City of BROOKVILLE

CITY COUNCIL MEETING
Tuesday, May 19, 2020, 7:30 PM
VIRTUAL MEETING
www.brookvilleohio.com
(937) 833-2135

Attend Online:
https://meetingsamer9.webex.com/webappng/sites/meetingsamer9/meeting/download/8987640fd9894c75b955e9d2c41149cb?siteurl=meetingsamer9&MTID=m6925e4d3b88f6d16ed9f483a8793ce24

Meeting Number (access code): 126 615 5187

Password: GMgadvnj898 (46423865 from phones and video systems)

How to Join the Meeting by phone: +1-408-418-9388 United States Toll **Access code**: 126 615 5187

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 May 5, 2020

IV. Reports of Municipal Officers

a. City Manager

b. Finance Director

c. Fire Chief

d. Police Chief

e. Law Director

f. Mayor Chuck Letner

V. Old Business

a. Third 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."

b. Second 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."

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

VI. New Business

a. First reading of Resolution No. 20-09 entitled "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."

b. 2020 Revenue Presentation

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
May 5, 2020

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on May 5, 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 Swabb to approve the Regular Council Meeting Minutes of April 7, 2020. All yeas, motion carried.

Manager Keaton reported due to the coronavirus the doors to the City Building and Fire Station 76 remain locked. Employees continue to work inside the building answering phones and emails. Playgrounds, basketball and tennis courts remain closed in the parks. Building rentals at Golden Gate Park are canceled through mid-May and we have refunded $2,757 in paid park permits since March 1 of this year. Manager Keaton reported Garage & Yard Sales will be permitted this season provided social distancing is followed; tables and chairs are cleaned throughout the day, masks and disposable gloves are worn, and hand sanitizer is supplied. A checklist from the Ohio Department of Health for Garage Sales has been posted on the City's website. Manager Keaton reported budget reductions have been implemented which defer 2020 budgeted projects and purchases until we see how our revenue comes in over the next several months. Manager Keaton advised the City will continue to provide basic services.

Manager Keaton reported we are expecting a decrease in income tax, Local Government Funds, motel tax, motor vehicle tax, gas tax, and park permits. We also anticipate delays in receipting the second half property taxes as the County Auditor & Treasurer are requesting a 30-day extension and utility payments.

Manager Keaton reported the City 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.

Manager Keaton reported since the April 7, 2020 Council Meeting, the Service Department has repaired a 10" water main break at the corner of Westbrook and Heckathorn; sprayed for weeds in all parks, continue to mow all 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 and excavated a broken water valve on Hay Avenue at JoAnna Street, which will be repaired soon. Manager Keaton reported the Service Department also organized and inventoried materials at the service garage, removed wood posts along the BBC parking area, installed plastic parking blocks and finished repairs to the Sorority open-air shelter.

Manager Keaton reported the Fire Department's 2009 Ford Expedition was sold on GovDeals for $5,050. This vehicle was purchased new in May of 2009 for $25,700.

Manager Keaton advised she received notification that our donated resources following the tornado will cover the City's share of the FEMA costs that were paid out. Manager Keaton extended her thanks once again to all individuals and businesses that assisted with the Memorial Day tornado cleanup efforts, stating it was greatly appreciated.

Manager Keaton reported the 2020 Annual Water & Sewer Rate Survey was released, which shows out of 66 jurisdictions surveyed on water rates, Brookville ranked 55th. Manager Keaton said Brookville ranked 14th out of 63 jurisdictions on sewer rates and combined water and sewer rates rank Brookville 30th out of 63 jurisdictions.

Manager Keaton reported notification was received that two of the three Montgomery County Solid Waste Grants submitted by the City were approved. The first grant will allow us to replace a 2,000-gallon single wall storage tank with a 2,000-gallon double wall storage tank that is used to store used oil for our three waste burners. Total project cost is $7,700 with grant funding totaling $5,390, or 70% of the project cost with the City contributing $2,310.

Manager Keaton advised the second grant will allow us to purchase a recycled content three-sided message center that will be placed on Market Street, adjacent to the bikeway. The message center will display maps and information of our businesses on Market Street and the Brookville Historical Society. This grant also includes 6 recycled content park benches that will be placed in Westbrook Park. Total project cost is $8,276.29 with grant funding totaling $5,379.59, or 65% of the project cost with the City contributing $2,896.70. Manager Keaton thanked the Solid Waste Management Policy Committee for this grant opportunity.

Manager Keaton reported the City received notification from ODOT the bids came in higher than the engineers estimate for the Arlington/Upper Lewisburg/Triggs intersection project. The increase in costs were attributed to maintenance of traffic and mobilization throughout this project. Manager Keaton advised the City owes an additional $31,550, which is due July 24. The additional funds will come out of our 2020 Capital Improvement Streets budget. The Contractor is Brumbaugh Construction and 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.

Manager Keaton reported over the last month, she prepared and sent out two Request for Proposals (RFP). The first was for Appraisal Services for the Mitigation Project on S. Wolf Creek Street and the other RFP is for Right of Way Acquisition and Appraisal Services for the Safe Routes to School Project.

Manager Keaton stated at the February 4, 2020 Council Meeting, she 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. We were going to discuss this proposed increase at our Finance Work Session, but the Work Session was canceled due to the COVID-19 pandemic. Manager Keaton advised in order to submit an adopted Ordinance to the State by July 1 to collect the new tax in January of 2021, we need to begin the reading process this evening.

Manager Keaton stated at the March 17, 2020 Council Meeting, she reported FEMA included an amount of $27,663.71 for future road surface repairs on various streets damaged by equipment following the Memorial Day tornado. Manager Keaton advised with that information, we prepared a Request for Proposal and sent it to three paving contractors. Last week we received two proposals, and both proposals exceeded our bidding threshold of $50,000. Manager Keaton reported she had a conference call this morning with our Ohio EMA representative, who indicated if repairs exceed the dollar amount that was previously allocated, the City will be reimbursed by FEMA. Manager Keaton requested Council authorization to move forward with these road repairs and advertise for bids for this project.

Member Schreier clarified the City will be reimbursed for any overage on the bid?

Manager Keaton replied that is correct.

Motion by Schreier, second by Fowler to authorize Manager Keaton to advertise for bids for road surface repair on various streets damaged by equipment following the Memorial Day tornado. All yeas, motion carried.

Member Fowler thanked Manager Keaton for opening the parks.

Member Letner commented the 200 tons of topsoil that was donated by GM to the City of Brookville has been put to good use on several projects.

Manager Keaton stated the topsoil was used on the banks of the Waste Water Treatment Plant, at Westbrook Soccer Park, and to fill in some spots on Collective Way.

Member Schreier asked if the grant for the kiosk message center is the same grant he had inquired about at the Planning Commission?

Manager Keaton replied that is correct. She was pleasantly surprised to be notified of the grant approval last Friday.

Finance Director Brandt presented the April 30, 2020 Fund Balance.

Member Zimmerlin asked from an outlook perspective on our revenues, has staff done any forecasting from now until the end of the year?

Finance Director Brandt replied she has reached out to the City of Vandalia for an income tax projection but they responded there are too many variables right now. Finance Director Brandt reported that our income tax revenue is currently down 9.3%, however, we have not seen the true effects yet of our large businesses being shut.

Manager Keaton commented our large businesses will likely have a loss this year, which will affect their net profits for the five years as they can carry the losses forward. This year will be a small effect, however we will likely see lingering effects for the next three to five years. The City has not seen the dip in income tax revenue as we just received the March income tax. Most of our businesses were not shut down yet or were continuing to pay their employees in March.

Member Zimmerlin asked if staff is making long term plans, stating we need to have a pro-active plan on how to address the challenges we will encounter. Member Zimmerlin asked when we will have a better sense of how to address the challenges we will be facing?

Manager Keaton replied she is putting together a Power Point presentation for Council and needs a few more numbers from Montgomery County to finish it up. Manager Keaton advised she will email it to Council for their review and discussion at the next Council Meeting.

Member Schreier stated there are many questions regarding Phase 2 and 3, with many things up in the air. It will probably be three to six months before we hear how it will affect us.

Member Zimmerlin inquired whether we have word on any Federal dollars for local government?

Mayor Letner commented that the CARES money is to be used for protective equipment only and not to pay salaries.

Motion by Fowler, second by Zimmerlin to accept the April 30, 2020 Fund Balance as presented. All yeas, motion carried.

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

Finance Director Brandt requested Council accept the first reading and dispense with the second and third reading to adopt proposed Resolution No. 20-08, which 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.

Motion by Zimmerlin, second by Fowler to read Resolution No. 20-08. All yeas, motion carried.

Motion by Swabb, second by Fowler to accept the first reading, dispense with the second and third reading and adopt Resolution No. 20-08 entitled "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." All yeas, motion carried.

Fire Chief Fletcher presented the Operations Report for the month of April, showing Fire Department personnel responded to 129 EMS and 31 Fire Incidents during the month of March. This was 3 more EMS/Rescue calls and 15 more Fire/Service calls than one year ago at this time.

Fire Chief Fletcher reported a marked change in activity as the Fire Department has not responded to any vehicle accidents in the last five weeks. This activity has been replaced with ambulance calls related to illness, several of which are COVID-19 related. There was a period last week when he was getting repeated notifications that patients from runs were COVID-19 positive or presumptive positive. Fire Chief Fletcher reported crews are wearing PPE to every call and while the department normally runs with two ambulances, the third one has been put into the rotation so that they have time to thoroughly disinfect the ambulances between calls. Fire Chief Fletcher reported they are adequately stockpiled with PPE. He expects to have continued exposure to COVID-19 patients throughout the summer and plans to continue PPE and stringent disinfection procedures throughout 2020.

