City of BROOKVILLE

CITY COUNCIL MEETING
Tuesday, June 2, 2020, 7:30 PM
VIRTUAL MEETING
www.brookvilleohio.com
(937) 833-2135

Attend Online: https://meetingsamer9.webex.com/meetingsamer9/j.php?MTID=m92c59c875682003df94ffcbe7da1044d
Meeting Number (access code): 126 649 6244
Password: cKriuPBp758 (25748727 from phones and video systems)
How to Join the Meeting by phone: +1-408-418-9388 United States Toll **Access code**: 126 649 6244

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 19, 2020

IV. Reports of Municipal Officers

a. City Manager

b. Finance Director

1. Fund Balance of May 31, 2020

c. Fire Chief

d. Police Chief

e. Law Director

f. Mayor Chuck Letner

V. Old Business

a. Third 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.

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

VI. New Business

VII. Reports of Boards and Commissions

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 19, 2020

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on May 19, 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 Zimmerlin, second by Swabb to approve the Regular Council Meeting Minutes of May 5, 2020. All yeas, motion carried.

Manager Keaton reported the City received the first check last week 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 and FEMA's share of Category B expenditures. Manager Keaton advised the State's share of Category B, funds for asphalt repairs and reimbursement of our Management costs and donated resources are still pending.

Manager Keaton advised 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.

Manager Keaton reported a pre-construction meeting was held, by phone, for the Arlington/Upper Lewisburg-Salem Intersection Project. The project will begin on Tuesday, May 26 and should last approximately 30 days. Most of the project will take place from 6:30 a.m. to 3:00 p.m., Monday through Friday and milling and asphalt resurfacing will take place in the evening, after rush hour.

Manager Keaton advised the Agreement between the City of Brookville and the Ohio Patrolmen's Benevolent Association expires December 31, 2019. Last December, Council approved an extension of the expiring Agreement from January 1 through June 30, 2020 with a modification to allow a 1.5% wage increase. Manager Keaton reported the Union has agreed, due to the COVID-19 pandemic, to extend the Agreement through December 31, 2020. Manager Keaton requested 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 was approved at that time.

Motion by Schreier, second by Swabb 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 was approved at that time. All yeas, motion carried.

Manager Keaton stated the project to remove the fallen trees adjacent to the WWTP was approved at the federal level and requested 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. Manager Keaton reported the City will provide in-kind services that can 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 of the storm debris. The project area begins at the southern city limits and extends 1,855 feet to the north and includes removing all fallen trees, root balls, log jams, woody debris and trash 50' from the centerline of Wolf Creek on both sides of the creek.

Member Schreier asked if we just track all of our hours against the project?

Manager Keaton replied we will track personnel costs as we did for FEMA after the Memorial Day tornados, including wages fringe benefits and use of vehicles.

Member Zimmerlin stated the City should reach out to the residents that live on Wolf Creek near this project area, so they are aware of the clean-up and improvements the City is making to the area.

Manager Keaton stated the City will be meet with the seven property owners who will be affected and present them with an agreement relating to the project.

Motion by Fowler, second by Zimmerlin to authorize the City to proceed with the removal of storm debris from Wolf Creek associated with the May 27, 2019 tornado. All yeas, motion carried.

Manager Keaton advised in 2019, we submitted a 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. Manager Keaton stated our contract with Cargill to purchase the remaining rock salt at $85.12 per ton expires July 31, 2020. We currently have approximately 150 to 200 tons of salt on hand. Manager Keaton stated she does not expect salt prices to go down this year and requested Council authorization to purchase the remaining 152.77 tons of rock salt at a cost of $85.12 per ton. Manager Keaton advised the 2020 Street M&R budget includes $40,000 to purchase salt.

Mayor Letner asked if the purchase will top off our salt barn?

Manager Keaton replied it will top off the salt barn and hopefully we will have a late start to our winter.

Member Fowler asked how many tons we have right now and how much we normally go through in an average winter?

Manager Keaton replied we currently have between 150-200 tons of salt on hand. Some winters are light, and some are heavy as far as salt usage. We did not have much snow this winter, but we did have a few days of heavy ice, which uses a lot of salt.

Member Fowler asked if it was possible to push off our purchase of salt until November?

Manager Keaton replied our current purchase contract expires on July 31, 2020 so we have to purchase it before then. We participate with SWAP4G to purchase salt, which is a consortium of entities in the Montgomery County region. This year we will put in a bid for 350 tons, which is 150 tons less than last year, due to the fact that we have so much salt on hand. Manager Keaton advised we do not know the purchase price of the salt yet, but she anticipates an increase as costs of everything seem to be increasing.

Motion by Zimmerlin, second by Fowler to authorize Manager Keaton to purchase 152.77 tons of rock salt from Cargill at $85.12 per ton. All yeas, motion carried.

Manager Keaton reported repairs made to the Wastewater Treatment Plant that was damaged during the Memorial Day tornado currently total $432,389.82. The City has received $431,389.82 in insurance proceeds and have one outstanding Purchase Order in the amount of $34,141.94. This project should be wrapped up in the next four to six weeks.

Manager Keaton reported the Service Department finished grading topsoil at the WWTP. They will seed the area soon and plant pine trees along the roadway fence that were given to the City by Montgomery County Soil & Water. The Service Department has cleared out the perimeter fence row at the WWTP and marked the area for new fencing. They saw cut asphalt repair areas and will be repairing those areas soon. They will also begin grading and seeding repair areas at Westbrook Park soon. Over the next several weeks, the Service Department will begin to move five water services on Westbrook Road, between Sycamore Street and Wolf Creek Street, from the 6” water main to the 12” water main.

Manager Keaton advised a recent Dayton Daily News article reported that over half of Ohio and Montgomery County households have responded to the 2020 Census. The article stated that

Brookville has the fourth highest response rate in Montgomery County at 75.40%, just behind Oakwood, Centerville, and Washington Township. Manager Keaton thanked all who have responded to the Census and advised there is still time to fill out the census by telephone by calling the toll-free number, 844-330-2020, or filling out online at my2020census.gov.

Manager Keaton provided Council with a draft Resolution that is currently being considered by the Ohio General Assembly. SB 310 appropriates $350 million of funding allocated to the state from the federal CARES Act to counties, municipalities, and townships to fund necessary COVID-19 pandemic-related expenses. This bill would exclude local governments that receive direct federal funding under the CARES Act from receiving this distribution. Manager Keaton stated funds would be distributed based on the proportion of Local Government Fund revenue allocated to subdivisions in 2019. Before receiving a payment, a subdivision is required to adopt a resolution affirming that the subdivision will spend it only on pandemic-related expenses, provided those expenses are incurred between March 1 and December 30, 2020 and are not accounted for in our current budget. This Bill requires local funds unspent as of October 15, 2020, to be redistributed to local governments that have spent their full allocation. Any unspent money must be returned to the state by December 28, 2020. Recently the Ohio Senate passed the bill and this week the Ohio House Finance Committee is considering the bill. Manager Keaton reported she has met with staff regarding additional supplies that may be needed in the foreseeable future to combat COVID-19. Staff is in agreement that we should bring a Resolution back to Council once this bill receives final approval.

Manager Keaton stated she is pleased to report that our $1,000 Keep Montgomery County Beautiful Grant application was approved and will be used to pay for the flowers that line Market Street. Previously it was reported the program was suspended due to COVID-19, but that suspension applied only to the voluntary cleanup programs that are sponsored by Keep Montgomery County Beautiful.

Manager Keaton requested Council accept the second reading, 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.

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

Motion by Schreier, second by Fowler to accept the second reading, dispense with the third reading and adopt 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.

Finance Director Brandt requested Council accept the first reading, dispense with the second and third reading to adopt proposed Resolution No. 20-09, which amends the 2020 Appropriations and Estimated Resources which creates a FEMA fund, a Federal Grants Fund and amends our budget. 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 Schreier to read proposed Resolution No. 20-09. All yeas, motion carried.

Motion by Fowler, second by Swabb to accept the first reading, dispense with the second and third reading and adopt 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." All yeas, motion carried.

Fire Chief Fletcher reported the Fire Department is starting to see accidents occur now that there is more traffic on the roadways. Fire Chief Fletcher reported he is considering resuming fire safety inspections as businesses are re-opening. Fire Chief Fletcher stated he is confident his crews are taking the necessary precautions to protect themselves, he is just weighing the need to do fire safety inspection against the potential to expose personnel and the amount of PPE needed to complete the inspections. If PPE supplies become critical, he would suspend any activity other than emergency response. Fire Chief Fletcher advised the department's routine has been anything but normal for the past year and crews are looking forward to resuming inspections and other routine activities.

Police Chief Jerome reported the Police Department is still receiving traffic complaints on Westbrook Road. They are continuing to increase police presence and making traffic stops. The speed trailer is out, and they have been moving it to various locations. Police Chief Jerome reported the police department is busy this week helping with graduation events and a parade for the graduates tomorrow night and gave the parade route and instructions for anyone attending the parade. Police Chief Jerome reported the Police Department will also assist as students go through the buildings on Friday and Saturday at staggered times to receive their diplomas and have photos taken. Police Chief Jerome reported that the Police Department was recently audited by LEADS and passed with a score of 100%.

Law Director Stephan had no report.

Mayor Letner reported he recently presented a proclamation to the Brookville Sewing Masks group to congratulate them on sewing over 10,000 masks. The group presented him with the 10,000th mask sewn which will be on display at the City building. Mayor Letner advised the group sews masks and distributes them free of charge to anyone with a need. Mayor Letner reminded everyone of the upcoming one-year anniversary of the tornado that went through Brookville. Mayor Letner stated every day he is thankful for the citizens, staff, city employees and Council who worked together to get through it. Mayor Letner stated we showed the area what Brookville is made of – that we are red, white and Brookville blue strong. Mayor Letner stated we are a committed and resilient community and will get through this pandemic as well. Mayor Letner also commented that being number four in the region with our Census response is quite the accomplishment. Mayor Letner stated we are at a 75% response rate and he would like to see us have a 100% response rate as those dollars mean everything to us. Mayor Letner encouraged everyone to enjoy the holiday, continue to stay six feet apart and go Brookville!

Member Wilder commented Channel 45 is airing a special tonight at 10:00 p.m. about the Brookville community and how we have come back from the tornado.

Mayor Letner stated he is so proud of where we are now and the way our citizens have pulled together. Mayor Letner stated the home he grew up in on Crosswell has been transformed and it is just amazing what has happened back there.

Member Schreier commented last year at this time he was not sure the Terrace Park plat would be able to come back but he has been amazed by the progress in the past year. It is a great neighborhood and a great place to raise a family.

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

Motion by Fowler, second by Crane to accept the third reading and adopt 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 Fowler, second by Swabb to read Ordinance No. 2020-04. All yeas, motion carried.

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

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

Motion by Schreier, second by Wilder to accept the second reading of proposed Ordinance No. 2020-05 entitled "AN ORDINANCE ADOPTING CERTAIN FEDERAL POLICIES FOR ADMINISTERING FEDERAL GRANTS." All yeas, motion carried.

Manager Keaton presented the 2020 Revenue Presentation for Council review.

Member Fowler, Park Board Liaison, had no report.

Member Schreier, Planning Commission Liaison, had no report.

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: 6/1/2020

Work began last Thursday on the Arlington/Triggs/E. Upper Lewisburg-Salem Intersection Project. Milling and application of the asphalt base coat will take place this week, weather permitting.

The Service Department assisted a contractor with the removal of three large dead trees in Ward Park, they tilled the volleyball courts at Golden Gate Park, moved two benches near What's the Scoop and a picnic table near Old Hickory. BBC will begin offering baseball and softball games two nights each week during June, the Service Department will reset their concession stand water meter.

At the last Council Meeting, Council authorized the City to proceed with the removal of storm debris from Wolf Creek that was associated with the May 27, 2019 tornado. I reported the City could provide in-kind services that would be applied toward the City's 25% share of the project cost. Last week, we had a follow-up meeting with representatives of the Natural Resources Conservation Service, and they expressed concern if the City provides in-kind services by removing and disposing the storm debris, it may drive the cost of the project up. Any cost overruns of the federal approved amount of $69,330, would be funded by the City.

Our Commercial Property, Automobile and Liability Insurance coverage through The Ohio Plan renews on July 1 for a one-year period. The renewal premium came in at $76,474, which is a $6,639 increase over our expiring policy. Our risk insurance includes Property, Liability, Automobile, Equipment Breakdown, Special Property, Computer, Crime, Malicious Assailant, Cyber and Terrorism coverages. Our property/equipment values increased $585,314, special scheduled equipment values increased $162,709 and computer equipment values increased $6,315.

In addition to the exposure increases, our rate increase is due to our loss ratio increase because of the tornado. Our Ohio Plan Advantage Premium credit totaled $2,616 this year. Last year our credit totaled $4,543.

We received three bids for the Asphalt Resurfacing & Pavement Removal Project to repair the roadways damaged following the 2019 Memorial Day tornado. The bids submitted were as follows:

Barrett Paving Materials, Inc. - $126,480
Butler Asphalt LLC - $91,016
Wagner Paving, Inc. - $86,500

I am recommending Council accept the bid submitted by Wagner Paving as the lowest and responsible bid.

I received word the Chamber Board elected to move forward with the Annual Community Picnic in July.

City of Brookville

Memo

To: Mayor and Council

From: Michelle Brandt, Finance Director

Date: June 2, 2020

Subject: Finance Report

→ Requesting Council accept the May 31, 2020 Fund Balance. Overall for May, MTD Revenues exceeded Expenditures by $187,430.

