	2020000257-001	04/02/2020	ANNUAL UNIFORM T-SHI	Open	04/02/2020	$1,365.20	$1,365.20	$0.00	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
A01-01B1-2140	2020	2020000259-001	04/02/2020	DUTY PANTS	Open	04/02/2020	$955.40	$955.40	$0.00	
A01-01B1-2140	2020	2020000259-002	04/02/2020	UNIFORM SHIRTS	Open	04/02/2020	$515.00	$515.00	$0.00	
A01-01B1-2140	2020	2020000259-003	04/02/2020	UNIFORM BELTS	Open	04/02/2020	$246.00	$246.00	$0.00	
A01-01B1-2140	2020	2020000259-004	04/02/2020	JOB SHIRTS	Open	04/02/2020	$2,409.00	$2,409.00	$0.00	
A01-01B1-2310	2020	2020000009-004	01/03/2020	775 E UPR-LEWISBURG	Open	04/07/2020	$5,701.75	$12,000.00	$6,298.25	
A01-01B1-2310	2020	2020000012-002	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$10,581.01	$14,970.00	$4,388.99	
A01-01B1-2320	2020	2020000031-002	01/03/2020	DATA SERVICE	Open	04/07/2020	$2,574.32	$3,860.00	$1,285.68	
A01-01B1-2323	2020	2020000016-002	01/03/2020	DISPATCHING SERVICE	Open	04/17/2020	$25,916.16	$38,000.00	$12,083.84	
A01-01B1-2325	2020	2020000024-002	01/03/2020	RADIO USER FEES	Open	02/21/2020	$8,880.00	$11,760.00	$2,880.00	
A01-01B1-2330	2020	2020000030-002	01/03/2020	COPIER LEASE	Open	04/07/2020	$1,346.36	$2,000.00	$653.64	
A01-01B1-2340	2020	2020000020-001	01/03/2020	24/7 MONITORING	Open	04/07/2020	$323.40	$475.00	$151.60	
A01-01B1-2340	2020	2020000036-002	01/09/2020	OFFICE 365	Open	04/17/2020	$1,746.80	$2,620.20	$873.40	
A01-01B1-2340	2020	2020000037-002	01/09/2020	ENTERPRISE SECURITY	Open	04/17/2020	$3,150.40	$4,725.60	$1,575.20	
A01-01B1-2347	2020	2020000015-001	01/03/2020	EMS BILLING SERVICES	Open	04/07/2020	$15,916.59	$25,000.00	$9,083.41	
A01-01B1-2351	2020	2020000038-002	01/09/2020	IT SERVICES	Open	04/17/2020	$5,280.00	$7,920.00	$2,640.00	
A01-01B1-2351	2020	2020000225-008	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$591.00	$591.00	$0.00	
A01-01B1-2355	2020	2020000329-001	04/29/2020	ANNUAL MAINTENANCE	Open	04/29/2020	$1,428.00	$1,428.00	$0.00	
A01-01B1-2391	2020	2020000035-001	01/06/2020	PARAMEDIC CLASS-ALB	Open	01/06/2020	$1,315.36	$1,315.36	$0.00	
A01-01B1-2415	2020	2020000222-001	03/13/2020	EMS SUPPLIES	Open	04/17/2020	$1,250.90	$3,106.64	$1,855.74	
A01-01B1-2420	2020	2020000293-003	04/16/2020	DELL LATITUDE & DOCK	Open	04/16/2020	$1,739.07	$1,739.07	$0.00	
A01-01B1-2420	2020	2020000296-001	04/17/2020	ID CARD PRINTER	Open	04/28/2020	$1,292.00	$1,292.00	$0.00	
A01-01B1-2421	2020	2020000026-002	01/03/2020	FUEL	Open	04/24/2020	$13,309.05	$19,000.00	$5,690.95	
FIRE DEPARTMENT Totals:							$121,748.09	$180,413.47	$58,665.38	
GOVN. & ADMIN. DEPT										
A01-07A2-2122	2020	2020000001-003	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$236.10	$520.00	$283.90	
A01-07A2-2122	2020	2020000028-003	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$10,654.11	$21,300.00	$10,645.89	
A01-07A2-2124	2020	2020000008-003	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$5,489.04	$8,000.00	$2,510.96	
A01-07A2-2310	2020	2020000009-002	01/03/2020	301 SYCAMORE	Open	04/07/2020	$474.47	$900.00	$425.53	
A01-07A2-2310	2020	2020000009-003	01/03/2020	245 SYCAMORE	Open	04/07/2020	$545.62	$1,300.00	$754.38	
A01-07A2-2310	2020	2020000009-005	01/03/2020	20 MULBERRY	Open	04/07/2020	$541.16	$1,500.00	$958.84	
A01-07A2-2310	2020	2020000012-003	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$3,651.82	$5,780.00	$2,128.18	
A01-07A2-2310	2020	2020000013-002	01/03/2020	ELECTRIC GENERATION	Open	04/07/2020	$4,213.14	$6,500.00	$2,286.86	
A01-07A2-2320	2020	2020000031-003	01/03/2020	CELL/IPAD SERVICE	Open	04/07/2020	$1,184.13	$1,600.00	$415.87	
A01-07A2-2330	2020	2020000014-001	01/03/2020	POSTAGE MACHINE LEA	Open	03/06/2020	$1,060.46	$1,400.00	$339.54	
A01-07A2-2330	2020	2020000030-003	01/03/2020	COPIER LEASE	Open	04/07/2020	$5,344.57	$8,000.00	$2,655.43	
A01-07A2-2340	2018	2018000132-001	02/08/2018	VIP ANALYTICS SUITE B	Open	08/14/2018	$10,000.00	$15,000.00	$5,000.00	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
A01-07A2-2340	2019	2019000869-001	10/30/2019	RELOCATE & INSTALL SI	Open	10/30/2019	$3,954.00	$3,954.00	$0.00	
A01-07A2-2340	2019	2019000869-002	10/30/2019	RELOCATE & INSTALL SI	Open	10/30/2019	$3,954.00	$3,954.00	$0.00	
A01-07A2-2340	2020	2020000018-002	01/03/2020	JANITORIAL SERVICES	Open	04/07/2020	$4,320.00	$5,760.00	$1,440.00	
A01-07A2-2340	2020	2020000019-001	01/03/2020	2019 BASIC FINANCIAL S	Open	03/20/2020	$2,367.00	$7,100.00	$4,733.00	
A01-07A2-2340	2020	2020000036-003	01/09/2020	OFFICE 365	Open	04/17/2020	$881.36	$1,322.04	$440.68	
A01-07A2-2340	2020	2020000037-003	01/09/2020	ENTERPRISE SECURITY	Open	04/17/2020	$1,074.00	$1,611.00	$537.00	
A01-07A2-2340	2020	2020000173-001	03/03/2020	2019 ASSET REPORTING	Open	03/03/2020	$1,900.00	$1,900.00	$0.00	
A01-07A2-2340	2020	2020000220-001	03/12/2020	ANNUAL WEBSITE FEE	Open	03/12/2020	$4,809.01	$4,809.01	$0.00	
A01-07A2-2340	2020	2020000220-002	03/12/2020	ANNUAL SSL CERTIFICA	Open	03/12/2020	$105.00	$105.00	$0.00	
A01-07A2-2340	2020	2020000255-001	03/31/2020	2019 AUDIT SERVICES	Open	04/17/2020	$2,400.00	$8,000.00	$5,600.00	
A01-07A2-2341	2020	2020000025-001	01/03/2020	LAW DIRECTOR SERVIC	Open	04/07/2020	$55,636.12	$71,100.00	$15,463.88	
A01-07A2-2342	2020	2020000004-001	01/03/2020	INCOME TAX ADMINISTR	Open	04/17/2020	$83,800.67	$128,500.00	$44,699.33	
A01-07A2-2344	2020	2020000012-009	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$1,411.55	$1,900.00	$488.45	
A01-07A2-2344	2020	2020000013-007	01/03/2020	ELECTRIC GENERATION	Open	04/07/2020	$1,312.46	$1,500.00	$187.54	
A01-07A2-2344	2020	2020000022-001	01/03/2020	STREET LIGHTING	Open	04/07/2020	$49,175.41	$73,500.00	$24,324.59	
A01-07A2-2351	2020	2020000038-003	01/09/2020	IT SERVICES	Open	04/17/2020	$5,280.00	$7,920.00	$2,640.00	
A01-07A2-2351	2020	2020000225-002	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$184.67	$184.67	$0.00	
A01-07A2-2351	2020	2020000225-003	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$129.00	$129.00	$0.00	
A01-07A2-2351	2020	2020000225-004	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$498.00	$498.00	$0.00	
A01-07A2-2352	2020	2020000065-003	01/13/2020	ARLINGTON/UPPER LEW	Open	04/07/2020	$938.57	$1,095.00	$156.43	
A01-07A2-2352	2020	2020000292-001	04/16/2020	PLANTERS-MARKET STR	Open	04/16/2020	$1,315.00	$1,315.00	$0.00	
A01-07A2-2391	2020	2020000207-001	03/06/2020	SPBR CONFERENCE	Open	04/20/2020	$250.00	$250.00	$0.00	
A01-07A2-2391	2020	2020000314-001	04/20/2020	CIVIC CLERK ANNUAL FE	Open	04/20/2020	$7,560.00	$7,560.00	$0.00	
A01-07A2-2394	2020	2020000142-001	02/07/2020	LAND PRICE INCENTIVE-	Open	02/07/2020	$20,000.00	$20,000.00	$0.00	
A01-07A2-2394	2020	2020000143-001	02/07/2020	PROJECT NORA LAND IN	Open	02/07/2020	$125,000.00	$125,000.00	$0.00	
A01-07A2-2395	2020	2020000010-001	01/03/2020	INCOME TAX REVENUE	Open	01/03/2020	$80,000.00	$80,000.00	$0.00	
A01-07A2-2420	2020	2020000293-002	04/16/2020	THINKCENTRE - SNEDEK	Open	04/16/2020	$949.99	$949.99	$0.00	
A01-07A2-2421	2020	2020000026-003	01/03/2020	FUEL	Open	04/24/2020	$884.33	$1,300.00	$415.67	
GOVN. & ADMIN. DEPT Totals:							$503,484.76	$633,016.71	$129,531.95	
Fund: A01 Total							$834,166.24	$1,127,357.94	$293,191.70	