Fire Chief Fletcher reported crews have been busy performing hydrant maintenance and should be done with the 500 hydrants in the city by the end of the week.

Fire Chief Fletcher reported a large amount of his staff are employed full-time by other entities. While they are all very dedicated to Brookville, he continues to lose employees to other communities, stating we are just getting by.

Mayor Letner commended Fire Chief Fletcher and his crew, stating they are doing a fantastic job. Mayor Letner stated they are always there for us and wants them to know we are there for them.

Fire Chief Fletcher replied he is fortunate to work directly with his staff and has observed they are all proud to perform their job with no expectations of anyone owing them anything. Fire Chief Fletcher stated they appreciate Council support.

Police Chief Jerome commented that calls are down but they continue to maintain high visibility patrols. Police Chief stated the Ohio State Patrol has found as they have decreased traffic stops in response to COVID-19, the number of drivers speeding has increased. Police Chief Jerome reported Brookville and other entities are experiencing the same thing and he has observed drivers speeding down Westbrook Road. As a result, the Police Department will be increasing the number of traffic stops for speeding. Police Chief Jerome reported he has worked with city staff to honor the Brookville High School Senior Class of 2020. Banners purchased with funds donated by the Brookville Optimist Club are displayed on the back of each police cruiser and a video with all the department heads congratulating the seniors has been posted on the Police Department's Facebook page. The video has reached over 9,000 people to date. Police Chief Jerome reported banners to recognize the seniors were purchased with donated funds and installed by our service department at various locations in Brookville. Police Chief Jerome thanked Fire Chief Fletcher for teaming up with the Police Department to do drive-by birthday wishes for young kids who cannot have birthday parties due to social distancing. Police Chief Jerome reported all officers trained at the range last weekend, in groups of less than ten, to qualify with handguns, rifles and shotguns. Officers and supervisors are also completing eight hours of online coronavirus training through Lexipool. Police Chief Jerome reported they served several search warrants in the past few weeks and responded to an OVI traffic crash near the highway in which the driver had a blood alcohol content of .42, which is five times the legal limit and the highest he has seen in his career. Police Chief Jerome reported he is working with the Brookville School Superintendent, along with the City Manager and other city staff to assist with a form of graduation event. Police Chief Jerome thanked his staff for their superior attitudes during this trying time. With the changes in procedures, state updates and city updates from Manager Keaton, their attitudes have remained positive. Police Chief Jerome reported the department will be moving forward with staff vacations as scheduled, so that officers can get much needed time off, in case anything should change in the near future. Police Chief Jerome reported Mayor Letner swore in new Part-time Officer Jessica Moore in an outdoor ceremony, stating she is a great addition to the department and he feels fortunate to have her.

Law Director advised proposed Ordinance No. 2020-05 is an Ordinance to adopt certain federal policies for administering federal grants. This Ordinance will codify certain policies that we need to comply with in order for us to secure federal grants and will demonstrate to the Federal Agencies involved that we are complying with federal regulations and are aware of the policies we need to follow.

Motion by Zimmerlin, second by Schreier to read proposed Ordinance No. 2020-05. All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to accept the first reading of proposed Ordinance No. 2020-05 entitled “AN ORDINANCE ADOPTING CERTAIN FEDERAL POLICIES FOR ADMINISTERING FEDERAL GRANTS.” All yeas, motion carried.

Mayor Letner stated he is sad to report the Let’s Eat group chaired by Karen Osswald has decided to cease operations in light of recent events. This group has been operating for over 11 years, fed a lot of mouths and made a lot of people happy. Mayor Letner thanked the group for their service to the community and wished them well, stating they will be missed.

Mayor Letner reported the Community United Methodist Church has hosted a community blood drive for years but due to ADA accommodations they can no longer operate out of the church. They tried using Brookhaven and later the church lot using the bloodmobiles, but found the units are too heavy for their lot. Mayor Letner reported starting tomorrow, thanks to city staff and the Park Board, the Christena Leiber Center will be the new home of the monthly blood drive. Mayor Letner stated they normally have 80-100 donors and encouraged everyone to donate as it is truly needed in times like this. Following this month’s event, the blood drive will be held the first Wednesday of every month.

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

Motion by Zimmerlin, second by Fowler to accept the second 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.

Motion by Zimmerlin, second by Schreier to read proposed Ordinance No. 2020-03. All yeas, motion carried.

Manager Keaton advised that currently four municipalities within Montgomery County have implemented this tax and a number of others are in the process.

Law Director Stephan stated this Ordinance is required if we want to take action on this license tax. Law Director Stephan advised he has reviewed Ordinances from other entities and modeled this proposed Ordinance after those.

Motion by Schreier, second by Fowler to accept the second reading of proposed Ordinance No. 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." All yeas, motion carried.

Motion by Fowler, second by Swabb to read proposed Ordinance No. 2020-04. All yeas, motion carried.

Motion by Swabb, second by Zimmerlin to accept the first reading of Ordinance No. 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." All yeas, motion carried.

Member Fowler, Park Board Liaison, had no report.

Member Schreier, Planning Commission Liaison, reported Planning Commission met virtually on April 23, 2020. They approved a permit for Mr. Ritter to erect a hoop building at his operation at 10402 Westbrook Road and amended his initial permit to allow retail sales for topsoil and mulch.

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

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: 5/18/2020

We received a check for reimbursement of costs the City disbursed following the Memorial Day tornado. The check totaled $162,735.97 and included FEMA and the State of Ohio share of Category A, debris removal expenditures, and FEMA's share of Category B, Emergency Protective Measurers expenditures. Still pending are the State's share of Category B, funds for asphalt repairs and reimbursement of our Management costs and donated resources.

The Brookville Optimist Club will be placing U.S. flags on Arlington Road from Gateway Park to the W. Upper Lewisburg-Salem Road intersection from May 23 through May 25. The flags will be removed on May 26.

Attended a pre-construction meeting, by phone, for the Arlington/Upper Lewisburg-Salem Intersection Project. The project will begin on Tuesday, May 26 and should last approximately 30 days.

In December 2019, I reported to Council the Agreement between the City of Brookville and the Ohio Patrolmen's Benevolent Association expires December 31, 2019. Council approved an extension of the expiring Agreement from January 1, 2020 through June 30, 2020 with a modification to allow a 1.5% wage increase. In recent discussions with the Union representative on the COVID-19 pandemic, I am requesting Council authorization to extend the Agreement between the City of Brookville and the Ohio Patrolmen's Benevolent Association from July 1, 2020 through December 31, 2020 and to continue with the 1.5% wage increase that went into effect with the pay period that includes January 1, 2020 through the last pay period of 2020.

Request Council authorization to allow the City to proceed with the removal of storm debris from Wolf Creek associated with the May 27, 2019 tornado. This project will be managed by the U.S. Department of Agriculture, Natural Resources Conservation Service. The project cost is $92,440 with federal funding providing 75%, or $69,330 of the project cost with the City contributing 25%, or $23,110. The City can provide in-kind services that would be applied toward the City's 25% share. In-kind services would include using our Service Department personnel and vehicles to haul away and dispose the storm debris. The project area begins at the southern city limits and extends 1,855' to the north. The project includes removing all fallen trees, root balls, logjams, woody debris and trash 50' from the centerline of Wolf Creek on both sides of the creek.

In 2019, we submitted our proposal to purchase 500 tons of rock salt at a cost of $85.12 per ton. Last Fall, we took delivery of 347.23 tons, leaving us a balance of 152.77 tons. Our contract with Cargill to purchase the remaining rock salt at $85.12 per ton expires July 31, 2020. I am requesting Council authorization to purchase the remaining 152.77 tons of rock salt with Cargill at a cost of $85.12 per ton.

I am requesting Council accept the second reading and dispense with the third reading and adopt proposed Ordinance No. 2020-03 so the adopted Ordinance can be submitted to the State of Ohio by the July 1, 2020 deadline in order to collect the new tax in January 2021.

To date, repairs to the Wastewater Treatment Plant that was damaged during the Memorial Day tornado has totaled $432,389.82 and we have received $431,389.82 in insurance proceeds. We have one outstanding Purchase Order in the amount of $34,141.94. Attached is a spreadsheet of repairs made at the WWTP to date.

The Service Department performed the following:

- Finished grading topsoil at the WWTP, that area will be seeded soon
- Cleared out the fence row at the WWTP and marked the area for new fencing
- Saw cut asphalt repair areas around town, will be repairing those areas soon
- Will be grading and seeding repair areas at Westbrook Park
- Will be moving water services on Westbrook Road from the 6" water main to the 12" water main

Reminder there is still time to fill out the census via telephone by calling 844-330-2020. That is a toll-free number. To fill out the 2020 census online, go to my2020census.gov. The Montgomery County Census response rates show Brookville at 75.40%, fourth highest response rate.

Attached is a draft Resolution that is being considered by the Ohio General Assembly. I will provide Council with an update during the Council Meeting.