- General Fund Beginning Balance is down $213,542 compared to 2019
  - General Fund YTD Revenue is down $294,914 compared to last May
    - Income Tax is down $359,240
    - EMS billing is down $4,928
    - Fire Protection Contracts is up $5,071
  - General Fund YTD Expenses are up $286,710 compared to last May
    - Police Payroll is down $27,739 and transfers are up $339,000 since last May
- Street M&R Fund Beginning Balance is up $67,794 compared to 2019
  - Street M&R Fund YTD Revenue is up $88,472 compared to last May
    - Motor Vehicle, Gas and Highway Taxes combined are up $44,629
  - Street M&R Fund YTD Expenses are up $38,532 compared to last May
    - Street M&R capital improvement is up $44,440 since last May .
- Park & Rec. Fund Beginning Balance is down $3,723 compared to 2019
  - Park & Rec. Fund YTD Revenue is down $17,136 compared to last May
    - Park Permits are down $14,234
  - Park & Rec. Fund YTD Expenses are down $39,984 compared to last May
    - Park & Rec. operating supplies & materials is down $8,031 and building and land maintenance is down $19,556 since last May
- Water Fund Beginning Balance is up $203,833 compared to 2019
  - Water Fund YTD Revenue are down $58,823 compared to last May
    - Water sales are up $14,908
    - OWDA Loan proceeds down $76,628

            - Water Fund YTD Expenses are down $83,911 compared to last May
                - City of Dayton expense is down $9,675 and OWDA expenses are down $76,628 since last May .
    - Sewer Fund Beginning Balance is up $109,812 compared to 2019
        - Sewer Fund YTD Revenue is up $253,546 compared to last May
            - Sewer sales are down $4,783
            - Misc Revenues are up $257,871 due to insurance proceeds from tornado damage
        - Sewer Fund YTD Expenses are up $219,290 compared to last May
            - Sewer capital is up $205,230 and capital improvement equipment is up $9,377 since last May .
    - Refuse Fund Beginning Balance is up $9,048 compared to 2019
        - Refuse Fund YTD Revenue is down $926 compared to last May
            - Refuse sales are down $2,157
            - Sales & Services are down $894
        - Refuse Fund YTD Expenses are down $10,265 compared to last May
            - Rent & Lease expenses are down $16,609 since last May .

→ Requesting Council's authorization to transfer funds from the FEMA Fund to the following funds as appropriated:
    - $99,135.88 to the General Fund
    - $21,802.24 to the Street M&R Fund
    - $3,780.35 to the Park & Rec Fund
    - $7,619.69 to the Water Fund
    - $9,072.84 to the Sewer Fund
    - $756.07 to the Refuse Fund
    - These transfers are returning the Category A funds back to the fund that they were originally expended from for the tornado work.

→ We were recently notified by the State of Ohio that the amount of donated resources we received related to the tornado would cover the matching portion for both the city and the state. Since the state had already paid us $20,568.90 I am requesting Council approve me to cut a check in the amount of $20,568.90 to the Treasurer of State to refund the states matching share.

City of Brookville

Statement of Cash Position with MTD Totals

From: 1/1/2020 to 5/31/2020 | Include Inactive Accounts: No

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

Fund	Description	Beginning Balance	Net Revenue MTD	Net Revenue YTD	Net Expenses MTD	Net Expenses YTD	Unexpended Balance	Encumbrance YTD	Ending Balance
A01	GENERAL FUND	$2,075,629.55	$338,064.27	$1,913,410.93	$330,050.99	$2,266,909.80	$1,722,130.68	$762,629.42	$959,501.26
B01	STREET M. & R.	$229,719.67	$35,888.01	$448,464.98	$63,924.06	$340,856.80	$337,327.85	$193,551.37	$143,776.48
B04	PARK & RECREATION	$47,982.54	($964.24)	$109,566.71	$14,169.61	$66,202.70	$91,346.55	$20,004.77	$71,341.78
B05	FEDERAL GRANTS	$0.00	$0.00	$9,894.21	$3,067.33	$3,458.69	$6,435.52	$4,505.95	$1,929.57
B09	LAND REUTILIZATION	$39,266.96	$0.00	$0.00	$0.00	$0.00	$39,266.96	$0.00	$39,266.96
B13	LAW ENFORCEMENT	$11,864.56	$25.00	$170.00	$433.50	$2,076.75	$9,957.81	$0.00	$9,957.81
B16	FEMA	$0.00	$145,017.07	$145,017.07	$0.00	$0.00	$145,017.07	$0.00	$145,017.07
C01	BOND RETIREMENT	$4,893.28	$0.00	$374,000.00	$119,300.00	$119,300.00	$259,593.28	$254,300.00	$5,293.28
C03	NOTE RETIRE-NORTHBROOK	$2,473.50	$0.00	$80,000.00	$278.14	$2,632.00	$79,841.50	$63,548.20	$16,293.30
D03	CAPITAL IMPROVEMENT	$165,398.38	$0.00	$6,214.56	$0.00	$0.00	$171,612.94	$412,380.23	($240,767.29)
D04	FIRE CAPITAL IMPROVEMENT	$220,810.91	$28,575.53	$326,848.63	$0.00	$38,871.40	$508,788.14	$292,371.38	$216,416.76
E01	WATER	$381,847.61	$147,693.02	$621,141.45	$22,046.12	$286,165.20	$716,823.86	$306,037.79	$410,786.07
E02	SANITARY SEWER	$535,153.66	$78,847.64	$582,977.09	$49,532.10	$381,361.64	$736,769.11	$102,355.84	$634,413.27
E08	STORMWATER	$0.00	$7,329.66	$24,918.05	$7,141.71	$15,267.29	$9,650.76	$3,703.03	$5,947.73
E10	REFUSE	$162,327.38	$53,950.17	$222,350.10	$37,052.57	$175,024.79	$209,652.69	$218,194.40	($8,541.71)
Grand Total:		$3,877,368.00	$834,426.13	$4,864,973.78	$646,996.13	$3,698,127.06	$5,044,214.72	$2,633,582.38	$2,410,632.34

City of Brookville
Check Report by Check Number

Banks: All
Payment Method: Checks, ACH, EFT
Vendors: A99000 to ZZ0600
Checks: All

Check Dates: 5/1/2020 to 5/31/2020
As Of Check Cashed Date: 1/1/1900 to 5/31/2020
Include Voids: No
Check Status: Cashed And Outstanding

Bank: LCNB - LCNB - LCNB NATIONAL BANK

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000057369	05/01/2020	Z99999	MEGHAN STONER	Check	Cashed	05/04/2020	$0.00	$210.00
0000057370	05/01/2020	Z99999	DUANE O'DELL	Check	Cashed	05/26/2020	$0.00	$150.00
0000057371	05/01/2020	Z99999	COMMUNITY PRESCHOOL PARENTS CL	Check	Outstanding		$0.00	$25.00
0000057372	05/01/2020	Z99999	TAMMY SMITH	Check	Cashed	05/05/2020	$0.00	$125.00
0000057373	05/01/2020	Z99999	MIKE TEETER	Check	Cashed	05/06/2020	$0.00	$240.00
0000057374	05/08/2020	AA0273	AIM MEDIA MIDWEST	Check	Cashed	05/13/2020	$0.00	$160.00
0000057375	05/08/2020	AA0485	ALL AMERICAN STORE LLC	Check	Cashed	05/11/2020	$0.00	$18.35
0000057376	05/08/2020	AA0545	AMAZON CAPITAL SERVICES	Check	Cashed	05/13/2020	$0.00	$2,039.75
0000057377	05/08/2020	AA0550	AMELLE PHOTOGRAPHY	Check	Cashed	05/22/2020	$0.00	$150.00
0000057378	05/08/2020	BB0237	BEST EQUIPMENT COMPANY INC	Check	Cashed	05/12/2020	$0.00	$282.48
0000057379	05/08/2020	BB0500	BLUEPRINT CYBERENGINEERING	Check	Cashed	05/13/2020	$0.00	$3,947.48
0000057380	05/08/2020	BB0550	BOBCAT OF DAYTON, INC	Check	Cashed	05/14/2020	$0.00	$289.99
0000057381	05/08/2020	BB0565	BOONE'S POWER EQUIPMENT	Check	Cashed	05/12/2020	$0.00	$997.58
0000057382	05/08/2020	BB0572	BOUND TREE MEDICAL LLC	Check	Cashed	05/12/2020	$0.00	$1,384.67
0000057383	05/08/2020	BB0603	BROOKVILLE AUTO PARTS	Check	Cashed	05/13/2020	$0.00	$2,246.50
0000057384	05/08/2020	BB0627	BROOKVILLE RENTAL & SALES	Check	Cashed	05/15/2020	$0.00	$650.06
0000057385	05/08/2020	CC0294	CHANGE HEALTHCARE	Check	Cashed	05/18/2020	$0.00	$3,061.36
0000057386	05/08/2020	CC0340	CHOICE ONE ENGINEERING	Check	Cashed	05/14/2020	$0.00	$210.00
0000057387	05/08/2020	EE0556	CITY OF ENGLEWOOD	Check	Cashed	05/13/2020	$0.00	$6,246.97
0000057388	05/08/2020	VV0390	CODE CREDIT UNION	Check	Cashed	05/18/2020	$0.00	$1,484.96
0000057389	05/08/2020	DD0074	DASH MEDICAL GLOVES	Check	Cashed	05/12/2020	$0.00	$239.70
0000057390	05/08/2020	DD0178	DAYTON QUALITY STARTER	Check	Cashed	05/12/2020	$0.00	$338.00
0000057391	05/08/2020	DD0900	DXP ENTERPRISES INC	Check	Cashed	05/12/2020	$0.00	$9,376.54
0000057392	05/08/2020	EE0553	EMSAR MEDICAL REPAIR INC	Check	Cashed	05/13/2020	$0.00	$127.88
0000057393	05/08/2020	FF0697	FRIENDSOFFICE	Check	Cashed	05/12/2020	$0.00	$115.56
0000057394	05/08/2020	GG0650	GRAINGER	Check	Cashed	05/13/2020	$0.00	$7.96
0000057395	05/08/2020	GG0740	GREEN VELVET SOD FARMS	Check	Cashed	05/12/2020	$0.00	$483.00
0000057396	05/08/2020	GG0800	GROSCH QUALITY WATER INC	Check	Cashed	05/21/2020	$0.00	$185.00
0000057397	05/08/2020	II0060	IGS ENERGY	Check	Cashed	05/11/2020	$0.00	$3,999.74
0000057398	05/08/2020	II0347	INTERSTATE BILLING SERVICE, INC	Check	Cashed	05/13/2020	$0.00	$52.22
0000057399	05/08/2020	JJ0014	JACKS AUTO WASH	Check	Cashed	05/12/2020	$0.00	$245.00
0000057400	05/08/2020	JJ0016	JACKSON-HIRSH INC.	Check	Cashed	05/14/2020	$0.00	$50.05
0000057401	05/08/2020	KK0600	JAMES KOHN (SNAP-ON TOOLS)	Check	Cashed	05/18/2020	$0.00	$71.50
0000057402	05/08/2020	SS0805	JEFFREY P. STARTZMAN	Check	Cashed	05/13/2020	$0.00	$1,000.00
0000057403	05/08/2020	KK0002	K E ROSE COMPANY	Check	Cashed	05/20/2020	$0.00	$75.00

