



## BELLBROOK CITY COUNCIL AGENDA

April 27, 2020

City of Bellbrook  
15 E. Franklin Street  
Bellbrook, Ohio 45305

T (937) 848-4666  
F (937) 848-5190

[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

### **REMOTE TELECONFERENCE MEETING\*\***

Due to COVID-19, Attendance at the meeting is not permitted due to group gathering restrictions. Live streaming of the meeting is available on the City's government channel (via Spectrum/Ch 5 or ATT U-Verse/Ch 99) and YouTube channel (Bellbrook City Hall).

The public should submit comments and/or questions for Council consideration by emailing the Clerk of Council at [p.timmons@cityofbellbrook.org](mailto:p.timmons@cityofbellbrook.org) by 3 p.m. on 04/27/2020 or any time after the meeting.\*\*\*

\*\* Note: The April 27, 2020 meeting of the Bellbrook City Council will be conducted as a remote meeting, pursuant to H.B. #197.

\*\*\*Note from Ohio Attorney General 4/6/20: Nothing in Ohio law affords the public the right to make comments, pose questions or otherwise speak at a meeting of a public body. Generally, most public bodies do give those attending in-person the opportunity to speak, usually under reasonable, defined and uniform limitations. A public body may arrange for such input at a virtual meeting through the electronic technology being used by the body, but it is not required to do so. Clearly, taking steps to allow input is commendable, as it serves to maintain an additional facet of normalcy at meetings of the public body.

### **7:00 pm-Regular Meeting**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Announcements
  - Oath of Office T.J. Hoke
5. Resolutions
  - Resolution 2020-H A Resolution Authorizing the City Manager to Sign an Agreement with the Greene County Engineer's Office for the Collective Paving Program for 2020 (Greenwood)
  - Resolution 2020-I A Resolution Authorizing the City Manager to Sign a Memorandum of Understanding between the City of Bellbrook, Sugarcreek Township and the Bellbrook Sugarcreek Parks District for the Purpose of Outlining Park District Commissioner Representation and Selection Process (Havens)
6. City Manager Report
7. New Business
  - Motion to waive the sign ordinance for senior signs May 14-18, 2020
  - City financial discussion related to COVID-19 pandemic
8. Old Business

9. Committee Reports
  - A. Service
  - B. Safety
  - C. Finance/Audit
    - a. Acceptance of 1st quarter financial report
  - D. Community Affairs
    - a. Recommendation for the Board of Zoning Appeals and Property Review  
Commission seat
10. Adjourn

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Special Meeting  
March 27, 2020

**PRESENT:** Ernie Havens (via ZOOM)  
Dave Van Veldhuizen (via ZOOM)  
Forrest Greenwood (via ZOOM)  
Elaine Middlestetter (via ZOOM)  
Nick Edwards (via ZOOM)  
Mayor Mike Schweller

**ALSO PRESENT:** City Manager Melissa Dodd

Mayor Schweller called the special meeting to order at 7:00 pm.

**ROLL CALL**

Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mr. Edwards, yes; Mayor Schweller, yes.

**MAYOR'S ANNOUNCEMENTS**

Mayor Schweller began the meeting by explaining the use of the Zoom application to host and record this special meeting due to the COVID-19 health precautions recommended by the U.S. and Ohio General Legislature.

The Mayor listed the steps the City was taking to ensure health and safety which includes the closing the city buildings and museum to the public until the Stay-at-Home Order is lifted. Emergency services are still working including the Police Department, Fire Department and Service Department. In an emergency residents are still to call 9-1-1. He encouraged citizens to use the local resources listed on the website and to look out for the elderly population.

Mayor Schweller signed a Declaration of Emergency on Monday, March 23. This will assist the city in receiving help from FEMA if it becomes available.

The Resolution being heard tonight involves the bridge and culvert collapse on N Belleview Drive on March 21 was caused by heavy rainfall. The process for the repair begins with getting engineering and design specifications so that the project can be put out for competitive bidding as soon as possible. The Resolution on the agenda for tonight is there to add transparency to the process. The City Manager has a spending limit of \$50,000. The estimate from LJB, Inc. is under that amount, but the Council will vote on the Resolution authorizing the City Manager to sign the contract and begin the process.

The other item on the agenda is the selection of a new Council member to fill the seat vacated by Tim Taylor. The Bellbrook Charter requires that this be done within 60 days of the vacancy which would be on March 28. If the position is not filled, the Charter would require the city to pay for a special election. The Council has interviewed six candidates for the position and will vote during tonight's meeting.

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Mayor Schweller added that this pandemic can be causing hardships for our citizens but reminds us that Bellbrook is small town friendly and there for each other. He will continue to work closely with the City Manager to ensure that essential City operations continue smoothly.