Fund: B01 **STREET M. & R.**

GARAGE

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
B01-06B2-2122	2020	2020000001-004	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$52.00	$120.00	$68.00	
B01-06B2-2122	2020	2020000028-004	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$4,366.83	$9,900.00	$5,533.17	
B01-06B2-2124	2020	2020000008-004	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$1,029.03	$1,500.00	$470.97	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
B01-06B2-2310	2020	2020000012-004	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$1,303.36	$2,040.00	$736.64	
B01-06B2-2310	2020	2020000013-003	01/03/2020	ELECTRIC GENERATION	Open	04/07/2020	$1,258.36	$2,300.00	$1,041.64	
B01-06B2-2421	2020	2020000313-001	04/20/2020	FUEL PUMP AND TANK	Open	04/20/2020	$1,048.00	$1,048.00	$0.00	
GARAGE Totals:							$9,057.58	$16,908.00	$7,850.42	
STREET DEPARTMENT										
B01-06B3-2122	2020	2020000001-005	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$243.60	$570.00	$326.40	
B01-06B3-2122	2020	2020000028-005	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$13,989.74	$32,000.00	$18,010.26	
B01-06B3-2124	2020	2020000008-005	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$4,093.58	$6,200.00	$2,106.42	
B01-06B3-2310	2020	2020000009-006	01/03/2020	401 ALBERT	Open	04/07/2020	$442.23	$1,000.00	$557.77	
B01-06B3-2310	2020	2020000012-005	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$266.57	$1,290.00	$1,023.43	
B01-06B3-2310	2020	2020000013-004	01/03/2020	ELECTRIC GENERATION	Open	04/07/2020	$256.84	$800.00	$543.16	
B01-06B3-2320	2020	2020000031-004	01/03/2020	IPAD SERVICE	Open	04/07/2020	$160.64	$241.00	$80.36	
B01-06B3-2340	2020	2020000036-004	01/09/2020	OFFICE 365	Open	04/17/2020	$128.88	$193.32	$64.44	
B01-06B3-2340	2020	2020000037-004	01/09/2020	ENTERPRISE SECURITY	Open	04/17/2020	$143.20	$214.80	$71.60	
B01-06B3-2340	2020	2020000291-001	04/08/2020	MS4 COMPLIANCE CONT	Open	04/08/2020	$4,500.00	$4,500.00	$0.00	
B01-06B3-2346	2019	2019000476-001	06/11/2019	ENGINEERING SERVICE	Open	02/21/2020	$532.18	$22,700.00	$22,167.82	
B01-06B3-2351	2020	2020000038-004	01/09/2020	IT SERVICES	Open	04/17/2020	$1,320.00	$1,980.00	$660.00	
B01-06B3-2352	2020	2020000065-002	01/13/2020	CARR/SAKURA RETENTI	Open	04/07/2020	$681.43	$795.00	$113.57	
B01-06B3-2352	2020	2020000219-013	03/10/2020	ISLAND AT ARLINGTON &	Open	03/10/2020	$197.50	$197.50	$0.00	
B01-06B3-2352	2020	2020000225-005	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$93.00	$93.00	$0.00	
B01-06B3-2421	2020	2020000026-004	01/03/2020	FUEL	Open	04/24/2020	$10,306.37	$15,000.00	$4,693.63	
B01-06B3-2550	2020	2020000316-001	04/27/2020	ARLINGTON/UPPER LEW	Open	04/27/2020	$31,550.00	$31,550.00	$0.00	
STREET DEPARTMENT Totals:							$68,905.76	$119,324.62	$50,418.86	
Fund: B01 Total							$77,963.34	$136,232.62	$58,269.28	

Fund: B04 **PARK & RECREATION**

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
PARK DEPARTMENT										
B04-03B4-2122	2020	2020000001-006	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$62.14	$140.00	$77.86	
B04-03B4-2122	2020	2020000028-006	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$2,832.53	$6,600.00	$3,767.47	
B04-03B4-2124	2020	2020000008-006	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$905.93	$1,200.00	$294.07	
B04-03B4-2310	2020	2020000009-007	01/03/2020	545 E UPR-LEWISBURG	Open	04/07/2020	$562.50	$1,400.00	$837.50	
B04-03B4-2310	2020	2020000012-006	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$2,671.89	$4,070.00	$1,398.11	
B04-03B4-2310	2020	2020000013-005	01/03/2020	ELECTRIC GENERATION	Open	04/07/2020	$1,944.32	$3,200.00	$1,255.68	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
B04-03B4-2320	2020	2020000031-005	01/03/2020	IPAD SERVICE	Open	04/07/2020	$160.64	$241.00	$80.36	
B04-03B4-2340	2020	2020000003-001	01/03/2020	CARETAKER SERVICES	Open	04/07/2020	$1,575.00	$2,100.00	$525.00	
B04-03B4-2340	2020	2020000036-005	01/09/2020	OFFICE 365	Open	04/17/2020	$128.88	$193.32	$64.44	
B04-03B4-2340	2020	2020000037-005	01/09/2020	ENTERPRISE SECURITY	Open	04/17/2020	$143.20	$214.80	$71.60	
B04-03B4-2340	2020	2020000290-001	04/08/2020	TREE REMOVAL	Open	04/08/2020	$1,500.00	$1,500.00	$0.00	
B04-03B4-2351	2020	2020000038-005	01/09/2020	IT SERVICES	Open	04/17/2020	$1,320.00	$1,980.00	$660.00	
B04-03B4-2351	2020	2020000225-006	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$646.00	$646.00	$0.00	
B04-03B4-2352	2020	2020000065-001	01/13/2020	GOLDEN GATE PARK PO	Open	04/07/2020	$938.57	$1,095.00	$156.43	
B04-03B4-2352	2020	2020000219-012	03/10/2020	GOLD GATE MAIN GAZE	Open	03/10/2020	$687.50	$687.50	$0.00	
B04-03B4-2421	2020	2020000026-005	01/03/2020	FUEL	Open	04/24/2020	$479.98	$700.00	$220.02	
PARK DEPARTMENT Totals:							$16,559.08	$25,967.62	$9,408.54	
BALL DIAMONDS										
B04-03B5-2310	2020	2020000012-010	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$408.98	$500.00	$91.02	
B04-03B5-2310	2020	2020000013-008	01/03/2020	ELECTRIC GENERATION	Open	02/07/2020	$388.72	$400.00	$11.28	
B04-03B5-2340	2020	2020000002-001	01/06/2020	2020 BALL DIAMOND MA	Open	01/06/2020	$3,400.00	$3,400.00	$0.00	
B04-03B5-2392	2020	2020000145-001	02/21/2020	2020 ADULT SOFTBALL-S	Open	03/06/2020	$891.44	$1,646.55	$755.11	
BALL DIAMONDS Totals:							$5,089.14	$5,946.55	$857.41	
Fund: B04 Total							$21,648.22	$31,914.17	$10,265.95	

Fund: B05 FEDERAL GRANTS

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
CARE ACT										
B05-06A1-2415	2020	2020000295-001	04/16/2020	PROTECTIVE MASK-COV	Open	04/20/2020	$4,500.00	$4,500.00	$0.00	
CARE ACT Totals:							$4,500.00	$4,500.00	$0.00	
Fund: B05 Total							$4,500.00	$4,500.00	$0.00	

Fund: B09 LAND REUTILIZATION

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
LAND REUTILIZATION										
LAND REUTILIZATION Totals:							$0.00	$0.00	$0.00	
Fund: B09 Total							$0.00	$0.00	$0.00	

Fund: B13 LAW ENFORCEMENT

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
LAW ENFORCEMENT										
LAW ENFORCEMENT Totals:							$0.00	$0.00	$0.00	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
Fund: B13 Total							$0.00	$0.00	$0.00	
Fund: C01		**BOND RETIREMENT**								
DEBT SERVICE										
C01-08A1-2610	2020	2020000007-001	01/03/2020	SERIES 2016 FIRE STATI	Open	01/03/2020	$135,000.00	$135,000.00	$0.00	
C01-08A1-2620	2020	2020000007-002	01/03/2020	SERIES 2016 FIRE STATI	Open	01/03/2020	$238,600.00	$238,600.00	$0.00	
DEBT SERVICE Totals:							$373,600.00	$373,600.00	$0.00	
Fund: C01 Total							$373,600.00	$373,600.00	$0.00	
Fund: C03		**NOTE RETIRE-NORTHBROOK**								
DEBT SERVICE										
C03-08A1-2610	2020	2020000021-001	01/03/2020	NORTHBROOK NOTE	Open	01/03/2020	$55,000.00	$55,000.00	$0.00	
C03-08A1-2620	2020	2020000021-002	01/03/2020	NORTHBROOK NOTE	Open	01/03/2020	$8,548.20	$8,548.20	$0.00	
DEBT SERVICE Totals:							$63,548.20	$63,548.20	$0.00	
Fund: C03 Total							$63,548.20	$63,548.20	$0.00	
Fund: D03		**CAPITAL IMPROVEMENT**								
CAPITAL IMPROVEMENT										
CAPITAL IMPROVEMENT Totals:							$0.00	$0.00	$0.00	
GRANT FUNDS										
D03-07B6-2503	2020	2020000224-001	03/17/2020	DMAX FACILITY-EDGE G	Open	03/17/2020	$400,000.00	$400,000.00	$0.00	
GRANT FUNDS Totals:							$400,000.00	$400,000.00	$0.00	
Fund: D03 Total							$400,000.00	$400,000.00	$0.00	
Fund: D04		**FIRE CAPITAL IMPROVEMENT**								
FIRE CAPITAL IMPROVMENT										
D04-07A5-2520	2020	2020000174-001	03/04/2020	EMERGENCY LIGHTING	Open	03/04/2020	$7,000.00	$7,000.00	$0.00	
D04-07A5-2520	2020	2020000175-001	03/04/2020	2019 FORD F-550 MEDIC	Open	03/04/2020	$245,117.29	$245,117.29	$0.00	
D04-07A5-2520	2020	2020000258-001	04/02/2020	STRUCTURAL FIRE GEA	Open	04/02/2020	$1,467.00	$1,467.00	$0.00	
FIRE CAPITAL IMPROVMENT Totals:							$253,584.29	$253,584.29	$0.00	
Fund: D04 Total							$253,584.29	$253,584.29	$0.00	
Fund: E01		**WATER**								
WATER DEPARTMENT										
E01-05C2-2122	2020	2020000001-007	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$120.54	$280.00	$159.46	
E01-05C2-2122	2020	2020000028-007	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$6,443.35	$14,900.00	$8,456.65	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
E01-05C2-2124	2020	2020000008-007	01/03/2020	2019 TRUE-UP/2020WOR	Open	04/17/2020	$2,081.18	$3,100.00	$1,018.82	
E01-05C2-2320	2020	2020000031-006	01/03/2020	IPAD SERVICE	Open	04/07/2020	$160.65	$241.00	$80.35	
E01-05C2-2340	2020	2020000017-001	01/03/2020	LAB FEES	Open	04/07/2020	$2,303.32	$2,500.00	$196.68	
E01-05C2-2340	2020	2020000027-001	01/03/2020	LAB FEES	Open	04/07/2020	$1,180.80	$1,500.00	$319.20	
E01-05C2-2340	2020	2020000036-006	01/09/2020	OFFICE 365	Open	04/17/2020	$128.88	$193.32	$64.44	
E01-05C2-2340	2020	2020000037-006	01/09/2020	ENTERPRISE SECURITY	Open	04/17/2020	$143.20	$214.80	$71.60	
E01-05C2-2340	2020	2020000038-006	01/09/2020	IT SERVICES	Open	04/17/2020	$1,320.00	$1,980.00	$660.00	
E01-05C2-2346	2020	2020000315-001	04/24/2020	WATER TOWER MAINT	Open	04/24/2020	$36,200.00	$36,200.00	$0.00	
E01-05C2-2392	2020	2020000221-001	03/12/2020	1ST QTR WATER BILLING	Open	03/23/2020	$172,716.30	$172,716.30	$0.00	
E01-05C2-2421	2020	2020000026-006	01/03/2020	FUEL	Open	04/24/2020	$2,426.60	$3,600.00	$1,173.40	
WATER DEPARTMENT Totals:							$225,224.82	$237,425.42	$12,200.60	
Fund: E01 Total							$225,224.82	$237,425.42	$12,200.60	