PROJECT: WWTP TORNADO REPAIRS
CONTRACT:

IN PROGRESS

DATE	DESCRIPTION	ACCOUNT CHARGED	VENDOR	AMOUNT	TOTAL
06/10/19	REPLACE REAR WINDOW-2004 FORD	B01-06B3-2350	GG0205	$ 135.80	$ 135.80
06/10/19	REPLACE REAR WINDOW-2004 FORD	B04-03B4-2350	GG0205	$ 6.26	$ 142.06
06/10/19	REPLACE REAR WINDOW-2004 FORD	E01-05C2-2350	GG0205	$ 33.43	$ 175.49
06/10/19	REPLACE REAR WINDOW-2004 FORD	E02-05C3-2350	GG0205	$ 33.43	$ 208.92
06/24/19	BACKUP BATTERY-HECKATHORN LIFT STATION	E02-05C3-2350	BB0034	$ 17.95	$ 226.87
06/24/19	FUEL TO FILL GENERATOR	E02-05C3-2421	SS0745	$ 1,053.00	$ 1,279.87
07/25/19	BUILDING INSPECTION & LETTER	E02-05C3-2346	BB0032	$ 1,031.00	$ 2,310.87
07/25/19	PUMP DOWN 6 TANKS	E02-05C3-2351	FF0700	$ 37,043.00	$ 39,353.87
07/25/19	HYDRO-VAC-CLEANOUT DEBRIS	E02-05C3-2351	FF0700	$ 1,440.00	$ 40,793.87
07/25/19	REPLACEMENT LAB EQUIPMENT-DAMAGED	E02-05C3-2420	NN0010	$ 1,372.28	$ 42,166.15
09/10/19	SHINGLE-FIRE BLDG #2 (FIRE TRAINING)	E02-05C3-2560	TT0322	$ 4,644.00	$ 46,810.15
09/10/19	SHINGLE -LAB	E02-05C3-2560	TT0322	$ 6,588.00	$ 53,398.15
09/10/19	SHINGLE-GARAGE STORAGE	E02-05C3-2560	TT0322	$ 5,184.00	$ 58,582.15
09/10/19	SHINGLE-PRE-TREATMENT	E02-05C3-2560	TT0322	$ 28,968.30	$ 87,550.45
09/10/19	SHINGLE-PUMP ROOM	E02-05C3-2560	TT0322	$ 825.25	$ 88,375.70
09/10/19	SHINGLE-FIRE BLDG #1 (SOE)	E02-05C3-2560	TT0322	$ 5,940.00	$ 94,315.70
10/09/19	BACKHOE REPAIRS	B01-06B3-2350	OO0319	$ 4,459.34	$ 98,775.04
10/09/19	BACKHOE REPAIRS	B04-03B4-2350	OO0319	$ 205.81	$ 98,980.85
10/09/19	BACKHOE REPAIRS	E01-05C2-2350	OO0319	$ 1,097.68	$ 100,078.53
10/09/19	BACKHOE REPAIRS	E02-05C3-2350	OO0319	$ 1,097.68	$ 101,176.21
10/16/19	HVAC REPAIRS-AIR HANDLER	E02-05C3-2520	FF0700	$ 45,716.00	$ 146,892.21
11/25/19	HANDRAIL/DO PROBES/BLOWER REPLACEMENT/SCREW CONVEYOR	E02-05CC-2560	FF0700	$ 24,781.50	$ 171,673.71
11/25/19	FABRICATE NEW DOORS-SLUDGE PRESS MACHINE	E02-05C3-2350	MM0725	$ 4,810.00	$ 176,483.71
11/11/19	TOW BACKHOE CAT TO BROOKVILLE	E02-05C3-2340	EE0559	$ 285.00	$ 176,768.71
10/25/19	TOW BACKHOE BROOKVILLE TO CAT	E02-05C3-2340	EE0559	$ 285.00	$ 177,053.71
12/23/19	INSTALL LIGHTING FIXTURES	E02-05C3-2560	CC0297	$ 42,328.60	$ 219,382.31
12/23/19	HVAC REPAIRS-AIR HANDLER	E02-05C3-2520	FF0700	$ 2,918.00	$ 222,300.31
01/28/20	GARAGE DOORS/WINDOWS/SIDING/GUTTER/FASIA	E02-05C3-2560	TT0322	$ 40,000.00	$ 262,300.31
02/07/20	HANDRAIL/DO PROBES/BLOWER REPLACEMENT/SCREW CONVEYOR	E02-05C3-2560	FF0700	$ 47,513.00	$ 309,813.31
03/06/20	LEL TRANSMITTER	E02-05C3-2351	FF0640	$ 4,860.00	$ 314,673.31
04/07/20	HANDRAIL/DO PROBES/BLOWER REPLACEMENT/SCREW CONVEYOR	E02-05C3-2560	FF0700	$ 117,716.50	$ 432,389.81

[RESOLUTION NUMBER AND TITLE]

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and

WHEREAS, the Ohio General Assembly established a process for distributing funds provided by the "Coronavirus Aid, Relief, and Economic Security Act" in Senate Bill 310 of the 133rd General Assembly (S.B. 310); and

WHEREAS, S.B. 310 requires subdivisions receiving funds under Section 1 of the act, to pass a resolution affirming that funds from the County Coronavirus Relief Distribution Fund may be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations before receiving said funds; and

WHEREAS, [Subdivision Name] is requesting its share of funds from the County Coronavirus Relief Distribution Fund.

NOW THEREFORE, be it resolved by the **[Legislative Authority]** of **[Subdivision Name]** that **[Legislative Authority]** affirms that all funds received from the County Coronavirus Relief Distribution Fund pursuant to S.B. 310 be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations and guidance only to cover expenses that:

(1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
(2) Were not accounted for in [Subdivision Name]'s most recently approved budget as of March 27, 2020; and
(3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

FURTHERMORE, in compliance with S.B. 310, be it resolved by the **[Legislative Authority]** of **[Subdivision Name]** that the **[Subdivision Fiscal Officer Title]** take all necessary action to:

(1) On or before October 15, 2020, pay any unencumbered balance of money in the **[Subdivision]**'s local coronavirus relief fund to the County Treasurer;
(2) On or before December 28, 2020, pay the balance of any money in the **[Subdivision]**'s local coronavirus relief fund to the state treasury in the manner prescribed by the Director of the Ohio Office of Budget and Management; and
(3) Provide any information related to any payments received under S.B. 310 to the Director of the Ohio Office of Budget and Management as requested.

Adopted on: **[DATE]**

[ADD SIGNATURE LINE FOR SECRETARY OR OTHER AUTHORIZED REPRESENTATIVE OF THE LEGISLATIVE AUTHORITY]

OHIO LEGISLATIVE SERVICE COMMISSION

www.lsc.ohio.gov

Office of Research and Drafting

Legislative Budget Office

S.B. 310

133rd General Assembly

Bill Analysis

Click here for S.B. 310's Fiscal Note

Version: As Passed by the Senate

Primary Sponsor: Sen. Dolan

Sam Benham, Attorney

SUMMARY

- Appropriates $350 million of funding allocated to the state from the federal "Coronavirus Aid, Relief, and Economic Security Act" (CARES Act) to counties, municipalities, and townships to fund their necessary COVID-19 pandemic-related expenses.
- Excludes local governments that receive direct federal funding under the CARES Act from receiving this distribution.
- Distributes funds based on the proportion of Local Government Fund revenue allocated to subdivisions in 2019.
- Requires a subdivision, before receiving a payment, to adopt a resolution affirming that the subdivision will spend it only on pandemic-related expenses as required under the CARES Act.
- Requires local funds unspent as of October 15, 2020, to be redistributed to local governments that have spent their full allocation.
- Requires subdivisions to return unspent CARES Act funds to the state by December 28, 2020.
- Declares an emergency.

DETAILED ANALYSIS

The bill appropriates $350 million of the money allocated to the state under the federal "Coronavirus Aid, Relief, and Economic Security Act" (CARES Act) to counties, townships, and municipalities to fund necessary COVID-19 pandemic-related expenses.

Federal CARES Act

Congress recently enacted the CARES Act to address the effects of the nationwide COVID-19 pandemic. Among other provisions, the CARES Act directs federal money to states and more populous local governments to be used to fund "necessary expenditures incurred due to the public health emergency" connected with the COVID-19 pandemic, provided those expenses are incurred between March 1 and December 30, 2020, and are not accounted for in the state's or subdivision's current budget.[1]

The state has or is scheduled to receive approximately $4.53 billion in CARES Act funding.[2] Under the CARES Act, local governments with a population of 500,000 or more may receive a direct payment from the federal government out of their state's allocation. Ohio has six of these subdivisions – the City of Columbus, and Cuyahoga, Franklin, Hamilton, Montgomery, and Summit counties – that in total will receive directly $778 million or 17% of Ohio's total allocated share.[3] Thus, the state treasury will receive approximately $3.75 billion of the state's total allocation.

Distribution to local governments

The bill appropriates $350 million of this state-share to be distributed to the counties, municipalities, and townships that did not receive direct federal CARES Act payments.[4] The money is first distributed to the 88 county treasuries from the state fund that receives CARES Act revenue – the Coronavirus Relief Fund – by the Director of Budget and Management (OBM) in consultation with the Tax Commissioner. This distribution is made on the basis of the proportion of money each county treasury received from the Local Government Fund (LGF) in 2019, excluding any amount that was ultimately allocated to Columbus or any of the five direct-payment counties, which the bill refers to as "ineligible subdivisions."[5] (Even if a county is an ineligible subdivision, municipalities and townships in that county will still receive an allocation, as described below.) Currently, LGF funding is allocated either (1) to each county's undivided local government fund, or CULGF, and further distributed to local subdivisions in the county or (2) directly to certain municipal corporations.[6]

The CARES Act revenue is distributed based on the proportion of LGF allocated to each county's CULGF in 2019. In addition to adjusting to exclude amounts paid to the six ineligible

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[1] Section 5001 of the "Coronavirus Aid, Relief, and Economic Security Act," 42 United States Code (U.S.C.) 601.