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000057404	05/08/2020	KK0198	KENDALL ELECTRIC INC	Check	Cashed	05/12/2020	$0.00	$20.74
0000057405	05/08/2020	KK0200	KENWORTH OF DAYTON	Check	Cashed	05/15/2020	$0.00	$294.14
0000057406	05/08/2020	MM0100	MECHANICAL SYSTEMS OF DAYTON	Check	Cashed	05/18/2020	$0.00	$779.50
0000057407	05/08/2020	MM0606	MIAMI VALLEY LIGHTING, LLC	Check	Cashed	05/13/2020	$0.00	$6,093.05
0000057408	05/08/2020	MM0392	MID-AMERICA SPORTS ADVANTAGE	Check	Cashed	05/14/2020	$0.00	$891.44
0000057413	05/08/2020	MM0025	MOBILE ANALYTICAL SERVICES INC	Check	Cashed	05/13/2020	$0.00	$118.00
0000057414	05/08/2020	MM0554	MODERN LEASING	Check	Cashed	05/13/2020	$0.00	$1,141.00
0000057415	05/08/2020	MM0555	MODERN OFFICE METHODS	Check	Cashed	05/12/2020	$0.00	$94.23
0000057416	05/08/2020	MM0579	MONTGOMERY COUNTY	Check	Cashed	05/26/2020	$0.00	$4,140.00
0000057417	05/08/2020	MM0600	MONTGOMERY COUNTY SHERIFF'S OFFI	Check	Cashed	05/18/2020	$0.00	$75.00
0000057418	05/08/2020	MM0593	MONTGOMERY COUNTY SOLID WASTE	Check	Cashed	05/12/2020	$0.00	$117.81
0000057419	05/08/2020	HH0196	MR. CRAIG HEINTZ	Check	Cashed	05/14/2020	$0.00	$300.00
0000057420	05/08/2020	MM0725	MSD ENVIRONMENTAL SERVICES, INC	Check	Cashed	05/12/2020	$0.00	$4,169.50
0000057421	05/08/2020	MM0825	MUSIC, DANNY	Check	Cashed	05/11/2020	$0.00	$175.00
0000057422	05/08/2020	MM0826	MUSIC, SHELLY	Check	Cashed	05/11/2020	$0.00	$1,200.00
0000057423	05/08/2020	PP0012	PACE ANALYTICAL SERVICES INC	Check	Cashed	05/18/2020	$0.00	$1,293.46
0000057424	05/08/2020	PP0330	PICKREL BROTHERS INC.	Check	Cashed	05/12/2020	$0.00	$10.06
0000057425	05/08/2020	RR0213	REICHARD CHEVROLET CO	Check	Cashed	05/13/2020	$0.00	$312.06
0000057426	05/08/2020	SS0822	RODNEY L. STEPHAN	Check	Cashed	05/08/2020	$0.00	$4,988.12
0000057427	05/08/2020	RR0825	RUMPKE	Check	Cashed	05/14/2020	$0.00	$31,268.50
0000057428	05/08/2020	SS0022	SAFEGUARD BUSINESS SYSTEMS	Check	Cashed	05/12/2020	$0.00	$542.65
0000057429	05/08/2020	SS0110	SCOTTISSUE - A FLEXPAC COMPANY	Check	Cashed	05/12/2020	$0.00	$390.41
0000057430	05/08/2020	SS0149	SECURITY CENTRAL	Check	Cashed	05/13/2020	$0.00	$37.90
0000057431	05/08/2020	SS0200	SEIM'S HARDWARE & WELDING LLC	Check	Cashed	05/18/2020	$0.00	$3.00
0000057432	05/08/2020	SS0225	SERVPRO OF NORTHWEST DAYTON	Check	Cashed	05/12/2020	$0.00	$1,157.95
0000057433	05/08/2020	SS0350	SINCLAIR COMMUNITY COLLEGE	Check	Cashed	05/12/2020	$0.00	$1,315.36
0000057434	05/08/2020	SS0650	SMARTBILL, LTD.	Check	Cashed	05/12/2020	$0.00	$1,133.42
0000057435	05/08/2020	SS0801	STAPLES BUSINESS ADVANTAGE	Check	Cashed	05/15/2020	$0.00	$582.35
0000057436	05/08/2020	SS0833	STRYKER	Check	Cashed	05/13/2020	$0.00	$1,428.00
0000057437	05/08/2020	TT0100	TERMINAL SUPPLY COMPANY	Check	Cashed	05/12/2020	$0.00	$191.37
0000057438	05/08/2020	SS0312	THE SHERWIN-WILLIAMS COMPANY	Check	Cashed	05/20/2020	$0.00	$248.52
0000057439	05/08/2020	TT0347	TIME WARNER CABLE	Check	Cashed	05/14/2020	$0.00	$64.98
0000057440	05/08/2020	TT0664	TRACTOR SUPPLY CREDIT PLAN	Check	Cashed	05/14/2020	$0.00	$122.96
0000057441	05/08/2020	TT0800	TRUCKPRO, LLC	Check	Cashed	05/12/2020	$0.00	$25.02
0000057442	05/08/2020	VV0180	VECTREN ENERGY DELIVERY	Check	Cashed	05/13/2020	$0.00	$1,860.76
0000057443	05/08/2020	VV0187	VERIZON WIRELESS	Check	Cashed	05/13/2020	$0.00	$761.44
0000057444	05/08/2020	WW0370	WHEN TO WORK, INC	Check	Cashed	05/14/2020	$0.00	$315.00
0000057445	05/08/2020	MM0828	ZACHARIAH S MUSIC	Check	Cashed	05/18/2020	$0.00	$85.00
0000057446	05/08/2020	ZZ0230	ZIONS BANK	Check	Cashed	05/12/2020	$0.00	$119,300.00
0000057447	05/08/2020	Z99999	LINE-X OF TROY	Check	Cashed	05/13/2020	$0.00	$150.00
0000057448	05/08/2020	Z99999	TRIPLE C AGRI SUPPLY, LLC	Check	Cashed	05/13/2020	$0.00	$159.80
0000057449	05/08/2020	Z99999	LIBERTY SERVICES, INC	Check	Cashed	05/11/2020	$0.00	$500.00
0000057450	05/08/2020	Z99999	AWARDS OF EXCELLENCE	Check	Cashed	05/18/2020	$0.00	$400.00
0000057451	05/12/2020	Z99999	CHARLES WILSON	Check	Cashed	05/28/2020	$0.00	$215.00
0000057452	05/12/2020	Z99999	JESSICA MANLEY	Check	Cashed	05/18/2020	$0.00	$150.00
0000057453	05/12/2020	Z99999	GARY KENNEDY	Check	Cashed	05/22/2020	$0.00	$150.00

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000057454	05/12/2020	Z99999	MARY HEINRICH	Check	Cashed	05/27/2020	$0.00	$90.00
0000057455	05/13/2020	F99000	MUN. OF BROOKVILLE-F.I.C.A.	Check	Cashed	05/14/2020	$0.00	$1,372.28
0000057456	05/13/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	Check	Cashed	05/14/2020	$0.00	$1,402.89
0000057457	05/13/2020	PAYROL	MUNICIPALITY OF BROOKVILLE	Check	Cashed	05/14/2020	$0.00	$103,102.16
0000057458	05/14/2020	DD0155	DAYTON POWER & LIGHT COMPANY	Check	Cashed	05/22/2020	$0.00	$4,503.44
0000057459	05/14/2020	DD0445	DMSink	Check	Cashed	05/19/2020	$0.00	$808.59
0000057460	05/14/2020	Z99999	JAMES SINGER	Check	Cashed	05/21/2020	$0.00	$190.00
0000057461	05/14/2020	MM0601	MTG SOIL & WATER CONSERVATION DI	Check	Cashed	05/26/2020	$0.00	$4,500.00
0000057462	05/14/2020	SS0035	SAM'S CLUB	Check	Cashed	05/19/2020	$0.00	$432.43
0000057463	05/15/2020	DD0445	DMSink	Check	Cashed	05/19/2020	$0.00	$489.50
0000057464	05/19/2020	Z99999	JULIE VENCIL	Check	Cashed	05/27/2020	$0.00	$110.00
0000057465	05/19/2020	Z99999	JANICE HANSFORD	Check	Cashed	05/29/2020	$0.00	$125.00
0000057466	05/19/2020	Z99999	LINDA MIZE	Check	Outstanding		$0.00	$150.00
0000057467	05/19/2020	Z99999	LANDIS BUILDERS	Check	Cashed	05/26/2020	$0.00	$69.41
0000057468	05/19/2020	Z99999	MOORE DOUG	Check	Outstanding		$0.00	$241.05
0000057469	05/19/2020	Z99999	SARAH GULLEY	Check	Cashed	05/26/2020	$0.00	$150.00
0000057470	05/19/2020	Z99999	CAROL EMIG	Check	Outstanding		$0.00	$150.00
0000057471	05/22/2020	AA0125	A.E. DAVID & CO.	Check	Outstanding		$0.00	$276.80
0000057472	05/22/2020	AA0118	ADVANCED TECHNICAL AQUATIC CONT	Check	Cashed	05/29/2020	$0.00	$426.43
0000057473	05/22/2020	AA0274	AIRGAS USA, LLC	Check	Cashed	05/26/2020	$0.00	$17.63
0000057474	05/22/2020	AA0545	AMAZON CAPITAL SERVICES	Check	Cashed	05/27/2020	$0.00	$208.66
0000057475	05/22/2020	AA0641	ANTHEM	Check	Outstanding		$0.00	$28,992.10
0000057476	05/22/2020	AA0642	ANTHEM LIFE	Check	Cashed	05/28/2020	$0.00	$510.00
0000057477	05/22/2020	CC0022	CASH, RICHARD A	Check	Cashed	05/29/2020	$0.00	$280.00
0000057478	05/22/2020	CC0361	CINTAS	Check	Cashed	05/27/2020	$0.00	$1,196.97
0000057479	05/22/2020	VV0034	CITY OF VANDALIA	Check	Cashed	05/27/2020	$0.00	$11,178.86
0000057480	05/22/2020	CC0420	CIVICPLUS	Check	Cashed	05/27/2020	$0.00	$4,914.01
0000057481	05/22/2020	DD0077	DAVE ARBOGAST FORD	Check	Outstanding		$0.00	$60.69
0000057482	05/22/2020	FF0210	FERRELLGAS	Check	Cashed	05/29/2020	$0.00	$164.00
0000057483	05/22/2020	FF0291	FIFTH THIRD BANK	Check	Cashed	05/27/2020	$0.00	$208.90
0000057484	05/22/2020	FF0697	FRIENDSOFFICE	Check	Cashed	05/28/2020	$0.00	$663.67
0000057485	05/22/2020	FF0698	FRONTIER	Check	Cashed	05/28/2020	$0.00	$641.37
0000057486	05/22/2020	GG0900	GUTH LABORATORIES INC	Check	Outstanding		$0.00	$70.70
0000057487	05/22/2020	HH0605	HOME DEPOT CREDIT SERVICES	Check	Cashed	05/27/2020	$0.00	$145.07
0000057488	05/22/2020	DD0228	J.W. DEVERS & SON INC.	Check	Cashed	05/28/2020	$0.00	$65.00
0000057489	05/22/2020	LL0440	LOWES BUSINESS ACCT/SYNCB	Check	Cashed	05/27/2020	$0.00	$134.82
0000057490	05/22/2020	MM0022	MARTIN MARIETTA AGGREGATES	Check	Cashed	05/26/2020	$0.00	$374.79
0000057491	05/22/2020	MM0090	MCMAKEN'S IGA	Check	Cashed	05/29/2020	$0.00	$5.98
0000057492	05/22/2020	Z99999	COUNTY TREASURERS' EDUCATIONAL F	Check	Outstanding		$0.00	$100.00
0000057493	05/22/2020	SS0130	SC SUPPLY COMPANY, LLC	Check	Outstanding		$0.00	$817.69
0000057494	05/22/2020	SS0110	SCOTTISSUE - A FLEXPAC COMPANY	Check	Cashed	05/27/2020	$0.00	$527.64
0000057495	05/22/2020	SS0835	STOCKSLAGERS GREENHOUSE & GARD	Check	Cashed	05/28/2020	$0.00	$315.00
0000057496	05/22/2020	SS0745	SUPERFLEET MASTERCARD PROGRAM	Check	Cashed	05/28/2020	$0.00	$3,517.02
0000057497	05/22/2020	SS0988	SWAGSMART	Check	Cashed	05/29/2020	$0.00	$1,357.69
0000057498	05/22/2020	TT0344	TIME WARNER CABLE	Check	Outstanding		$0.00	$1,108.00
0000057499	05/27/2020	F99000	MUN. OF BROOKVILLE-F.I.C.A.	Check	Cashed	05/28/2020	$0.00	$1,414.71

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000057500	05/27/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	Check	Cashed	05/28/2020	$0.00	$1,431.80
0000057501	05/27/2020	PAYROL	MUNICIPALITY OF BROOKVILLE	Check	Cashed	05/28/2020	$0.00	$105,092.53
0000057502	05/27/2020	P99000	OHIO POLICE & FIRE PENSION FUND	Check	Outstanding		$0.00	$1,632.80
0000057503	05/27/2020	P99000	OHIO POLICE & FIRE PENSION FUND	Check	Outstanding		$0.00	$11,111.46
0000057504	05/27/2020	P99001	OPERS	Check	Outstanding		$0.00	$13,923.89
0201800187	05/08/2020	II0348	INVOICE CLOUD	EFT	Cashed	05/31/2020	$0.00	$214.20
0201800188	05/08/2020	LL0035	LCNB NATIONAL BANK	EFT	Cashed	05/31/2020	$0.00	$107.24
0201800189	05/08/2020	LL0035	LCNB NATIONAL BANK	EFT	Cashed	05/31/2020	$0.00	$50.00
0201800190	05/12/2020	RR0215	REIMBURSEMENTS	EFT	Cashed	05/31/2020	$0.00	$3,822.26
0201800191	05/19/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	EFT	Cashed	05/31/2020	$0.00	$0.00
0201800192	05/19/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	EFT	Cashed	05/31/2020	$0.00	$0.00
0201800193	05/19/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	EFT	Cashed	05/31/2020	$0.00	$0.00
0201800194	05/19/2020	P99001	OPERS	EFT	Cashed	05/31/2020	$0.00	$0.00
0201800195	05/19/2020	P99001	OPERS	EFT	Cashed	05/31/2020	$0.00	$0.00
0201800196	05/19/2020	P99001	OPERS	EFT	Cashed	05/31/2020	$0.00	$0.00
0201800197	05/19/2020	PAYROL	MUNICIPALITY OF BROOKVILLE	EFT	Cashed	05/31/2020	$0.00	$0.00
0201800198	05/19/2020	PAYROL	MUNICIPALITY OF BROOKVILLE	EFT	Cashed	05/31/2020	$0.00	$0.00
0201800199	05/29/2020	MM0601	MTG SOIL & WATER CONSERVATION DI	EFT	Cashed	05/31/2020	$0.00	$0.00
0201800200	05/29/2020	UU0749	U.S. BANK	EFT	Cashed	05/31/2020	$0.00	$278.14
LCNB - LCNB - LCNB NATIONAL BANK Total:							$0.00	$544,305.07

Bank: Payroll - Payroll Bank

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000048603	05/13/2020	C99002	CODE CREDIT UNION	Check	Outstanding		$0.00	$1,420.60
0000048604	05/13/2020	F99000	MUN. OF BROOKVILLE-F.I.C.A.	Check	Outstanding		$0.00	$1,372.28
0000048605	05/13/2020	C99000	MUN. OF BROOKVILLE-FED TAX	Check	Outstanding		$0.00	$9,996.56
0000048606	05/13/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	Check	Outstanding		$0.00	$1,402.89
0000048607	05/13/2020	O00005	OHIO CHILD SUPPORT PAYMENT CENTR	Check	Outstanding		$0.00	$842.01
0000048608	05/27/2020	A99000	AMERICAN FAMILY LIFE ASSUR.CO.	Check	Outstanding		$0.00	$579.90
0000048609	05/27/2020	A99020	ANTHEM	Check	Outstanding		$0.00	$4,370.92
0000048610	05/27/2020	II0343	AVESIS	Check	Outstanding		$0.00	$236.26
0000048611	05/27/2020	BB0611	BROOKVILLE FIRE ASSOCIATION	Check	Outstanding		$0.00	$120.00
0000048612	05/27/2020	BP0552	BROOKVILLE VOLUNTEER FIRE DEPT	Check	Outstanding		$0.00	$507.65
0000048613	05/27/2020	CC0415	CITY OF VANDALIA	Check	Outstanding		$0.00	$4,005.21
0000048614	05/27/2020	C99002	CODE CREDIT UNION	Check	Outstanding		$0.00	$1,420.60
0000048615	05/27/2020	F99000	MUN. OF BROOKVILLE-F.I.C.A.	Check	Outstanding		$0.00	$1,414.71
0000048616	05/27/2020	C99000	MUN. OF BROOKVILLE-FED TAX	Check	Outstanding		$0.00	$10,197.31
0000048617	05/27/2020	M99000	MUN. OF BROOKVILLE-MEDICARE	Check	Outstanding		$0.00	$1,431.80
0000048618	05/27/2020	NN0585	NEW YORK LIFE	Check	Outstanding		$0.00	$144.60
0000048619	05/27/2020	O00005	OHIO CHILD SUPPORT PAYMENT CENTR	Check	Outstanding		$0.00	$842.01
0000048620	05/27/2020	N00200	OHIO PATROLMEN'S BEN. ASSOC.	Check	Outstanding		$0.00	$252.00
0000048621	05/27/2020	P99000	OHIO POLICE & FIRE PENSION FUND	Check	Outstanding		$0.00	$833.40
0000048622	05/27/2020	P99000	OHIO POLICE & FIRE PENSION FUND	Check	Outstanding		$0.00	$6,980.44
0000048623	05/27/2020	P99001	OPERS	Check	Outstanding		$0.00	$9,945.64
0000048624	05/27/2020	P99001	OPERS	Check	Outstanding		$0.00	$200.00
0000048625	05/27/2020	VPR150	VILLAGE OF NEW LEBANON	Check	Outstanding		$0.00	$57.88
Payroll - Payroll Bank Total:							$0.00	$58,574.67

