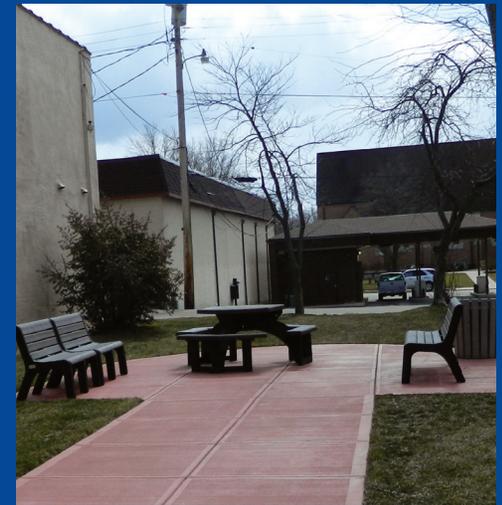




# City of **BROOKVILLE**

**2016**  
Annual Report Calendar



# City Council

## Brookville City Council

**David Seagraves, Mayor**  
396 Maple Street  
Phone: 937-833-3424  
Email: mayor@brookvilleohio.com

**Bob Apgar**  
70 Mound Street  
Phone: 937-833-5980

**Margo Cantrell**  
924 Golden Beech Drive  
Phone: 937-603-0191

**Mike Duncan**  
879 Dorothy Lane  
Phone: 937-833-5483

**Anne Kirklin**  
239 Crosswell Avenue  
Phone: 937-279-7641

**Chuck Letner**  
248 Johnsville Brookville Rd.  
Phone: 937-833-1117

Brookville Council Members welcome your input and invite you to attend a Council Meeting, call or email about any community related issues or concerns.



L-R: Margo Cantrell, Chuck Letner, Dave Seagraves, Anne Kirklin, Bob Apgar, Mike Duncan

Dear Citizens of Brookville,

Brookville Council and I wish you a Happy New Year!

As I look at other communities, I feel we are very fortunate to be able to continue to offer many services and amenities to our citizens.

We work hard to provide a stable business community to provide employment opportunities for our citizens, as well as a place for rest and relaxation.

The services we provide are beyond all others. Each of our departments work very hard to make Brookville a great place to live.

We feel it is important that our residents are free to become involved, or simply enjoy the many activities we have to offer. Our parks are second to none!

We are a walkable community with a wonderful bike trail for residents to use for biking, running and walking.

We have the Brookville Community Theatre, the adult softball, youth baseball, softball and soccer. We also have Pee Wee football, BMX racing and a great Community Picnic each year.

Please feel free to contact me or other Council Members with any questions or concerns.

Have a great New Year!



Mayor David Seagraves

# JANUARY 2016

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# Administration

Dear Brookville Residents,

I wish you a Happy and Prosperous New Year! Thank you for your continued support of City government and the community. Your support of the levy last May will enable the City to continue to provide a high level of public services.

Last year was a year of transition with the retirement of the City Manager, the Service Superintendent, and the Fleet Mechanic. Together they represented well over 100 years of service to our community. We thank them for their years of hard work and dedication.



L-R: Jim Snedeker, Rodney Stephen, Sonja Keaton, Douglas Jerome, Gary Burkholder, John Williamson, Ron Fletcher

This coming year will also be a year of transition as the City develops a series of capital improvement and strategic plans focused on improving our infrastructure and bringing new economic development. Providing new employment opportunities for our residents is a priority.

As your City Manager, I work for you. Please don't hesitate to call me or stop by the office anytime. Council meetings are the first and third Tuesdays of the month at 7:30 p.m. at City Hall. Please join us.