Fund: E02 **SANITARY SEWER**

SANITARY SEWER DEPT

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
E02-05C3-2122	2020	2020000001-008	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$143.34	$330.00	$186.66	
E02-05C3-2122	2020	2020000028-008	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$7,683.98	$17,700.00	$10,016.02	
E02-05C3-2124	2020	2020000008-008	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$2,563.18	$3,750.00	$1,186.82	
E02-05C3-2310	2020	2020000009-008	01/03/2020	610 S WOLF CREEK	Open	04/07/2020	$98.66	$3,500.00	$3,401.34	
E02-05C3-2310	2020	2020000012-008	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$14,941.35	$21,910.00	$6,968.65	
E02-05C3-2310	2020	2020000013-006	01/03/2020	ELECTRIC GENERATION	Open	04/07/2020	$21,719.00	$34,500.00	$12,781.00	
E02-05C3-2320	2020	2020000031-007	01/03/2020	IPAD SERVICE	Open	04/07/2020	$160.65	$241.00	$80.35	
E02-05C3-2340	2020	2020000017-002	01/03/2020	LAB FEES	Open	04/07/2020	$11,908.22	$16,500.00	$4,591.78	
E02-05C3-2340	2020	2020000036-007	01/09/2020	OFFICE 365	Open	04/17/2020	$128.80	$193.20	$64.40	
E02-05C3-2340	2020	2020000037-007	01/09/2020	ENTERPRISE SECURITY	Open	04/17/2020	$143.20	$214.80	$71.60	
E02-05C3-2340	2020	2020000038-007	01/09/2020	IT SERVICES	Open	04/17/2020	$1,320.00	$1,980.00	$660.00	
E02-05C3-2350	2020	2020000297-002	04/17/2020	SLUDGE PRESS REPAIR	Open	04/17/2020	$3,300.00	$3,300.00	$0.00	
E02-05C3-2352	2020	2020000225-007	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$351.00	$351.00	$0.00	
E02-05C3-2420	2020	2020000293-001	04/16/2020	THINKCENTRE -WW	Open	04/16/2020	$749.99	$749.99	$0.00	
E02-05C3-2420	2020	2020000297-001	04/17/2020	POLYMER	Open	04/17/2020	$869.50	$869.50	$0.00	
E02-05C3-2421	2020	2020000026-007	01/03/2020	FUEL	Open	04/24/2020	$2,426.60	$3,600.00	$1,173.40	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
E02-05C3-2520	2020	2020000029-001	01/06/2020	MOSIER LS PUMP REPLA	Open	01/06/2020	$9,076.54	$9,076.54	$0.00	
E02-05C3-2520	2020	2020000029-002	01/06/2020	FREIGHT COSTS	Open	01/06/2020	$300.00	$300.00	$0.00	
E02-05C3-2560	2019	2019000664-001	08/22/2019	REPAIRS TO WWTP-TOR	Open	01/28/2020	$34,141.94	$126,291.49	$92,149.55	
SANITARY SEWER DEPT Totals:							$112,025.95	$245,357.52	$133,331.57	
Fund: E02 Total							$112,025.95	$245,357.52	$133,331.57	
Fund: E08		**STORMWATER**								
DEPARTMENT: 05C5										
E08-05C5-2122	2020	2020000001-009	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$13.34	$30.00	$16.66	
E08-05C5-2122	2020	2020000028-009	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$710.31	$1,600.00	$889.69	
E08-05C5-2124	2020	2020000008-009	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$403.82	$600.00	$196.18	
E08-05C5-2421	2020	2020000026-008	01/03/2020	FUEL	Open	04/24/2020	$1,676.67	$1,750.00	$73.33	
DEPARTMENT: 05C5 Totals:							$2,804.14	$3,980.00	$1,175.86	
Fund: E08 Total							$2,804.14	$3,980.00	$1,175.86	
Fund: E10		**REFUSE**								
REFUSE DEPARTMENT										
E10-05F2-2122	2020	2020000001-010	01/03/2020	LIFE/AD&D INSURANCE	Open	04/28/2020	$32.94	$70.00	$37.06	
E10-05F2-2122	2020	2020000028-010	01/03/2020	HEALTH INSURANCE	Open	04/28/2020	$977.57	$2,400.00	$1,422.43	
E10-05F2-2124	2020	2020000008-010	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$441.91	$600.00	$158.09	
E10-05F2-2343	2020	2020000023-001	01/03/2020	REFUSE/RECYCLING SE	Open	04/07/2020	$245,243.36	$370,000.00	$124,756.64	
E10-05F2-2392	2020	2020000006-001	01/03/2020	TIPPING FEES	Open	04/17/2020	$1,853.56	$2,500.00	$646.44	
E10-05F2-2421	2020	2020000026-009	01/03/2020	FUEL	Open	04/24/2020	$1,369.62	$1,750.00	$380.38	
REFUSE DEPARTMENT Totals:							$249,918.96	$377,320.00	$127,401.04	
Fund: E10 Total							$249,918.96	$377,320.00	$127,401.04	
Grand Total:							$2,618,984.16	$3,254,820.16	$635,836.00	

April Budget Comparison

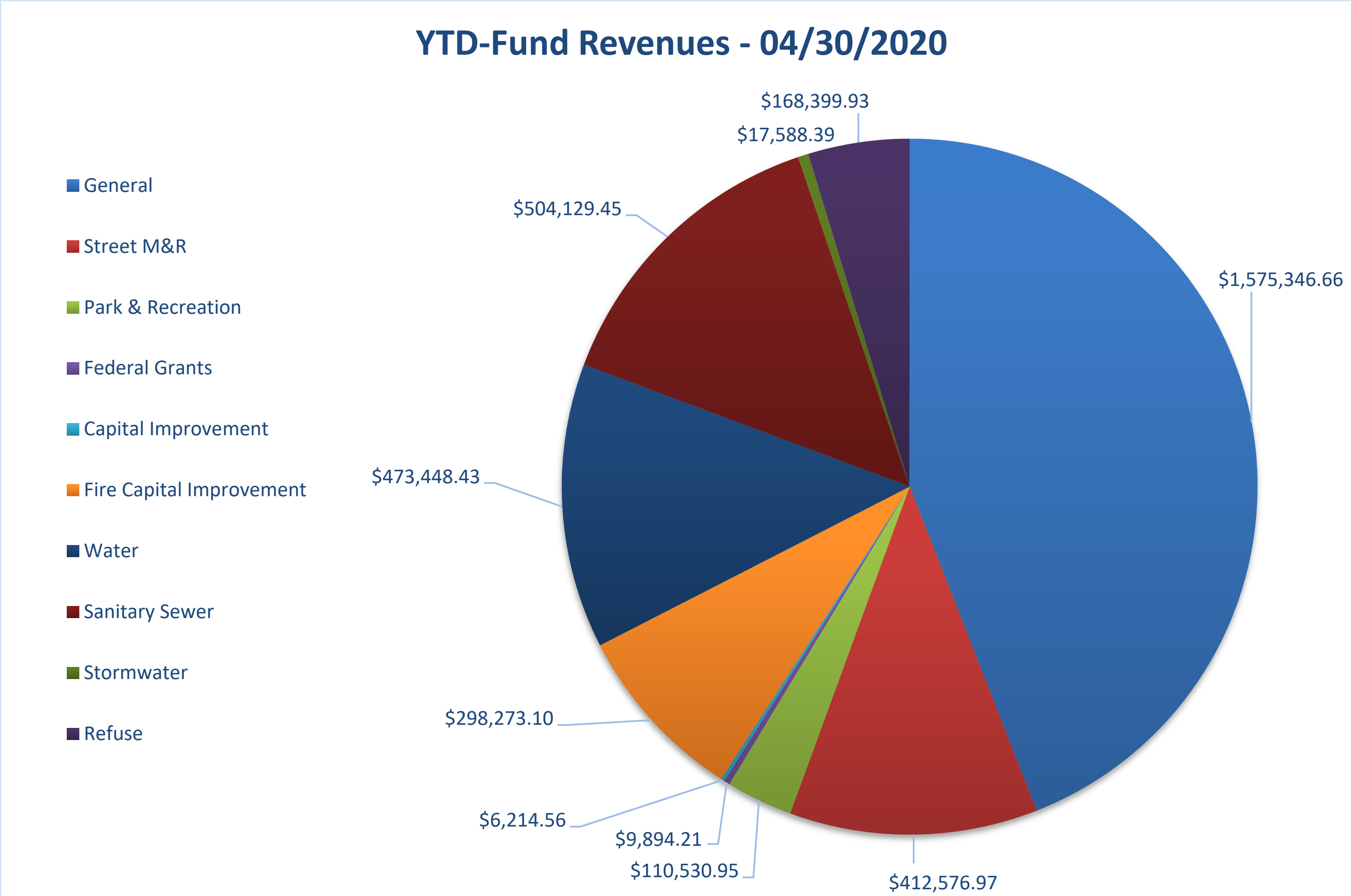
	2019 Y-T-D	2020 Y-T-D	SUM DIFF.	% DIFF.
GENERAL FUND				
Beginning Balance	$ 2,289,471.44	$ 2,075,929.55	$ (213,541.89)	-9.3%
Revenue	$ 1,882,363.01	$ 1,575,346.66	$ (307,016.35)	-16.3%
Expenses	$ 1,629,193.66	$ 1,936,858.81	$ 307,665.15	18.9%
Unexpended Balance	$ 2,542,640.79	$ 1,714,417.40	$ (828,223.39)	-32.6%
Income Tax	$ 1,422,806.01	$ 1,128,102.33	$ (294,703.68)	-20.7%
Motel Tax	$ 9,659.54	$ 10,047.75	$ 388.21	4.0%
Local Government	$ 20,585.17	$ 27,883.59	$ 7,298.42	35.5%
EMS Billing	$ 126,541.17	$ 130,185.63	$ 3,644.46	2.9%
Electric Permits	$ -	$ -	$ -	#DIV/0!
Building Permits	$ -	$ -	$ -	#DIV/0!
Zoning Permits	$ 935.00	$ 1,525.00	$ 590.00	63.1%
Interest on Investments	$ 21,836.47	$ 16,355.69	$ (5,480.78)	-25.1%
Real Estate Tax	$ 66,323.20	$ 68,166.13	$ 1,842.93	2.8%
STREET M&R FUND				
Beginning Balance	$ 161,925.57	$ 229,719.67	$ 67,794.10	41.9%
Revenue	$ 322,570.95	$ 412,576.97	$ 90,006.02	27.9%
Expenses	$ 231,840.42	$ 276,932.74	$ 45,092.32	19.4%
Unexpended Balance	$ 252,656.10	$ 365,363.90	$ 112,707.80	44.6%
MV, Gas, Highway Taxes	$ 94,976.85	$ 135,997.08	$ 41,020.23	43.2%
PARK & REC. FUND				
Beginning Balance	$ 51,705.67	$ 47,982.54	$ (3,723.13)	-7.2%
Revenue	$ 116,323.01	$ 110,530.95	$ (5,792.06)	-5.0%
Expenses	$ 58,457.89	$ 52,033.09	$ (6,424.80)	-11.0%
Unexpended Balance	$ 109,570.79	$ 106,480.40	$ (3,090.39)	-2.8%
Park Permits	$ 17,344.00	$ 7,968.00	$ (9,376.00)	-54.1%
FEDERAL GRANTS				
Beginning Balance	$ -	$ -	$ -	#DIV/0!
Revenue	$ -	$ 9,894.21	$ 9,894.21	#DIV/0!
Expenses	$ -	$ 391.36	$ 391.36	#DIV/0!
Unexpended Balance	$ -	$ 9,502.85	$ 9,502.85	#DIV/0!
Grant Funds	$ -	$ 9,894.21	$ 9,894.21	#DIV/0!

