

BELLBROOK CITY COUNCIL AGENDA

July 27, 2020



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

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www.cityofbellbrook.org

REMOTE TELECONFERENCE MEETING**

Due to COVID-19, this meeting will be held via Zoom webinar teleconferencing. Live streaming of the meeting is available on the City's government channel (via Spectrum/Ch 5) and YouTube channel (Bellbrook City Hall).

Should any member of the public wish to speak they do so by logging in as an attendee following links at the end of this agenda. You may also submit comments by emailing the Clerk of Council at p.timmons@cityofbellbrook.org by 3 p.m. on 7/27/2020.

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

6:00 pm – Work Session for Training on Sunshine Law and Council-Manager Government

7:00 pm-Regular Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the minutes of July 13 and July 15, 2020
5. Mayor's Announcements
6. Public Hearing of Ordinances
 - **Ordinance 2020- An Ordinance Repealing Old Section 1060.05 "Service Charges" of the Bellbrook Municipal Code And Enacting A New Section 1060.05 "Service Charges" to Discontinue the "Low Volume Service" Program Established by Ordinance No. 2011-12 (Greenwood)**
 - **Ordinance 2020-4 An Ordinance Repealing Old Section 1224.01 "Fees" and Adopting New Section 1224.01 "Fees" of the City of Bellbrook Municipal Code (Middlestetter)**
 - **Ordinance 2020-5 An Ordinance Amending Ordinance 2019-21 to Adjust the City of Bellbrook Appropriations for 2020. (Edwards)**
7. Introduction of Ordinances
8. Resolutions
9. City Manager Report
10. Old Business
11. New Business
 - Non-Bargaining Employee Title and Wage Discussion
12. Committee Reports
 - A. Service

- B. Safety
- C. Finance/Audit – Acceptance of the 2nd Quarter Financial Report
- D. Community Affairs

13. Public Comment

You are invited to a Zoom webinar.

When: Jul 27, 2020 06:00 PM Eastern Time

Topic: City Council Work Session and Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84120842813?pwd=UWZoUS9HcjBjQUZpSEJiUE9XWExEdz09>

Passcode: 045547

Or iPhone one-tap :

US: +13126266799,,84120842813#,,,,,0#,,045547# or
+16465588656,,84120842813#,,,,,0#,,045547#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900
9128 or +1 253 215 8782

Webinar ID: 841 2084 2813

Passcode: 045547

Future Items

- Regular Meeting Items:
 - Ordinance repealing old Comprehensive Plan references
 - Resolution repealing old Comprehensive Plan references
 - Ordinance adopting Comprehensive Plan
 - Ordinance to Update Zoning Code 18.20B
 - Ordinance to Amend Vacancy Registration Requirements
 - Ordinance to Amend Charter Section 8.02 Removal of Members of Boards and Commissions
- Executive Session to discuss personnel matters

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting
July 13, 2020

Due to the COVID-19 pandemic the July 13, 2020 City Council Meeting was conducted using Zoom's remote meeting platform.

PRESENT: TJ Hoke
Ernie Havens
Dr. David Van Veldhuizen
Forrest Greenwood
Elaine Middlestetter
Nick Edwards
Mayor Mike Schweller

ALSO PRESENT: City Manager Melissa Dodd and Service Director Ryan Pasley

Mayor Schweller called the work session to order at 6:30 pm.

ROLL CALL

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

WORK SESSION TO DISCUSS BIDS FOR THE N. BELLEVIEW DRIVE CULVERT REPAIR PROJECT

The City Manager began with explaining the updated estimate of the cost. The estimate presented at the June 22 Council meeting needed final information from Greene County Sanitary Engineering about the sewer line that runs under the culvert. The revised estimate is \$406,047.00. The project was put out to bid. Ten bid packets were picked up and six were returned. The bidding window was open until 10:00 AM on July 9 at which time Mrs. Dodd and Service Director Pasley opened the bids. The lowest bid was \$316,042 from Sturm Construction and the highest was \$433,557 from R.B. Jergens. There was one bidder who said they could complete the project in 70 days, but their bid was in the middle of the range and approximately \$80,000 more than the low bid. We do not necessarily think the difference is worthwhile.

The bids were sent to the City's civil engineer Dan Hoying at LJB. The team at LJB reviewed the bids to make sure all of the requirements were being met especially for the concrete arch structure. LJB has provided a letter recommending the low bidder Sturm Construction. LJB also did reference checks. Sturm Construction have done other culvert projects including a recent one for Tipp City. Mr. Pasley had also heard good things about Sturm Construction.

Mr. Hoke asked if the request for bids was specific in the requirements. Mrs. Dodd answered that the bid packet was very detailed. Because of the specifics needed such as the hydraulic study and requirements of the concrete structure, LJB did the review of the bids submitted.

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting

July 13, 2020

The large concrete structure is produced locally primarily by two companies. The engineering report from LJB had used a structure made by Pretech. The Sturm Construction proposal uses a structure by Contech. LJB stated that either is appropriate.

Mayor Schweller asked what the timeline for completion would be. The City Manager replied that the requirement the City had set was a completion prior to October 31.

Mrs. Middlestetter said she was surprised at the range in the bid amounts. Mrs. Dodd said that Mr. Hoying was not surprised and expected up to a 25% swing. Mr. Edwards added that according to the bids almost \$100,000 of the difference is in the concrete structure.