[2] Grant A. Driessen, The Coronavirus Relief Fund (CARES Act, Title V): Background and State and Local Allocations, Congressional Research Service, p. 4 (April 14, 2020), *available at* https://crsreports.congress.gov/product/pdf/R/R46298 (hereafter "CRS CARES Act Report").

[3] CRS CARES Act Report, p. 7.

[4] Section 2 of the bill.

[5] Section 1(B) of the bill.

[6] R.C. 5747.50, not in the bill.

subdivisions, a county's CULGF proportion is adjusted to exclude any adjustments attributable to either (1) CULGF revenue being denied under continuing law to a subdivision that maintains a red light camera program or (2) supplemental CULGF amounts earmarked for townships and small villages.[7] ($12 million in LGF is set aside each year specifically for villages with a population of no more than 1,000 and townships.[8])

Once the CARES Act revenue is paid to the county, the money is further divided between the county and townships and municipalities in the county, except ineligible subdivisions. Before a subdivision may receive that payment, however, its legislative authority must adopt a resolution affirming that the revenue will only be used for the purposes prescribed in the CARES Act (see "**Federal CARES Act**," above) and certify it to the Director of OBM and the county auditor.[9] The revenue is then distributed to such subdivisions in the same proportion as CULGF revenue was distributed to the county, municipality, or township in 2019. So, if, for example, in a county that was allocated $30 million in CARES Act revenue, a township received 5% of the CULGF revenue in 2019 out of the total CULGF revenue paid to subdivisions eligible to receive the CARES Act payment, the township would receive $1.5 million.

There is an exception to this allocation method for a subdivision that, in 2019, voluntarily declined to receive its share of CULGF, e.g., Belmont County. In such a case, the revenue is distributed as though that subdivision had not declined its share of CULGF revenue. Although park districts are eligible to receive CULGF distributions in some counties, they are not eligible for distributions of the CARES Act money.

Once a subdivision receives its share of the CARES Act revenue it must deposit the money in a newly created, dedicated fund called the local coronavirus relief fund and must use the revenue solely for the purposes prescribed in the CARES Act. The Auditor of State is required to audit this fund during the subdivision's next regular audit to ensure the revenue was used properly.[10]

Redistribution of unused funds

Subdivisions are required to return to the county treasury any CARES Act funding that remains unencumbered as of October 15, 2020. Returned revenue is then redistributed to the county and townships and municipalities in the county, except that no amount may be paid to an ineligible subdivision, a subdivision that also returned its funds, or a subdivision that still has not adopted a resolution affirming its use of the revenue in conformity with the CARES Act. One-quarter of the returned revenue is paid to the county, if eligible, and the remainder is paid

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[7] Section 1(B) of the bill. According to the Department of Taxation, in 2019 no LGF money was denied on the basis of maintaining a red light camera program.

[8] R.C. 5747.503, not in the bill.

[9] Section 1(D) of the bill.

[10] Section 1(E) of the bill.

to the other eligible municipalities and townships based on each subdivision's population relative to the population of all such subdivisions, with a township's population being based on its unincorporated area only.[11]

Reporting to OBM

Whenever a county auditor distributes or redistributes the CARES Act payments under the bill to local subdivisions, the auditor is required report the amount that is being paid to each subdivision to the Director of OBM.[12] In addition, any subdivision that receives CARES Act revenue under this bill is required to comply with any request from the Director for information on how those funds were spent.[13]

Return of unused funds

A subdivision must return any unspent balance of its local coronavirus relief fund to the state treasury by December 28, 2020, in the manner prescribed by the Director of OBM.[14] As discussed above, the CARES Act requires this money to be spent only for COVID-19 pandemic-related costs incurred no later than December 30, 2020.

HISTORY

Action	Date
Introduced	05-05-20
Reported, S. Finance	05-06-20
Passed Senate (33-0)	05-06-20

S0310-PS-133/ts

[11] Section 1(F) of the bill.

[12] Section 1(C) and (F) of the bill.

[13] Section 1(H) of the bill.

[14] Section 1(G) of the bill.

City of Brookville

Memo

To: Mayor and Council

From: Michelle Brandt, Finance Director

Date: May 19, 2020

Subject: Finance Report

→ I am requesting Council accept the first reading and dispense with the second and third reading to adopt proposed Resolution 20-09 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.

No. **RESOLUTION NO. 20-09** 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 Finance Director is hereby authorized and directed to establish the following funds:

Federal Grants Fund (B05) in order to receive and properly account for federal grant funds and expenditures therefrom.

FEMA Fund (B16) in order to receive and properly account for FEMA grant funds and expenditures therefrom.

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

FUND	ACTION	AMOUNT
General Fund	Increase	$ 115,658.54
Street M & R Fund	Increase	$ 25,435.94
Park Fund	Increase	$ 4,410.41
Water Fund	Increase	$ 8,889.64
Sewer Fund	Increase	$ 10,584.98
Refuse Fund	Increase	$ 882.08

SECTION III: 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. 20-09 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. 20-09 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

City of BROOKVILLE POLICE

Chief Douglas Jerome

djerome@brookvilleohio.com

Council Meeting Agenda
May 19, 2020

Reportable Incidents

1/1/2019 – 5/15/2019 = 257
1/1/2020 – 5/15/2020 = 212

Citations

1/1/2019 – 5/15/2019 = 153
1/1/2020 – 5/15/2020 = 118

Traffic Stops

May 2019- 193
May 2020 to date- 21 (Due to COVID-19)

Items of Interest

- **Discuss upcoming BHS Class of 2020 events: May 20, 2020 (Wednesday) 7:30 p.m. - Senior Parade.**
- **Discuss upcoming BHS Class of 2020 graduation ceremonies: May 22 & 23, 2020 (Friday & Saturday) times to be determined (daytime hours).**

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

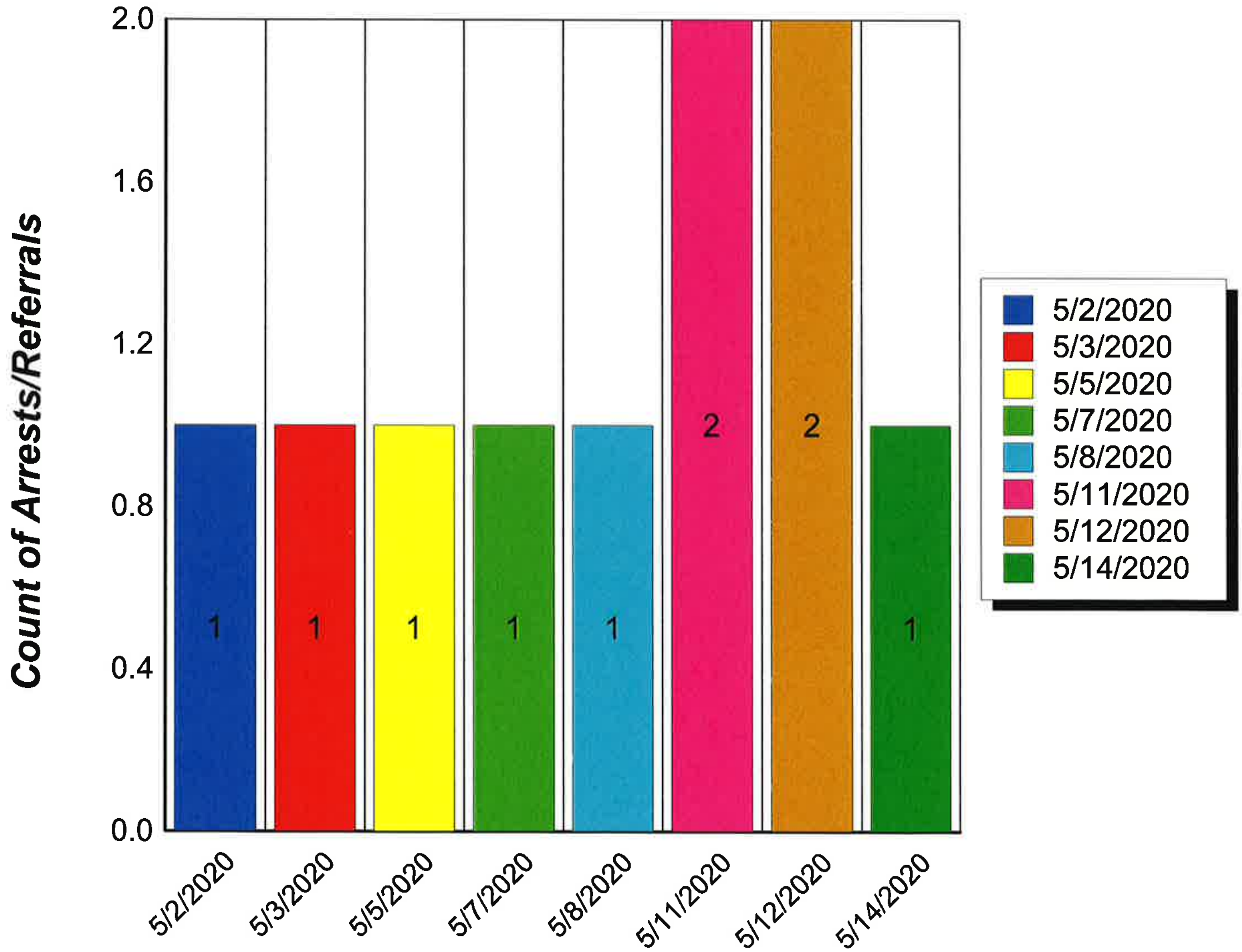
Brookville Police Department

Arrest Log by Date

Arrest Date	Total Arrests
May 02, 2020	1
May 03, 2020	1
May 05, 2020	1
May 07, 2020	1
May 08, 2020	1
May 11, 2020	2
May 12, 2020	2
May 14, 2020	1