Sincerely,

Gary Burkholder, City Manager

## Administrative Staff

### **Gary Burkholder**

*City Manager*

Phone: 937-833-2135

Email: burkholder@brookvilleohio.com

### **Sonja Keaton**

*Director of Finance*

Phone: 937-833-2135

Email: keaton@brookvilleohio.com

### **Douglas Jerome**

*Police Chief*

Phone: 937-833-2001

Email: DJerome@brookvillepoliceohio.com

### **Ronald Fletcher**

*Fire Chief*

Phone: 937-833-2345

Email: Ron.Fletcher@brookvillefire.us

### **John Williamson**

*Director of Public Service*

Phone: 937-833-2135

Email: williamson@brookvilleohio.com

### **Rodney Stephan**

*Director of Law*

Phone: 937-833-6326

Email: city@brookvilleohio.com

### **Jim Snedeker**

*Zoning & Property Maintenance*

Phone: 937-833-2135

Email: snedeker@brookvilleohio.com

Our administrative staff has an open door policy. Please feel free to call or email your comments and suggestions. We welcome your input!

# FEBRUARY 2016

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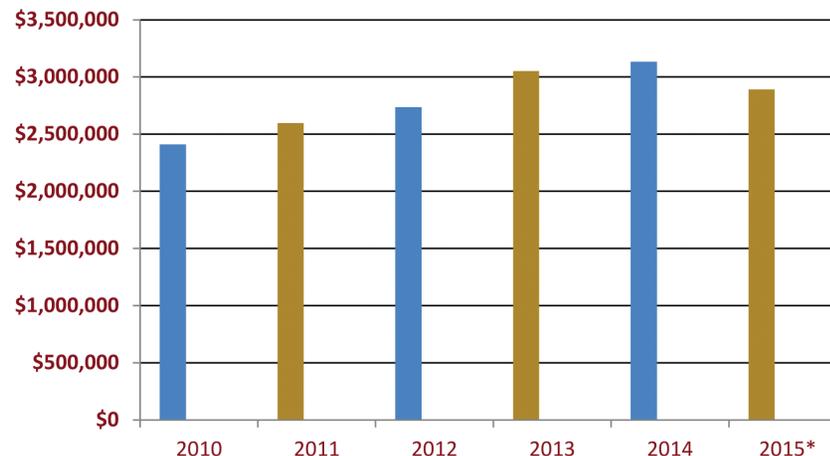
# Finance Department

The Finance and Administration Department is responsible for collection of all revenue, and recording of all expenditures of City funds. The complete budgetary and accounting system consists of handling 10 separate departments within 11 funds during 2015. This office conducts a central purchasing system; generates all invoicing needed, including quarterly utility billing; maintains all personnel records and municipal payrolls for all departments. The office handles permits and/or applications for zoning changes and compliance, residential/commercial building, gas, electrical and HVAC permits, water and sewer taps. Any assessments to property owners not paid are calculated and certified to the County Auditor for collection. Typing and general office work, as needed for the Manager, Mayor, Council, various Departments, Boards and Commissions are handled in this office, as well as all necessary record keeping.

The Finance Department's excellent record keeping has once again earned the City of Brookville the "Auditor of State Award" from State Auditor David Yost's office. The City is proud to report we have received a clean audit each year since Sonja Keaton began her tenure as Director of Finance in 1999.



## INCOME TAX REVENUE



\*Through November 30, 2015

The Finance Department is consistently busy, regardless of the economy, and 2015 was no exception. **Income tax revenue amounted to 72.4%** of the General Fund, providing the major source of revenue for the City. City Council and Staff would like to thank voters for approving a 0.25% **income tax rate increase** in May, raising Brookville's income tax rate to 2%, effective January 1, 2016. This **increase is to provide funds** for general municipal operations, maintenance, new equipment, and extension and enlargement of municipal services and facilities. In June 2015, the **State of Ohio adopted HB64** that "redirects" revenue dedicated specifically for Ohio municipalities, through the Local Government Fund, over the next two years to Ohio's 1308 townships; \$4 million to villages smaller than 1,000 in population and \$15 million over the biennium to the Law Enforcement Assistance Program to increase police officer training for all police officials across the state including State Highway Patrol Troopers, Township Constables, County Sheriff Deputies, and State Park Rangers. Over the next two years, the City of Brookville will be **receiving approximately \$20,000 less** in Local Government Funds.