Mr. Hoke pointed out another item with a drastic difference between the bidders which is called mobilization. That's for getting all of their equipment and supplies on site.

Mrs. Dodd went on to explain the information about funding for the project which was included in the agenda packet. She had reached out to six agencies over the past several months. Everyone pointed her back to Ohio Public Works Commission (OPWC). The emergency funding bill for \$3.5 million will be allocated once the Governor signs it. Until then she has been constantly refreshing the page waiting for the application period to begin. She has filled out the initial application and attached all the appropriate documentation in the hopes of being one of the first to apply.

In her opinion the OPWC emergency funding is the best option. If the City is not awarded funding, there are two options. Both options require appropriation of city funds with a 10% contingency included to get the project started and this is on the agenda tonight. Option A is to continue to locate a loan. A loan could take up to a year. Option B is to pay for the project out of reserves for the General Fund.

During this search it was thought that N. Belleview Drive was a permissive tax street. Research discovered that in 2018 the list of streets was changed and N. Belleview is no longer on it.

Mr. Edwards agreed that if the City does not get funding from OPWC, the project would need to be funded from the General Fund. He made a motion to **award the project to Sturm Construction**. Mr. Havens seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Havens, yes; Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 7-0.

REGULAR MEETING

Mayor Schweller called the regular meeting to order at 7:00 PM.

APPROVAL OF MINUTES

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting

July 13, 2020

After polling the members of City Council about the regular meeting minutes of June 22, 2020 Mayor Schweller declared the minutes approved.

MAYOR'S ANNOUNCEMENTS - none

INTRODUCTION OF ORDINANCES

Mr. Greenwood read **Ordinance 2020-5 An Ordinance Amending Ordinance 2019-21 to Adjust the City of Bellbrook Appropriations for 2020.**

City Manager Melissa Dodd explained that as the year as progressed it makes sense to update the status of the different funds and make adjustments. The mid-year adjustments total \$888,852.00. Most of the adjustments were due to the N. Belleview Drive collapse and CARES fund money.

Mr. Hoke asked what this is going to do to the General Fund balance. Mrs. Dodd answered that the beginning balance of the General Fund was \$1,616,865.00. The difference between expected revenues and expenditures for the rest of 2020 would be a deficit of \$135,956.00 which would leave a balance of \$1,480,909.00. She added that it is a very small deficit that could even out by the end of the year. She explained that she is very conservative when budgeting for the year.

The CARES money the City will be receiving due to the pandemic equals \$120,000. There are many restrictions on how this money can be used. It cannot be used for revenue replacement. The City is looking at ways to use this money. Internally the city is using some money to meet the needs that have arisen with COVID-19 including technical needs for remote work and Personal Protective Equipment (PPE). Another disallowed use is stockpiling of supplies. Municipalities have until October 15, 2020 to encumber the money. Greene County has created a grant program with \$500,000 available for businesses that were required to be closed. Bellbrook is looking into assistance for local families and individuals in need and funding for the Family Resource Center.

Mrs. Middlestetter asked if the City has considered assisting the Open Arms Clinic. Mrs. Dodd said she would research this.

Mr. Hoke asked if the Police or Fire Department could use the money for necessary training. Mrs. Dodd said at this point no one is offering trainings. He also asked if there were any events in the future that the money could support. Mr. Havens added that the Sugar Maple Festival and Lion's Club organizers are looking into alternative events plus there are two large soccer tournaments scheduled in town. Mrs. Dodd encouraged Council to look through the guidance and make recommendations.

Mr. Greenwood made a motion to introduce **Ordinance 2020-5 An Ordinance Amending Ordinance 2019-21 to Adjust the City of Bellbrook Appropriations for 2020.** Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 7-0.

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting

July 13, 2020

RESOLUTIONS

Mr. Edwards introduced **Resolution 2020-O A Resolution Accepting the Bid Submitted by Strum Construction for the North Belleview Drive Culvert Replacement Project and to Authorize the City Manager to Enter into a Contract in Connection Therewith.**

Mrs. Dodd explained that this legislation allows for the project to be awarded to Sturm Construction.

Mr. Edwards made a motion to adopt **Resolution 2020-O A Resolution Accepting the Bid Submitted by Strum Construction for the North Belleview Drive Culvert Replacement Project and to Authorize the City Manager to Enter into a Contract in Connection Therewith.** Mr. Havens seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mr. Havens, yes; Mr. Hoke, yes; Dr. Van Veldhuizen, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes; Mayor Schweller, yes. The motion passed 7-0.

CITY MANAGER UPDATE

The City Manager reported that the Be Well Bellbrook event has been canceled for the year due to COVID-19. The Brook Mills 10k race will not happen in person but there is a virtual race option. We are hopeful that these events can take place next year.

Each year the City's insurance pool MVRMA awards for claims less than \$100 per employee and zero-loss awards for particular departments. Bellbrook is the overall winner for 2019 with the lowest per employee claims which were \$16.97. The Fire, Water, and Streets departments each received a zero-loss award.

Mrs. Dodd again encouraged a Bellbrook resident to apply to become a Bellbrook Sugarcreek Parks District commissioner. The information and application are on the Parks District website.