Note: A few minutes were spent handling technical issues with the videoconferencing.

**NEW COUNCIL MEMBER SELECTION**

The Mayor opened the floor for nominations.

Mr. Edwards nominated Dona Seger-Lawson. The nomination did not receive a second from any Council member.

Mr. Havens nominated T.J. Hoke. Mrs. Middlestetter seconded the nomination. The Clerk called the roll. Mr. Havens, yes; Mrs. Middlestetter, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mr. Edwards, no. Mayor Schweller, yes. T.J. Hoke is appointed with a vote of 5 to 1 to fill the vacant Council seat through December 31, 2023.

**RESOLUTIONS**

Dr. Van Veldhuizen read **Resolution 2020-G A Resolution by City Council Authorizing the City Manager to Enter Into a Contractual Agreement with LJB, Inc. for Engineering and Design Services Related to the Collapse of a Large Culvert and Roadway on North Belleview Drive North of Beryl Drive for an Amount Not to Exceed Forty Nine Thousand Nine Hundred and Twelve Dollars (\$49,912).**

The City Manager Mrs. Dodd explained that on March 20, 2020 heavy rainfall caused the collapse of the culvert and roadway on N Belleview Drive. To clarify, the contract is for an amount that is less than the City Manager's spending threshold is \$50,000 and this contract is below that. To be open and transparent this resolution is being brought before Council and the residents. Approval of this resolution will allow a timely start to the project. The engineering and design specifications are needed to put the job out to bid. The proposed schedule from LJB allows the preliminary work done by May 8 and the final design complete by June 1. This allows it to go out to bid on June 5. Final selection of the contractor could be complete in July with construction beginning. Construction should take 90 days at most. Mrs. Dodd wanted it noted that the \$49,912 quote is the most it could cost allowing for worst case scenarios and several design items including driveway work and geotechnical borings that might not be needed. The actual cost could come in less. A hydraulic study is included because Possum Run is a FEMA studied stream. She stressed that the proposal includes a study of the impact to the culvert that is further downstream as explained on page 8 of the proposal.

Mayor Schweller stated that LJB and Vectren provided very quick responses. He asked that the contract with LJB be clarified that the cost of the work would include "an amount not to exceed \$49,912."

**RECORD OF PROCEEDINGS**  
Minutes of Bellbrook City Council Special Meeting  
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Mrs. Dodd added that debris including very large pieces of the culvert were moved downstream onto some residents' properties. The Service Department along with a contractor with specific equipment worked quickly to clean up the debris.

Mr. Greenwood asked if LJB will present the design plans to Council. Mrs. Dodd said that will be arranged.

Mr. Edwards commented the City Manager, Mayor, and Service Director for working so quickly on this situation. He added that it is fortunate that there is another egress from the neighborhood.

Mrs. Middlestetter echoed the commendations for staff.

Mr. Havens said that he was also impressed with responsiveness. He did express surprise that the 72" pipes could not handle the water. He opined that possibly some large logs could have been part of the problem. He believes that the City should look at stream maintenance. The City Manager explained that the Service Department has a program of maintenance during rain events.

Mr. Havens also expressed concern with the \$49,000 cost of the engineering designs. He said he believed other companies might have other opinions on how to complete the repairs. He stated that he does not think this is an urgent problem that requires immediate action and that other engineering options should be considered. Mayor Schweller asked if the City Manager would be able to reach out to other companies.

Mr. Havens also said that it is likely that construction companies might have engineering firms that they work with and that these might not be as expensive. He repeated that he does not see a need to rush as he does not believe that road is critical. He added that this was not budgeted for and worries where the money will come from. The City Manager explained that one component is that a hydraulic study must be done of the FEMA studied stream by an engineer. She agreed that she could reach out to another engineering company, but it would still require a hydraulic study.

Mr. Havens asked for more information on what a hydraulic analysis is. Mrs. Dodd explained she is not an engineer and so a simple explanation is a study of water movement including the sources and the impact to the environment so that an adequate structure be built to handle it. Mr. Havens asked why that was necessary and Mrs. Dodd reiterated that Possum Run is a FEMA studied stream with certain requirements that will affect the new structure. If the City were to bypass those steps and requirements we could be held liable for any issues in the future. Mr. Havens asked where that requirement is written. Mrs. Dodd stated that LJB could answer that question.

Mrs. Middlestetter explained that LJB has been the City's engineering company for years and has done many projects for the City. She added that they are responsible and the costs have been reasonable and she is in favor of contracting with them for this project. Mayor Schweller agreed.

Mr. Edwards asked if the street collapse will affect the Police and Fire Department response times. He added that this could be an urgent issue to residents in that neighborhood. Mrs. Dodd answered that she has not asked about this but fortunately there is an alternate way to be able to reach all

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properties. Mrs. Middlestetter stated that Belleview takes some of the traffic off of Little Sugarcreek Road and it impacts the school buses.