The Enterprise Funds (Utility) consist of the Water, Sewer Refuse Departments. In 2015, we **did not have a utility rate increase**. It is imperative that we closely monitor utility funds to maintain proper balance for our loan commitments, in addition to normal operating expenses, and to plan for capital improvements.

The City **employed 90 people** during 2015. These include all part-time Fire/EMS, Police and Service Department personnel, 28 full-time employees and 7 Council Members. Municipal payroll, through November 24, 2015, totaled \$2,006,124. **Three long-term employees retired** in 2015, City Manager John Wright, Service Department Director Ron Brandt and Fleet Mechanic Mike Landis.

We **paid off a total of \$42,694 in principal** on our 1999 Wastewater Treatment Plant-Ohio Public Works 20-year zero percent loan, leaving a principal balance of \$106,734. The two-year Note for our Sludge Dewatering Press was paid off in 2015.

# MARCH 2016

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# Zoning & Building

Each year the City bestows an **Apple Pie Award** to homeowners who have invested both time and money in improving the exteriors of their home. Not only do these improvements benefit the homeowners by increasing their property value, the whole community benefits from the fruits of their labor.



The 2015 Apple Pie Awards went to the homeowners of **275 Doyle Avenue** (pictured above), who replaced the roof, front door and driveway; and the homeowner of **301 Maple Street** (pictured left) who replaced the siding, roof, several exterior doors and painted the front porch.



A \$40,000 Community Development Block Grant was used to install **84 ADA ramps, or truncated domes**, throughout the City. The City will continue this program in 2016 with additional CDBG funds.

A total of 74 **Residential Building Permits** were issued in 2015 to home owners looking to enhance their property value. This large decrease from last year is due to the large number of gas line replacement permits issued in 2014 for Vectren. Building permit numbers consist of **electrical upgrades, replacement heating and air conditioning, gas lines, decks, and room additions**. Also included are 4 residential building permits issued for single family residential homes along with 2 twin homes, which showed some growth over last year. **Zoning Permits** were issued for fences (27), sheds (11), pools (6), decks (4) and new additions (6).

**Commercial Building Permits** totaling 35 were issued along with 3 **Certificates of Occupancy** for new business. The commercial permits were for the new library plus two additions to existing companies.

**Property values** are key to a successful community. A property code violation sent to a resident may anger one person, but satisfy others in the neighborhood once the problem is corrected. Foreclosed vacant homes are still a problem, however, the number of abandoned homes is on the decline. Nuisance Violations were issued to property owners on record with the County Auditor for the following: 83 **Inadequate Property Maintenance Violations** for refuse and waste or poor exterior conditions, 24 **Vehicle Violations** for parking in the grass for an extended period of time or unlicensed/license expired vehicle on the property, 10 violations for **RV parking** in the drive in excess of 72 hours. **Grass violations** for tall grass or weeds totaled 104. Keeping property values up is the main focus and challenge for our Property Maintenance Officer.

# APRIL 2016

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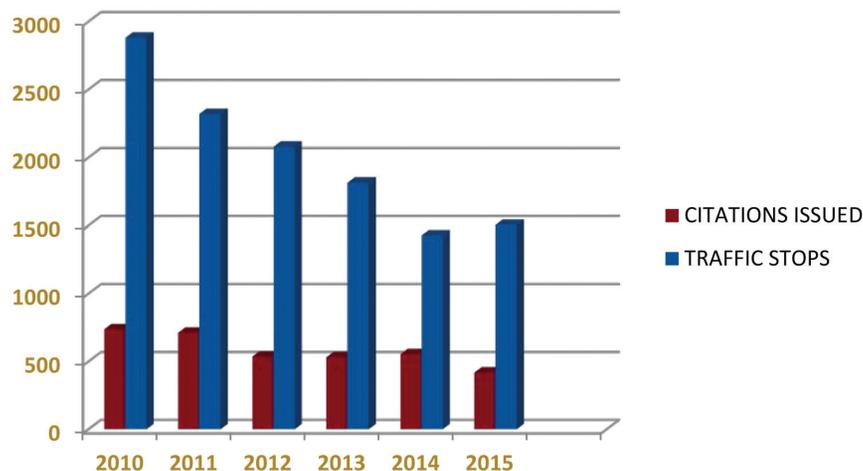


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# Police Department

The Police Department continued to focus on crime prevention, drug enforcement, community policing and public relations. The chart shown right is a snapshot of **Part I and Part II crimes** reported in Brookville for the past six years. The chart below reflects the number of citations issued by our Police Officers compared to the number of actual traffic stops made.