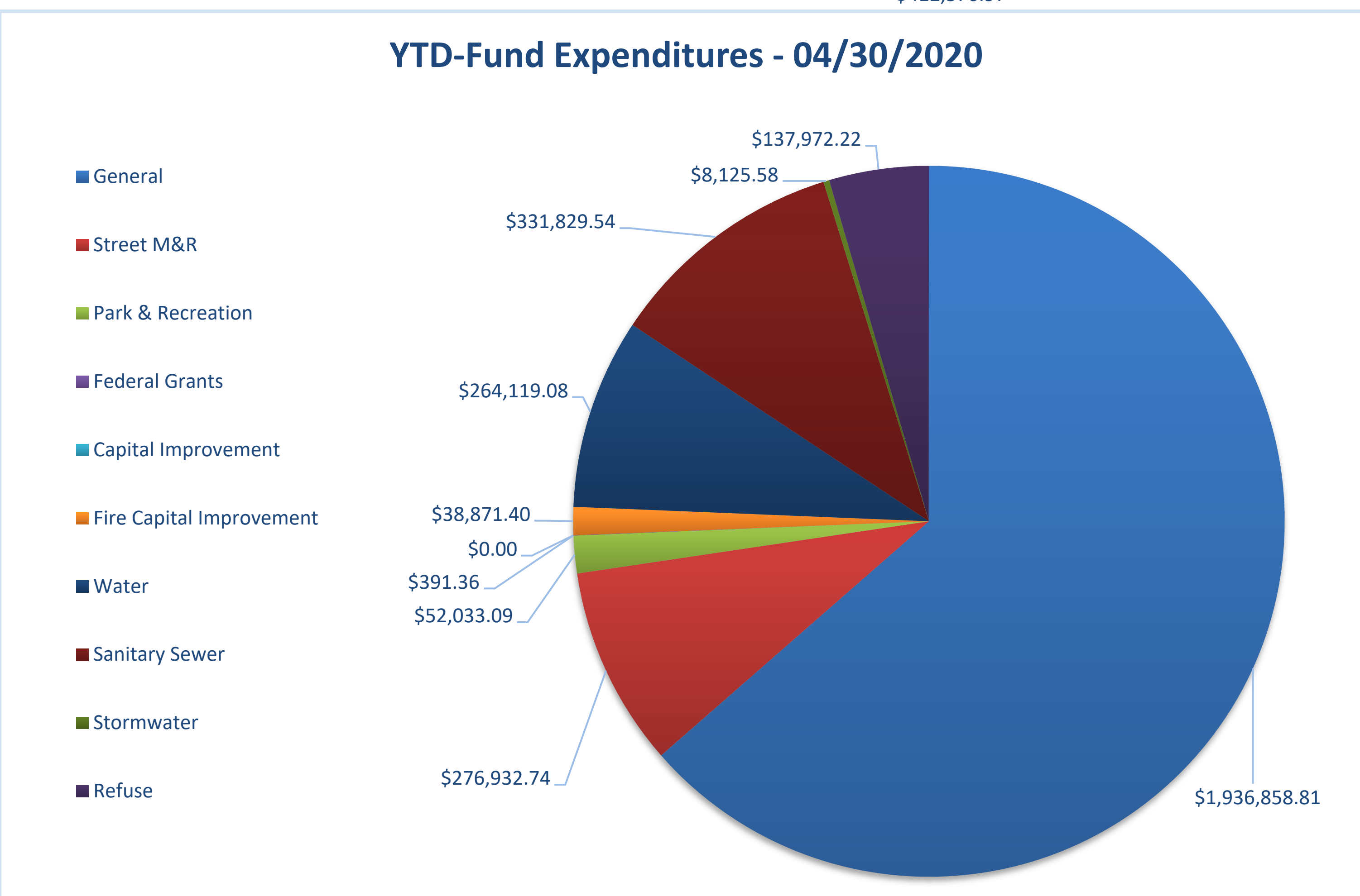
April Budget Comparison

	2019 Y-T-D	2020 Y-T-D	SUM DIFF.	% DIFF.
FEMA				
Beginning Balance	$ -	$ -	$ -	#DIV/0!
Revenue	$ -	$ -	$ -	#DIV/0!
Expenses	$ -	$ -	$ -	#DIV/0!
Unexpended Balance	$ -	$ -	$ -	#DIV/0!
Grant Funds	$ -	$ -	$ -	#DIV/0!
CAPITAL IMPROV. FUND				
Beginning Balance	$ 309,125.66	$ 165,398.38	$ (143,727.28)	-46.5%
Revenue	$ 7,951.86	$ 6,214.56	$ (1,737.30)	-21.8%
Expenses	$ 26,076.94	$ -	$ (26,076.94)	-100.0%
Unexpended Balance	$ 291,000.58	$ 171,612.94	$ (119,387.64)	-41.0%
Grant Funds	$ 1,247.43	$ -	$ (1,247.43)	-100.0%
Assessments	$ 6,415.48	$ 6,214.56	$ (200.92)	-3.1%
FIRE CAP. IMPR. FUND				
Beginning Balance	$ 115,454.67	$ 220,810.91	$ 105,356.24	91.3%
Revenue	$ 149,943.53	$ 298,273.10	$ 148,329.57	98.9%
Expenses	$ 89,302.38	$ 38,871.40	$ (50,430.98)	-56.5%
Unexpended Balance	$ 176,095.82	$ 480,212.61	$ 304,116.79	172.7%
EMS Billing	$ 14,060.02	$ 14,300.96	$ 240.94	1.7%
Misc. Grants	$ 4,707.08	$ -	$ (4,707.08)	-100.0%
WATER FUND				
Beginning Balance	$ 178,015.07	$ 381,847.61	$ 203,832.54	114.5%
Revenue	$ 475,946.47	$ 473,448.43	$ (2,498.04)	-0.5%
Expenses	$ 316,691.52	$ 264,119.08	$ (52,572.44)	-16.6%
Unexpended Balance	$ 337,270.02	$ 591,176.96	$ 253,906.94	75.3%
Water Sales	$ 421,842.28	$ 464,764.73	$ 42,922.45	10.2%
Tap Permits	$ 1,500.00	$ 3,162.00	$ 1,662.00	110.8%
SEWER FUND				
Beginning Balance	$ 425,341.67	$ 535,153.66	$ 109,811.99	25.8%
Revenue	$ 234,137.46	$ 504,129.45	$ 269,991.99	115.3%
Expenses	$ 120,558.51	$ 331,829.54	$ 211,271.03	175.2%
Unexpended Balance	$ 538,920.62	$ 707,453.57	$ 168,532.95	31.3%
Sewer Sales	$ 231,189.06	$ 242,841.56	$ 11,652.50	5.0%
Tap Permits	$ 1,500.00	$ 3,000.00	$ 1,500.00	100.0%

April Budget Comparison

	2019 Y-T-D	2020 Y-T-D	SUM DIFF.	% DIFF.
STORMWATER FUND				
Beginning Balance	$ -	$ -	$ -	#DIV/0!
Revenue	$ -	$ 17,588.39	$ 17,588.39	#DIV/0!
Expenses	$ -	$ 8,125.58	$ 8,125.58	#DIV/0!
Unexpended Balance	$ -	$ 9,462.81	$ 9,462.81	#DIV/0!
Stormwater Sales	$ -	$ 17,588.39	$ 17,588.39	#DIV/0!
Tap Permits	$ -	$ -	$ -	#DIV/0!
REFUSE FUND				
Beginning Balance	$ 153,279.70	$ 162,327.38	$ 9,047.68	5.9%
Revenue	$ 159,485.01	$ 168,399.93	$ 8,914.92	5.6%
Expenses	$ 142,034.79	$ 137,972.22	$ (4,062.57)	-2.9%
Unexpended Balance	$ 170,729.92	$ 192,755.09	$ 22,025.17	12.9%
Refuse Sales	$ 156,986.02	$ 163,977.12	$ 6,991.10	4.5%
Sales & Service	$ 156.90	$ 79.69	$ (77.21)	-49.2%
			Variance of	
			3% or more	


YTD-Fund Revenues - 04/30/2020
General
Street M&R
Park & Recreation
Federal Grants
Capital Improvement
Fire Capital Improvement
Water
Sanitary Sewer
Stormwater
Refuse
$168,399.93
$17,588.39
$504,129.45
$1,575,346.66
$473,448.43
$298,273.10
$6,214.56
$9,894.21
$110,530.95
$412,576.97


YTD-Fund Expenditures - 04/30/2020
General
Street M&R
Park & Recreation
Federal Grants
Capital Improvement
Fire Capital Improvement
Water
Sanitary Sewer
Stormwater
Refuse
$137,972.22
$8,125.58
$331,829.54
$264,119.08
$38,871.40
$0.00
$391.36
$52,033.09
$276,932.74
$1,936,858.81

FROM THE DESK OF…
RONALD E. FLETCHER, OFE
DIRECTOR OF FIRE / FIRE CHIEF

May 4, 2020

TO: Mayor and City Council

CC: Sonja Keaton, City Manager

FROM: Ronald Fletcher, Fire Chief

REF: **Operations Report for April 2020**

Fire Department personnel responded to **129 EMS** and **31 Fire** incidents during April. This was 3 more EMS/Rescue calls and 15 more Fire/Service calls than one year ago.

We received mutual aid assistance on **3** EMS calls – one due to inadequate staffing and two due to multiple calls in progress. We also received mutual aid assistance on **2** fire calls that were in an automatic aid area of our district. We provided mutual aid to our neighbors on **3** EMS calls; one each to Clayton, Germantown, and Trotwood, and **5** fire calls; two to New Lebanon, and one each to Clayton, Farmersville, and Trotwood.

There were no dollar loss fires in the Brookville Fire District in April.

To date for 2020 we have responded to **21** Fire Incidents (3.52%); **488** Rescue & EMS Incidents (82.01%); **17** Hazardous Condition Incidents (2.85%); **10** Service Calls (1.68%); **28** Good Intent Calls (4.70%); and **31** False Calls (5.21%). Fire calls are now up from last year; Rescue and EMS calls are down.

Much of the decline in EMS continues to be related to Brookhaven holding more of there patients and treating them in-house, and a complete absence of vehicle crashes. Fire calls are up in part to an uptick in unauthorized burning. The Ohio Department of Natural Resources has a burn-ban in place during March, April, and May.

775 E. Upper Lewisburg Salem Rd ● Brookville, Ohio ● 45309 ● 937-833-2345

Top Left – April 11, 2020 proved to be a busy Saturday evening. Simultaneously Brookville crews responded to assist with a reported barn farm near Farmersville, and then received a report of a house trailer on fire with someone possibly inside. Engine Tanker 77 assisted Farmersville, while Engine 76 and Chief 76 assisted New Lebanon. Fortunately, there were no injuries at either fire.

Top Right - The Brookville Fire Department has participated in several "no contact" visits in the community, including having the honor of escorting the Easter Bunny on his rounds through the neighborhoods.

Calls for the Month by District - 160

City of Brookville 112 total; 98 EMS Incidents; 14 Fire Incidents

Incorporated Clay Twp 92 total; 82 EMS Incidents; 10 Fire Incidents

Incorporated Perry Twp 20 total; 16 EMS Incidents; 4 Fire Incidents

Unincorporated Clay Township 26 total; 19 EMS Incidents; 7 Fire Incidents

Unincorporated Perry Township 14 total; 10 EMS Incidents; 4 Fire Incidents

Mutual Aid Given: 8 total; 2 EMS Incidents; 6 Fire Incidents

Calls for the Year by District – 595 (599 – 2019 total)

Brookville 413 total (395 – '19); 350 EMS Incidents (359 - '19); 54 Fire Incidents (45 – '19)

Incorporated Clay Twp 370 total (345 – '19); 314 EMS Incidents (319 – '19); 47 Fire Incidents (35 – '19)

Incorporated Perry Twp 43 total (50 – '19); 36 EMS Incidents (40 – '19); 7 Fire Incidents (10 – '19)

Unincorp. Clay Twp 111 total (120 – '19); 86 EMS Incidents (102 – '19); 25 Fire Incidents (18 – '19)

Unincorp. Perry Twp 48 total (50 – '19); 36 EMS Incidents (40 – '19); 12 Fire Incidents (10 – '19)

Mutual Aid: 23 total (34 – 2019); 7 EMS Incidents (17 – 2019); 16 Fire Incidents (17 – 2019)

City of
BROOKVILLE
POLICE
Chief Douglas Jerome

djerome@brookvilleohio.com

Council Meeting Agenda
May 5, 2020

Reportable Incidents

1/1/2019 – 4/30/2019 = 216
1/1/2020 – 4/30/2020 = 188

Citations

1/1/2019 – 4/30/2019 = 144
1/1/2020 – 4/30/2020 = 112

Traffic Stops

April 2019- 159
April 2020- 33 (Due to COVID-19)