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
Grand Total:							$0.00	$602,879.74

City of Brookville
Encumbrance Report by Account

Accounts: A01-01A1-2110 to E10-05F2-2530 | Purchase Order Status: Open
As Of: 5/31/2020 | Include Inactive Accounts: No

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
Fund: A01		**GENERAL FUND**								
POLICE DEPARTMENT										
A01-01A1-2122	2020	2020000001-001	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$410.00	$1,430.00	$1,020.00	
A01-01A1-2122	2020	2020000028-001	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$26,786.65	$90,100.00	$63,313.35	
A01-01A1-2124	2020	2020000008-001	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$15,525.02	$23,000.00	$7,474.98	
A01-01A1-2310	2020	2020000009-001	01/03/2020	301 SYCAMORE	Open	05/08/2020	$417.76	$900.00	$482.24	
A01-01A1-2310	2020	2020000012-001	01/03/2020	ELECTRIC DISTRIBUTIO	Open	05/14/2020	$1,825.83	$2,570.00	$744.17	
A01-01A1-2310	2020	2020000013-001	01/03/2020	ELECTRIC GENERATION	Open	05/08/2020	$2,099.74	$3,100.00	$1,000.26	
A01-01A1-2320	2020	2020000031-001	01/03/2020	CELL/DATA SERVICE	Open	05/08/2020	$1,819.57	$3,100.00	$1,280.43	
A01-01A1-2323	2020	2020000016-001	01/03/2020	DISPATCHING SERVICE	Open	05/08/2020	$50,709.39	$75,000.00	$24,290.61	
A01-01A1-2325	2020	2020000024-001	01/03/2020	RADIO USER FEES	Open	05/08/2020	$900.00	$5,040.00	$4,140.00	
A01-01A1-2330	2020	2020000030-001	01/03/2020	COPIER LEASE	Open	05/08/2020	$2,900.03	$5,000.00	$2,099.97	
A01-01A1-2340	2020	2020000018-001	01/03/2020	JANITORIAL SERVICES	Open	05/08/2020	$5,760.00	$8,640.00	$2,880.00	
A01-01A1-2340	2020	2020000036-001	01/09/2020	OFFICE 365	Open	05/08/2020	$1,076.46	$1,845.36	$768.90	
A01-01A1-2340	2020	2020000037-001	01/09/2020	ENTERPRISE SECURITY	Open	05/08/2020	$1,127.70	$1,933.20	$805.50	
A01-01A1-2348	2020	2020000005-001	01/03/2020	PROSECUTOR SERVICE	Open	05/08/2020	$7,000.00	$12,000.00	$5,000.00	
A01-01A1-2350	2020	2020000252-002	03/27/2020	TIRES, BRAKES	Open	04/30/2020	$457.87	$457.87	$0.00	
A01-01A1-2351	2020	2020000038-001	01/09/2020	IT SERVICES	Open	05/08/2020	$4,620.00	$7,920.00	$3,300.00	
A01-01A1-2351	2020	2020000225-001	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$369.33	$369.33	$0.00	
A01-01A1-2390	2020	2020000073-001	01/24/2020	CAR WASHES	Open	05/08/2020	$1,715.00	$2,940.00	$1,225.00	
A01-01A1-2421	2020	2020000026-001	01/03/2020	FUEL	Open	05/22/2020	$18,592.16	$28,000.00	$9,407.84	
A01-01A1-2520	2020	2020000070-001	01/22/2020	2020 FORD INTERCEPTO	Open	01/22/2020	$40,457.00	$40,457.00	$0.00	
POLICE DEPARTMENT Totals:							$184,569.51	$313,802.76	$129,233.25	
FIRE DEPARTMENT										
A01-01B1-2122	2020	2020000001-002	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$35.00	$120.00	$85.00	
A01-01B1-2122	2020	2020000028-002	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$2,080.55	$7,000.00	$4,919.45	
A01-01B1-2124	2020	2020000008-002	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$10,783.81	$16,000.00	$5,216.19	
A01-01B1-2140	2020	2020000259-001	04/02/2020	DUTY PANTS	Open	04/02/2020	$955.40	$955.40	$0.00	
A01-01B1-2140	2020	2020000259-002	04/02/2020	UNIFORM SHIRTS	Open	04/02/2020	$515.00	$515.00	$0.00	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
A01-01B1-2140	2020	2020000259-003	04/02/2020	UNIFORM BELTS	Open	04/02/2020	$246.00	$246.00	$0.00	
A01-01B1-2140	2020	2020000259-004	04/02/2020	JOB SHIRTS	Open	04/02/2020	$2,409.00	$2,409.00	$0.00	
A01-01B1-2310	2020	2020000009-004	01/03/2020	775 E UPR-LEWISBURG	Open	05/08/2020	$4,813.65	$12,000.00	$7,186.35	
A01-01B1-2310	2020	2020000012-002	01/03/2020	ELECTRIC DISTRIBUTIO	Open	05/14/2020	$9,421.86	$14,970.00	$5,548.14	
A01-01B1-2320	2020	2020000031-002	01/03/2020	DATA SERVICE	Open	05/08/2020	$2,252.86	$3,860.00	$1,607.14	
A01-01B1-2323	2020	2020000016-002	01/03/2020	DISPATCHING SERVICE	Open	05/08/2020	$22,666.10	$38,000.00	$15,333.90	
A01-01B1-2325	2020	2020000024-002	01/03/2020	RADIO USER FEES	Open	05/08/2020	$7,680.00	$11,760.00	$4,080.00	
A01-01B1-2330	2020	2020000030-002	01/03/2020	COPIER LEASE	Open	05/08/2020	$1,055.36	$2,000.00	$944.64	
A01-01B1-2340	2020	2020000020-001	01/03/2020	24/7 MONITORING	Open	05/08/2020	$285.50	$475.00	$189.50	
A01-01B1-2340	2020	2020000036-002	01/09/2020	OFFICE 365	Open	05/08/2020	$1,528.45	$2,620.20	$1,091.75	
A01-01B1-2340	2020	2020000037-002	01/09/2020	ENTERPRISE SECURITY	Open	05/08/2020	$2,756.60	$4,725.60	$1,969.00	
A01-01B1-2347	2020	2020000015-001	01/03/2020	EMS BILLING SERVICES	Open	05/08/2020	$12,855.23	$25,000.00	$12,144.77	
A01-01B1-2351	2020	2020000038-002	01/09/2020	IT SERVICES	Open	05/08/2020	$4,620.00	$7,920.00	$3,300.00	
A01-01B1-2351	2020	2020000225-008	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$591.00	$591.00	$0.00	
A01-01B1-2415	2020	2020000222-001	03/13/2020	EMS SUPPLIES	Open	05/08/2020	$799.84	$3,106.64	$2,306.80	
A01-01B1-2420	2020	2020000293-003	04/16/2020	DELL LATITUDE & DOCK	Open	04/16/2020	$1,739.07	$1,739.07	$0.00	
A01-01B1-2421	2020	2020000026-002	01/03/2020	FUEL	Open	05/22/2020	$12,237.88	$19,000.00	$6,762.12	
FIRE DEPARTMENT Totals:							$102,328.16	$175,012.91	$72,684.75	
GOVN. & ADMIN. DEPT										
A01-07A2-2122	2020	2020000001-003	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$163.00	$520.00	$357.00	
A01-07A2-2122	2020	2020000028-003	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$7,811.55	$21,300.00	$13,488.45	
A01-07A2-2124	2020	2020000008-003	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$5,489.04	$8,000.00	$2,510.96	
A01-07A2-2310	2020	2020000009-002	01/03/2020	301 SYCAMORE	Open	05/08/2020	$417.79	$900.00	$482.21	
A01-07A2-2310	2020	2020000009-003	01/03/2020	245 SYCAMORE	Open	05/08/2020	$405.17	$1,300.00	$894.83	
A01-07A2-2310	2020	2020000009-005	01/03/2020	20 MULBERRY	Open	05/08/2020	$466.14	$1,500.00	$1,033.86	
A01-07A2-2310	2020	2020000012-003	01/03/2020	ELECTRIC DISTRIBUTIO	Open	05/14/2020	$3,148.40	$5,780.00	$2,631.60	
A01-07A2-2310	2020	2020000013-002	01/03/2020	ELECTRIC GENERATION	Open	05/08/2020	$3,965.32	$6,500.00	$2,534.68	
A01-07A2-2320	2020	2020000031-003	01/03/2020	CELL/IPAD SERVICE	Open	05/08/2020	$1,080.44	$1,600.00	$519.56	
A01-07A2-2330	2020	2020000014-001	01/03/2020	POSTAGE MACHINE LEA	Open	03/06/2020	$1,060.46	$1,400.00	$339.54	
A01-07A2-2330	2020	2020000030-003	01/03/2020	COPIER LEASE	Open	05/08/2020	$4,919.57	$8,000.00	$3,080.43	
A01-07A2-2340	2018	2018000132-001	02/08/2018	VIP ANALYTICS SUITE B	Open	08/14/2018	$10,000.00	$15,000.00	$5,000.00	
A01-07A2-2340	2019	2019000869-001	10/30/2019	RELOCATE & INSTALL SI	Open	10/30/2019	$3,954.00	$3,954.00	$0.00	
A01-07A2-2340	2019	2019000869-002	10/30/2019	RELOCATE & INSTALL SI	Open	10/30/2019	$3,954.00	$3,954.00	$0.00	
A01-07A2-2340	2020	2020000018-002	01/03/2020	JANITORIAL SERVICES	Open	05/08/2020	$3,840.00	$5,760.00	$1,920.00	
A01-07A2-2340	2020	2020000019-001	01/03/2020	2019 BASIC FINANCIAL S	Open	03/20/2020	$2,367.00	$7,100.00	$4,733.00	
A01-07A2-2340	2020	2020000036-003	01/09/2020	OFFICE 365	Open	05/08/2020	$771.19	$1,322.04	$550.85	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
A01-07A2-2340	2020	2020000037-003	01/09/2020	ENTERPRISE SECURITY	Open	05/08/2020	$939.75	$1,611.00	$671.25	
A01-07A2-2340	2020	2020000173-001	03/03/2020	2019 ASSET REPORTING	Open	03/03/2020	$1,900.00	$1,900.00	$0.00	
A01-07A2-2340	2020	2020000255-001	03/31/2020	2019 AUDIT SERVICES	Open	04/17/2020	$2,400.00	$8,000.00	$5,600.00	
A01-07A2-2341	2020	2020000025-001	01/03/2020	LAW DIRECTOR SERVIC	Open	05/08/2020	$50,648.00	$71,100.00	$20,452.00	
A01-07A2-2342	2020	2020000004-001	01/03/2020	INCOME TAX ADMINISTR	Open	05/22/2020	$72,621.81	$128,500.00	$55,878.19	
A01-07A2-2344	2020	2020000012-009	01/03/2020	ELECTRIC DISTRIBUTIO	Open	05/14/2020	$1,297.19	$1,900.00	$602.81	
A01-07A2-2344	2020	2020000013-007	01/03/2020	ELECTRIC GENERATION	Open	05/08/2020	$1,272.76	$1,500.00	$227.24	
A01-07A2-2344	2020	2020000022-001	01/03/2020	STREET LIGHTING	Open	05/08/2020	$43,082.36	$73,500.00	$30,417.64	
A01-07A2-2346	2020	2020000384-001	05/12/2020	DESIGN ESTIMATING/BU	Open	05/29/2020	$1,196.00	$1,196.00	$0.00	
A01-07A2-2351	2020	2020000038-003	01/09/2020	IT SERVICES	Open	05/08/2020	$4,620.00	$7,920.00	$3,300.00	
A01-07A2-2351	2020	2020000225-002	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$184.67	$184.67	$0.00	
A01-07A2-2351	2020	2020000225-003	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$129.00	$129.00	$0.00	
A01-07A2-2351	2020	2020000225-004	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$498.00	$498.00	$0.00	
A01-07A2-2352	2020	2020000065-003	01/13/2020	ARLINGTON/UPPER LEW	Open	05/22/2020	$782.14	$1,095.00	$312.86	
A01-07A2-2391	2020	2020000314-001	04/20/2020	CIVIC CLERK ANNUAL FE	Open	04/20/2020	$7,560.00	$7,560.00	$0.00	
A01-07A2-2391	2020	2020000413-001	05/29/2020	ER NOTIFICATION SYST	Open	05/29/2020	$4,950.00	$4,950.00	$0.00	
A01-07A2-2394	2020	2020000142-001	02/07/2020	LAND PRICE INCENTIVE-	Open	02/07/2020	$20,000.00	$20,000.00	$0.00	
A01-07A2-2394	2020	2020000143-001	02/07/2020	PROJECT NORA LAND IN	Open	02/07/2020	$125,000.00	$125,000.00	$0.00	
A01-07A2-2395	2020	2020000010-001	01/03/2020	INCOME TAX REVENUE	Open	01/03/2020	$80,000.00	$80,000.00	$0.00	
A01-07A2-2420	2020	2020000293-002	04/16/2020	THINKCENTRE - SNEDEK	Open	04/16/2020	$949.99	$949.99	$0.00	
A01-07A2-2420	2020	2020000332-002	05/06/2020	KIOSK	Open	05/28/2020	$1,126.79	$1,126.79	$0.00	
A01-07A2-2421	2020	2020000026-003	01/03/2020	FUEL	Open	05/22/2020	$760.22	$1,300.00	$539.78	
GOVN. & ADMIN. DEPT Totals:							$475,731.75	$633,810.49	$158,078.74	
Fund: A01 Total							$762,629.42	$1,122,626.16	$359,996.74	