	2010	2011	2012	2013	2014	1/31/2015-10/31/2015
HOMICIDE	0	0	0	0	0	0
RAPE	2	1	3	0	0	2
ROBBERY	1	0	2	1	1	1
ASSAULT	7	3	17	6	8	10
BURGLARY	7	4	7	13	10	14
BREAKING & ENTERING	3	10	6	19	8	1
THEFT	86	76	56	63	57	44
AUTO THEFT	0	8	2	7	1	3
CRIMINAL DAMAGING	28	29	25	28	18	8
DOMESTIC VIOLENCE	44	38	25	27	31	11
SUICIDE	1	0	0	0	1	1
DEAD BODY	4	10	9	11	7	7
DRUG OFFENSES	30	36	47	54	40	37



Brookville Police ensure kids stay safe at the annual **Walk to School Event** at Brookville Schools.

The Police Department continued to stress the importance of **education** in 2015. Captain Cherish Isaacs completed her Bachelor of Science degree at Urbana University and Major Tom Simon completed his Associate of Applied Science at Ashworth College.

The Police Chief and supervisors attended **Leadership Seminars** and management level **Active Shooter Preparedness**. "With active shooter and terrorist situations occurring more frequently, it is imperative that we take the necessary steps to ensure the safety of our citizens should the threat of an active shooter situation occur within our City," states Chief Jerome. Our Officers also received training in **First Line Supervision, Field Training Officer Certification and Drug Interdiction**.

A **2015 Ford Interceptor SUV Vehicle** was added to the Police fleet, equipped with a Digital Watch Guard Video System. The Officers **Glock duty weapons** were replaced using the Glock "buy-back" program. Each duty weapon was upgraded for \$75.00 which included night sights. Other equipment upgrades were 13 state of the art **800 MHz Digital MARCS radio system portables** and 4 **mobile radios**.

The Police Department organized the **1st Annual Officer Down Memorial 5K & Candle Light Vigil** which raised \$1,000 for the Montgomery County Law Enforcement Memorial and the **1st Annual Officer Down Memorial Softball Tournament**, which raised \$1,575 for the Montgomery County Law Enforcement Memorial.

We also participated in the following events:

- Annual Veterans Day Lunch at Rob's
- Feed Brookville Thanksgiving Lunch
- Ghostly Night Out
- Community Picnic
- Coffee With a Cop
- W.A.S.P - Women's Assault Survival Program
- Annual 911 Ceremony

We continue to **work closely with Brookville Schools**, participating in Halloween and Eddie Eagle Gun Safety, Driver Safety, Anti-Bullying, Third Grade Seat Belt, Child ID and Fingerprint, Prom Promise, Crime Scene Investigation and Community Pre-School Trike-A-Thon.

# MAY 2016

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# Public Service Department

Our Service Department consists of a variety of municipal services, including the water supply, sanitary and storm sewers, treatment plant, refuse collection, street maintenance, fleet maintenance, parks, engineering, and facility maintenance. All of these duties are handled with a staff of 10 talented, full-time employees.



Back from left: Joe Hamiel, Jon Weist, Dale Godsey, Chris Randall, Derek Mason  
Front from left: Steve Hamiel, Mike Hensley, Jeremy Comp, Dale Vaughn, Public Service Director John Williamson



City workers help to install the **clock on Market Street**, dedicated to former City Manager John Wright in honor of his many years of service to the City of Brookville.



Brookville **resurfaced 7 streets** totalling **2,860 tons of asphalt**. We used **30 tons of hot mix** and **8 tons of cold mix** to patch potholes resulting from weather and water main breaks.