Mayor Schweller asked if Council wanted to table the resolution for this meeting. Mrs. Middlestetter answered that she would like to proceed and vote on it.

Dr. Van Veldhuizen added that he believes the fact that the City has used LJB for years and there is public trust with them is comforting. He stated during normal times it might make sense to make inquiries with other companies, but with the time issues he believes it makes sense to go with the company the City has been using. Dr. Van Veldhuizen added that Mr. Havens' question about the cost being 10% of the project cost is a typical cost comparing it with projects Dr. Van Veldhuizen has overseen with the Army Corp of Engineers. He asked the City Manager if she has an idea of what the total cost of the repair will be. Mrs. Dodd answered that her guess would be \$400,000 to \$500,000.

Mr. Havens explained that his thought would be a total of \$300,000 to \$400,000 making the \$50,000 quote for engineering high. He added that he is always suspicious when a quote comes in conveniently close to the highest amount allowed.

Mr. Greenwood commented that the Clys extension has caused an increase in the water runoff that Bellbrook has to deal with. Looking at the situation comprehensively from Clys Road down to the Little Miami River, something might need to be done to slow the water flow. He added that these kind of heavy rain events will be more common in the future. The effected bridge is a small part of that so should the new bridge be a concern? Miami Valley Regional Planning might be a source of information.

Mrs. Middlestetter added that the Little Miami Watershed Network has been looking into how more development has affected the waterways leading to rain events having more force and impact. Bellbrook is the lowest point in Greene County. Mayor Schweller added that many trees and debris are being washed into the stream causing damage. One theory is that a dead tree had gotten wedged into the culvert adding to the problem. Mr. Havens agreed with that issue.

The Mayor asked Council if they wished to proceed or to table the issue. Mrs. Middlestetter, Mr. Edwards, and Dr. Van Veldhuizen wanted to proceed. Mr. Havens and Mr. Greenwood wanted to table the issue. The Mayor asked if there was a motion to adopt the resolution.

Mr. Edwards made a motion to adopt **Resolution 2020-G A Resolution by City Council Authorizing the City Manager to Enter Into a Contractual Agreement with LJB, Inc. for Engineering and Design Services Related to the Collapse of a Large Culvert and Roadway on North Belleview Drive North of Beryl Drive for an Amount Not to Exceed Forty Nine Thousand Nine Hundred and Twelve Dollars (\$49,912)**. The motion was seconded by Mrs. Middlestetter. The Clerk called the roll. Mr. Edwards, yes; Mrs. Middlestetter, yes; Mr. Havens, no; Dr. Van Veldhuizen, yes; Mr. Greenwood, no; Mayor Schweller, yes. The motion passed 4-2.

### **CITY MANAGER REPORT**

Mrs. Dodd announced that three special webpages to COVID-19 information. These are pages for Announcements, City Services, and Community Resources. These will be updated as needed. The Chamber of Commerce website crashed temporarily.

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All Board and Commissions meetings are cancelled at this time.

No water service customers will be cut off during this pandemic.

The City Manager warns citizens to be aware of scams that have already started.

**COMMENTS**

Mayor Schweller followed up that President Trump just signed the CARES Act and reminded citizens that the Social Security Administration and the IRS only contact citizens by mail, never by phone or email.

Mr. Greenwood asked if local businesses are complying the essential business rules. Mrs. Dodd said that most are complying and it is taking time for everyone to figure out the guidelines. He also asked her if the City was enforcing the curfew. The City Manager said that it has not been a big problem yet. The City is encouraging the first responders to try and limit their contact with the public to the extent possible.

**ADJOURN**

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 8:35PM.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



# RECORD OF RESOLUTIONS

Resolution No. 2020-H

April 27, 2020

## City of Bellbrook

### Resolution No. 2020-H

#### **A Resolution Authorizing the City Manager to Sign an Agreement with the Greene County Engineer's Office for the Collective Paving Program for 2020.**

WHEREAS, the City of Bellbrook desires to participate with the Greene County Engineer in the competitive bid contract for the Collective Paving Program for 2020 as bid by the Greene County Engineer; and

WHEREAS, the Greene County Engineer has included the City of Bellbrook's annual street program in their 2020 Collective Paving bid; and

WHEREAS, the bid amount for the City of Bellbrook is \$182,720.26 for the following streets: Bellemeade Drive, Fowler Drive, Justin Court, Lynlee Drive and a portion of Possum Run Road.

#### **Now, Therefore, the City of Bellbrook Hereby Resolves:**

Section 1. That the City Manager is hereby authorized to sign the attached agreement with the Greene County Engineer's office.