The third city e-newsletter has been produced. People continue to sign up on the cityofBellbrook.org homepage to receive these.

The final items Mrs. Dodd presented were pictures of the relining that was done to the Beechwood Drive culvert. The relining of the metal culvert that was showing some rust and holes. The relining involves adding wire mesh and covering with concrete.

OLD BUSINESS - none

NEW BUSINESS – none

COMMITTEE REPORTS

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting

July 13, 2020

Safety – Mr. Hoke reported that the Police Department is warning residents to be aware of scams and fraud.

Service – Mr. Greenwood said he met with the Service Director. The City's Water Department has pumped approximately a million gallons a day which is about double the normal amount. He reminded residents who irrigate their yards that they can add a meter to keep from having to also pay sewer on that water.

Finance – Mr. Edwards reported the 2019 audit is complete. The Finance Committee will meet with the either August 6 or 13.

Community Affairs – none

COMMENTS

Mr. Hoke said he understands that the City staff has priorities it is facing with the culvert project and contract negotiations. When those are resolved he hopes that staff and Council will work on the creation of a Community Improvement Corporation (CIC). Mayor Schweller asked what Mr. Hoke saw that brings about this sense of urgency. Mr. Hoke answered that he has seen a number of cities implement CICs effectively. From his recollection of earlier discussions, it did not seem that it would take much time to establish. He added that it could possibly alleviate burden on City staff and streamline the process of downtown redevelopment. Mr. Havens agreed and said it is an important factor with the economy's great shape right now. He added that businesses are making moves that the City could take advantage of to get the buildings opened up and turned over. The City could capture a high dollar for them and get facilities transplanted for the Service and Fire Departments.

Mr. Hoke explained that he received an email from a teenage resident, Justin, who asked what he could do to combat any risks from COVID-19. Mr. Hoke responded first by stating that he is not an infectious disease expert but referred him to some good sources of information such as the CDC and NIH. He also added some of the habits he includes every day to stay safe.

Mr. Havens encourages residents to consider applying to become a Parks commissioner. He also echoed Mr. Hoke's comments on the importance of moving forward with a CIC.

Mrs. Middlestetter also recommends becoming involved with our wonderful parks.

Mayor Schweller commends the Fire, Water, and Street Departments for their zero-loss awards and knows they work hard and take safety seriously.

EXECUTIVE SESSION

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting

July 13, 2020

Mrs. Middlestetter to enter into executive session and this was seconded by Mr. Greenwood. The Clerk called the roll. Mrs. Middlestetter, yes; Mr. Greenwood, yes; Mr. Hoke, yes; Mr. Havens, yes; Dr. Van Veldhuizen, yes; Mr. Edwards, yes; Mayor Schweller, yes. The motion passed 7-0.

Mrs. Middlestetter made a motion to adjourn the executive session and Mr. Edwards seconded it. All were in favor.

ADJOURN

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 8:45 PM.

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting

July 15, 2020

Due to the COVID-19 pandemic the July 15, 2020 City Council Meeting was conducted using Zoom's remote meeting platform.

PRESENT: Ernie Havens
Dr. David Van Veldhuizen
Forrest Greenwood
Elaine Middlestetter
Nick Edwards
Mayor Mike Schweller

ALSO PRESENT: City Manager Melissa Dodd

Mayor Schweller called the meeting to order at 6:00 pm.

ROLL CALL

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

Mr. Edwards made a motion to excuse Mr. Hoke from the special meeting. Dr. Van Veldhuizen seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Dr. Van Veldhuizen, yes; Mr. Havens, yes; Mr. Greenwood, yes; Mrs. Middlestetter, yes. Mayor Schweller, yes. The motion passed 6-0

RESOLUTIONS

Mr. Edwards introduced **Resolution 2020-P A Resolution Authorizing the City Manager to Prepare and Submit an Application to Participate in the Ohio Public Works Commission Emergency Program.**

Mrs. Dodd explained that the OPWC emergency funding became available this morning. This resolution allows the City Manager to complete the application and accept funding if it is awarded.

Mr. Edwards made a motion to adopt **Resolution 2020-P A Resolution Authorizing the City Manager to Prepare and Submit an Application to Participate in the Ohio Public Works Commission Emergency Program.** Mrs. Middlestetter seconded the motion. The Clerk called the roll. Mr. Edwards, yes; Mrs. Middlestetter, yes; Dr. Van Veldhuizen, yes; Mr. Havens, yes; Mr. Greenwood, yes; Mayor Schweller, yes. The motion passed 6-0.

ADJOURN

Being no further business to come before the Bellbrook City Council, Mayor Schweller declared the regular meeting adjourned at 6:08 PM.

RECORD OF PROCEEDINGS

Minutes of Bellbrook City Council Work Session and Regular Meeting
July 15, 2020

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

RECORD OF ORDINANCES

Ordinance No. 2020-3

July 27, 2020

CITY OF BELLBROOK, OHIO

ORDINANCE NO. 2020-3

AN ORDINANCE BY BELLBROOK CITY COUNCIL REPEALING OLD SECTION 1060.05 “SERVICE CHARGES” OF THE BELLBROOK MUNICIPAL CODE AND ENACTING A NEW SECTION 1060.05 “SERVICE CHARGES” TO DISCONTINUE THE “LOW VOLUME SERVICE” PROGRAM ESTABLISHED BY ORDINANCE NO. 2011-12.