Total Selected = 10

Arrest Log by Date



Brookville Police Department

Incident Arrest Blotter

Arrest Date Time	Suspect's Name	Address, Charges(s)	Incident ID
05/02/2020	EDWIN E. HEWSON	4760 OLDE PARK DR, TIPP CITY, OH 45371 291925A: Domestic violence - knowingly cause physical harm	2020-00193
05/03/2020	SHELBY L. WIELAND	75 RIDGE ROAD APT. 46, BROOKVILLE, OH 45309 291732A2: Making false alarms - to emergency agency	2020-00194
05/05/2020	SYDNEY F. CREECH	76 MEADOW BROOKE, BROOKVILLE, OH 45309 291332: Criminal simulation	2020-00197
05/07/2020	RICHARD E. BROWN	10 RIDGE RD APT 2, BROOKVILLE, OH 45309 291303A: Unauthorized use of motor vehicle - joy riding	2020-00202
05/08/2020	DAVID L. MUNDY	21 WALNUT ST, BROOKVILLE, OH 45309 50501C: ANIMAL AT LARGE	2020-00204
05/11/2020	JESSE J. DAWSON	118 KARRLAND DR UNIT 11, BROOKVILLE, OH 45309 291711B2: Disorderly conduct - intoxicated create risk of ha	2020-00205
	** JUVENILE **	6903 LEWISBURG RD, LEWISBURG, OH 45338 9701B: CURFEW	2020-00206
05/12/2020	CODY WAYNE ASHBUF	515 SALEM, BROOKVILLE, OH 45309 95522C1: CONFINEMENT OR RESTRAINT OF DOG	2020-00209
	ZEBASTIAN VELASCO	422 MARKET ST, BROOKVILLE, OH 45309 35: WARRANT ARREST 2925.11(C)(7)(A): Liquid Hashish- No person shall knowingly obtain, possess, or use a controlled substance or a controlled substance analog.	2020-00210
05/14/2020	MICHAEL J. CAYTON	319 ALBERT RD, BROOKVILLE, OH 45309 53102: LOUD STEREO 50' FROM BUILDING	2020-00211

Total Selected = 10

Brookville Police Department

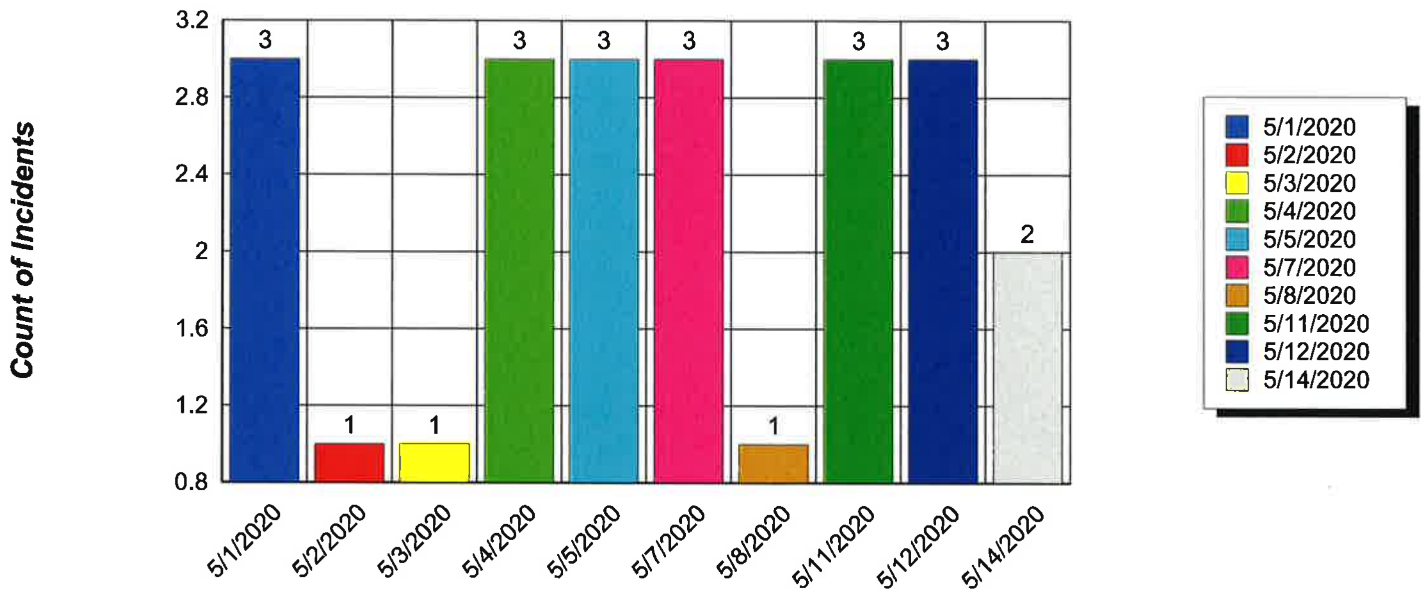
Incident Log by Date Reported

Date Reported	Day of Week	Total Reported
05/01/2020	Friday	3
05/02/2020	Saturday	1
05/03/2020	Sunday	1
05/04/2020	Monday	3
05/05/2020	Tuesday	3
05/07/2020	Thursday	3
05/08/2020	Friday	1
05/11/2020	Monday	3
05/12/2020	Tuesday	3
05/14/2020	Thursday	2

Total Selected = 23

Brookville Police Department

Incident Log by Date Reported



Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

May 01, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00190	74 ROCK ST BROOKVILLE PD	SIGNAL 11 - FRAUD	05/01/2020		OPEN CASE

Offenses	UCR	Offense Description
1	01	291321 - Misuse of credit card

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00191	EB-70 @ MM26 BROOKVILLE PD	SIGNAL 26A- ASSIST ANOTHER AGENCY	05/01/2020		OPEN CASE

Offenses	UCR	Offense Description
1	02	26A - ASSIST ANOTHER AGENCY/OFFICER

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00192	301 SYCAMORE STREET BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	05/01/2020	05/01/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 3

May 02, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00193	95 PARKVIEW DR NORTH BROOKVILLE PD	SIGNAL 20 - DOMESTIC VIOLENCE	05/02/2020	05/02/2020	ARREST

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

Total Incidents Reported for Date: 1

May 03, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00194	75 RIDGE ROAD UNIT 46 BROOKVILLE PD	SIGNAL 26O - MAKING FALSE ALARMS	05/03/2020	05/03/2020	ARREST

Offenses	UCR	Offense Description
1	02	291732A2 - Making false alarms - to emergency agency

Total Incidents Reported for Date: 1

May 04, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00195	425 ARLINGTON RD UNIT 11 BROOKVILLE PD	SIGNAL 26DB - DEAD BODY	05/04/2020	05/04/2020	EXCEPTIONALY CLEARED

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

May 04, 2020

Offenses	UCR	Offense Description
1	02	26DB - DEAD BODY

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00196	301 SYCAMORE BROOKVILLE PD	SIGNAL 26O - TELEPHONE HARASSMENT	05/04/2020	05/04/2020	EXCEPTIONALY CLEARED

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

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00197	620 ARLINGTON ROAD BROOKVILLEOHIO BROOKVILLE PD	SIGNAL 11 - FRAUD	05/04/2020	05/05/2020	ARREST

Offenses	UCR	Offense Description
1	01	291332 - Criminal simulation

Total Incidents Reported for Date: 3

May 05, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00198	301 SYCAMORE BROOKVILLE PD	SIGNAL 17 - CHILD PORNOGRAPHY	05/05/2020		OPEN CASE

Offenses	UCR	Offense Description
1	02	2907322A - Pandering sexually oriented matter

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00199	ARLINGTON @ TRIGGS BROOKVILLE PD	SIGNAL 53A - PROPERTY DAMAGE	05/05/2020	05/05/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	N/A	451142 - RIGHT OF WAY WHEN TURNING LEFT

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00200	21 WALNUT ST BROOKVILLE PD	SIGNAL 260 - DOG AT LARGE CRIMINAL WARNING	05/05/2020	05/05/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	N/A	50501C - ANIMAL AT LARGE

Total Incidents Reported for Date: 3

May 07, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00201	301 SYCAMORE STREET BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	05/07/2020	05/07/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

May 07, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00202	10 RIDGE ROAD UNIT 2 BROOKVILLE PD	SIGNAL 7 - UNAUTHORIZED USE OF A MOTOR VEHICLE	05/07/2020	05/07/2020	ARREST

Offenses	UCR	Offense Description
1	N/A	291303A - Unauthorized use of motor vehicle - joy riding

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00203	10 RIDGE ROAD BROOKVILLE OHIO BROOKVILLE PD	SIGNAL 21 - DRIVING WHILE INTOXICATED	05/07/2020	05/07/2020	ARREST

Offenses	UCR	Offense Description
3	02	451119 - DUI - ALCOHOL OR DRUGS
	N/A	451012 - DRIVING WITHOUT VALID LICENSE
	02	430162 - Open container liquor

Total Incidents Reported for Date: 3

May 08, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00204	21 WALNUT STREET BROOKVILLE PD	SIGNAL 26O - DOG AT LARGE	05/08/2020	05/08/2020	ARREST

Offenses	UCR	Offense Description
1	N/A	50501C - ANIMAL AT LARGE

Total Incidents Reported for Date: 1

May 11, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00205	118 KARRLAND DR UNIT 9 BROOKVILLE PD	SIGNAL 24 - DISORDERLY CONDUCT	05/11/2020	05/11/2020	ARREST