Section 2. That this resolution shall take effect and be in force forthwith.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



**AGREEMENT BETWEEN THE GREENE COUNTY ENGINEER  
AND  
THE CITY OF BELLBROOK**

The Greene County Engineer and the City of Bellbrook (hereinafter referred to as the Engineer and the City, respectively), agree to the following:

**WHEREAS**, the City desires to participate with the Engineer in the competitive bid contracts for the **Collective Paving 2020** as bid by the Greene County Engineer.

**WHEREAS**, all work within the City's jurisdiction, shall be inspected by and all questions decided which may arise as to quality and acceptability of materials furnished, work performed, the rate of progress; the interpretation of the specifications, by the City and the acceptable fulfillment of the contract on the part of the Contractor.

**WHEREAS**, the Contractor will invoice the City directly for the actual quantities of work performed, all line item extras, and/or negotiated extra work.

**WHEREAS**, the Engineer shall withhold all retainage for the total **Collective Paving 2020** bidding contract from the County's share of the work and the Engineer will insure that the work has been performed in accordance with the City's instructions prior to releasing the retainage.

**THEREFORE**, the acceptance of this agreement is indicated by the signatures below.

**GREENE COUNTY ENGINEER:**

Witnessed by: \_\_\_\_\_

\_\_\_\_\_  
Stephanie Ann Goff, P.E., P.S.

**CITY OF BELLBROOK BY:**

By Resolution No: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved as to form by:

\_\_\_\_\_  
Prosecuting Attorney's Office  
Counsel for County Engineer



Street Name	Segment	Cost Per Ton	B-Joints	Cost per Street	Total Milling Cost	Overlay Cost per Street	Total Cost Per Street
Bellemeade Drive	All	\$75.00	\$0.00		\$15,191.37	\$57,045.37	\$72,236.74
Fowler Drive	All	\$75.00	\$0.00		\$9,801.00	\$37,559.03	\$47,360.03
Justin Court	All	\$75.00	\$0.00		\$3,465.00	\$17,097.48	\$20,562.48
Lynlee Drive	All	\$75.00	\$0.00		\$5,593.50	\$21,621.53	\$27,215.03
Possum Run Road	East Corp to Clarkston	\$75.00	\$0.00		\$1,045.00	\$3,958.33	\$5,003.33
							\$172,377.60
						6% overage	\$182,720.26



# RECORD OF RESOLUTIONS

Resolution No. 2020-I

April 27, 2020

## City of Bellbrook

### Resolution No. 2020-I

#### **A Resolution Authorizing the City Manager to Sign a Memorandum of Understanding between the City of Bellbrook, Sugarcreek Township and the Bellbrook Sugarcreek Parks District for the Purpose of Outlining Park District Commissioner Representation and Selection Processes.**

WHEREAS, the Bellbrook Sugarcreek Parks District represents the interests of all City of Bellbrook and Sugarcreek Township residents; and

WHEREAS, The Bellbrook Sugarcreek Parks District is governed by three court appointed Parks Commissioners, each serving three year terms; and

WHEREAS, representatives of the City, the Township and the Parks District have met and created a Memorandum of Understanding, a copy of which is attached hereto, to provide clarity to the processes of appointment as a Commissioner for the Bellbrook Sugarcreek Parks District and fair representation on its Board for both communities; and

WHEREAS, all parties to the Memorandum of Understanding have reviewed the document and are in agreement as to its content and intentions; and

WHEREAS, it is in the best interests of the citizens of Bellbrook, the citizens of Sugarcreek Township and the Bellbrook Sugarcreek Park District to execute this memorandum of understanding in order to ensure there is a clear and defined process for the process of the appointment of the Park Board Commissioners, and fair representation to the communities in the future.

#### **Now, Therefore, the City of Bellbrook Hereby Resolves That:**

Section 1. The Bellbrook City Council hereby authorizes the City Manager to act as a signatory on their behalf and enter into the Memorandum of Understanding attached hereto.

Section 2. That this resolution shall take effect and be in force forthwith.

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Michael W. Schweller, Mayor

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Pamela Timmons, Clerk of Council



## Memorandum of Understanding

This memorandum of understanding, by and between the Bellbrook Sugarcreek Park District, hereinafter known as “the Park District”, the City of Bellbrook, hereinafter known as “the City”, and Sugarcreek Township, hereinafter known as “the Township”, collectively hereinafter known as “the Parties”, is entered into in an effort to provide clear guidelines for the appointment of members to the Bellbrook Sugarcreek Park District Board of Commissioners beginning with the 2020 appointment and each appointment every year thereafter.

The Parties agree that this MOU may not be modified or altered without the expressed written concurrence of all parties.