Items of Interest

1. **All police department personnel continue to take a variety of Coronavirus Learning & Policy Center training courses offered by Lexipol.**
2. **The Brookville Optimist Club sponsored our first congratulatory campaign for the Brookville Class of 2020. Yipes Stripes designed a special congratulatory logo for the rear cruiser windows which will be displayed during the month of May 2020.**
3. **City Manager Keaton and I worked together and used donated funds to purchase (10) 4X6 banners that will be placed at each City entrance congratulating the Brookville Class of 2020.**
4. **We have hired a new part-time police officer, Miss Jessica Moore, which was sworn in (outside) by Mayor Chuck Letner on Sunday, April 19, 2020. She has already started the training process and is doing very well.**

301 Sycamore Street Brookville, Ohio 45309 937-833-2001 937-833-4837

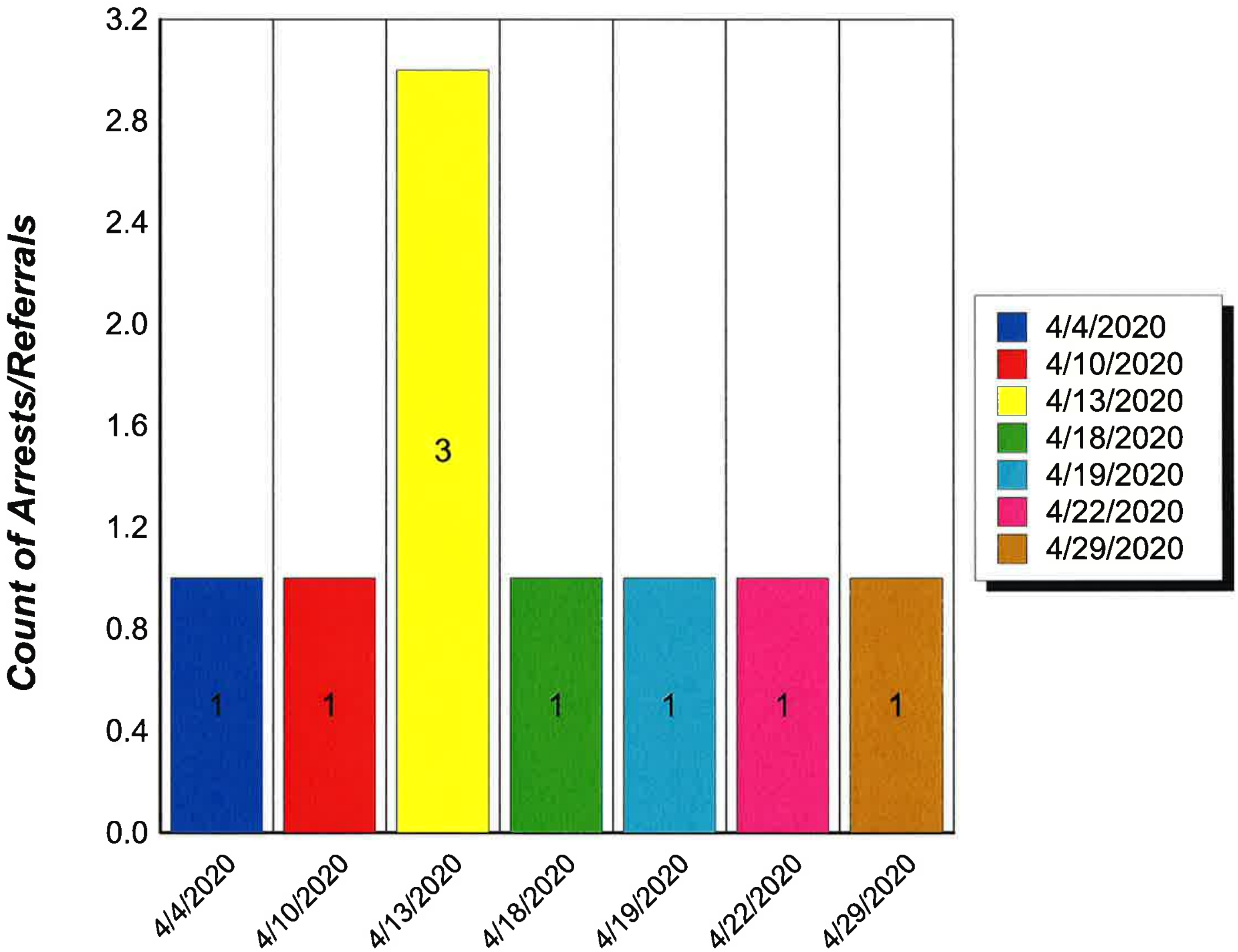
Brookville Police Department

Arrest Log by Date

Arrest Date	Total Arrests
April 04, 2020	1
April 10, 2020	1
April 13, 2020	3
April 18, 2020	1
April 19, 2020	1
April 22, 2020	1
April 29, 2020	1

Total Selected = 9

Arrest Log by Date



Brookville Police Department

Incident Arrest Blotter

Arrest Date Time	Suspect's Name	Address, Charges(s)	Incident ID
04/04/2020	JACOB D. COLLINS	429 N. WOLFCREEK ST APT 9, BROOKVILLE, OH 45309	2020-00154
		291925A: Domestic violence - knowingly cause physical harm	
		291922A: Endangering children - risk of harm	
04/10/2020	MATTHEW S. ELSWICK	525 W CUMBERLAND ST APT 2, LEWISBURG, OH 45338	2020-00158
		35: WARRANT ARREST	
04/13/2020	ERIC G. MEECE	58 CHURCH ST, BROOKVILLE, OH 45309	2020-00160
		451119A1: DUI - alcohol/drugs	
	** JUVENILE **	434 WESTERN AVE, BROOKVILLE, OH 45309	2020-00162
		291925A: Domestic violence - knowingly cause physical harm	
	KELLY N. SLONE	3105 KENLAWN ST, COLUMBUS, OH 43224	2020-00163
		2921331B: Failure to comply with order/signal of P.O. - elud	
		3701352: Violations Prohibited	
04/18/2020	AARON D. TURNER	12 OSLO CT, BROOKVILLE, OH 45309	2020-00173
		4511194: PHYSICAL CONTROL	
04/19/2020	DANIEL A. WILKES	16 WALNUT ST, BROOKVILLE, OH 45309	2020-00174
		291927: Violate protection order or consent agreement	
		35: WARRANT ARREST	
04/22/2020	ROSS C. HAWKINS	4657 PEBBLE BEACH DR, GROVE CITY, OH 43123	2020-00177
		376732A: LITTERING	
04/29/2020	KENNETH E. SMITH	4301 RUNDELL DR, DAYTON, OH 45415	2020-00188
		451119: DUI - ALCOHOL OR DRUGS	
		430162B4: Open container liquor - operator or passenger of v	

Total Selected = 9

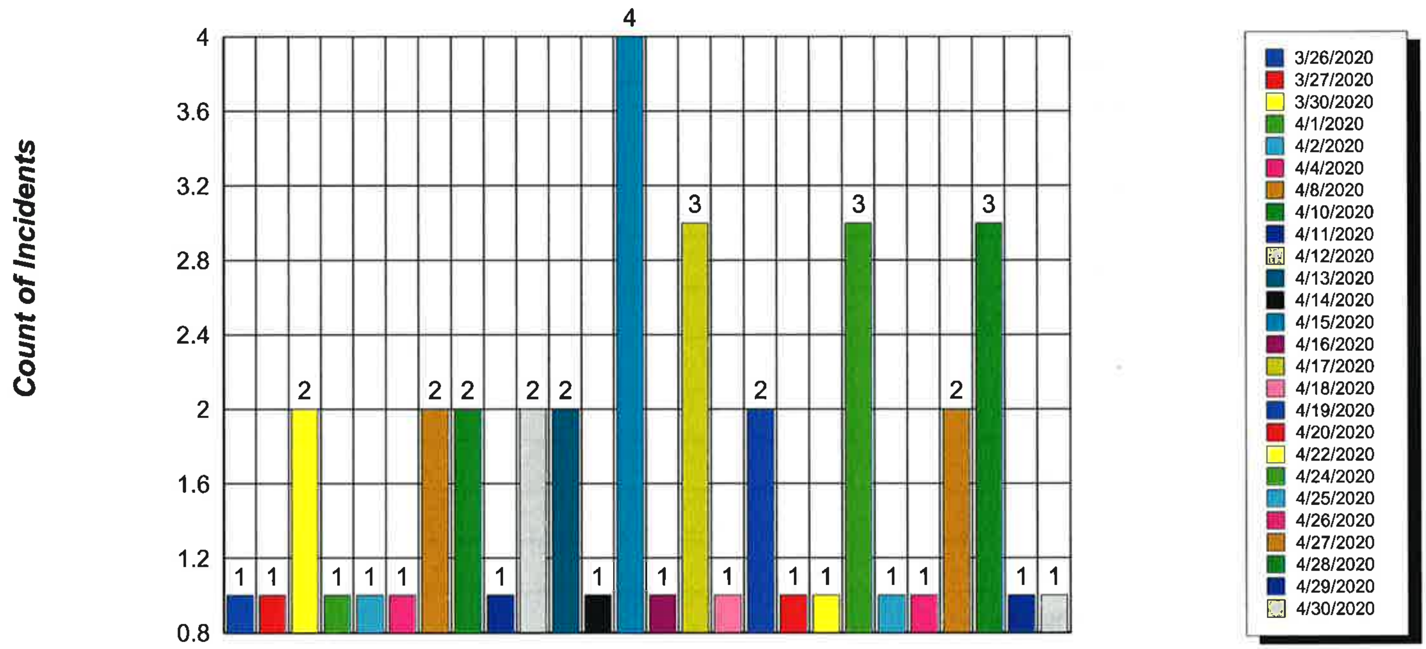
Brookville Police Department

Incident Log by Date Reported

Date Reported	Day of Week	Total Reported
03/26/2020	Thursday	1
03/27/2020	Friday	1
03/30/2020	Monday	2
04/01/2020	Wednesday	1
04/02/2020	Thursday	1
04/04/2020	Saturday	1
04/08/2020	Wednesday	2
04/10/2020	Friday	2
04/11/2020	Saturday	1
04/12/2020	Sunday	2
04/13/2020	Monday	2
04/14/2020	Tuesday	1
04/15/2020	Wednesday	4
04/16/2020	Thursday	1
04/17/2020	Friday	3
04/18/2020	Saturday	1
04/19/2020	Sunday	2
04/20/2020	Monday	1
04/22/2020	Wednesday	1
04/24/2020	Friday	3
04/25/2020	Saturday	1
04/26/2020	Sunday	1
04/27/2020	Monday	2
04/28/2020	Tuesday	3
04/29/2020	Wednesday	1
04/30/2020	Thursday	1

Total Selected = 42

Incident Log by Date Reported



Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

March 26, 2020

2020-00148	926 ARLINGTON RD BROOKVILLE PD	SIGNAL 06B - PETTY THEFT	03/26/2020	03/30/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	06	291302 - Theft

Total Incidents Reported for Date: 1

March 27, 2020

2020-00149	CARR DR @ ROBERT WRIGHT DR BROOKVILLE PD	SIGNAL 53A - PROPERTY DAMAGE CRASH	03/27/2020		OPEN CASE

Offenses	UCR	Offense Description
1	N/A	53A - PROPERTY DAMAGE TRAFFIC CRASH

Total Incidents Reported for Date: 1

March 30, 2020

2020-00150	57 URBAN LN BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	03/30/2020	03/30/2020	EXCEPTIONALY CLEARED
2020-00151	W. UPPER LEWISBURG SALEM @ I-70 BROOKVILLE PD	SIGNAL 26I - PINK SLIP	03/31/2020	03/31/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 2