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

GARAGE

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
B01-06B2-2122	2020	2020000001-004	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$35.00	$120.00	$85.00	
B01-06B2-2122	2020	2020000028-004	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$2,956.85	$9,900.00	$6,943.15	
B01-06B2-2124	2020	2020000008-004	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$1,029.03	$1,500.00	$470.97	
B01-06B2-2310	2020	2020000012-004	01/03/2020	ELECTRIC DISTRIBUTIO	Open	05/14/2020	$1,147.13	$2,040.00	$892.87	
B01-06B2-2310	2020	2020000013-003	01/03/2020	ELECTRIC GENERATION	Open	04/07/2020	$1,258.36	$2,300.00	$1,041.64	
B01-06B2-2421	2020	2020000330-001	05/05/2020	VEHICLE #50 WHEEL MO	Open	05/05/2020	$1,425.73	$1,425.73	$0.00	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
GARAGE Totals:							$7,852.10	$17,285.73	$9,433.63	
STREET DEPARTMENT										
B01-06B3-2122	2020	2020000001-005	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$162.34	$570.00	$407.66	
B01-06B3-2122	2020	2020000028-005	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$9,392.44	$32,000.00	$22,607.56	
B01-06B3-2124	2020	2020000008-005	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$4,093.58	$6,200.00	$2,106.42	
B01-06B3-2310	2020	2020000009-006	01/03/2020	401 ALBERT	Open	05/08/2020	$354.44	$1,000.00	$645.56	
B01-06B3-2310	2020	2020000012-005	01/03/2020	ELECTRIC DISTRIBUTIO	Open	05/14/2020	$29.70	$1,290.00	$1,260.30	
B01-06B3-2310	2020	2020000013-004	01/03/2020	ELECTRIC GENERATION	Open	05/08/2020	$172.87	$800.00	$627.13	
B01-06B3-2320	2020	2020000031-004	01/03/2020	IPAD SERVICE	Open	05/08/2020	$140.55	$241.00	$100.45	
B01-06B3-2340	2020	2020000036-004	01/09/2020	OFFICE 365	Open	05/08/2020	$112.77	$193.32	$80.55	
B01-06B3-2340	2020	2020000037-004	01/09/2020	ENTERPRISE SECURITY	Open	05/08/2020	$125.30	$214.80	$89.50	
B01-06B3-2346	2019	2019000476-001	06/11/2019	ENGINEERING SERVICE	Open	02/21/2020	$532.18	$22,700.00	$22,167.82	
B01-06B3-2351	2020	2020000038-004	01/09/2020	IT SERVICES	Open	05/08/2020	$1,155.00	$1,980.00	$825.00	
B01-06B3-2352	2020	2020000065-002	01/13/2020	CARR/SAKURA RETENTI	Open	05/22/2020	$567.86	$795.00	$227.14	
B01-06B3-2352	2020	2020000219-013	03/10/2020	ISLAND AT ARLINGTON &	Open	03/10/2020	$197.50	$197.50	$0.00	
B01-06B3-2352	2020	2020000225-005	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$93.00	$93.00	$0.00	
B01-06B3-2370	2020	2020000333-001	05/06/2020	LEGAL ADS-BIDDING FO	Open	05/06/2020	$748.80	$748.80	$0.00	
B01-06B3-2421	2020	2020000026-004	01/03/2020	FUEL	Open	05/22/2020	$9,620.59	$15,000.00	$5,379.41	
B01-06B3-2422	2020	2020000411-001	05/27/2020	SALT SUPPLY	Open	05/27/2020	$13,000.00	$13,000.00	$0.00	
B01-06B3-2550	2020	2020000316-001	04/27/2020	ARLINGTON/UPPER LEW	Open	04/27/2020	$31,550.00	$31,550.00	$0.00	
B01-06B3-2610	2020	2020000410-001	05/22/2020	MARKET STREET EXTEN	Open	05/22/2020	$66,147.42	$66,147.42	$0.00	
B01-06B3-2620	2020	2020000410-002	05/22/2020	MARKET STREET EXTEN	Open	05/22/2020	$47,502.93	$47,502.93	$0.00	
STREET DEPARTMENT Totals:							$185,699.27	$242,223.77	$56,524.50	
Fund: B01 Total							$193,551.37	$259,509.50	$65,958.13	

Fund: B04 **PARK & RECREATION**

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
PARK DEPARTMENT										
B04-03B4-2122	2020	2020000001-006	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$43.10	$140.00	$96.90	
B04-03B4-2122	2020	2020000028-006	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$1,864.72	$6,600.00	$4,735.28	
B04-03B4-2124	2020	2020000008-006	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$905.93	$1,200.00	$294.07	
B04-03B4-2310	2020	2020000009-007	01/03/2020	545 E UPR-LEWISBURG	Open	05/08/2020	$477.78	$1,400.00	$922.22	
B04-03B4-2310	2020	2020000012-006	01/03/2020	ELECTRIC DISTRIBUTIO	Open	05/14/2020	$2,381.52	$4,070.00	$1,688.48	
B04-03B4-2310	2020	2020000013-005	01/03/2020	ELECTRIC GENERATION	Open	05/08/2020	$1,743.58	$3,200.00	$1,456.42	
B04-03B4-2320	2020	2020000031-005	01/03/2020	IPAD SERVICE	Open	05/08/2020	$140.55	$241.00	$100.45	
B04-03B4-2340	2020	2020000003-001	01/03/2020	CARETAKER SERVICES	Open	05/08/2020	$1,400.00	$2,100.00	$700.00	

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
B04-03B4-2340	2020	2020000036-005	01/09/2020	OFFICE 365	Open	05/08/2020	$112.77	$193.32	$80.55	
B04-03B4-2340	2020	2020000037-005	01/09/2020	ENTERPRISE SECURITY	Open	05/08/2020	$125.30	$214.80	$89.50	
B04-03B4-2340	2020	2020000290-001	04/08/2020	TREE REMOVAL	Open	04/08/2020	$1,500.00	$1,500.00	$0.00	
B04-03B4-2351	2020	2020000038-005	01/09/2020	IT SERVICES	Open	05/08/2020	$1,155.00	$1,980.00	$825.00	
B04-03B4-2351	2020	2020000225-006	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$646.00	$646.00	$0.00	
B04-03B4-2352	2020	2020000065-001	01/13/2020	GOLDEN GATE PARK PO	Open	05/22/2020	$782.14	$1,095.00	$312.86	
B04-03B4-2352	2020	2020000219-012	03/10/2020	GOLD GATE MAIN GAZE	Open	03/10/2020	$687.50	$687.50	$0.00	
B04-03B4-2420	2020	2020000332-003	05/06/2020	BENCHES	Open	05/28/2020	$1,393.34	$1,393.34	$0.00	
B04-03B4-2421	2020	2020000026-005	01/03/2020	FUEL	Open	05/22/2020	$447.84	$700.00	$252.16	
PARK DEPARTMENT Totals:							$15,807.07	$27,360.96	$11,553.89	
BALL DIAMONDS										
B04-03B5-2310	2020	2020000012-010	01/03/2020	ELECTRIC DISTRIBUTIO	Open	04/17/2020	$408.98	$500.00	$91.02	
B04-03B5-2310	2020	2020000013-008	01/03/2020	ELECTRIC GENERATION	Open	02/07/2020	$388.72	$400.00	$11.28	
B04-03B5-2340	2020	2020000002-001	01/06/2020	2020 BALL DIAMOND MA	Open	01/06/2020	$3,400.00	$3,400.00	$0.00	
BALL DIAMONDS Totals:							$4,197.70	$4,300.00	$102.30	
Fund: B04 Total							$20,004.77	$31,660.96	$11,656.19	

Fund: B05 **FEDERAL GRANTS**

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
CARE ACT										
B05-06A1-2415	2020	2020000295-001	04/16/2020	PROTECTIVE MASK-COV	Open	05/12/2020	$4,505.95	$4,505.95	$0.00	
CARE ACT Totals:							$4,505.95	$4,505.95	$0.00	
Fund: B05 Total							$4,505.95	$4,505.95	$0.00	

Fund: B09 **LAND REUTILIZATION**

LAND REUTILIZATION

	Enc. Balance	P.O. Line Amt	Paid Amount
LAND REUTILIZATION Totals:	$0.00	$0.00	$0.00
Fund: B09 Total	$0.00	$0.00	$0.00

Fund: B13 **LAW ENFORCEMENT**

LAW ENFORCEMENT

	Enc. Balance	P.O. Line Amt	Paid Amount
LAW ENFORCEMENT Totals:	$0.00	$0.00	$0.00
Fund: B13 Total	$0.00	$0.00	$0.00

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
Fund: C01		**BOND RETIREMENT**								
DEBT SERVICE										
C01-08A1-2610	2020	2020000007-001	01/03/2020	SERIES 2016 FIRE STATI	Open	01/03/2020	$135,000.00	$135,000.00	$0.00	
C01-08A1-2620	2020	2020000007-002	01/03/2020	SERIES 2016 FIRE STATI	Open	05/08/2020	$119,300.00	$238,600.00	$119,300.00	
DEBT SERVICE Totals:							$254,300.00	$373,600.00	$119,300.00	
Fund: C01 Total							$254,300.00	$373,600.00	$119,300.00	
Fund: C03		**NOTE RETIRE-NORTHBROOK**								
DEBT SERVICE										
C03-08A1-2610	2020	2020000021-001	01/03/2020	NORTHBROOK NOTE	Open	01/03/2020	$55,000.00	$55,000.00	$0.00	
C03-08A1-2620	2020	2020000021-002	01/03/2020	NORTHBROOK NOTE	Open	01/03/2020	$8,548.20	$8,548.20	$0.00	
DEBT SERVICE Totals:							$63,548.20	$63,548.20	$0.00	
Fund: C03 Total							$63,548.20	$63,548.20	$0.00	
Fund: D03		**CAPITAL IMPROVEMENT**								
CAPITAL IMPROVEMENT										
D03-07A4-2520	2020	2020000331-002	05/06/2020	2,000 GALLON STOCK FU	Open	05/06/2020	$2,310.00	$2,310.00	$0.00	
CAPITAL IMPROVEMENT Totals:							$2,310.00	$2,310.00	$0.00	
GRANT FUNDS										
D03-07B6-2503	2020	2020000224-001	03/17/2020	DMAX FACILITY-EDGE G	Open	03/17/2020	$400,000.00	$400,000.00	$0.00	
D03-07B6-2504	2020	2020000331-001	05/06/2020	2,000 GALLON STOCK FU	Open	05/06/2020	$5,390.00	$5,390.00	$0.00	
D03-07B6-2504	2020	2020000332-001	05/06/2020	KIOSK/BENCH	Open	05/28/2020	$4,680.23	$4,680.23	$0.00	
GRANT FUNDS Totals:							$410,070.23	$410,070.23	$0.00	
Fund: D03 Total							$412,380.23	$412,380.23	$0.00	
Fund: D04		**FIRE CAPITAL IMPROVEMENT**								
FIRE CAPITAL IMPROVMENT										
D04-07A5-2331	2020	2020000412-001	05/27/2020	LEASE PAYMENTS	Open	05/27/2020	$38,788.14	$38,788.14	$0.00	
D04-07A5-2520	2020	2020000174-001	03/04/2020	EMERGENCY LIGHTING	Open	05/12/2020	$6,998.95	$6,998.95	$0.00	
D04-07A5-2520	2020	2020000175-001	03/04/2020	2019 FORD F-550 MEDIC	Open	03/04/2020	$245,117.29	$245,117.29	$0.00	
D04-07A5-2520	2020	2020000258-001	04/02/2020	STRUCTURAL FIRE GEA	Open	04/02/2020	$1,467.00	$1,467.00	$0.00	
FIRE CAPITAL IMPROVMENT Totals:							$292,371.38	$292,371.38	$0.00	
Fund: D04 Total							$292,371.38	$292,371.38	$0.00	
Fund: E01		**WATER**								
WATER DEPARTMENT										

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
E01-05C2-2122	2020	2020000001-007	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$81.10	$280.00	$198.90	
E01-05C2-2122	2020	2020000028-007	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$4,280.90	$14,900.00	$10,619.10	
E01-05C2-2124	2020	2020000008-007	01/03/2020	2019 TRUE-UP/2020WOR	Open	04/17/2020	$2,081.18	$3,100.00	$1,018.82	
E01-05C2-2310	2020	2020000012-007	01/03/2020	ELECTRIC DISTRIBUTIO	Open	05/14/2020	$817.18	$1,970.00	$1,279.20	
E01-05C2-2320	2020	2020000031-006	01/03/2020	IPAD SERVICE	Open	05/08/2020	$140.56	$241.00	$100.44	
E01-05C2-2340	2020	2020000017-001	01/03/2020	LAB FEES	Open	05/08/2020	$2,254.40	$2,500.00	$245.60	
E01-05C2-2340	2020	2020000027-001	01/03/2020	LAB FEES	Open	05/08/2020	$1,062.80	$1,500.00	$437.20	
E01-05C2-2340	2020	2020000036-006	01/09/2020	OFFICE 365	Open	05/08/2020	$112.77	$193.32	$80.55	
E01-05C2-2340	2020	2020000037-006	01/09/2020	ENTERPRISE SECURITY	Open	05/08/2020	$125.30	$214.80	$89.50	
E01-05C2-2340	2020	2020000038-006	01/09/2020	IT SERVICES	Open	05/08/2020	$1,155.00	$1,980.00	$825.00	
E01-05C2-2346	2020	2020000315-001	04/24/2020	WATER TOWER MAINT	Open	04/24/2020	$36,200.00	$36,200.00	$0.00	
E01-05C2-2392	2020	2020000221-001	03/12/2020	1ST QTR WATER BILLING	Open	03/23/2020	$172,716.30	$172,716.30	$0.00	
E01-05C2-2421	2020	2020000026-006	01/03/2020	FUEL	Open	05/22/2020	$2,255.16	$3,600.00	$1,344.84	
E01-05C2-2610	2020	2020000389-001	05/19/2020	200,000-GALLON ELEVAT	Open	05/19/2020	$33,691.50	$33,691.50	$0.00	
E01-05C2-2610	2020	2020000410-003	05/22/2020	MARKET STREET EXTEN	Open	05/22/2020	$12,036.57	$12,036.57	$0.00	
E01-05C2-2620	2020	2020000389-002	05/19/2020	200,000-GALLON ELEVAT	Open	05/19/2020	$28,383.16	$28,383.16	$0.00	
E01-05C2-2620	2020	2020000410-004	05/22/2020	MARKET STREET EXTEN	Open	05/22/2020	$8,643.91	$8,643.91	$0.00	
WATER DEPARTMENT Totals:							$306,037.79	$322,150.56	$16,239.15	
Fund: E01 Total							$306,037.79	$322,150.56	$16,239.15	