WHEREAS, the City of Bellbrook established a “low volume service” program for refuse collection with Ordinance 2011-12, which ordinance was codified in Section 1060.05 of the Bellbrook Municipal Code; and

WHEREAS, the City of Bellbrook had a refuse collection contract with Allied Waste at the time Ordinance 2011-12 was enacted, which contract enabled the implementation of the “low volume service” program; and

WHEREAS, the “low volume service” program was implemented on a trial basis in the year 2012; and

WHEREAS, the City of Bellbrook entered into a contract with Rumpke for refuse collection in November of 2012, which contract did not provide for the “low volume service” program; and

WHEREAS, based on the terms of the existing current refuse collection contract, the City of Bellbrook and Rumpke are unable to effectively and efficiently administer the “low volume service” program established by Ordinance 2011-12; and

WHEREAS, the “low volume service” program must be discontinued until a contract can be negotiated to include such a program.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. The old Section 1060.05 (“Service Charges”) of the Bellbrook Municipal Code be and hereby is repealed.

Section 2. A new Section 1060.05 (“Service Charges”) in Chapter 1060 (“Garbage and Rubbish Collection and Disposal”) of the Bellbrook Municipal Code be and hereby is enacted to read as set forth in Exhibit A, which is attached hereto and incorporated herein by reference.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

RECORD OF ORDINANCES

Ordinance No. 2020-3

July 27, 2020

Section 4. This Ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this ____ day of _____, 2020.

Michael W. Schweller, Mayor

ATTEST:

Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:

Stephen M. McHugh, Municipal Attorney

RECORD OF ORDINANCES

EXHIBIT A

Sec. 1060.05. Service Charges.

(a) Effective January 1, 2020, there is established a monthly charge of fifteen dollars and fifty cents (\$15.50) for normal refuse collection within the City. All utility bill payments shall be applied first to refuse charges and any remaining amount shall be applied to water charges. Said refuse charge shall be paid by the occupant of each occupied single-family residence and by each occupant of a multifamily residence not covered by a commercial contract pursuant to Section 1060.04(a). Each operator of a business which generates a normal amount of refuse shall pay the normal collection charge, unless other arrangements are made pursuant to Section 1060.04(a). Each operator of a business which generates refuse in excess of the normal amount shall make arrangements for commercial collection in accordance with the provisions of these Codified Ordinances. Any residential user of the refuse collection service who generates refuse in excess of the normal amount shall pay a surcharge equal to the actual cost of collecting such excess. For the purposes of this section a normal amount of refuse shall mean a weekly accumulation which is capable of being contained in ten or fewer thirty-gallon containers, exclusive of yard waste such as grass, leaves or brush.

(b) City of Bellbrook residents who are currently enrolled in the “low volume service” program initially established by the enactment of Ordinance 2011-12 shall continue to enjoy the benefits of those “low volume service” rates until December 31, 2022, at which time those rates shall cease and the rates prescribed by Sec. 1060.05(a) above shall be implemented.

~~Effective January 1, 2012, there is established a “low volume service” program for refuse collection customers. The rules and regulations for this program will be established by the City Manager. Customers participating in the “low volume service” program will be charged a rate of twelve dollars (\$12.00) per month. All utility bill payments shall be applied first to refuse charges and any remaining amount shall be applied to water charges. Customers participating in the “low volume service” program must abide by the established rules and regulations; if not, the customer will be returned to the normal refuse collection service. The “low volume service” program can be terminated at any time by City Council.~~

RECORD OF ORDINANCES

Ordinance No. 2020-3

July 27, 2020

CITY OF BELLBROOK, OHIO

ORDINANCE NO. 2020-3

AN ORDINANCE BY BELLBROOK CITY COUNCIL REPEALING OLD SECTION 1060.05 “SERVICE CHARGES” OF THE BELLBROOK MUNICIPAL CODE AND ENACTING A NEW SECTION 1060.05 “SERVICE CHARGES” TO DISCONTINUE THE “LOW VOLUME SERVICE” PROGRAM ESTABLISHED BY ORDINANCE NO. 2011-12.

WHEREAS, the City of Bellbrook established a “low volume service” program for refuse collection with Ordinance 2011-12, which ordinance was codified in Section 1060.05 of the Bellbrook Municipal Code; and

WHEREAS, the City of Bellbrook had a refuse collection contract with Allied Waste at the time Ordinance 2011-12 was enacted, which contract enabled the implementation of the “low volume service” program; and

WHEREAS, the “low volume service” program was implemented on a trial basis in the year 2012; and

WHEREAS, the City of Bellbrook entered into a contract with Rumpke for refuse collection in November of 2012, which contract did not provide for the “low volume service” program; and

WHEREAS, based on the terms of the existing current refuse collection contract, the City of Bellbrook and Rumpke are unable to effectively and efficiently administer the “low volume service” program established by Ordinance 2011-12; and

WHEREAS, the “low volume service” program must be discontinued until a contract can be negotiated to include such a program.

NOW, THEREFORE, THE CITY OF BELLBROOK HEREBY ORDAINS:

Section 1. The old Section 1060.05 (“Service Charges”) of the Bellbrook Municipal Code be and hereby is repealed.