April 01, 2020

2020-00152	301 SYCAMORE ST BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	04/01/2020	04/01/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

April 02, 2020

2020-00153	510 UPPER LEWISBURG SALEM	SIGNAL 10 - FORGERY & COUNTERFEITING	04/02/2020		

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

April 02, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
	BROOKVILLE PD				OPEN CASE

Offenses	UCR	Offense Description
1	N/A	291330 - COUNTERFEITING

Total Incidents Reported for Date: 1

April 04, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00154	429 N WOLF CREEK ST APARTMENT 9 BROOKVILLE PD	SIGNAL 20 - DOMESTIC VIOLENCE	04/04/2020	04/04/2020	ARREST

Offenses	UCR	Offense Description
2	02	291925A - Domestic violence - knowingly cause physical harm
	02	291922A - Endangering children - risk of harm

Total Incidents Reported for Date: 1

April 08, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00155	25 TRIGGS RD BROOKVILLE PD	SIGNAL 10 - FORGERY&COUNTERFEITING	04/08/2020	04/08/2020	COURT ORDERED EXPUNGEMENT

Offenses	UCR	Offense Description
1	N/A	291330 - COUNTERFEITING

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00156	437 N. WOLF CREEK ST BROOKVILLE PD	SIGNAL 6B - THEFT	04/08/2020		OPEN CASE

Offenses	UCR	Offense Description
1	06	291302A - Theft

Total Incidents Reported for Date: 2

April 10, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00157	926 ARLINGTON RD BROOKVILLE PD	SIGNAL 11 - FRAUD	04/10/2020	04/10/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	01	291302A3 - Theft - deception

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00158	1 MCMAKEN LN BROOKVILLE PD	SIGNAL 35 - WARRANT ARREST	04/10/2020	04/10/2020	ARREST

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

April 10, 2020

Offenses	UCR	Offense Description
1	N/A	35 - WARRANT ARREST

Total Incidents Reported for Date: 2

April 11, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00159	130 BAYVIEW DR BROOKVILLE OHIO BROOKVILLE PD	SIGNAL 26DB - DEAD BODY	04/11/2020	04/11/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26DB - DEAD BODY

Total Incidents Reported for Date: 1

April 12, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00160	450 N. WOLF CREEK ST BROOKVILLE PD	SIGNAL 21 - OVI	04/12/2020	04/12/2020	ARREST

Offenses	UCR	Offense Description
2	02	451119A1 - DUI - alcohol/drugs
	N/A	454908 - FICTICIOUS PLATES

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00161	301 SYCAMORE BROOKVILLE PD	SIGNAL 18 - DRUG INVESTIGATION	04/12/2020		OPEN CASE

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 2

April 13, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00162	434 WESTERN BROOKVILLE PD	SIGNAL 20 - DOMESTIC VIOLENCE	04/13/2020	04/13/2020	ARREST

Offenses	UCR	Offense Description
1	02	291925A - Domestic violence - knowingly cause physical harm

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00163	926 ARLINGTON RD BROOKVILLE PD	SIGNAL 26O - FAILURE TO COMPLY	04/13/2020	04/13/2020	ARREST

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

April 13, 2020

Offenses	UCR	Offense Description
2	02	2921331B - Failure to comply with order/signal of P.O. - elud
	N/A	3701352 - Violations Prohibited

Total Incidents Reported for Date: 2

April 14, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00164	426 MEADOW GLEN AVE BROOKVILLE PD	SIGNAL 53A - PROPERTY DAMAGE CRASH	04/14/2020	04/14/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	N/A	53A - PROPERTY DAMAGE TRAFFIC CRASH

Total Incidents Reported for Date: 1

April 15, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00165	950 SALEM ST BROOKVILLE OHIO 45309 BROOKVILLE PD	SIGNAL 26I - FOUND PROPERTY	04/15/2020	04/15/2020	EXCEPTIONALY CLEARED
2020-00166	301 SYCAMORE BROOKVILLE PD	SIGNAL 11 - FRAUD	04/15/2020		OPEN CASE

Offenses	UCR	Offense Description
1	01	291331A1 - Forgery - without authority

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00167	1 MCMAKEN LN BROOKVILLE OHIO 45309 BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	04/15/2020	04/15/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00168	ARLINGTON @ I-70 BROOKVILLE PD	SIGNAL 21 - OVI	04/15/2020	04/15/2020	ARREST

Offenses	UCR	Offense Description
3	02	451119A1 - DUI - alcohol/drugs
	N/A	451133A - LANES AND LINES
	01	451134 - SPACE BETWEEN MOVING VEHICLES

Total Incidents Reported for Date: 4

April 16, 2020

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

April 16, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00169	359 BAKER BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	04/16/2020	04/16/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

April 17, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00170	639 MARKET ST BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	04/17/2020	04/17/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00171	ARLINGTON @TRIGGS BROOKVILLE PD	SIGNAL 53A- PROPERTY DAMAGE	04/17/2020	04/17/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	N/A	451133A - LANES AND LINES

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00172	131 W. WESTBROOK RD BROOKVILLE PD	SIGNAL 26I- PINK SLIP	04/17/2020	04/17/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 3

April 18, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00173	1 MCMAKEN LANE BROOKVILLE PD	SIGNAL 21- PHYSICAL CONTROL	04/18/2020	04/18/2020	ARREST

Offenses	UCR	Offense Description
1	N/A	4511194 - PHYSICAL CONTROL

Total Incidents Reported for Date: 1

April 19, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00174	545 UPPER LEWISBURG SALEM BROOKVILLE PD	SIGNAL 20 - PROTECTION ORDER VIOLATION	04/19/2020	04/19/2020	ARREST

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

April 19, 2020

Offenses	UCR	Offense Description
2	02	291927 - Violate protection order or consent agreement
	N/A	35 - WARRANT ARREST

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00175	106 OSTEND BROOKVILLE PD	SIGNAL 26I - PINK SLIP	04/19/2020	04/19/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 2

April 20, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00176	RONA @ ADRIAN COURT BROOKVILLE PD	SIGNAL 46 - JUVENILE COMPLAINT	04/20/2020	04/20/2020	ARREST

Offenses	UCR	Offense Description
3	N/A	54908 - DISCHARGING FIREARMS
	N/A	3701352 - Violations Prohibited
	02	292514 - Drug paraphernalia

Total Incidents Reported for Date: 1

April 22, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00177	55 TRIGGS BROOKVILLE PD	SIGNAL 26O- LITTERING	04/22/2020	04/22/2020	ARREST

Offenses	UCR	Offense Description
1	N/A	376732A - LITTERING

Total Incidents Reported for Date: 1

April 24, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00178	70 RIDGE RD #28 BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	04/24/2020	04/24/2020	OPEN CASE

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00179	70 RIDGE APT 28 BROOKVILLE PD	SIGNAL 26O - SEARCH WARRANT	04/24/2020		OPEN CASE

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

April 24, 2020

Offenses	UCR	Offense Description
1	02	26O - ALL OTHER CRIMINAL OFFENSES

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00180	22 MAIN APT A BROOKVILLE PD	SIGNAL 15 - WEAPONS WHILE INTOXICATED	04/24/2020	04/24/2020	ARREST

Offenses	UCR	Offense Description
1	01	292315 - Using weapons while intoxicated

Total Incidents Reported for Date: 3

April 25, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00181	520 ARLINGTON BROOKVILLE PD	SIGNAL 26I - FOUND PROPERTY	04/25/2020	04/25/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

April 26, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00182	SALEM @ MAIN BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	04/26/2020	04/26/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

April 27, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00183	357 N WOLF CREEK STREET BROOKVILLE PD	SIGNAL 31 ATTEMPT SUICIDE	04/27/2020	04/27/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	N/A	31 - ATTEMPTED SUICIDE

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00184	715 ARLINGTON BROOKVILLE PD	SIGNAL 06B - PETTY THEFT	04/27/2020		OPEN CASE

Offenses	UCR	Offense Description
1	06	291302 - Theft

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

Total Incidents Reported for Date: 2

April 28, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00185	401 MARKET BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	04/28/2020	04/28/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00186	40 TRIGGS RD BROOKVILLE PD	SIGNAL 53H&R - HIT AND RUN CRASH	04/28/2020		OPEN CASE

Offenses	UCR	Offense Description
1	N/A	53H&R - HIT & RUN CRASH

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00187	21 WALNUT STREET BROOKVILLE PD	SIGNAL 26O - MEANACING	04/28/2020	04/28/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	04	290322 - Menacing

Total Incidents Reported for Date: 3

April 29, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00188	IR 70 E @ ARLINGTON RD BROOKVILLE PD	SIGNAL 21 - OVI	04/29/2020	04/29/2020	ARREST

Offenses	UCR	Offense Description
4	02	451119 - DUI - ALCOHOL OR DRUGS
	N/A	451112 - OBEYING TRAFFIC CONTROL DEVICES
	N/A	451021 - FAILURE TO REINSTATE
	02	430162B4 - Open container liquor - operator or passenger of v

Total Incidents Reported for Date: 1

April 30, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00189	N. WOLF CREEK @ MCMAKEN BROOKVILLE PD	SIGNAL 55 - TRAFFIC VIOLATION	04/30/2020		OPEN CASE

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

Total Selected = 42

PRELIMINARY LEGISLATION

Participatory

Rev. 6/26/00

Resolution #: 20-07
PID No.: 110783
County/Route/Section: MOT Brookville SRTS IFS 1

The following is a Resolution enacted by the City of Brookville of Montgomery County, Ohio, hereinafter referred to as the Local Public Agency (LPA).

SECTION I – Project Description

WHEREAS, the LPA has determined the need for the described project:

Safe Routes to School infrastructure improvements will include the upgrade of three intersections with hi-visibility markings, one proposed crosswalk with hi-visibility markings and rectangular rapid flashing beacons and sidewalk connection.

NOW THEREFORE, be it ordained by the City of Brookville of Montgomery County, Ohio.
(LPA)

SECTION II – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project.

SECTION II – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the above described project as follows:

The LPA agrees to participate in the cost of the project.

The LPA further agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to by unnecessary for the Project.

The LPA further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these items in accordance with other sections herein.

The LPA further agrees to pay 100% of the cost to install and/or repair curb ramps at all necessary intersections to ensure compliance with the Americans with Disabilities Act.

SECTION IV – Utilities and Right-of-Way Statement

The LPA agrees to acquire and/or make available to ODOT, in accordance with current State and Federal regulations, all necessary right-of-way required for the described Project. The LPA also understands that right-of-way includes eligible utility costs.

The LPA agrees to be responsible for all utility accommodation, relocation and reimbursement and agrees that such accommodation, relocations, and reimbursements shall comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION V – Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION VI Authority to Sign

I, Sonja M. Keaton, City Manager of said City of Brookville is hereby empowered on behalf of the
(Contractual Agent) (LPA)
City of Brookville to enter into contracts with ODOT pre-qualified consultants for the preliminary
(LPA)
engineering phase of the Project and to enter into contracts with the Director of Transportation which is necessary to complete the above described project.

Upon request of ODOT, the City Manager is also empowered to assign all rights, title, and interests
(Contractual Agent)
of the City of Brookville to ODOT arising from any agreement with its consultant in order to allow
(LPA)
ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

The LPA agrees that if Federal Funds are used to pay the cost of any consultant contract, the LPA shall comply with 23 CFR 172 in the selection of its consultant and administration of the consultant contract. Further the LPA agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all its consultant contracts. The LPA agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The LPA agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

PID No.: 110783

CERTIFICATE OF COPY
STATE OF OHIO

City of Brookville of Montgomery County, Ohio
(LPA)

I, Kimberly Duncan, as Clerk of the City of Brookville, of Montgomery County, Ohio, do hereby certify that the foregoing is a true and correct copy of Resolution No. 20-07 adopted by the legislative Authority of the said City of Brookville on the ____________ day of ______________, 2_____.
(LPA)
That the publication of such Resolution has been made and certified of record according to

Law; that no proceedings looking to a referendum upon such Resolution have been taken;

and that such Resolution and certificate of publication thereof are of record in ______________,
(Record No.)