**W**ith approximately 34 miles of streets that our Street Department maintains, we also provide snow removal, leaf, limb and brush collection, building maintenance, storm sewer maintenance, and many other aspects of city government that arise. We are fortunate to have an excellent fleet of equipment to work with, along with a talented work force, which enables us to provide high productivity at a reasonable cost. The 2015 budget for our Street Department was \$848,000. Some 2015 statistics for our Service Department include:

- Collected and disposed of **725 cubic yards of leaves**, this equaled 29 loads;
- Applied approximately 400 **tons of road salt** for snow and ice control. In 2014, we used 552 tons of salt;
- **Swept streets** on a regular basis;
- Continued **Christmas banners and light decorations**;
- **Re-striped** roadways, crosswalks and other street painting using approximately **20 gallons of paint**.
- Assisted with **traffic control** and **clean-up** for the Community Picnic and other community events;
- **Mowed** all city property, including approximately 100 acres of parks.
- **Chipped approximately 600 cubic yards** (60 truckloads) of tree limbs and brush. Most of this is dropped off at the Englewood Compost Center.
- Repaired **4 fire hydrants** and replaced **15 road signs**.

The responsibility for maintenance, preparation and repair of every piece of equipment and rolling stock owned by the City- over 100 units- lies with our Service Department. Due to our highly skilled personnel, we maintain, refurbish and complete more than 95% of all repair work in-house. This allows us to enlarge our fleet and make our existing fleet last longer, thus saving the City money.

# JUNE 2016

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# Parks & Recreation



A team effort was involved to plant some new trees in celebration of **Earth Day** at the Westbrook Soccer Park. Cargill, a local company located on Nutrition Way, purchased and planted the trees, after the holes were prepared by our Service Department. Cub Scouts then mulched the trees and kept them watered until they were established.



A new **recycled content playset**, purchased with grant funds, was installed and the **bridge** to the BMX track was rebuilt in 2015. Both projects were completed in-house by our Service Department.



The City owns and operates six parks totaling approximately 100 acres, with a 2015 operating budget of \$155,000. This includes the adult softball program, which had 60 teams participate this season. A **new Concession Manager** was hired which helped to make the softball season a more enjoyable experience.

With the amount of activity that occurs in our parks, normal maintenance is a main focus of our operation. Spring and summer keeps our crews busy **mowing** over 100 acres of city owned property; including all of our baseball, softball and soccer fields.

Improvements made in 2015 included **reparing the back exit drive** of Golden Gate Park, removing the rotting wood parking posts and replacing them with **rubber curb stops** and **re-grading** the infields of two ball diamonds to correct drainage issues.

Our annual spring **Community Park Clean-up Day** had a good turnout, and volunteers did a great job cleaning up our parks. This annual event is a huge asset to the City, saving many man-hours in getting the parks ready for the spring and summer seasons.

Other park events this year included:

- **Optimist Easter Egg Hunt & Adult Egg Scramble**
- **Pumpkin Walk**
- **Brookville Community Picnic**
- **Boy Scout and Girl Scout Camps**
- **Benefit Rodeo**
- **Brookville Cross Country Invitational**
- **Cruise the Gate Car Show**
- **Huffman Spring Classic Bike Tour**

We also maintain the enclosed buildings and shelters at Golden Gate Park. The **Christena Leiber Center** holds an art class and exercise class for Seniors on a weekly basis. Line dancing classes are also taught in the Leiber Center and AA meetings are held there once a week. The Christena Leiber Center and other enclosed park shelters are available for rent for family gatherings and social events. Eight open air shelters are available on a first come, first served basis. For more information on classes or shelter rentals, contact the City Office at 937-833-2135.

# JULY 2016

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# Economic Development

The **Brookville Public Library** broke ground in September on their new 12,000 square foot facility on Blue Pride Drive. The spacious new facility will feature updated equipment, space for meetings, and a lot more parking spaces. The new library will be a nice complement to the already impressive campus of the Brookville Local School District.