Section 2. A new Section 1060.05 (“Service Charges”) in Chapter 1060 (“Garbage and Rubbish Collection and Disposal”) of the Bellbrook Municipal Code be and hereby is enacted to read as set forth in Exhibit A, which is attached hereto and incorporated herein by reference.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

RECORD OF ORDINANCES

Ordinance No. 2020-3

July 27, 2020

Section 4. This Ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this ____ day of _____, 2020.

Michael W. Schweller, Mayor

ATTEST:

Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:

Stephen M. McHugh, Municipal Attorney

RECORD OF ORDINANCES

Ordinance No. 2020-5

July 27, 2020

City of Bellbrook

Ordinance No. 2020-5

An Ordinance Amending Ordinance 2019-21 to Adjust the City of Bellbrook Appropriations for 2020.

WHEREAS, the City of Bellbrook adopted the 2020 annual budget based on the best information available at the time; and

WHEREAS, additional costs have or will occur in some line items which requires the amendment of various appropriation levels.

Now, Therefore, the City of Bellbrook Hereby Ordains:

Section 1. That the 2020 appropriation levels in several of the funds listed below be amended as follows:

Fund	2020 Appropriations	Personnel Services Revisions	Other Expenses Revisions	Transfer Revisions	Total Revisions	Amended 2020 Appropriations
General Fund:						
-Legislative	\$ 66,801	\$ 15,400	\$ -		\$ 15,400	\$ 82,201
-Administrative	\$ 763,519	\$ 1,500	\$ 18,000	\$ 347,600	\$ 367,100	\$ 1,130,619
-Library	\$ 2,000	\$ -	\$ -		\$ -	\$ 2,000
-Museum	\$ 18,821	\$ -	\$ -		\$ -	\$ 18,821
-Community Env	\$ 67,437	\$ (6,500)	\$ -		\$ (6,500)	\$ 60,937
Total General Fund	\$ 918,578	\$ 10,400	\$ 18,000	\$347,600	\$ 376,000	\$ 1,294,578
Police Fund	\$ 1,767,037	\$ -	\$ (400)		\$ (400)	\$ 1,766,637
Police Pension Fund	\$ 55,340	\$ -	\$ -		\$ -	\$ 55,340
Fire Fund	\$ 1,385,156	\$ (8,000)	\$ -		\$ (8,000)	\$ 1,377,156
Street Fund	\$ 452,493	\$ (3,500)	\$ -		\$ (3,500)	\$ 448,993
State Highway Fund	\$ 35,000	\$ -	\$ -		\$ -	\$ 35,000
Motor Vehicle Fund	\$ 73,100	\$ -	\$ -		\$ -	\$ 73,100
Waste Fund	\$ 486,444	\$ -	\$ -		\$ -	\$ 486,444
Water Fund	\$ 1,491,927	\$(21,000)	\$ (4,119)		\$ (25,119)	\$ 1,466,808
Capital Imp. Fund	\$ 468,675	\$ -	\$ 427,255		\$ 427,255	\$ 895,930
Coronavirus Relief Fund	\$ -	\$ -	\$ 120,616		\$ 120,616	\$ 120,616
Fuel System Fund	\$ 1,200	\$ -	\$ -		\$ -	\$ 1,200
Performance Bond Fund	\$ 12,000	\$ -	\$ 2,000		\$ 2,000	\$ 14,000
Grand Total - All Funds	\$ 7,146,950	\$(22,100)	\$ 563,352	\$347,600	\$ 888,852	\$ 8,035,802

RECORD OF ORDINANCES

Ordinance No. 2020-5

July 27, 2020

Section 2. This ordinance shall take effect and be in force from and after the earliest period provided by law.

PASSED this ____ day of _____, 2020

Michael W. Schweller, Mayor

Pamela Timmons, Clerk of Council

APPROVED AS TO FORM:
Stephen M. McHugh, Municipal Attorney

SUPPLEMENTAL APPROPRIATION WORKSHEET

SUPPLEMENT TO ORDINANCE 2020-5

GENERAL FUND	AMOUNT	PROJECT
DEPARTMENT		
LEGISLATIVE	\$ 15,400	PT Admin wages and OPERS
ADMINISTRATION	\$ 19,500	Mostly legal fees and increase in telephone service
MUSEUM	\$ (6,500)	Savings in benefits
TRANSFERS	\$ 347,600	Out to Cap Imp to cover cost of N. Bellevue construction
TOTAL GENERAL FUND	\$ 376,000	

SPECIAL REVENUE FUNDS		
CORONAVIRUS RELIEF	\$ 120,616	CARES Act funds received
STREET FUND	\$ (3,500)	Decrease in benefits
POLICE	\$ (400)	Various adjustments which resulted in overall decrease
FIRE	\$ (8,000)	Decrease in workers comp (credit received)
CAPITAL IMPROVEMENTS	\$ 29,655	Additional funds to cover 2019 purchase that didn't roll over
CAPITAL IMPROVEMENTS	\$ 397,600	To cover cost of N. Bellevue engineering construction
TOTAL SPECIAL REVENUE FUNDS	\$ 535,971	