Page ______________.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable, this ____________ day of ________________ 2______.

____
(Clerk)

(CITY SEAL)

City of Brookville, of Montgomery County, Ohio
(LPA)

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No Seal is required to accompany the executed legislation.)

The foregoing is accepted as a basis for proceeding with the project herein described.
For the City of Brookville of Montgomery County, Ohio.
(LPA)

Attested: ____________________ ______________________ Date ______________
(Contractual Agent)

For the State of Ohio

Attested: ____________________ ______________________ Date ______________
(Director, Ohio Department of Transportation)

Passed: ______________, 2______.

(Date)

Attested: ______________________ (Clerk)

______________________ (Officer of LPA – title)

Attested: ______________________ (Title)

______________________ (President of Council)

The Resolution is hereby declared to be an emergency measure to expedite the highway project and to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

RECORD OF ORDINANCES

Ordinance No. 2020-03 *Passed* ____________, 20______

AN ORDINANCE TO LEVY A MUNICIPAL MOTOR VEHICLE LICENSE FEE PURSUANT TO SECTION 4504.173 OF THE OHIO REVISED CODE AS AUTHORIZED BY HOUSE BILL 62 AND AMENDING THE CODIFIED ORDINANCES OF THE CITY OF BROOKVILLE, OHIO BY ADDING NEW SECTION 195.05 "LICENSE TAX FOR OPERATION OF MOTOR VEHICLES PURSUANT TO OHIO REVISED CODE SECTION 4504.173" TO CHAPTER 195 MOTOR VEHICLE LICENSE TAX.

WHEREAS, in accordance with Ohio Revised Code Section 4504.173, the City of Brookville desires to add an additional levy to the current motor vehicle license tax and motor vehicle fees prescribed by Chapters 4503 and 4504 of the Ohio Revised Code and Chapter 195 Motor Vehicle License Tax of the City of Brookville, Ohio Code of Ordinances in order to provide additional revenue for the authorized purposes set forth in Ohio Revised Code Section 4504.173(A)(2); and

WHEREAS, the imposition of this additional tax is in the best interest of the citizens of the City of Brookville as the revenue will help provide for proper street maintenance and repairs in the City, and will provide additional revenue for all other purposes specified in Ohio Revised Code Section 4504.173(A)(2).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BROOKVILLE, THAT:

SECTION I: The Council of the City of Brookville hereby finds that the imposition of an additional license tax for the operation of motor vehicles, as prescribed by Ohio Revised Code Section 4504.173, is in the best interest of the citizens of the City of Brookville as the revenue generated by this tax will help provide for proper street maintenance and repairs in the City, and will provide additional revenue for all other authorized purposes specified in Ohio Revised Code Section 4504.173(A)(2), which will benefit the City's citizens.

SECTION II: Codified Ordinance Section 195.05 is hereby adopted and added to Chapter 195 Motor Vehicle License Tax as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

SECTION III: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including, but not limited to, Section 121.22 of the Ohio Revised Code.

SECTION IV: The Clerk of Council is hereby directed to mail a certified copy of this Ordinance to the Bureau of Motor Vehicles, Tax Distribution Section in Columbus, Ohio upon passage and to take any other administerial and/or clerical action that may be required to ensure that a certified copy of this Ordinance is properly recorded with the Bureau of Motor Vehicles.

SECTION III: This Ordinance shall take effect thirty (30) days after passage by Council pursuant to the Charter of the City of Brookville.

PASSED this ________day of ____________________ 2020.

ATTEST:

Kimberly Duncan, Clerk

Charles Letner, Mayor

Ordinance No. ______________ *Passed* ______________, 20______

CERTIFICATE

The undersigned, Clerk of the City of Brookville, Ohio, does hereby certify that the foregoing is a true and correct copy of Ordinance 2020-03, passed by the Council of the City of Brookville, Ohio, on the ______day of __________________________, 2020.

____
Kimberly Duncan, Clerk

CERTIFICATE OF POSTING

The undersigned, Clerk of the City of Brookville, Ohio, hereby certifies that the foregoing Ordinance 2020-03, was posted at the City Building, US Post Office and the Brookville Branch of the Montgomery County Public Library, Brookville, Ohio, on the _____day of ________________, 2020 to _____day of ________________________, 2020, both days inclusive.

____
Kimberly Duncan, Clerk

EXHIBIT "A"

195.05 LICENSE TAX FOR OPERATION OF MOTOR VEHICLES PURSUANT TO OHIO REVISED CODE SECTION 4504.173

(A) An annual license tax for the operation of motor vehicles on the public highways and roads in the City of Brookville, Ohio is hereby imposed in accordance with Ohio Revised Code Section 4504.173. This tax shall be at the rate of five dollars ($5.00) per motor vehicle on all motor vehicles the district of registration of which, as defined in Ohio Revised Code Section 4503.10, is located in the City of Brookville. As used herein, the term "Motor Vehicle" means any and all vehicles included in the definition of "Motor Vehicle" as set forth in Ohio Revised Code Sections 4501.01 and 4505.01.

(B) All funds obtained from this levied tax may be used by the City of Brookville for any and all "authorized purposes" specified in Ohio Revised Code Section 4504.173(A)(2).

(C) The annual tax imposed by this section shall apply to and be in effect for the registration year commencing January 1, 2021 and shall continue in effect and application each registration year thereafter.

(D) The annual tax imposed by this section shall be paid to the Registrar/Deputy Registrar of Motor Vehicles at the time application for registration of a motor vehicle is made in accordance with Ohio Revised Code Section 4503.10.

No. RESOLUTION NO. 20-08 Passed Yr.

A RESOLUTION AMENDING THE 2020 APPROPRIATIONS, AS SET FORTH BELOW, PURSUANT TO SECTION 5705.40 OF THE OHIO REVISED CODE, AND SECTION 12.35 OF THE OHIO ADMINISTRATIVE CODE AND APPROVING THE AMENDMENT TO THE CERTIFICATE OF ESTIMATED RESOURCES, AS SET FORTH BELOW.

WHEREAS, the Council of the City of Brookville, Ohio approved the 2020 Original Certificate of Estimated Resources and the 2020 Appropriation Resolution; and

WHEREAS, the City of Brookville, Ohio needs to comply with the 2020 Budget; and

WHEREAS, the Finance Director has requested amendment of the Certificate of Estimated Resources and Appropriations for 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROOKVILLE, OHIO:

SECTION I: That the following amendments to the Certificate of Estimated Resources are approved as follows:

FUND	ACTION	AMOUNT
General Fund	Increase	$ 49,688.75
Street M & R Fund	Increase	$ 7,775.81
Park Fund	Increase	$ 1,037.48
Federal Grants Fund	Increase	$ 9,894.21
FEMA Fund	Increase	$ 192,406.10
Water Fund	Increase	$ 3,232.98
Sewer Fund	Increase	$ 47,012.54
Refuse Fund	Increase	$ 3,634.48

SECTION II: That the following advance with an expected repayment date on or before November 18, 2021 is approved:

AMOUNT	FROM	TO
$ 2,850.00	A01-07A2-2720	B16-J100-1921

SECTION III: That the following expense line items be increased by:

AMOUNT	LINE ITEM	FUND
$ 2,850.00	A01-07A2-2720	General Fund
$ 4,500.00	B05-06A1-2415	Federal Grants Fund
$ 5,394.21	B05-06A1-2420	Federal Grants Fund
$ 189,556.10	B16-09A1-2719	FEMA Fund
$ 2,850.00	B16-09A2-2340	FEMA Fund

SECTION VI: This Resolution shall take effect immediately after passage of this Resolution as provided in 4.07(A)(1) of the Charter of the City of Brookville, Ohio.

PASSED this ________ day of _____________________ 2020.

ATTEST:

______________________________ Kimberly Duncan, Clerk

______________________________ Charles Letner, Mayor

CERTIFICATE

The undersigned, Clerk of the City of Brookville, Ohio, does hereby certify that the foregoing is a true and correct copy of Resolution No. 20-08 passed by the Council of the City of Brookville, Ohio, on the _______ day of __________________ 2020.

______________________________ Kimberly Duncan, Clerk

CERTIFICATE OF POSTING

The undersigned, Clerk of the City of Brookville, Ohio, hereby certifies that the foregoing Resolution No. 20-08 was posted at the City Building, U.S. Post Office and the Brookville Branch of the Montgomery County Public Library, Brookville, Ohio, on the _________ day of ____________________ 2020 to the _________ day of _____________________ 2020, both days inclusive.

______________________________ Kimberly Duncan, Clerk

Exhibit A

	Name	Address	City, State	Parcel ID	Cost	Administrative Fee	Total w/Admn. Fee.	Cty. Fee	Tota
1	Bridgman, James & Deborah	421 Albert Road	Brookville, Ohio	C05001070006	$ 500.00	$ 10.00	$ 510.00	$ 25.50	
2	Busche, Vicki	28 E. McKinley Street	Brookville, Ohio	C05002040005	$ 500.00	$ 10.00	$ 510.00	$ 25.50	
3	Comtemporary Cabinets, Inc.	175 Carr Drive	Brookville, Ohio	C05002130038	$ 600.00	$ 12.00	$ 612.00	$ 30.60	
4	Gassaway, Michael	5 S. Wolf Creek Street	Brookville, Ohio	C05002080050	$ 400.00	$ 8.00	$ 408.00	$ 20.40	
5	Long, Franklin	112 June Place	Brookville, Ohio	L54003100008	$ 400.00	$ 8.00	$ 408.00	$ 20.40	
6	Ray, Herbert & Wells, Jacklyn	538 Main Street	Brookville, Ohio	C05001010006	$ 100.00	$ 2.00	$ 102.00	$ 5.10	
7	Whitford, Jeremy	141 Ankara Avenue	Brookville, Ohio	C05003170047	$ 100.00	$ 2.00	$ 102.00	$ 5.10	
	TOTALS				$ 2,600.00	$ 52.00	$ 2,652.00	$ 132.60	

Compatibility Report for Grass Ord Exhibit.xls
Run on 3/10/2015 18:32

The following features in this workbook are not supported by earlier versions of Excel. These features may be lost or degraded when opening this workbook in an earlier version of Excel or if you save this workbook in an earlier file format.

Significant loss of functionality	# of occurrences
Uninitialized ActiveX controls cannot be transferred to the selected file format. The controls will be lost if you continue.	1

Version
Excel 97-2003

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

Ordinance No. 2020-04 *Passed*____________________, 20________

AN ORDINANCE LEVYING ASSESSMENTS FOR THE CUTTING AND REMOVAL OF WEEDS, VINES, GRASS AND/OR OTHER VEGETATION DURING THE YEAR 2019 FOR CERTAIN PROPERTIES IN THE CITY OF BROOKVILLE, OHIO.

WHEREAS, pursuant to Section 503.03 of the Code of Ordinances of the City of Brookville, Ohio, the City may assess the cost of cutting and removal of weeds, vines, grass or other vegetation, plus a two percent (2%) administrative fee; and

WHEREAS, under Section 503.04 of the Code of Ordinances, the Director of Finance has given notice of such assessment to the owner of the lot or land from which the weeds, vines, grass and/or other vegetation was removed, either in person or sent by regular United States Mail, postage prepaid; and

WHEREAS, the assessments remain unpaid more than thirty (30) days after the notice of assessment was sent to the owner by the Director of Finance; and

WHEREAS, under Section 503.04, the Director of Finance, after approval by Council, may certify unpaid assessments to the County Auditor to be placed on the tax duplicate and collected as other taxes are collected.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BROOKVILLE, OHIO THAT:

SECTION I: The Council hereby approves and authorizes the Director of Finance to certify to the County Auditor the unpaid assessments for the cutting and removal of such weeds, vines, grass and/or other vegetation during the year 2019 for said assessments being set forth in Exhibit A attached hereto and incorporated herein by reference and aggregating in the amount of $2,784.60, which includes City of Brookville Administrative Fees and County Fees.