Fund: E02 **SANITARY SEWER**

SANITARY SEWER DEPT

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
E02-05C3-2122	2020	2020000001-008	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$97.10	$330.00	$232.90	
E02-05C3-2122	2020	2020000028-008	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$5,123.31	$17,700.00	$12,576.69	
E02-05C3-2124	2020	2020000008-008	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$2,563.18	$3,750.00	$1,186.82	
E02-05C3-2310	2020	2020000009-008	01/03/2020	610 S WOLF CREEK	Open	05/08/2020	$627.34	$4,500.00	$3,872.66	
E02-05C3-2310	2020	2020000012-008	01/03/2020	ELECTRIC DISTRIBUTIO	Open	05/14/2020	$13,224.65	$21,910.00	$8,685.35	
E02-05C3-2310	2020	2020000013-006	01/03/2020	ELECTRIC GENERATION	Open	05/08/2020	$18,481.58	$34,500.00	$16,018.42	
E02-05C3-2320	2020	2020000031-007	01/03/2020	IPAD SERVICE	Open	05/08/2020	$140.56	$241.00	$100.44	
E02-05C3-2340	2020	2020000017-002	01/03/2020	LAB FEES	Open	05/08/2020	$10,663.68	$16,500.00	$5,836.32	
E02-05C3-2340	2020	2020000036-007	01/09/2020	OFFICE 365	Open	05/08/2020	$112.70	$193.20	$80.50	
E02-05C3-2340	2020	2020000037-007	01/09/2020	ENTERPRISE SECURITY	Open	05/08/2020	$125.30	$214.80	$89.50	
E02-05C3-2340	2020	2020000038-007	01/09/2020	IT SERVICES	Open	05/08/2020	$1,155.00	$1,980.00	$825.00	

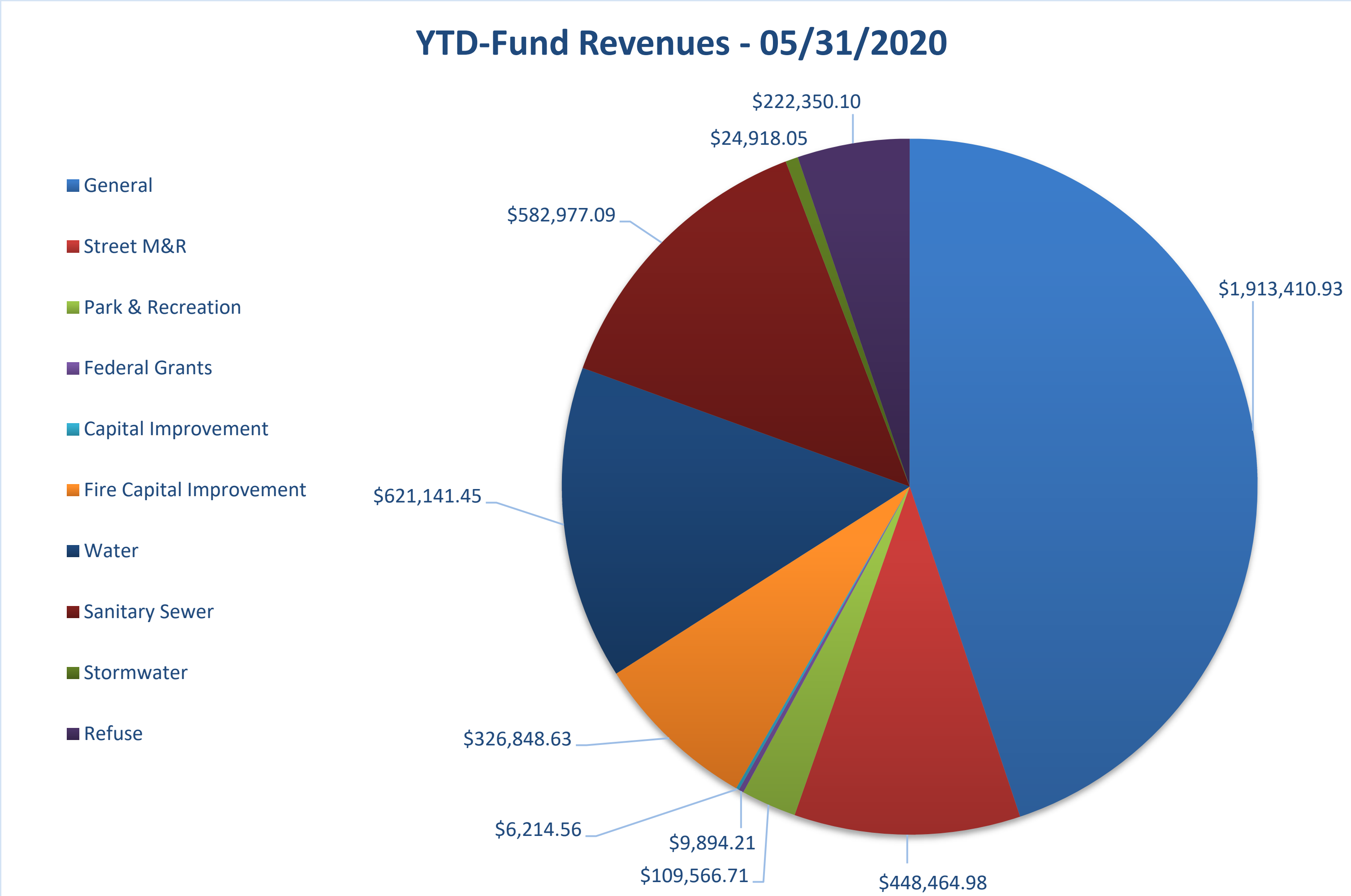
Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
E02-05C3-2352	2020	2020000225-007	03/20/2020	ANNUAL HVAC SERVICE-	Open	03/20/2020	$351.00	$351.00	$0.00	
E02-05C3-2420	2020	2020000293-001	04/16/2020	THINKCENTRE -WW	Open	04/16/2020	$749.99	$749.99	$0.00	
E02-05C3-2421	2020	2020000026-007	01/03/2020	FUEL	Open	05/22/2020	$2,255.16	$3,600.00	$1,344.84	
E02-05C3-2560	2019	2019000664-001	08/22/2019	REPAIRS TO WWTP-TOR	Open	01/28/2020	$34,141.94	$126,291.49	$92,149.55	
E02-05C3-2610	2020	2020000410-005	05/22/2020	MARKET STREET EXTEN	Open	05/22/2020	$7,300.55	$7,300.55	$0.00	
E02-05C3-2620	2020	2020000410-006	05/22/2020	MARKET STREET EXTEN	Open	05/22/2020	$5,242.80	$5,242.80	$0.00	
SANITARY SEWER DEPT Totals:							$102,355.84	$245,354.83	$142,998.99	
Fund: E02 Total							$102,355.84	$245,354.83	$142,998.99	

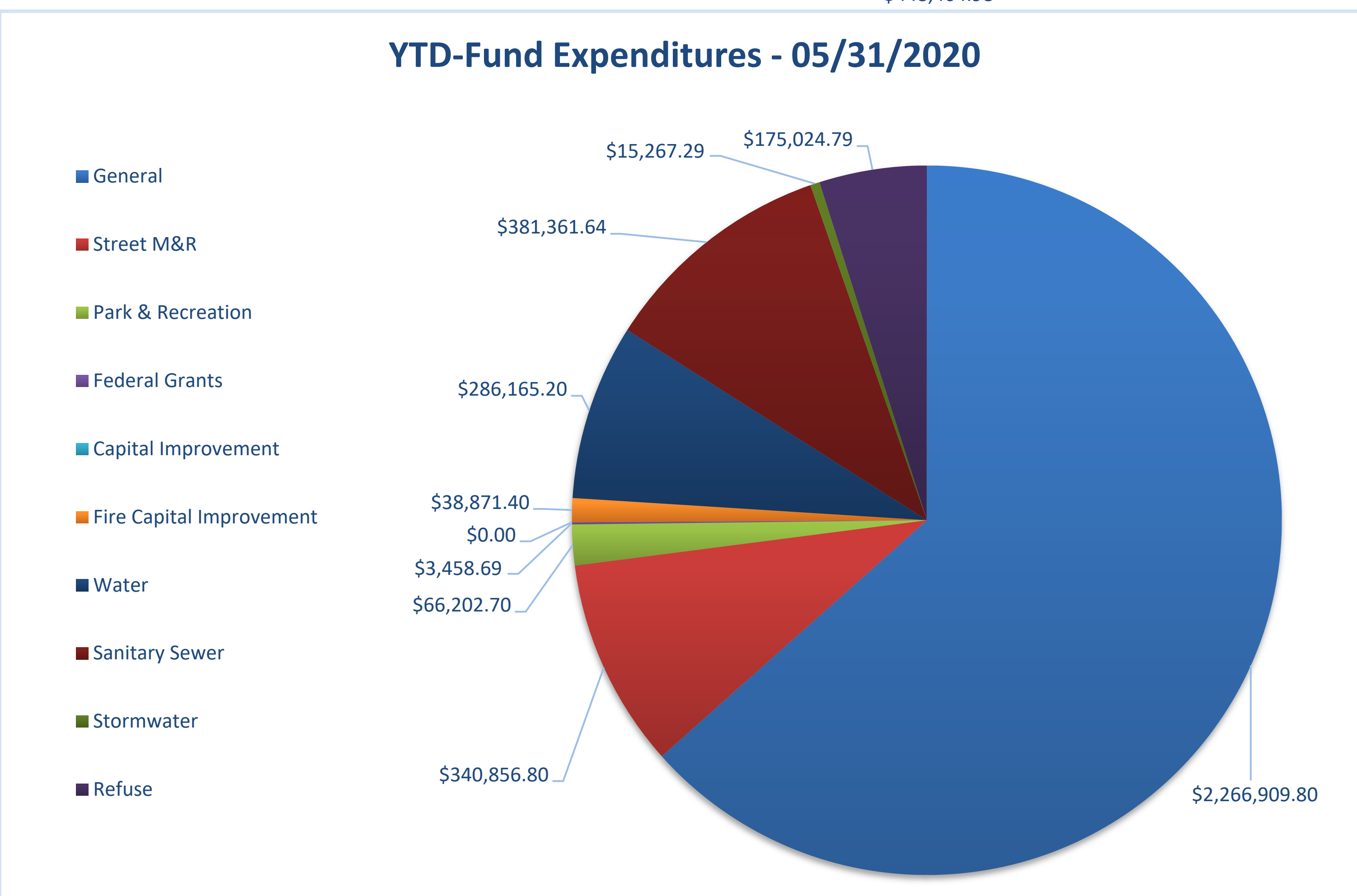
Fund: E08 STORMWATER

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
DEPARTMENT: 05C5										
E08-05C5-2122	2020	2020000001-009	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$9.26	$30.00	$20.74	
E08-05C5-2122	2020	2020000028-009	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$484.00	$1,600.00	$1,116.00	
E08-05C5-2124	2020	2020000008-009	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$403.82	$600.00	$196.18	
E08-05C5-2351	2020	2020000383-001	05/08/2020	STORM CATCH BASIN LI	Open	05/08/2020	$1,140.00	$1,140.00	$0.00	
E08-05C5-2421	2020	2020000026-008	01/03/2020	FUEL	Open	05/22/2020	$1,665.95	$1,750.00	$84.05	
DEPARTMENT: 05C5 Totals:							$3,703.03	$5,120.00	$1,416.97	
Fund: E08 Total							$3,703.03	$5,120.00	$1,416.97	

Fund: E10 REFUSE

Account	Year	P.O. Number	PO Date	Description	Status	Enc. Date	Enc. Balance	P.O. Line Amt	Paid Amount	Error
REFUSE DEPARTMENT										
E10-05F2-2122	2020	2020000001-010	01/03/2020	LIFE/AD&D INSURANCE	Open	05/22/2020	$24.10	$70.00	$45.90	
E10-05F2-2122	2020	2020000028-010	01/03/2020	HEALTH INSURANCE	Open	05/22/2020	$607.07	$2,400.00	$1,792.93	
E10-05F2-2124	2020	2020000008-010	01/03/2020	2019 TRUE-UP/2020 WOR	Open	04/17/2020	$441.91	$600.00	$158.09	
E10-05F2-2343	2020	2020000023-001	01/03/2020	REFUSE/RECYCLING SE	Open	05/08/2020	$214,034.86	$370,000.00	$155,965.14	
E10-05F2-2392	2020	2020000006-001	01/03/2020	TIPPING FEES	Open	05/08/2020	$1,735.75	$2,500.00	$764.25	
E10-05F2-2421	2020	2020000026-009	01/03/2020	FUEL	Open	05/22/2020	$1,350.71	$1,750.00	$399.29	
REFUSE DEPARTMENT Totals:							$218,194.40	$377,320.00	$159,125.60	
Fund: E10 Total							$218,194.40	$377,320.00	$159,125.60	
Grand Total:							$2,633,582.38	$3,510,147.77	$876,691.77	