Offenses	UCR	Offense Description
1	02	291711B2 - Disorderly conduct - intoxicated create risk of ha

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00206	780 ARLINGTON RD BROOKVILLE PD	SIGNAL 46 - JUVENILE COMPLAINT	05/11/2020	05/11/2020	ARREST

Offenses	UCR	Offense Description
1	02	9701B - CURFEW

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00207	926 ARLINGTON RD BROOKVILLE PD	SIGNAL 53HR - HIT AND RUN	05/11/2020		OPEN CASE

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

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

Total Incidents Reported for Date: 3

May 12, 2020

2020-00208 — 59 ANKARA, BROOKVILLE PD — SIGNAL 26I - INFORMATION REPORT — 05/12/2020 — 05/12/2020 — EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

2020-00209 — E. MCKINLEY ST @ S. WOLF CREEK ST, BROOKVILLE PD — SIGNAL 260- DOG AT LARGE — 05/12/2020 — 05/12/2020 — ARREST

Offenses	UCR	Offense Description
1	N/A	95522C1 - CONFINEMENT OR RESTRAINT OF DOG

2020-00210 — 422 MARKET STREET, BROOKVILLE PD — SIGNAL 20 - DOMESTIC DISPUTE — 05/12/2020 — — OPEN CASE

Offenses	UCR	Offense Description
2	N/A	35 - WARRANT ARREST
	N/A	2925.11(C)(7)(A) - Liquid Hashish- No person shall knowingly obtain, possess, or use a controll

Total Incidents Reported for Date: 3

May 14, 2020

2020-00211 — 319 ALBERT ROAD, BROOKVILLE PD — SIGNAL 260 - NOISE REGULATIONS — 05/14/2020 — 05/14/2020 — ARREST

Offenses	UCR	Offense Description
1	N/A	53102 - LOUD STEREO 50' FROM BUILDING

2020-00212 — 18 PRYOR CT, BROOKVILLE PD — SIGNAL 26I - INFORMATION REPORT — 05/14/2020 — 05/14/2020 — EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 2

Total Selected = 23

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

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

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

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.

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

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.

REVENUE INSUFFICIENCIES- MOVING BROOKVILLE FORWARD

- Economically sensitive income taxes are the primary revenue source for the City of Brookville, and for most Ohio cities

- Over the last 15 years, the State has amended the income tax statutes that reduced our ability to collect income tax as we've collected for many years
- Other General Fund revenue sources the City previously received from the State of Ohio were eliminated, or reduced

			REAL ESTATE/ROLLBACK					
2011	2012	2013	2014	2015	2016	2017	2018	2019
$ 138,547.43	$ 142,513.42	$ 134,243.35	$ 136,273.44	$ 129,606.16	$ 128,830.95	$ 133,881.59	$ 143,499.05	$ 145,570.75
			INCOME TAX					
2011	2012	2013	2014	2015	2016	2017	2018	2019
$ 2,596,988.25	$ 2,735,752.68	$ 3,051,754.75	$ 3,133,211.90	$ 3,123,133.74	$ 3,418,875.27	$ 3,682,234.12	$ 3,763,983.00	$ 3,317,271.11
			LOCAL GOVERNMENT FUND					
2011	2012	2013	2014	2015	2016	2017	2018	2019
$ 139,117.98	$ 96,414.48	$ 75,431.48	$ 74,069.71	$ 76,064.66	$ 68,105.93	$ 65,571.81	$ 66,328.64	$ 79,925.87
			INHERITANCE TAX					
2011	2012	2013	2014	2015	2016	2017	2018	2019
$ 449,401.60	$ 333,741.80	$ 65,655.06	$ 30,404.65	$ -	$ -	$ -	$ -	$ -
			FIRE LEVY - GENERAL FUND					
2011	2012	2013	2014	2015	2016	2017	2018	2019
$ 383,712.49	$ 385,669.16	$ 363,737.93	$ 385,032.51	$ 376,330.92	$ 377,907.00	$ 381,997.63	$ 381,945.34	$ 386,599.59
			EMS BILLING - GENERAL FUND					
2011	2012	2013	2014	2015	2016	2017	2018	2019
$ 344,698.86	$ 326,446.38	$ 319,197.07	$ 338,163.49	$ 367,205.28	$ 387,629.88	$ 395,731.44	$ 306,226.28	$ 377,660.51

MAJOR GENERAL FUND REVENUES

	2011	2012	2013	2014	2015	2016	2017	2018	2019
Departments									
Police	$1,275,587.71	$1,353,162.90	$1,375,543.10	$1,401,616.26	$1,431,013.88	$1,447,015.83	$1,584,319.06	$1,731,177.16	$1,556,402.57
Fire	$ 694,064.12	$ 789,621.10	$ 762,669.99	$ 810,703.24	$ 812,608.66	$ 849,336.47	$ 962,097.67	$1,096,776.64	$1,064,625.76
Administration*	$1,717,822.92	$2,071,139.41	$1,996,609.83	$1,926,401.71	$1,877,444.68	$2,073,384.09	$2,082,424.78	$2,147,865.25	$2,167,014.69
Street M&R	$ 743,065.67	$ 609,644.51	$ 605,213.96	$ 662,501.07	$ 626,570.70	$ 751,011.84	$2,307,346.84	$ 861,117.68	$ 887,249.27
Park	$ 119,774.35	$ 136,471.80	$ 121,227.70	$ 116,700.81	$ 135,049.18	$ 139,629.61	$ 192,721.59	$ 226,383.89	$ 238,087.63
Capital	$ 824,069.14	$1,012,906.46	$ 333,156.13	$ 536,587.06	$ 422,748.92	$ 476,634.51	$ 740,834.12	$ 330,503.10	$ 256,340.76
Debt	$ 831,355.85	$ 689,887.77	$ 487,347.17	$ 283,060.81	$ 80,351.31	$ 237,247.66	$ 435,593.14	$ 459,575.31	$ 459,901.81
TOTAL	**$6,205,739.76**	**$6,662,833.95**	**$5,681,767.88**	**$5,737,570.96**	**$5,385,787.33**	**$5,974,260.01**	**$8,305,337.20**	**$6,853,399.03**	**$6,629,622.49**
Transfers									
Capital	$ 200,000.00	$ 352,000.00	$ 220,000.00	$ 275,000.00	$ 300,000.00	$ 400,000.00	$ 200,000.00	$ 150,000.00	$ 75,000.00
Park	$ 65,000.00	$ 70,000.00	$ 63,000.00	$ 65,000.00	$ 70,000.00	$ 70,000.00	$ 150,000.00	$ 140,000.00	$ 150,000.00
Street	$ 250,000.00	$ 250,000.00	$ 225,000.00	$ 250,000.00	$ 350,000.00	$ 350,000.00	$ 400,000.00	$ 400,000.00	$ 500,000.00
Note Retirement	$ 25,000.00	$ 80,000.00	$ 80,000.00	$ 80,000.00	$ 80,000.00	$ 75,000.00	$ 90,000.00	$ 80,500.00	$ 86,000.00
Bond Retirement	$ 170,157.00	$ 209,214.10	$ 206,255.99	$ 202,491.98	$ -	$ -	$ 80,000.00	$ 125,000.00	$ 110,000.00
Land Reutilization	$ -	$ -	$ -	$ -	$ 2,000.00	$ 45,000.00	$ 3,200.00	$ -	$ -
TOTAL	**$ 710,157.00**	**$ 961,214.10**	**$ 794,255.99**	**$ 872,491.98**	**$ 802,000.00**	**$ 940,000.00**	**$ 923,200.00**	**$ 895,500.00**	**$ 921,000.00**
Advance Out	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

*Includes Transfers

EXPENDITURES FOR DEPTS. THAT USE INCOME TAX $'S

Year	Beginning Balance	Total Receipts	Total Expenses	Transfers Out	Ending Balance
2019	$ 2,289,471.44	$ 4,574,201.13	$ 3,867,043.02	$ 921,000.00	$ 2,075,629.55
2018	$ 2,300,666.96	$ 4,964,623.53	$ 4,080,319.05	$ 895,500.00	$ 2,289,471.44
2017	$ 2,017,949.13	$ 4,911,559.34	$ 3,705,641.51	$ 923,200.00	$ 2,300,666.96
2016	$ 1,751,736.07	$ 4,635,949.45	$ 3,429,736.39	$ 940,000.00	$ 2,017,949.13
2015	$ 1,599,933.90	$ 4,272,869.39	$ 3,319,067.22	$ 802,000.00	$ 1,751,736.07
2014	$ 1,421,686.04	$ 4,316,969.07	$ 3,266,229.23	$ 872,491.98	$ 1,599,933.90
2013	$ 1,339,208.67	$ 4,217,300.29	$ 3,340,566.93	$ 794,255.99	$ 1,421,686.04
2012	$ 1,219,796.22	$ 4,333,335.86	$ 3,252,709.31	$ 961,214.10	$ 1,339,208.67
2011	$ 702,929.69	$ 4,204,341.28	$ 2,977,317.75	$ 710,157.00	$ 1,219,796.22