SECTION II: The Director of Finance shall certify to the County Auditor the unpaid assessments within thirty (30) days after passage of this Ordinance.

SECTION III: This Ordinance shall take effect and be in force thirty (30) days after passage as provided by the Charter of the City of Brookville.

PASSED this ________ day of ____________________ 2020.

____________________________ ____________________________

Kimberly Duncan, Clerk Charles Letner, Mayor

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

CERTIFICATE

The undersigned, Clerk of the City of Brookville, Ohio, does hereby certify that the foregoing is a true and correct copy of Ordinance No. 2020-04 passed by the Council of the City of Brookville, Ohio, on the ________ day of __________________ 2020.

____
Kimberly Duncan, Clerk

CERTIFICATE OF POSTING

The undersigned, Clerk of the City of Brookville, Ohio, hereby certifies that the foregoing Ordinance No. 2020-04 as posted at the City Building, US Post Office and the Brookville Branch of the Montgomery County Public Library, Brookville, Ohio, on the _______ day of __________________ 2020 to the ______ day of __________________ 2020, both days inclusive.

____
Kimberly Duncan, Clerk

ORDINANCE 2020-05

AN ORDINANCE ADOPTING CERTAIN FEDERAL POLICIES FOR ADMINISTERING FEDERAL GRANTS.

WHEREAS, the City of Brookville is responsible for administering federal grants that the City may be awarded; and

WHEREAS, to insure that the administration of federal grants by the City of Brookville is in compliance with federal law, the City Council of the City of Brookville desires to adopt certain policies.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BROOKVILLE, OHIO THAT:

SECTION I: The Council of the City of Brookville hereby adopts the following policies for administration of federal grants, as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

SECTION II: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and all deliberations of this Council were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION III: This Ordinance shall take effect thirty (30) days after passage as provided by the Charter of the City of Brookville, Ohio.

PASSED this ________day of ______________________, 2020.

ATTEST:

_______________________________ _______________________________

Kimberly Duncan, Clerk Charles Letner, Mayor

CERTIFICATE

The undersigned, Clerk of the City of Brookville, does hereby certify that the foregoing is a true and correct copy of Ordinance No. 2020-05, passed by the Council of the City of Brookville, Ohio, on the ______day of ____________________________, 2020.

____

Kimberly Duncan, Clerk

CERTIFICATE OF POSTING

The undersigned, Clerk of the City of Brookville, Ohio, hereby certifies that the foregoing Ordinance No. 2020-05 was posted at the City Building, US Post Office and the Brookville Branch of the Montgomery County Public Library, Brookville, Ohio, on the _______day of ______________________, 2020, to the ______day of ______________________, 2020, both days inclusive.

____

Kimberly Duncan , Clerk

EXHIBIT "A"

SECTION 131.04 ADMINSTRATION OF FEDERAL GRANTS

The City of Brookville shall apply the following policies to the administration of federal grants.

(a) Cash Management of Grants Policy
(b) Cost Principles Policy
(c) Grant Funds Policy
(d) Time and Effort Reporting Policy
(e) Procurement Policy
(f) Internal Controls Policy

CITY OF BROOKVILLE
CASH MANAGEMENT OF GRANTS POLICY
2 C.F.R. 200.305

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the City shall implement internal controls in the area of cash management.

The City's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and disbursement by the City, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The City shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The City shall request grant fund payments in accordance with the provisions of the grant. Additionally, the City's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The City is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the City uses a cash advance payment method, the following standards shall apply:

A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.

B. The City shall make timely payment to contractors in accordance with contract provisions.

C. To the extent available, the City shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

D. The City shall account for the receipt, obligation and expenditure of funds.

E. Advance payments will be deposited and maintained in insured accounts whenever possible.

F. Advance payments will be maintained in interest bearing accounts unless the following apply:

   1. The City receives less than $120,000 in Federal awards per year.

2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of $500 per year on Federal cash balances.

3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

4. A foreign government or banking system prohibits or precludes interest bearing accounts.

G. Pursuant to Federal law and regulations, the City may retain interest earned in an amount up to $500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number (PAN) if the payment originated from PMS, or Agency information if the payment originated from ASAP, NSF or another Federal agency payment system.

CITY OF BROOKVILLE
COST PRINCIPLES POLICY
2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458C.F.R. 200.474(b)

The City is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

   To determine whether a cost is reasonable, consideration shall be given to:

   1. Whether a cost is a type generally recognized as ordinary and necessary for the operation of the City or the proper and efficient performance of the Federal award;

   2. The restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;

   3. Market prices for comparable goods or services for the geographic area;

   4. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and

   5. Whether the cost represents any significant deviation from the established practices or policy of City Council which may increase the expense.

      While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the City can demonstrate that the cost addresses an existing need, and can prove it.

      When determining whether a cost is necessary, consideration may be given to whether:

      a. The cost is needed for the proper and efficient performance of the grant program;

b. The cost is identified in the approved budget or application;

c. There is an educational benefit associated with the cost;

d. The cost aligns with identified needs based on results and findings from a needs assessment;

e. The cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

B. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.

C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the City.

D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

E. Be determined in accordance with generally accepted accounting principles.

F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. In the case of personal services, the City shall implement a system for City personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;

2. In the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

Selected Items of Cost
The City shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, City staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, City and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and City personnel shall follow those rules as well.

Cost Compliance
The City shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect:

A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

   These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

   These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

   Federal programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the City, the governing body of the City, compensation of the chief executive and chief financial officer, and operation of the immediate offices of these positions.

C. The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.

2. Individuals involved can be specifically identified with the project or activity.

3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.

4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the federal grantor or if applicable the pass- through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds
Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

Period of Performance
All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is, unless an agreement exists with the pass-through entity to reimburse for pre-approval expenses.

CITY OF BROOKVILLE
COST PRINCIPLES POLICY
2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458C.F.R. 200.474(b)

For both State-administered and direct grants, regardless of the period of availability, the City shall liquidate all obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the City shall closely monitor grant spending throughout the grant cycle.

CITY OF BROOKVILLE
GRANT FUNDS POLICY
34 C.F.R. 75.707, 76.563, 76.565, 76.707
2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307
2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)

It is the objective of the City to provide services to its citizens. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the City. Therefore, it is the intent of the City to consider grant proposals and applications for their potential to enhance the level of services provided.

The applicable City department or designee shall review new federal legislation and prepare proposals for programs deemed to benefit the City. The applicable City department or designee shall approve each such proposal prior to its submission, and City Council shall approve all grants resulting from such proposals.

City Council regards available federal funds of aid to cities and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

Grant Proposal Development

A. All grant proposals must support at least one (1) City goal or priority.

B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

Each grant proposal shall be reviewed and approved by the City prior to submission to the funding source.

Grant Administration

A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as City policies and administrative guidelines.

B. The City is responsible for the efficient and effective administration of grant awards through the application of sound management practices.

C. The City is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations and objectives, and the terms and conditions of the grant award.

D. The City, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.

E. All Federal funds received by the City will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The City shall require that each draw of Federal monies be aligned with the City's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

F. The City is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

G. Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as City policies and administrative guidelines.

The City shall provide for the following:

A. Identification, in City accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance ("CFDA") title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.

B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Effective control over, and accountability for, all funds, property, and other assets. The City must adequately safeguard all assets and assure that they are used solely for authorized purposes.

   Further, the City must:

   1. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the City is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;

   2. Comply with Federal statutes, regulations and the terms and conditions of the Federal award;

   3. Evaluate and monitor the City's compliance with statutes, regulations and the terms and conditions of the Federal award;

   4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;

   5. Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

E. Comparison of expenditures with budget amounts for each Federal award.

F. Recordkeeping and written procedures to the extent required by Federal, State, local and grantor rules and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:

   1. cash management

   2. allowability

   3. conflict of interest

   4. procurement

   5. equipment management

   6. conducting technical evaluations of proposals and selecting recipients

7. compensation and fringe benefits

8. travel

G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass through agency in accordance with applicable Federal policy.

H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the City.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the City uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the City is otherwise directed by the Federal awarding agency or pass-through entity.

CITY OF BROOKVILLE
TIME AND EFFORT REPORTING POLICY
2 C.F.R. 200.430, 200.431

As a recipient of Federal funds, the City shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 C.F.R. 200.431 Compensation-fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

A. Is reasonable for the services rendered, conforms to the City's established written policy, and is consistently applied to both Federal and non-Federal activities; and

B. Follows an appointment made in accordance with the City's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

A. Are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated.

B. Are incorporated into the official records of the City.

C. Reasonably reflect the total activity for which the employee is compensated by the City, not exceeding 100% of the compensated activities.

D. Encompass both Federally assisted and other activities compensated by the City on an integrated basis.

E. Comply with the City's established accounting policies and practices.

F. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The City will also follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Payroll Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data will be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the City may use budget estimates for interim accounting purposes. The system used by the City to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the City and entered into the City's records in a timely manner.

The City's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

Suspension is an action taken by the City that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the City to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The City shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over $25,000, the City shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The City maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the City within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the City shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to City Council and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The City maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

CITY OF BROOKVILLE

PROCUREMENT POLICY – FEDERAL GRANTS/FUNDS

Contract/Price Analysis

The City shall perform a cost or price analysis in connection with every procurement (simplified acquisition threshold) action in excess of $250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the City shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the City shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The City uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the City is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the City sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the City shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The City will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the City and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the City shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The City shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The City is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

C. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.

2. Proposals shall be solicited from an adequate number of sources.

3. The City shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.

4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The City may use competitive proposal procedures for qualifications- based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

D. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.

2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the City.

4. After solicitation of a number of sources, competition is determined to be inadequate.

CITY OF BROOKVILLE
PROCUREMENT POLICY – FEDERAL GRANTS/FUNDS

A. Micro-Purchases

Purchase procedures provide for a relatively simple and informal procurement method if federal funds are to be expended in excess of $10,000 for equipment, supplies or other non-payroll related expenditures. The City will maintain a record of vendors contacted, either by telephone or internet search, that the lowest cost was identified for the purchase of goods and services.

B. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to $50,000 and when City Council determines to build, repair, enlarge, improve, or demolish a facility the cost of which will exceed $50,000 .

In order for sealed bidding to be feasible, the following conditions shall be present:

1. A complete, adequate, and realistic specification or purchase description is available;

2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and

3. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and City policies. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. City Council reserves the right to reject any or all bids for sound documented reason.

CITY OF BROOKVILLE
INTERNAL CONTROLS POLICY

The City shall establish and maintain effective internal controls over Federal awards that provide reasonable assurance that the City is managing all awards in compliance with applicable statutes, regulations and the terms and conditions of the awards. The City will have a process that provides reasonable assurance regarding the achievement of the following objectives:

A. Effectiveness and efficiency of operations.

B. Reliability of reporting for internal and external use.

C. Compliance with applicable laws and regulations.

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the City's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The City shall:

A. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

B. Evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award.

C. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and

D. Take reasonable measures to safeguard protected "personally identifiable information" (PII) and other information the awarding agency or pass- through entity designated as sensitive or the City considers sensitive consistent with applicable Federal, State, local, and tribal laws and City policies regarding privacy and obligations of confidentiality

   PII is defined at 2 C.F.R. 200.79 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

   However, the definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

CITY OF BROOKVILLE
INTERNAL CONTROLS POLICY

2 C.F.R. 200.61-61, 200.79, 200.303

A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;

B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;

C. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and

D. Internal control guidance issued by the U.S. Department of Education.