**WHEREAS**, the Parties find it in the best interest of the Bellbrook Sugarcreek Park District and the communities and residents of the City of Bellbrook and Sugarcreek Township to have clear, defined processes for the appointment of Commissioners for the Park District; and,

**WHEREAS**, the Parties agree it to be in the best interest of the Parties and the public to have representation on the Board of Commissioners for the Park District from both the City and the Township at all times.

**THEREFORE**, the parties agree to the following:

**Section 1.** The Board of Commissioners for the Park District shall always consist of a minimum of one member who resides in the City and one member who resides in the Township to ensure proper representation to the citizens of both communities. If the continuing term Commissioners are residents of the same jurisdiction, then the applicants for the open Commissioner term may only consist of residents of the other jurisdiction. The Board of Commissioners of the Park District shall draft Park District bylaws reflecting the intent of this Memorandum of Understanding.

**Section 2.** For the year 2020, the commencement date for the appointed term shall be - determined by the Greene County Court of Common Pleas, and shall require the applicants for the open position to be residents of the City as the other two continuing term Commissioners reside in the Township. Every year thereafter shall have a commencement date of the appointed term of the second Monday in May.

**Section 3.** No less than 90 days prior to the commencement date for the appointed term of the open Commissioner position each year, each of the Parties may choose to advertise by the means of their choice for the upcoming open Commissioner term, subject to the conditions in Section 1. The date for the application submission deadline shall be no less than 60 days prior to the commencement date for the appointed term. Applications for consideration shall be directed to the Park District and copies of all applications shall be distributed by the Park District to the City in care of the City Manager, and to the Township in care of the Township Administrator, within three (3) days following the submission deadline.

**Section 4.** No less than 45 days prior to the commencement date of the appointment, the Park District shall schedule interviews for the applicants at a location and time agreed upon by

the Parties, where two (2) representatives from each of the Parties shall interview the applicants collectively.

**Section 5.** No less than 20 days prior to the appointment date, each of the Parties shall submit to the Court a recommendation of an applicant for the Court's consideration.

**Section 6.** In the event there is a vacancy in a Commissioner position mid-term, the above process shall be followed with an appointment date of 90 days from the date of vacancy and a modification on the advertisement of the appointment to a date that complies with all other terms with Sections 3, 4 and 5.

This Memorandum of Understanding is entered into by the Parties on April \_\_\_\_, 2020, by the Authorizing Resolution of each, a copy of which is attached hereto and referenced below.

**For the Bellbrook Sugarcreek Park District:**

\_\_\_\_\_  
Jeff Stewart, Director

Authorizing Resolution No. \_\_\_\_\_

**For the City of Bellbrook**

\_\_\_\_\_  
Melissa Dodd, City Manager

Authorizing Resolution No. \_\_\_\_\_

**For Sugarcreek Township**

\_\_\_\_\_  
Barry Tiffany, Township Administrator

Authorizing Resolution No. \_\_\_\_\_

**To:** Mayor & City Council  
**From:** Melissa Dodd, City Manager  
**Date:** April 24, 2020  
**Subject:** April 27<sup>th</sup> City Council Meeting

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- **Resolutions**

- **Resolution 2020-H A Resolution Authorizing the City Manager to Sign an Agreement with the Greene County Engineer's Office for the Collective Paving Program for 2020**  
This is the annual resolution to enter into an agreement for the collective bid paving program through Greene County. The resolution has the streets outlined and the attachment breaks down the costs for each street.
- **Resolution 2020-A Resolution Authorizing the City Manager to Sign a Memorandum of Understanding between the City of Bellbrook, Sugarcreek Township and the Bellbrook Sugarcreek Parks District for the Purpose of Outlining Park District Commissioner Representation and Selection Process**  
This document is a result of a collaborative effort between the three parties to specifically outline a process for selecting a parks commissioner each year, beginning this year, and to ensure representation for Bellbrook and the Township on that board.

- **New Business**

- **Motion to Waive Sign Ordinance for May 14-18** – This is a request from organizers of a Bellbrook High School senior community support event. Temporary signs for each graduating senior are being created and may be placed the weekend of graduation to honor each senior given the current situation with COVID-19 and the inability to have a traditional graduation. This request is just for this year in light of the current circumstances as a show of community support for the seniors.
- **City Financial Discussion Related to COVID-19 Pandemic** – In the packet is correspondence from the County Budget Commission that addresses what municipalities may expect in terms of potential revenue losses. This information was then applied to our budgeted revenues to show possible projected revenue losses if realized. This is a preliminary discussion based on this communication from the County. Further discussions will occur as this continues to evolve.

- **Updates**

- **COVID-19 Operations** – As this update is being written prior to the announcements regarding May 1<sup>st</sup> state wide operations, I do not have any changes in City operations to update Council on in this written document but expect to have some at the time of the meeting.