GENERAL FUND CASH POSITIONS

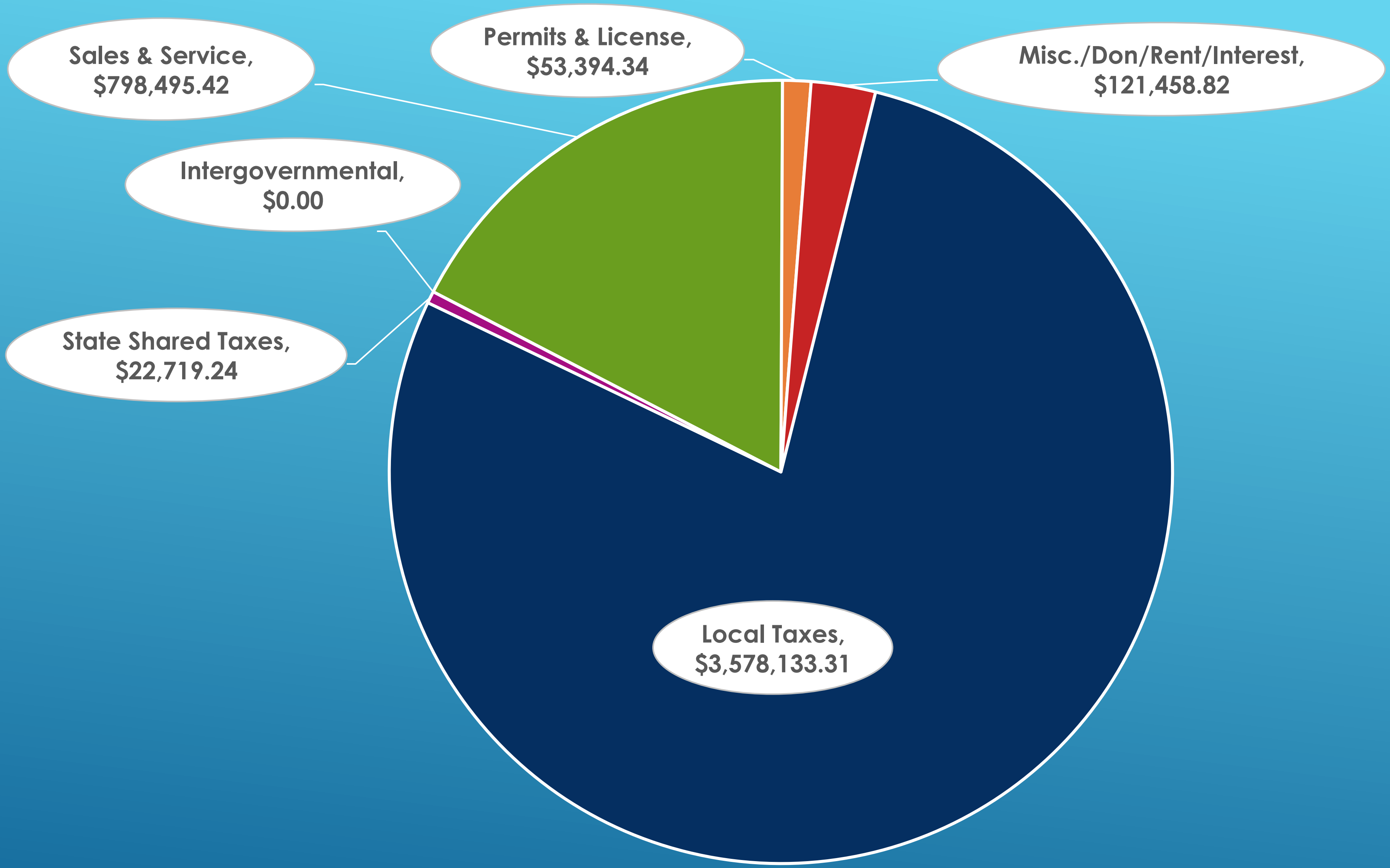
- In September 2014, City Council was advised had we not landed Payless and Provimi in 2007 and 2008, and had we not receipted $783,143 in Inheritance Tax in 2011 and 2012, Staff would have talked to Council much sooner about a revenue increase
- These items allowed the City to operate without an increase
- Later that same year, Council authorized an Ordinance to raise the permanent income tax rate by ¼%, which was put to a vote the following May
- The income tax rate increased to 2% effective 1/1/2016
- This is the first income tax rate increase in 37½ years

- On December 19, 2014, Governor Kasich signed HB5 into law, which reformed Ohio's municipal tax code
- HB5 provides a mandatory five-year carryforward period for Net Operating Losses (NOLs) first incurred in taxable years beginning January 1, 2017 for all municipalities that levy an income tax
- In accounting, this is a way for a company to reduce its tax liability by applying losses to future tax years in which the company makes a profit. Carryforward allows companies to apply losses to profits that have not yet occurred and thereby reduce the taxes they pay on those profits

- In 2015, we learned that Parker Hannifin with 145 employees, and 3M with 75 employees, would leave Brookville by February 2016
  - Projected loss of income tax revenue $230,208
- In February 2019, we learned that Payless Distribution Center, with 500 employees filed bankruptcy and would be closing their doors
  - Projected loss of income tax revenue $208,000
- In October 2019, we learned that IMI Norgren would be closing their Brookville location in May 2020 to relocate to Illinois
  - Projected loss of income tax revenue $115,000

Strategic Planning Session – September 2018

- City Finances – Stabilize the City's finances & pursue financial stability
  - Identify immediate strategies to stabilize the City's finances
  - Identify costs to cut or delay
  - Explore options to diversify the revenue base
    - Review the pros and cons of a levy for specific purposes
      - Street Operating/Capital
      - Police Operating/Capital
      - Fire/EMS Operating/Capital
      - Parks



2019 GENERAL FUND REVENUE - $4,574,201.13

- Local Taxes - 2019
  - Real Estate Property Tax - $127,978.41
  - Tangible Personal Prop. Tax - $3,927.88
  - City Income Tax - $3,317,271.11
  - Motel Tax - $49,030.04
  - County LGF - $69,291.20
  - State LGF - $10,634.67

- State Shared Taxes - 2019
  - Real Estate Rollback - $17,592.34
  - Cigarette Tax/Liquor Permits - $5,126.90
- Intergovernmental - 2019
  - Grants/Aid - $0.00
- Sales & Service - 2019
  - Fire/EMS Contracts - $386,599.59
  - EMS Billing - $377,660.51
  - Misc. Sales/Mayors Don./CPR Cards - $34,235.32

- Permits & License - 2019
  - Fines & Forfeitures - $6,457.82
  - Zoning Permits - $3,935.00
  - Franchise Fees - $43,001.52
- Misc. Donation/Rent/Interest - 2019
  - Equipment Sales - $447.00
  - Investment Interest - $85,843.10
  - Rent - $35,168.72

- In 2019, 72.5% of our General Fund receipts were credited to income tax
- Local withholding tax totaled $2,596,693 or 99% of our total income tax receipts in 2019

	YTD 2020 (4/30/2020)	YTD 2019	YTD 2018	YTD 2017	YTD 2016
Net Profit	$54,863.41	$330,300.72	$528,155.38	$597,575.10	$689,487.56
Individual	$206,672.92	$519,562.78	$585,869.26	$488,781.60	$431,900.62
Withholding	$894,565.94	$2,596,692.52	$2,742,114.55	$2,588,007.53	$2,438,120.76
TOTAL	$1,156,102.27	$3,446,556.02	$3,856,139.19	$3,674,364.23	$3,559,508.94

Net Profit	Business, S Corps, C Corps, Partnerships (Gains from Brookville businesses)
Individual	Filing with a SS#, includes Schedule C, Sole Proprieters and Rental Businesses
Withholding	Individuals working in Brookville (Employers withhold & submit)

- What are income tax dollars used for:
  - Payroll & Benefits for Police, Fire & Legislative Departments
  - Maintenance & operating supplies for these three departments
  - Street Lighting
  - Capital equipment & improvements for the Police & Legislative Departments
  - Income tax is transferred to the Street M&R Fund for maintenance, operating supplies & capital projects and equipment purchases
  - Income tax is transferred to the Park Fund for maintenance, operating supplies and upgrades to our beautiful city parks
  - Income tax is transferred to the Capital Improvement Fund to upgrade our equipment, buildings, streets and to match grant funds
  - Income tax is used to pay off our 20-year loan for land acquired in 2006 in the NorthBrook Industrial Park and our 2016 Fire Station Bonds

Department	2015	2016	Diff.	2017	Diff.	2018	Diff.	2019	Diff.
Police	$ 1,332,540.00	$ 1,389,259.00	4.3%	$ 1,520,482.00	9.4%	$ 1,651,659.16	8.6%	$ 1,554,103.61	-5.9%
Fire	$ 812,608.66	$ 849,336.47	4.5%	$ 962,097.67	13.3%	$ 1,096,776.64	14.0%	$ 1,064,625.76	-2.9%
Government/Admin.	$ 1,059,995.00	$ 1,115,691.00	5.3%	$ 1,138,605.00	2.1%	$ 1,176,008.05	3.3%	$ 1,229,710.00	4.6%
Street M&R	$ 568,045.00	$ 745,171.00	31.2%	$ 751,015.00	0.8%	$ 801,520.36	6.7%	$ 814,691.02	1.6%
Park & Recreation	$ 130,693.00	$ 131,630.00	0.7%	$ 181,247.00	37.7%	$ 212,043.59	17.0%	$ 238,087.63	12.3%
Water	$ 941,124.00	$ 983,368.00	4.5%	$ 1,039,843.00	5.7%	$ 1,034,852.80	-0.5%	$ 1,007,596.42	-2.6%
Sewer	$ 355,573.00	$ 363,756.00	2.3%	$ 352,720.00	-3.0%	$ 417,151.75	18.3%	$ 464,046.25	11.2%
Refuse	$ 403,326.00	$ 417,695.00	3.6%	$ 413,256.00	-1.1%	$ 427,487.04	3.4%	$ 441,169.66	3.2%

All Capital, Debt and Transfers removed.