YTD-Fund Revenues - 05/31/2020
General
Street M&R
Park & Recreation
Federal Grants
Capital Improvement
Fire Capital Improvement
Water
Sanitary Sewer
Stormwater
Refuse
$222,350.10
$24,918.05
$582,977.09
$1,913,410.93
$621,141.45
$326,848.63
$6,214.56
$9,894.21
$109,566.71
$448,464.98


YTD-Fund Expenditures - 05/31/2020
General
Street M&R
Park & Recreation
Federal Grants
Capital Improvement
Fire Capital Improvement
Water
Sanitary Sewer
Stormwater
Refuse
$15,267.29
$175,024.79
$381,361.64
$286,165.20
$38,871.40
$0.00
$3,458.69
$66,202.70
$340,856.80
$2,266,909.80

May Budget Comparison

	2019 Y-T-D	2020 Y-T-D	SUM DIFF.	% DIFF.
GENERAL FUND				
Beginning Balance	$ 2,289,471.44	$ 2,075,929.55	$ (213,541.89)	-9.3%
Revenue	$ 2,208,325.23	$ 1,913,410.93	$ (294,914.30)	-13.4%
Expenses	$ 1,980,199.94	$ 2,266,909.80	$ 286,709.86	14.5%
Unexpended Balance	$ 2,517,596.73	$ 1,722,430.68	$ (795,166.05)	-31.6%
Income Tax	$ 1,676,214.61	$ 1,316,974.22	$ (359,240.39)	-21.4%
Motel Tax	$ 13,744.47	$ 11,272.97	$ (2,471.50)	-18.0%
Local Government	$ 27,670.76	$ 33,691.04	$ 6,020.28	21.8%
EMS Billing	$ 160,644.23	$ 155,716.15	$ (4,928.08)	-3.1%
Electric Permits	$ -		$ -	#DIV/0!
Building Permits	$ -		$ -	#DIV/0!
Zoning Permits	$ 1,075.00	$ 1,985.00	$ 910.00	84.7%
Interest on Investments	$ 27,418.59	$ 27,235.12	$ (183.47)	-0.7%
Fire Protection Contract	$ 188,710.29	$ 193,780.90	$ 5,070.61	2.7%
STREET M&R FUND				
Beginning Balance	$ 161,925.57	$ 229,719.67	$ 67,794.10	41.9%
Revenue	$ 359,992.86	$ 448,464.98	$ 88,472.12	24.6%
Expenses	$ 302,325.08	$ 340,856.80	$ 38,531.72	12.7%
Unexpended Balance	$ 219,593.35	$ 337,327.85	$ 117,734.50	53.6%
MV, Gas, Highway Taxes	$ 119,823.38	$ 164,452.26	$ 44,628.88	37.2%
PARK & REC. FUND				
Beginning Balance	$ 51,705.67	$ 47,982.54	$ (3,723.13)	-7.2%
Revenue	$ 126,702.51	$ 109,566.71	$ (17,135.80)	-13.5%
Expenses	$ 106,186.86	$ 66,202.70	$ (39,984.16)	-37.7%
Unexpended Balance	$ 72,221.32	$ 91,346.55	$ 19,125.23	26.5%
Park Permits	$ 20,616.50	$ 6,383.00	$ (14,233.50)	-69.0%
FEDERAL GRANTS				
Beginning Balance	$ -	$ -	$ -	#DIV/0!
Revenue	$ -	$ 9,894.21	$ 9,894.21	#DIV/0!
Expenses	$ -	$ 3,458.69	$ 3,458.69	#DIV/0!
Unexpended Balance	$ -	$ 6,435.52	$ 6,435.52	#DIV/0!
Grant Funds	$ -	$ 9,894.21	$ 9,894.21	#DIV/0!

May Budget Comparison

	2019 Y-T-D	2020 Y-T-D	SUM DIFF.	% DIFF.
FEMA				
Beginning Balance	$ -	$ -	$ -	#DIV/0!
Revenue	$ -	$ 145,017.07	$ 145,017.07	#DIV/0!
Expenses	$ -	$ -	$ -	#DIV/0!
Unexpended Balance	$ -	$ 145,017.07	$ 145,017.07	#DIV/0!
Grant Funds	$ -	$ 145,017.07	$ 145,017.07	#DIV/0!
CAPITAL IMPROV. FUND				
Beginning Balance	$ 309,125.66	$ 165,398.38	$ (143,727.28)	-46.5%
Revenue	$ 10,701.66	$ 6,214.56	$ (4,487.10)	-41.9%
Expenses	$ 26,076.94	$ -	$ (26,076.94)	-100.0%
Unexpended Balance	$ 293,750.38	$ 171,612.94	$ (122,137.44)	-41.6%
Grant Funds	$ 3,997.23	$ -	$ (3,997.23)	-100.0%
Assessments	$ 6,415.48	$ 6,214.56	$ (200.92)	-3.1%
FIRE CAP. IMPR. FUND				
Beginning Balance	$ 115,454.67	$ 220,810.91	$ 105,356.24	91.3%
Revenue	$ 153,940.53	$ 326,848.63	$ 172,908.10	112.3%
Expenses	$ 90,386.33	$ 38,871.40	$ (51,514.93)	-57.0%
Unexpended Balance	$ 179,008.87	$ 508,788.14	$ 329,779.27	184.2%
EMS Billing	$ 17,849.23	$ 17,137.64	$ (711.59)	-4.0%
Misc. Grants	$ 207.79	$ -	$ (207.79)	-100.0%
WATER FUND				
Beginning Balance	$ 178,015.07	$ 381,847.61	$ 203,832.54	114.5%
Revenue	$ 679,964.41	$ 621,141.45	$ (58,822.96)	-8.7%
Expenses	$ 370,075.70	$ 286,165.20	$ (83,910.50)	-22.7%
Unexpended Balance	$ 487,903.78	$ 716,823.86	$ 228,920.08	46.9%
Water Sales	$ 594,713.92	$ 609,622.20	$ 14,908.28	2.5%
Tap Permits	$ 3,000.00	$ 3,162.00	$ 162.00	5.4%
SEWER FUND				
Beginning Balance	$ 425,341.67	$ 535,153.66	$ 109,811.99	25.8%
Revenue	$ 329,430.68	$ 582,977.09	$ 253,546.41	77.0%
Expenses	$ 162,071.68	$ 381,361.64	$ 219,289.96	135.3%
Unexpended Balance	$ 592,700.67	$ 736,769.11	$ 144,068.44	24.3%
Sewer Sales	$ 324,982.28	$ 320,199.39	$ (4,782.89)	-1.5%
Tap Permits	$ 3,000.00	$ 3,000.00	$ -	0.0%

May Budget Comparison

	2019 Y-T-D	2020 Y-T-D	SUM DIFF.	% DIFF.
STORMWATER FUND				
Beginning Balance	$ -	$ -	$ -	#DIV/0!
Revenue	$ -	$ 24,918.05	$ 24,918.05	#DIV/0!
Expenses	$ -	$ 15,267.29	$ 15,267.29	#DIV/0!
Unexpended Balance	$ -	$ 9,650.76	$ 9,650.76	#DIV/0!
Stormwater Sales	$ -	$ 24,918.05	$ 24,918.05	#DIV/0!
REFUSE FUND				
Beginning Balance	$ 153,279.70	$ 162,327.38	$ 9,047.68	5.9%
Revenue	$ 223,276.28	$ 222,350.10	$ (926.18)	-0.4%
Expenses	$ 185,290.01	$ 175,024.79	$ (10,265.22)	-5.5%
Unexpended Balance	$ 191,265.97	$ 209,652.69	$ 18,386.72	9.6%
Refuse Sales	$ 219,953.29	$ 217,796.14	$ (2,157.15)	-1.0%
Sales & Service	$ 980.90	$ 86.69	$ (894.21)	-91.2%
			Variance of	
			3% or more	

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

June 1, 2020

TO: Mayor and City Council

CC: Sonja Keaton, City Manager

FROM: Ronald Fletcher, Fire Chief

REF: **Operations Report for May 2020**

Fire Department personnel responded to **109 EMS** and **31 Fire** incidents during May. This was 25 less EMS/Rescue calls and 155* less Fire/Service calls than one year ago. Note it was a typical month of fire activity – the tornado-related responses from May 2019 have skewed this comparison.

We received mutual aid assistance on **3** EMS calls – two due to inadequate staffing and one due to multiple calls in progress. We also received mutual aid assistance on **2** fire calls and 1 EMS call that was in an automatic aid area of our district. We provided mutual aid to our neighbors on **2** fire calls; one to New Lebanon and one to Englewood.

There was single dollar loss fire in the district in May – a trailer fire containing an ATV and a golf cart caused an estimated $8,000 in damage. This fire occurred on Interstate 70 in Clay Township.

To date for 2020 we have responded to **27** Fire Incidents (3.67%); 4 Excessive Heat Incidents (0.27%); **597** Rescue & EMS Incidents (81.22%); **18** Hazardous Condition Incidents (2.44%); **17** Service Calls (2.31%); **34** Good Intent Calls (4.62%); and **40** False Calls (5.44%). Fire calls are now down from last year, as are Rescue and EMS calls.

Fire department personnel are now have been adapting to distance learning for our continuing education. This is far from desirable, but necessary given the circumstances.

For June all of personnel will be training on Pediatrics, Water Movement and Hose Evolutions; Inspectors will be training on inspection of fire hydrants; and Supervisors will be leaning about handling personnel conflicts.

Above - The Brookville Fire Department participated in several more "no contact" visits in the community during May. Pictured above is Blake Sewert and his mother Jess. We're told he was thrilled when the police cars and fire apparatus rolled onto his street to wish him a happy second birthday - his face says it all.

Calls for the Month by District - 140

City of Brookville 109 total; 89 EMS Incidents; 20 Fire Incidents
Incorporated Clay Twp 95 total; 78 EMS Incidents; 17 Fire Incidents
Incorporated Perry Twp 14 total; 11 EMS Incidents; 3 Fire Incidents

Unincorporated Clay Township 21 total; 14 EMS Incidents; 7 Fire Incidents

Unincorporated Perry Township 8 total; 4 EMS Incidents; 4 Fire Incidents

Mutual Aid Given: 2 total; 0 EMS Incidents; 2 Fire Incidents

Calls for the Year by District – 735 (919 – 2019 total)

Brookville 522 total (619 – '19); 448 EMS Incidents (433 - '19); 74 Fire Incidents (186 – '19)
Incorporated Clay Twp 465 total (437 – '19); 401 EMS Incidents (390 – '19); 64 Fire Incidents (47 – '19)
Incorporated Perry Twp 57 total (182 – '19); 47 EMS Incidents (43 – '19); 10 Fire Incidents (139 – '19)

Unincorp. Clay Twp 132 total (158 – '19); 100 EMS Incidents (134 – '19); 32 Fire Incidents (24 – '19)

Unincorp. Perry Twp 56 total (101 – '19); 40 EMS Incidents (53 – '19); 16 Fire Incidents (48 – '19)

Mutual Aid: 25 total (41 – 2019); 7 EMS Incidents (23 – 2019); 18 Fire Incidents (18 – 2019)

City of
BROOKVILLE
POLICE
Chief Douglas Jerome
djerome@brookvilleohio.com

Council Meeting Agenda
June 2, 2020

Reportable Incidents

1/1/2019 – 5/29/2019 = 289
1/1/2020 – 5/29/2020 = 234

Citations

1/1/2019 – 5/29/2019 = 200
1/1/2020 – 5/29/2020 = 134

Traffic Stops

May 2019- 193
May 2020 to date- 61 (Due to COVID-19)

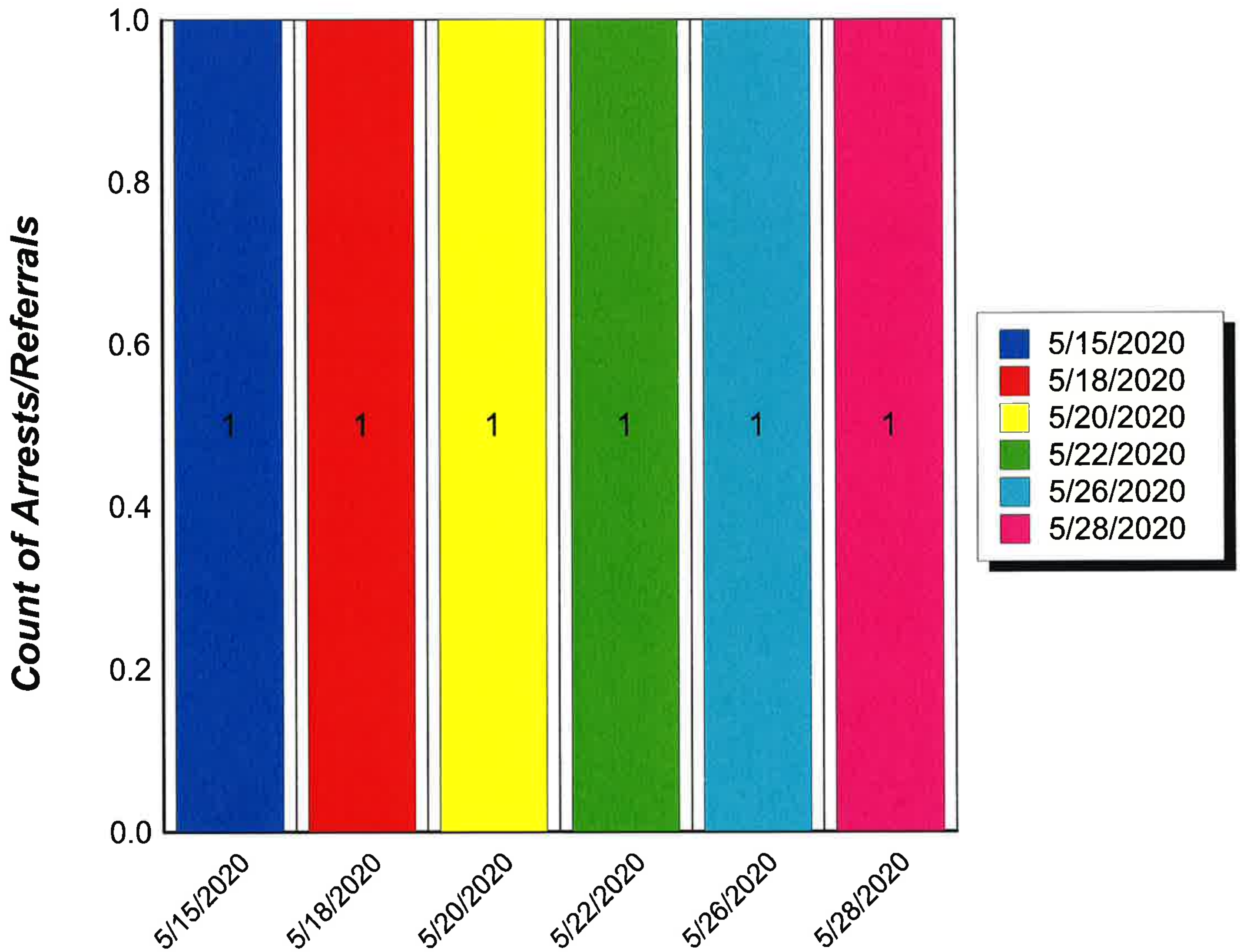
Brookville Police Department

Arrest Log by Date

Arrest Date	Total Arrests
May 15, 2020	1
May 18, 2020	1
May 20, 2020	1
May 22, 2020	1
May 26, 2020	1
May 28, 2020	1