- **Highview Terrace Path Communications** – As many of you are aware, there have been ongoing communications between Staff and a resident of Highview Terrace regarding the placement of a walking path to provide access to downtown Bellbrook. At issue, among other concerns, is the placement of the path. Through our research regarding the path, we were able locate the communication from the developer’s engineer which identified the location of the path which was then accurately included in the developer’s current recorded record plan, which was recorded in 2016. At this time, while we aware of continued concern regarding the walking path, we consider the matter to be closed. We do not have the authority to re-align or re-design the walking path, as this can only be done by the developer through a revision to the recorded plat plan.
- **North Belleview Road** – Soil borings occurred on April 20<sup>th</sup>. They were on site for 1 day and were able to complete that work. The next step is to analyze the results and continue to move that engineering process forward.





Sen  2020 OR  
#allinthistogether  
**MACKENZIE**



GREENE COUNTY BUDGET COMMISSION  
GREENE COUNTY, OHIO

April 14, 2020

To: Township, Municipal and Park District Fiscal Officers

Re: Revenue Expectations for 2020 and Tax Budgets For 2021

The Greene County Budget Commission met on April 14, 2020 to discuss the revenue certifications for calendar year 2020 and the filing of tax budgets for 2021.

The Budget Commission has voted to waive the required filing of the tax budget for 2021. While the requirement to file the formal tax budget and go through the normal approval process has been waived, there are still statutory requirements that must be met. In order to meet these statutory requirements, I request that all townships, municipalities and park districts file with the county auditor by July 31, 2020 the following:

- Expected cash balance by fund as of January 1, 2021
- Expected revenue by fund excluding property taxes and state reimbursements for homestead, owner occupancy credit and non-business credit

The Budget Commission is still required to prepare the Official Certificate of Estimated Resources and Resolution Accepting Rates and Amounts. These will be completed by the end of August. Your subdivision will be required to approve and return the resolution accepting rates and amounts to the county auditor by September 30, 2020.

The Budget Commission will not be amending our revenue certifications at this point. We do request that you be very judicious in future spending as revenues are expected to decrease. The subdivision's fiscal officer has the authority to submit certification adjustments to the auditor. The Budget Commission will continue to approve supplemental certifications and appropriation adjustments that are submitted for 2020.

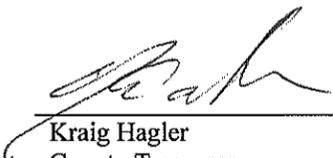
The Budget Commission expects the coronavirus pandemic to have a negative impact on your future revenues in the following areas for 2020:

- Property tax revenue
  - Expect a 15% decrease in second half tax collection due to taxpayers not having money available to pay their property taxes. Overall, we expect property tax revenues to be 10% less than the amount certified.
  - Legislation is being discussed to extend the due date for property taxes, which may result in revenues coming in later than normal.
  - State reimbursements for Homestead, Owner Occupancy Credit and Non-business Credit are expected to remain stable.
- Local Government Funding
  - We are projecting a 40% decrease in Local Government Funding. Local Government funding from the state is based on a percentage of tax revenues collected by the state. These revenues are highly dependent on income and sales taxes both of which are expected to realize significant decreases.
  - During past administrations, the State has adjusted the Local Government allocation in order to cover their own budget shortfalls. While we have not heard any conversation regarding changes to the funding, keep in mind that it is always a possibility.
- Vehicle Fuel tax is expected to decrease as people are driving less due to the stay at home order. We have no data or information that would allow us to make an educated guess as to the dollar impact this may have, but you should certainly expect decreased revenues over the next few months.
- Motor Vehicle License tax is not actually expected to decrease for the year, but the timing of revenues will be disrupted since the State has delayed the requirement to renew your license.
- Income taxes will obviously be expected to decrease due to high unemployment numbers.

We have included the preliminary State revenue estimates for March. We will share information as it becomes available.

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David A. Graham  
County Auditor  
Secretary Budget Commission



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Craig Hagler  
County Treasurer



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Elizabeth Ellis  
Assistant County Prosecutor



## 2020 Potential Revenue Implications due to COVID-19

PROPERTY TAXES			
Fund	Total Budgeted Property Taxes	10% Estimated Reduction*	New Estimated Amount
General	\$ 605,381	\$ 60,538	\$ 544,843
Police	\$ 1,317,000	\$ 131,700	\$ 1,185,300
Fire	\$ 1,051,000	\$ 105,100	\$ 945,900
Police Pension	\$ 46,500	\$ 4,650	\$ 41,850
<b>Total Potential Property Tax Decreases</b>		<b>\$ 301,988</b>	

LOCAL GOVERNMENT FUND (GENERAL FUND REVENUE SOURCE)			
Local Government	Estimated Reduction *	Potential Reduction	New Estimated Amount
\$ 94,448	40%	\$ 37,779	\$ 56,669