ENTERPRISE FUNDS		
WATER	\$ (25,119)	Decrease in benefits budgeted (one employee short)
TOTAL ENTERPRISE FUNDS	\$ (25,119)	

AGENCY FUNDS		
PERFORMANCE BOND FUND	\$ 2,000	Increase in bonds to be reimbursed
	\$ 2,000	

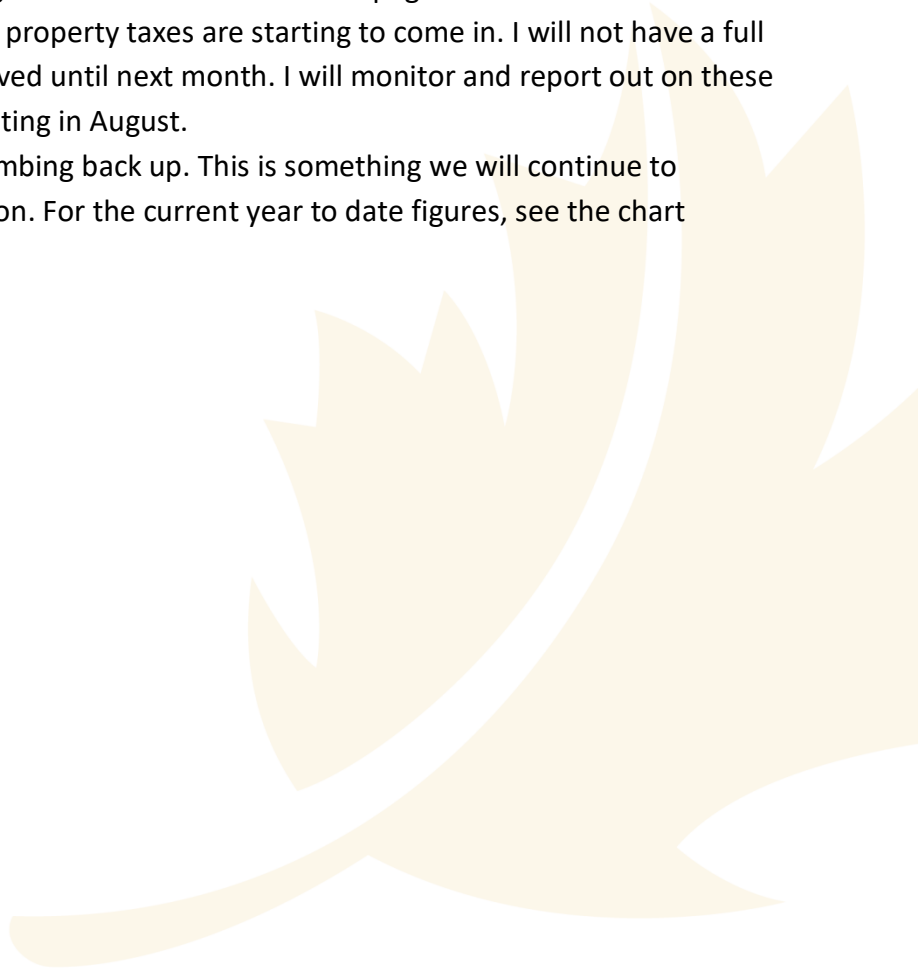
Total Supplemental Appropriations	\$ 888,852
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To: Mayor & City Council
From: Melissa Dodd, City Manager
Date: July 24, 2020
Subject: July 27th City Council Meeting

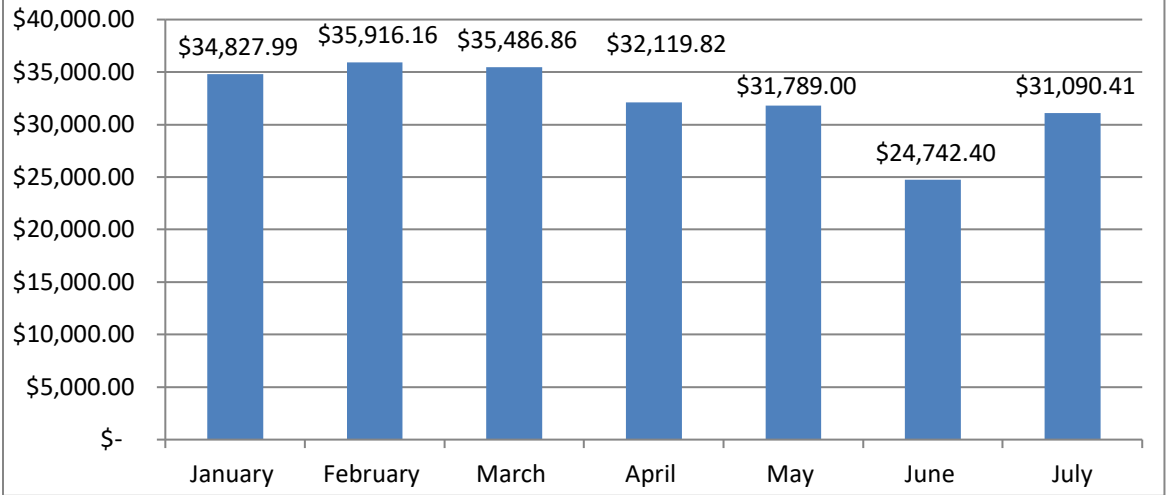
- **6pm Work Session** – Pam and I will both be presenting at this work session. I will go over **Council Manager form of government** and Pam will be going over a **Sunshine Law update**.
- **Ordinances**
 - **Public Hearings**
 - **2020-3 Ordinance Repealing and Enacting Low Volume Service** The low volume service program is not part of our current contract with Rumpke. Anyone currently in the program will be “grandfathered in” and allowed to remain on the program until we can incorporate a similar program in our next waste contract which is set to expire at the end of 2022.
 - **2020-4 Ordinance Repealing and Adopting Fees for Lot Combinations** This ordinance was also introduced on March 9 and increases the lot combination fee from \$50 to \$150 and also eliminates any unused portion of an inspection deposit to be returned to a developer. These two recommendations were approved by Planning Board at their February 20th meeting.
 - **2020-5 Ordinance Amending 2020 Appropriations** This is adjusting various line amounts but primarily amended to reflect the transfer of money to cover the North Belleview Drive culvert project, the construction of the project and the CARES Act money we received so that it can be expended. There is an attachment to the ordinance outlining the items being adjusted.
- **Resolutions - None**
- **Old Business**
- **New Business**
 - **Non-Bargaining Employee Title and Wage Discussion**– I wanted to discuss the wage increase I plan to bring to the next meeting. I would also like to follow up from our meeting on March 9th where I had brought a new proposed pay scale for the Service Department. Lastly, I wanted discuss a title change from Lieutenant to Captain in our Police Department but keeping the wage scale the same.
- **2nd Quarter Finance Update** – Through the second quarter, there are no abnormalities in the budget and all funds are on track. This will continue to be monitored as July has seen a number of changes including Cares Act Funds being received and the North Belleview Drive funding situation also affecting the budget. With the receipt of Emergency Program funds, this is much less concerning to our overall general fund balance.