Total Selected = 6

Arrest Log by Date



Brookville Police Department

Incident Arrest Blotter

Arrest Date Time	Suspect's Name	Address, Charges(s)	Incident ID
05/15/2020	LAYTON C. MARTIN	2141 ELIDA RD, LIMA, OH 45807	2020-00214
		292316C: Improper handling firearms in motor vehicle- trans	
05/18/2020	CARL R. ARMSTRONG	348 LEISURE DR. APT 1, BROOKVILLE, OH 45309	2020-00219
		291925A: Domestic violence - knowingly cause physical harm	
		291925A: Domestic violence - knowingly cause physical harm	
05/20/2020	EDWARD J. STEVENS(	303 WESTERN AVE, BROOKVILLE, OH 45309	2020-00224
		95522C1: CONFINEMENT OR RESTRAINT OF DOG	
05/22/2020	DAVID L. MUNDY	21 WALNUT ST, BROOKVILLE, OH 45309	2020-00226
		430162B4: Open container liquor - operator or passenger of v	
05/26/2020	JOSHUA W. HYDER	2131 MARKER AVE, DAYTON, OH 45414	2020-00231
		292514C1: Illegal use or possession of drug paraphernalia	
		292511: Drug abuse - obtain, possess, use controlled subst	
05/28/2020	JOHN F. EVERHART, S	8239 MOUNT CARMEL ST, HUBER HEIGHTS, OH 45424	2020-00233
		35: WARRANT ARREST	

Total Selected = 6

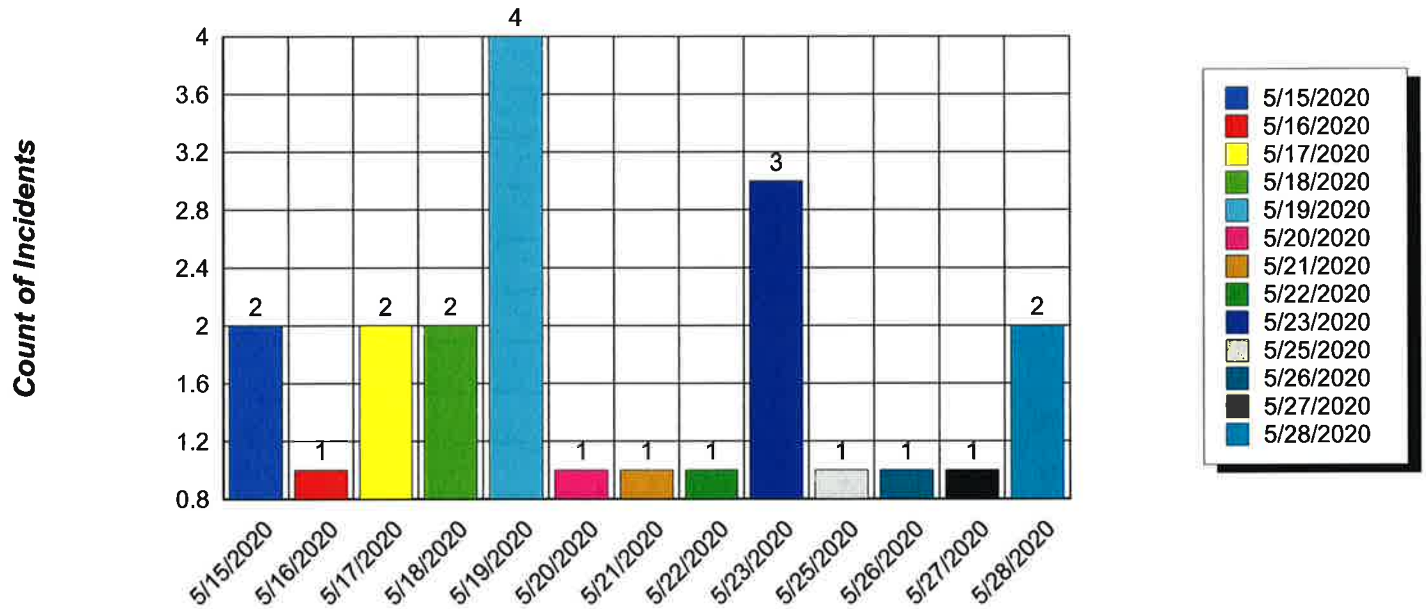
Brookville Police Department

Incident Log by Date Reported

Date Reported	Day of Week	Total Reported
05/15/2020	Friday	2
05/16/2020	Saturday	1
05/17/2020	Sunday	2
05/18/2020	Monday	2
05/19/2020	Tuesday	4
05/20/2020	Wednesday	1
05/21/2020	Thursday	1
05/22/2020	Friday	1
05/23/2020	Saturday	3
05/25/2020	Monday	1
05/26/2020	Tuesday	1
05/27/2020	Wednesday	1
05/28/2020	Thursday	2

Total Selected = 22

Incident Log by Date Reported



Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

May 15, 2020

2020-00213	I-70 @MM21 BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	05/15/2020	05/15/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

2020-00214	ARLINGTON ROAD AT RONA PARKWAY BROOKVILLE PD	SIGNAL 15 - IMPROPER HANDLING OF FIREARMS IN A MOTOR VEHICLE	05/15/2020	05/15/2020	ARREST

Offenses	UCR	Offense Description
2	01	292316C - Improper handling firearms in motor vehicle- trans
	N/A	451303 - LIGHTED LIGHTS REQUIRED

Total Incidents Reported for Date: 2

May 16, 2020

2020-00215	54 S CLAY STREET BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	05/16/2020	05/16/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 1

May 17, 2020

2020-00216	I-70 @ MM21 BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	05/17/2020	05/17/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

2020-00217	95 BROOKSIDE DRIVE BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	05/17/2020	05/17/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 2

May 18, 2020

2020-00218	25 TRIGGS BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	05/18/2020		OPEN CASE

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

May 18, 2020

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00219	348 LEISURE DR APT 1 BROOKVILLE PD	SIGNAL 20 - DOMESTIC VIOLENCE	05/18/2020	05/18/2020	ARREST

Offenses	UCR	Offense Description
2	02	291925A - Domestic violence - knowingly cause physical harm
	02	291925A - Domestic violence - knowingly cause physical harm

Total Incidents Reported for Date: 2

May 19, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00220	926 ARLINGTON ROAD BROOKVILLE PD	SIGNAL 26O- CRIMINAL TRESPASS	05/19/2020	05/19/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00221	301 SYCAMORE BROOKVILLE PD	SIGNAL 26O - CORRUPTING A MINOR	05/19/2020	05/23/2020	UNFOUNDED

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

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00222	545 E. UPPERLEWISBURG-SALEM BROOKVILLE PD	SIGNAL 55 - TRAFFIC STOP	05/19/2020	05/19/2020	ARREST

Offenses	UCR	Offense Description
2	N/A	451002B6 - NON COMPLIANCE SUSPENSION
	N/A	450730A - FICTICIOUS AND ALTERED O.L.

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00223	100 PARKVIEW NORTH BROOKVILLE PD	SIGNAL 26I - INFORMATION REPORT	05/19/2020	05/19/2020	OPEN CASE

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Total Incidents Reported for Date: 4

May 20, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00224	303 WESTERN AVE BROOKVILLE PD	SIGNAL 260 - DOG AT LARGE	05/20/2020	05/20/2020	ARREST

Brookville Police Department

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

May 20, 2020

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

Total Incidents Reported for Date: 1

May 21, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00225	450 N WOLF CREEK STREET BROOKVILLE PD	SIGNAL 55 - TRAFFIC STOP	05/21/2020	05/21/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
3	N/A	451016 - FRA SUSPENSION
	N/A	451181 - FAILURE TO RESTRAIN CHILD
	N/A	450321 - FAILURE TO DISPLAY REGISTRATION

Total Incidents Reported for Date: 1

May 22, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00226	MARKET @ SALEM BROOKVILLE PD	SIGNAL 22 - LIQUOR LAWS	05/22/2020	05/22/2020	ARREST

Offenses	UCR	Offense Description
2	02	430162B4 - Open container liquor - operator or passenger of v
	N/A	451139 - FAILURE TO SIGNAL

Total Incidents Reported for Date: 1

May 23, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00227	226 S WOLFCREEK BROOKVILLE PD	SIGNAL 26I - FOUND PROPERTY	05/23/2020		OPEN CASE

Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00228	ARLINGTON RD @ PARKVIEW DR BROOKVILLE PD	SIGNAL 53A - PROPERTY DAMAGE CRASH	05/23/2020	05/23/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
1	N/A	451121A - ASSURED CLEAR DISTANCE AHEAD

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00229	95 PARKVIEW DRIVE NORTH, ROOM 131 BROOKVILLE PD	SIGNAL 18O - DRUG OVERDOSE	05/23/2020		OPEN CASE

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

May 23, 2020

Offenses	UCR	Offense Description
1	01	18O - DRUG OVERDOSE

Total Incidents Reported for Date: 3

May 25, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00230	269 CROSSWELL AVE BROOKVILLE PD	SIGNAL 20 - DOMESTIC VIOLENCE	05/25/2020		OPEN CASE

Offenses	UCR	Offense Description
1	02	291925 - Domestic violence

Total Incidents Reported for Date: 1

May 26, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00231	ARLINGTON @ I-70EB BROOKVILLE PD	SIGNAL 18 - DRUG ABUSE	05/26/2020	05/26/2020	EXCEPTIONALY CLEARED

Offenses	UCR	Offense Description
5	N/A	451021 - FAILURE TO REINSTATE
	N/A	454908 - FICTICIOUS PLATES
	N/A	4507.08D - HABITUAL ALCOHOLIC SUSPENSION
	02	292514C1 - Illegal use or possession of drug paraphernalia
	01	292511 - Drug abuse - obtain, possess, use controlled subst

Total Incidents Reported for Date: 1

May 27, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00232	450 N. WOLF CREEK ST BROOKVILLE PD	SIGNAL 18 - POSSESION OF DRUGS	05/27/2020		OPEN CASE

Offenses	UCR	Offense Description
2	01	292511C1 - Drug abuse - sched. I or II substance
	N/A	451303 - LIGHTED LIGHTS REQUIRED

Total Incidents Reported for Date: 1

May 28, 2020

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00234	WESTBROOK RD AT TERRACE PARK BLVD	SIGNAL 18 - DRUG ABUSE	05/28/2020		

Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status

May 28, 2020

	BROOKVILLE PD				OPEN CASE

Offenses	UCR	Offense Description
2	01	292511C3 - Drug abuse - marijuana
	N/A	451121 - SPEEDING

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
2020-00233	715 ARLINGTON RD BROOKVILLE PD	SIGNAL 35 - WARRANT ARREST	05/28/2020	05/28/2020	ARREST

Offenses	UCR	Offense Description
2	N/A	35 - WARRANT ARREST
	N/A	451012 - DRIVING WITHOUT VALID LICENSE

Total Incidents Reported for Date: 2

Total Selected = 22

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

Exhibit A

	Name	Address	City, State	Parcel ID	Cost	Administrative Fee	Total w/Admn. Fee.	Cty. Fee	Total Cost
1	Bridgman, James & Deborah	421 Albert Road	Brookville, Ohio	C05001070006	$ 500.00	$ 10.00	$ 510.00	$ 25.50	$ 535.50
2	Busche, Vicki	28 E. McKinley Street	Brookville, Ohio	C05002040005	$ 500.00	$ 10.00	$ 510.00	$ 25.50	$ 535.50
3	Comtemporary Cabinets, Inc.	175 Carr Drive	Brookville, Ohio	C05002130038	$ 600.00	$ 12.00	$ 612.00	$ 30.60	$ 642.60
4	Gassaway, Michael	5 S. Wolf Creek Street	Brookville, Ohio	C05002080050	$ 400.00	$ 8.00	$ 408.00	$ 20.40	$ 428.40
5	Long, Franklin	112 June Place	Brookville, Ohio	L54003100008	$ 400.00	$ 8.00	$ 408.00	$ 20.40	$ 428.40
6	Ray, Herbert & Wells, Jacklyn	538 Main Street	Brookville, Ohio	C05001010006	$ 100.00	$ 2.00	$ 102.00	$ 5.10	$ 107.10
7	Whitford, Jeremy	141 Ankara Avenue	Brookville, Ohio	C05003170047	$ 100.00	$ 2.00	$ 102.00	$ 5.10	$ 107.10
	TOTALS				$ 2,600.00	$ 52.00	$ 2,652.00	$ 132.60	$ 2,784.60

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.