OPERATING BUDGETS

In 2019, Brookville was hit with the Memorial Day tornado!

We saw an increase in expenditures:

FEMA Reimbursement in Process	Ohio EMA Reimbursement in Process

Now in 2020, the COVID-19 pandemic strikes!

We will see a sharp decline in:

Income Tax receipts	Local Government Funds	Gas Tax

TAXATION ENVIRONMENT DATA

Municipality	Income Tax	Inc. Tax Credit	Total Tax Rate	A/R Value	A/R Eff Rate	C/I Value	C/I Eff Rate	Population (2010 Census)
Brookville/Clay Twp.	2.00%	Yes	108.81	81,562,370	73.33	28,953,930	79.58	5,884
Brookville/Perry Twp.			107.93		72.64		78.93	
Clayton	1.50%	Partial	125.93	229,781,920	93.77	13,951,820	99.85	13,209
Englewood	1.75%	Yes	123.48	193,480,850	90.45	67,606,140	96.08	13,465
Germantown	1.50%	Partial	81.82	84,868,530	68.09	11,790,860	72.88	5,547
Moraine	2.50%	Yes	119.82	50,398,820	86.78	95,349,550	101.91	6,338
New Lebanon/Perry Twp.	1.00%	No	109.25	35,042,770	84.89	6,489,580	90.78	3,995
Riverside	1.50%	Partial	108.43	200,955,160	81.45	46,179,240	93.95	25,201
Union	1.50%	Yes	135.68	95,773,400	105.31	12,417,160	107.38	6,419
West Carrollton	2.25%	Yes	119.70	118,715,880	91.25	57,254,500	101.84	13,143
Lewisburg	1.75%	Yes						1,820
Eaton	1.50%	Yes						8,407
New Carlisle	1.50%	No						5,785
West Milton	1.50%	No						4,630
Brookville/Clay								
	County		23.14					
	JVS		4.01					
	Library		3.15					
	School		73.53					
	Township		3.68					
	City		1.3					
Brookville/Perry								
	County		23.14					
	JVS		4.01					
	Library		3.15					
	School		73.53					
	Township		2.8					
	City		1.3					

Moody's Investors Service – Credit Opinion, March 2020

- **Credit strengths**
  - High reserves compared to peers
  - Steady tax base growth, stable population
- **Credit challenges**
  - Modestly-sized tax base compared to peers
  - Small and relatively older population
  - High reliance on economically sensitive income tax revenue
  - Elevated pension liabilities
- **Factors that could lead to an upgrade**
  - Material tax base growth and strengthened resident wealth and income
  - Increased reserves
  - Substantial moderation of the debt burden
- **Factors that could lead to a downgrade**
  - Contraction of the tax base
  - Reduction of reserves
  - Increased debt burden or pension liabilities

Options to Increase our Revenue Stream

- Property Tax Levies – Requires vote by our citizens
  - Levies can be put on for the following:
    - Current Expenses - Any number of years not exceeding five
    - Police - Any number of years not exceeding five, or for a continuing period
    - Fire & EMS - Any number of years not exceeding five, or for a continuing period
    - Fire Equipment - Any number of years not exceeding five, or for a continuing period
    - Street Improvement - Any specified number of years, or a continuing period
    - Parks - Any specified number of years, or a continuing period
    - Debt charges on certain bonds, notes or certificates of indebtedness – life of the indebtedness
- Increase Income Tax Rate – Requires vote by our citizens
  - Increasing the income tax rate .25% would result in an additional $446,461(Based on 2019 collections)
- Income Tax Credit Reduction – Can be voted on by Council and/or citizens

Annual Cost to Homeowner w/Home Valued at $100,000 (100%)	
1 Mil	$35.00
1.5 Mil	$52.50
2 Mil	$70.00
2.5 Mil	$87.50
3 Mil	$105.00
3.5 Mil	$122.50
4 Mil	$140.00
4.5 Mil	$157.50
5 Mil	$175.00
5.5 Mil	$192.50
6 Mil	$210.00
6.5 Mil	$227.50
7 Mil	$245.00
7.5 Mil	$262.50
8 Mil	$280.00
8.5 Mil	$297.50
9 Mil	$315.00
9.5 Mil	$332.50
10 Mil	$350.00

Value	Millage	Est. Rev @95%
113,785,570	0.25	27,024
113,785,570	0.50	54,048
113,785,570	0.75	81,072
113,785,570	1.00	108,096
113,785,570	1.25	135,120
113,785,570	1.50	162,144
113,785,570	1.75	189,169
113,785,570	2.00	216,193
113,785,570	2.25	243,217
113,785,570	2.50	270,241
113,785,570	2.75	297,265
113,785,570	3.00	324,289
113,785,570	3.25	351,313
113,785,570	3.50	378,337
113,785,570	3.75	405,361
113,785,570	4.00	432,385
113,785,570	4.25	459,409
113,785,570	4.50	486,433
113,785,570	4.75	513,457
113,785,570	5.00	540,481

113,785,570	5.25	567,506
113,785,570	5.50	594,530
113,785,570	5.75	621,554
113,785,570	6.00	648,578
113,785,570	6.25	675,602
113,785,570	6.50	702,626
113,785,570	6.75	729,650
113,785,570	7.00	756,674
113,785,570	7.25	783,698
113,785,570	7.50	810,722
113,785,570	7.75	837,746
113,785,570	8.00	864,770
113,785,570	8.25	891,794
113,785,570	8.50	918,818
113,785,570	8.75	945,843
113,785,570	9.00	972,867
113,785,570	9.25	999,891
113,785,570	9.50	1,026,915
113,785,570	9.75	1,053,939
113,785,570	10.00	1,080,963

2019-2020 VALUE/MILLAGE & COST TO HOMEOWNER

- Levy information was requested from the County Auditor’s Office
  - A 4.39 mill street improvement levy would generate $500,000 that can be used for general construction, reconstruction, resurfacing, and repair of streets, roads, and bridges in municipal corporations and would cost a homeowner with a home valued at $100,000 $153.80 annually
    - A levy can be placed on the ballot for any specified number of years, or for a continuing period
  - A 1.10 mill park levy would generate $125,000 that can be used for parks and recreational purposes and would cost a homeowner with a home valued at $100,000 $38.45 annually
    - A levy can be placed on the ballot for any specified number of years, or for a continuing period

2020 Taxable Values

Karl Keith
MONTGOMERY COUNTY AUDITOR
SERVICE > INTEGRITY > INNOVATION

2019/2020 TAXABLE VALUES

Municipality	A	R	A/R	I	C	C/I	P U REAL	P U PERSONAL	TOTAL	EXEMPT VALUE
Brookville	534,880	81,027,490	81,562,370	9,390,870	19,563,060	28,953,930	0	3,269,270	113,785,570	29,381,780
Paid by Class Road	$ 2,350.39	$ 356,053.45	$ 358,403.84	$ 41,265.65	$ 85,964.59	$127,230.24	$ -	$ 14,365.93	$ 500,000.00	
Paid by Class Park	$ 587.60	$ 89,013.36	$ 89,600.96	$ 10,316.41	$ 21,491.15	$ 31,807.56	$ -	$ 3,591.48	$ 125,000.00	

Cost of Road Levy		Cost of Park Levy		
Home Value	Annual Cost	Home Value	Annual Cost	Proposed Rate
$ 50,000.00	$ 76.90	$ 50,000.00	$ 19.22	**4.39**
$ 60,000.00	$ 92.28	$ 60,000.00	$ 23.07	**1.10**
$ 70,000.00	$ 107.66	$ 70,000.00	$ 26.91	
$ 80,000.00	$ 123.04	$ 80,000.00	$ 30.76	
$ 90,000.00	$ 138.42	$ 90,000.00	$ 34.60	
$ 100,000.00	$ 153.80	$ 100,000.00	$ 38.45	
$ 110,000.00	$ 169.18	$ 110,000.00	$ 42.29	
$ 120,000.00	$ 184.56	$ 120,000.00	$ 46.14	
$ 130,000.00	$ 199.94	$ 130,000.00	$ 49.98	
$ 140,000.00	$ 215.32	$ 140,000.00	$ 53.83	
$ 150,000.00	$ 230.70	$ 150,000.00	$ 57.67	
$ 160,000.00	$ 246.08	$ 160,000.00	$ 61.52	
$ 170,000.00	$ 261.46	$ 170,000.00	$ 65.36	
$ 180,000.00	$ 276.84	$ 180,000.00	$ 69.21	
$ 190,000.00	$ 292.22	$ 190,000.00	$ 73.05	
$ 200,000.00	$ 307.60	$ 200,000.00	$ 76.90	

	Total Generated
Road	$ 500,000.00
Park	$ 125,000.00

- By implementing a street and parks levy:
  - Free up a $500,000 transfer out of the General Fund to the Street Fund
  - Free up a $125,000 transfer out of the General Fund to the Park Fund
  - We can begin to transition our Fire Department from a part-time department to a combination full-time and part-time department
    - In order to transition our Fire Department, this would require us to employ three full-time shift supervisors at a minimum at an estimated cost of $250,000 (salary & benefits)
  - We can increase our Police full-time employees
    - We are currently at 11 full-time Patrol Officers. Through attrition, two full-time employees were not replaced
  - Will allow us to increase our General Fund balance
    - Provide sufficient cash flow for daily financial needs
    - Secure and maintain investment grade bond ratings
    - Offset significant economic downturns or revenue shortfalls
    - Provide funds for unforeseen expenditures related to emergencies