GENERAL FUND TOTAL POTENTIAL IMPACT	
Property Tax	\$ 60,538
Local Government	\$ 37,779
<b>Est. Total Impact</b>	<b>\$ 98,317</b>

ALL FUND TOTAL POTENTIAL IMPACT	
General	\$ 98,317
Police	\$ 131,700
Fire	\$ 105,100
Police Pension	\$ 4,650
<b>Total Potential Impact</b>	<b>\$ 339,767</b>

\* Estimated reduction percentages provided by the Greene County Auditor in memo attached





To: Mayor & Council  
 From: Melissa Dodd, City Manager  
 Date: April 27, 2020  
 Subject: 1<sup>st</sup> Quarter Financial Update

City of Bellbrook  
 15 E. Franklin Street  
 Bellbrook, Ohio 45305  
 T (937) 848-4666  
 F (937) 848-5190

[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

The following is a brief summary of the City's financial status:

**Cash Balance & Investments:**

- Total ending balance of all accounts was **\$7,066,673.37** as of March 31, 2020. Total encumbrances outstanding at the end of the month are **\$1,759,077.38** which leaves an unencumbered balance of **\$5,307,595.99**. The following is a breakdown of unencumbered balances by fund type:

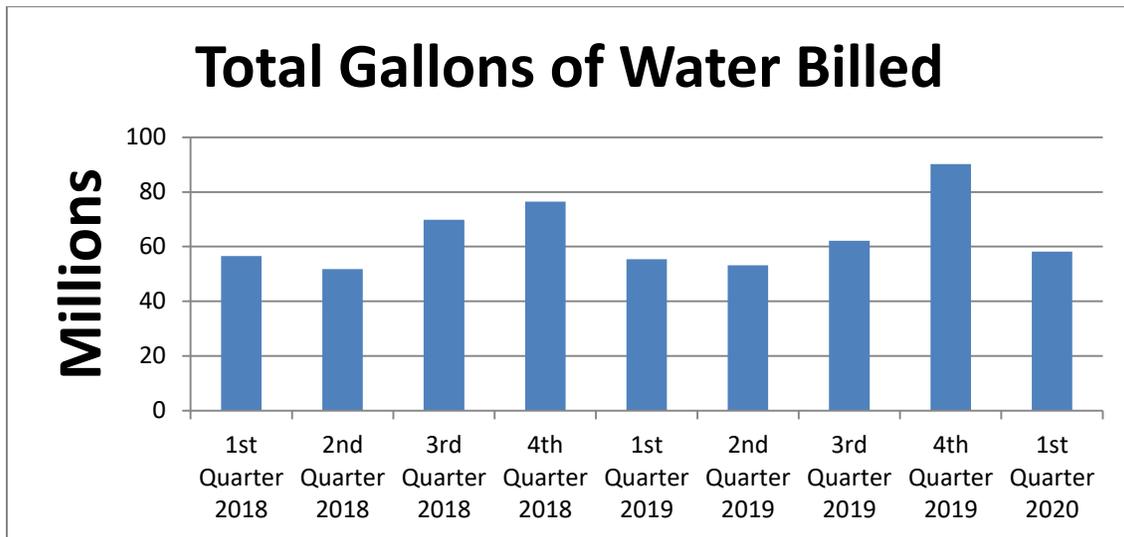
Property Tax Supported Funds .....	\$3,800,164
Transportation Restricted Funds .....	\$452,370
Water Fund .....	\$2,663,827
Waste Collection Fund .....	\$122,168
All Other Funds .....	\$28,145

- From the total ending balance above, the following were the balances in our investment accounts as of March 31<sup>st</sup> - SJS/Schwab - **\$1,918,826.85** and STAR Ohio - **\$3,334,516.51**

**Revenues:**

- The following is a summary of major revenue sources:

<u>Major revenue sources</u>	<u>Actual thru 3/31/2019</u>	<u>Actual thru 3/31/2020</u>	<u>% change from 2019</u>
Property Tax	\$1,641,366	\$1,670,314	1.76%
Homestead & Rollback	0	0	0.00%
Local Government Funds	22,865	31,042	35.76%
Cable Franchise Fees	26,264	26,515	0.96%
Gasoline Tax	65,871	106,231	61.27%
EMS Receipts	30,591	27,780	-9.19%
Waste Collection Fees	110,678	122,305	10.51%
Water Fees	346,760	376,840	8.67%
Tap-in Revenue	12,000	24,000	100.00%
Grand Total Revenue (excluding transfers)	\$2,348,389	\$2,509,734	6.87%



- The breakdown of **tap-in fees** by subdivision is as follows:

<u>Subdivision</u>	<u>Qty</u>	<u>Amount</u>
Highview Terrace	-	\$ -
Landings	8	\$ 24,000
Redwood/White Oaks	-	\$ -
Waterford	-	\$ -
Regent Park Place	-	\$ -
<u>Miscellaneous</u>	-	<u>\$ -</u>
<b>TOTAL</b>	<b>8</b>	<b>\$ 24,000</b>

**Expenses:**

- The following is a summary of expenses by type:

	<b>2020 Total</b>	<b>Actual thru</b>	<b>% of Total</b>
	<u>Budget*</u>	<u>3/31/2020</u>	<u>Budget</u>
			<u>Spent</u>
Wages & Compensation	\$2,891,962	\$725,173	25%
Fringe Benefits	\$1,077,492	207,640	19%
Contract Services	\$1,659,363	363,725	22%
Supplies & Materials	\$291,300	204,884	70%
Capital Outlay	\$608,200	54,848	9%
Other Expenses	\$77,550	147,671	190%
Debt Service	<u>\$143,822</u>	<u>38,757</u>	<u>27%</u>
Grand Total Expenses (excluding transfers)	\$6,749,689	\$1,742,698	26%

\*Includes carryover encumbrances

**Capital Projects:**

The following is the status of major capital projects included in the 2020 budget:

Project	2020 Original Budget Amount	2020 Estimated Amount	Project Complete
<b>CAPITAL IMPROVEMENT FUND</b>			
<b>Administration</b>			
<b>Finance Software Conversion</b>	\$14,175	\$14,175	No
Agreement in place and preparing preliminary information for conversion			
<b>Police, Fire &amp; Admin Workstations</b>	\$15,000	\$15,000	No
On hold			
<b>Sound mixer for Council Chambers</b>	\$3,000	\$3,000	No
On hold			
<b>Fuel System Upgrade</b>	\$15,000	\$15,000	No
On hold			
<b>TOTAL</b>	<b>\$47,175</b>	<b>\$47,175</b>	
<b>SERVICE</b>			
<b>Annual Street Repair and Resurfacing</b>	\$150,000	\$150,000	No
Agreement with County on tonight's agenda - \$200k total budget. \$150k will be charged to capital and the additional \$33k will be allocated to Streets			
<b>Beechwood Drive Culvert Lining</b>	\$50,000	\$50,000	No
Waiting until company can be on site			
<b>North West Street Sidewalk Improvements</b>	\$46,000	\$46,000	No
Will be coordinated through Greene County since it was a CDBG project			
<b>TOTAL</b>	<b>\$246,000</b>	<b>\$246,000</b>	
<b>Police</b>			
<b>Mobile Data Terminals</b>	\$20,000	\$15,000	Yes
Waiting on final invoice but all have been purchased and installed			
<b>Weapons - guns and tasers</b>	\$16,000	\$16,000	No
Looking at options currently			
<b>Furniture and fixes</b>	\$2,500	\$2,500	No
On hold until everyone is back to work fully			
<b>TOTAL</b>	<b>\$38,500</b>	<b>\$33,500</b>	

<b>Fire</b>			
<b>Architectural work for fire station combination</b>	\$25,000	\$18,000	No
Renderings complete and awaiting city staff feedback			
<b>Mobile Laptops</b>	\$15,000	\$9,844	Yes
Completed			
<b>Medic Cots Loading System</b>	\$8,000	\$8,000	Yes
Completed			
<b>New Sign at Station 2</b>	\$16,000	\$8,562	Yes
Completed			
<b>Hose Roller</b>	\$8,000	\$6,630	Yes
Completed			
<b>Self Contained Breathing Apparatus</b>	\$30,000	\$33,525	Yes
Over budget due to price increase after budgeting - savings from other projects used			
<b>Rescue Tool</b>	\$35,000	\$31,952	Yes
Complete			
<b>TOTAL</b>	<b>\$137,000</b>	<b>\$116,513</b>	

<b>CAPITAL IMPROVEMENT FUND TOTALS</b>	<b>\$468,675</b>	<b>\$443,188</b>	
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<b>Water Fund</b>			
<b>Fire Hydrant Replacement Program</b>	\$30,000	\$29,009	Yes
Hydrants ordered and awaiting installation but purchase is complete			
<b>GIS Equipment and Data Conversion</b>	\$20,000	\$20,000	No
In process			
<b>Utility Billing and Finance Conversion</b>	\$42,525	\$42,525	No
Agreement in place and preparing preliminary information for conversion			
<b>Pickup truck</b>	\$47,000	\$42,726	Yes
Complete and in service			
<b>TOTAL</b>	<b>\$139,525</b>	<b>\$134,260</b>	

<b>TOTAL CAPITAL + WATER FUNDS</b>	<b>\$608,200</b>	<b>\$577,448</b>	
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