- **Updates**

- **North Belleview Drive Culvert/OPWC Emergency Funds** – On July 15th the Emergency Funding program through Ohio Public Works Commission opened up. I submitted the preliminary application and was asked to submit the full application which I did later that evening after Council’s emergency meeting. I am pleased to announce that **our application was approved for \$325,000 in grant funds!** The funding and city match (including in-kind labor) will be a 75/25 split. This brings our match to approximately \$107,646 (\$50k in design engineering, \$35k in in-kind construction oversight and a portion of the 10% contingency costs if needed). The total for this project including all engineering, construction and contingency is \$432,646 which may not be fully expended. The contract for construction was \$316,042 and with a 10% contingency equals \$347,646.
- **CDBG Grant for North West Street Sidewalk Improvements** – This project is being administered by Greene County Department of Development and **bids are currently being solicited and due by July 28 at 11am**. We expect construction to be complete this summer.
- **COVID-19 Updates** – With the July 23rd orders, masks are now mandated for all indoor operations and outdoors where social distancing cannot be accommodated. I along with department directors will consider how we move forward with City operations which will be communicated through our website and facebook pages.
- **Property taxes** – Second half property taxes are starting to come in. I will not have a full handle on the amounts received until next month. I will monitor and report out on these to Council at the second meeting in August.
- **Gas Taxes** – Gas taxes are climbing back up. This is something we will continue to monitor and update Council on. For the current year to date figures, see the chart below:



2020 Gas Taxes Received



To: Mayor & City Council
From: Melissa Dodd, City Manager
Date: July 24, 2020
Subject: Non-Bargaining Unit Employee Title and Wage Discussion

Annually employees typically receive a cost of living increase on August 1st which we are coming up close to. I plan to bring legislation for that to the next meeting and prior to that I wanted propose a 2% increase for all non-bargaining unit employees. I also want to revisit the proposal for the Service Department's pay scale and an additional item for consideration related to a title change within the Police Department.

During our March 9, 2020 City Council meeting I asked Council to consider adjusting the wage scales of the Service Department and tonight's discussion is a follow up to that. Of course after the meeting on the 9th, the pandemic shutdown came into full swing and everything was paused. I re-listened to the meeting and Council requested I bring information on how this adjustment will affect each current employee. That information along with the original proposal will be in the meeting packet for review.

A few items to note, back in March I was proposing the adjustment and then the wages would be adjusted again in August. I have not changed the proposal so the plan would be to incorporate this into the annual adjustment and therefore there would be just one adjustment versus two. The proposal would cost the city for a full year \$18,077 and results in an average 4.46% increase. There are two employees that would receive larger increases but most receiving 2%. Of course this proposal would only affect 5 months this year which would cost the City \$7,532 in wages alone. This of course would have an effect on small increases to benefits such as pension (14%) and Medicare (1.45%) which would add an additional \$1,163 for a **total increase for the balance of the year of \$8,695.**

Also, as a result of the pandemic, we have not proceeded with fulfilling our vacancy and our overtime costs have been much less than the year prior due to our reduced staffing plan. The vacancy has saved us as of the July 17th pay period \$11,858.40 in wages and \$1,832.10 in pension and Medicare for a **total savings of \$13,690.50.** I also compared our overtime costs to date versus 2019 at this same date. Those savings are **\$10,027.70 as of July 1.** With the vacancy and overtime savings combined, this totals **\$23,718.22.** When comparing the savings to the full annual costs of this proposal for this year we would still **be ahead by \$5,640.35.**

The second item for consideration is a title change in the Police Department. Chief Doherty has requested that we change the title of Lieutenant to Captain with no change in the pay scale. This is

simply a title change only. Chief Doherty believes that this older title designation does not fit current administrative models for police leadership. I support this change and wanted to allow Council input prior to the pay scale resolution being brought forward.



Salary Proposal - Service Department
3/6/2020

Current Pay Scale

Current Positions	
Service Director	1
Foreman	1
Maint. Worker 1	2
Maint. Worker 2	3
Maint. Worker 3	1

Position	Pay Range
Service Director	\$ 76,648 \$ 102,066

Vacant

Position	1	2	3	4	5	6	7	8
Foreman	\$ 26.79	\$ 28.16	\$ 29.57	\$ 31.06	\$ 32.28	\$ 33.60	\$ 34.97	\$ 36.33
	\$ 55,723	\$ 58,573	\$ 61,506	\$ 64,605	\$ 67,142	\$ 69,888	\$ 72,738	\$ 75,566
Maint. Worker 1	\$ 22.09	\$ 23.23	\$ 24.41	\$ 25.54	\$ 26.78	\$ 28.13	\$ 29.56	\$ 30.72
	\$ 45,947	\$ 48,318	\$ 50,773	\$ 53,123	\$ 55,702	\$ 58,510	\$ 61,485	\$ 63,898
Maint. Worker 2	\$ 16.47	\$ 17.28	\$ 18.19	\$ 19.05	\$ 19.82	\$ 20.70	\$ 21.74	\$ 22.82
	\$ 34,258	\$ 35,942	\$ 37,835	\$ 39,624	\$ 41,226	\$ 43,056	\$ 45,219	\$ 47,466
Maint. Worker 3	\$ 12.82	\$ 13.74	\$ 16.64	\$ 15.61	\$ 16.47			
	\$ 26,666	\$ 28,579	\$ 34,611	\$ 32,469	\$ 34,258			

Proposed Pay Scale

Position	Pay Range
Service Director	\$ 86,243 \$ 109,242

Position	1	2	3	4	5	6
Foreman	\$ 34.72	\$ 35.77	\$ 36.84	\$ 37.94	\$ 39.08	\$ 40.26
	\$ 72,228	\$ 74,394	\$ 76,626	\$ 78,925	\$ 81,293	\$ 83,732
Maint. Worker 1	\$ 27.21	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.07	\$ 34.72
	\$ 56,592	\$ 59,422	\$ 62,393	\$ 65,513	\$ 68,788	\$ 72,228
Maint. Worker 2	\$ 22.27	\$ 23.39	\$ 24.56	\$ 25.78	\$ 27.07	\$ 27.21
	\$ 46,327	\$ 48,643	\$ 51,075	\$ 53,629	\$ 56,311	\$ 56,592
Maint. Worker 3	\$ 17.79	\$ 18.32	\$ 19.24	\$ 20.20	\$ 21.21	\$ 22.27
	\$ 37,003	\$ 38,113	\$ 40,019	\$ 42,020	\$ 44,121	\$ 46,327

Average increase for current employees as a result of new pay scale: 3.17%

Service Department - New Pay Scale Employee Effect

Position	Current				New Annual			Annual Difference
	Current Step	Current Rate	Annual Salary	New Step	New Rate	Salary	% Increase	
Director	\$ 92,601.60	44.52	\$ 92,601.60	\$ 45.93	\$ 95,537.07	\$ 95,537.07	2%	\$ 2,935.47
Foreman	7	34.97	\$ 72,737.60	2	35.77	\$ 74,401.60	2%	\$ 1,664.00
MW1	8	30.72	\$ 63,897.60	4	31.51	\$ 65,540.80	3%	\$ 1,643.20
MW1	8	30.72	\$ 63,897.60	4	31.51	\$ 65,540.80	3%	\$ 1,643.20
MW1	3	24.41	\$ 50,772.80	1	27.21	\$ 56,596.80	11%	\$ 5,824.00
MW2	7	21.74	\$ 45,219.20	1	22.27	\$ 46,321.60	2%	\$ 1,102.40
MW2	6	20.70	\$ 43,056.00	1	22.27	\$ 46,321.60	8%	\$ 3,265.60
MW3	VACANT	-	\$ -	0	-	\$ -	0%	\$ -
			\$ 432,182.40			\$ 450,260.27		\$ 18,077.87

Average Increase **4.46%**

*Current rates as of 7/17/20

Savings from Vacancy in 2020		
Position	Rate upon departure	Savings as of 7/17
MW3	\$ 16.47	\$ 11,858.40
Pension	14%	\$ 1,660.18
Medicare	1.45%	\$ 171.95
TOTAL		\$ 13,690.52

Overtime Savings to date for 2020			
Year	Wages	Benefits	Total
2019	\$ 19,813.51	\$ 3,061.19	\$ 22,874.70
2020	\$ 11,127.76	\$ 1,719.24	\$ 12,847.00
2020 Savings	\$ 8,685.75	\$ 1,341.95	\$ 10,027.70

2020 Total Savings from Vacancy and Overtime to Date \$ **23,718.22**

Net difference between annual increase and savings to date: \$ **(5,640.35)**