**Reichard Chevrolet** purchased the Chevy dealership in 2015. They are open for business with the same great customer service philosophy as their predecessor.



**LCNB Bank's** main location is located on Upper Lewisburg Salem Road. LCNB also kept the drive-thru bank location on Hay Avenue open.

**C**hange was the key word for Economic Development within the City of Brookville in 2015 as several familiar long term marques changed hands.

Brookville National Bank, changed names and ownership to **LCNB National Bank**. Established in 1943, Brookville National prided themselves on being a small town family bank which was very involved with the community. LCNB President and CEO Steve Wilson has commented that LCNB is excited to be here and will continue to keep up the tradition of community involvement.

Boose Chevrolet, a well known family owned business since 1940, was sold this year to Richard Reichard of **Reichard Chevrolet** after third generation dealer Bruce Bloom announced his retirement. Reichard Chevrolet is another family owned business of 70 years who plans to continue the same style of operation that customers are accustomed to.

Swifty Gas Station, one of the last full service filling stations, has been purchased by **OM Oil**. Plans have been submitted to expand the convenience portion of the building.

**Parker Hannifin** announced a consolidation resulting in the move of their Brookville facility to Eaton. As luck would have it **Green Tokai Co.** was in the need of a 52,000 square foot logistic center for the growth of their company. Green Tokai is in the process of purchasing the Parker Hannifin building along with the surrounding land to expand their campus and generate new jobs.

**BrookHaven Retirement Community** continues to grow, adding two cottages to their campus in 2015, for a total of 37 cottages.

Companies that have shown a slight increase in employment in 2015 were **Green Tokai Co., McGregor, Cargill, and Ritter Plumbing**.

# AUGUST 2016

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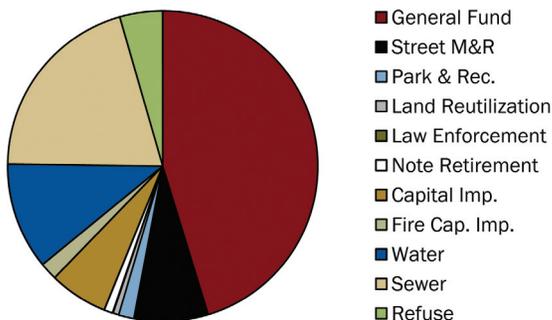
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# Budget

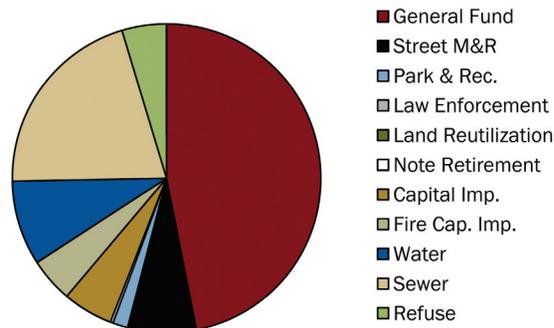
## 2016 Draft Budget

Fund	Beginning Balance	Estimated Revenues	Estimated Expenditures
General	\$ 1,782,690	\$ 4,724,000	\$ 4,640,000
Street Maintenance & Repair	\$ 231,985	\$ 724,000	\$ 866,000
Park & Recreation	\$ 45,306	\$ 140,000	\$ 170,000
Land Reutilization	\$ 21,084	\$ 85,000	\$ 79,000
Law Enforcement	\$ 5,249	\$ 4,000	\$ 4,000
Note Retirement - NorthBrook	\$ 8,980	\$ 90,000	\$ 90,000
Capital Improvement	\$ 324,457	\$ 521,000	\$ 738,000
Fire Capital Improvement	\$ 269,113	\$ 167,000	\$ 131,000
Water	\$ 195,895	\$ 1,285,442	\$ 1,319,742
Sanitary Sewer	\$ 293,724	\$ 586,000	\$ 648,000
Refuse	\$ 141,784	\$ 406,000	\$ 472,000

2015 Fund Revenues -11/30/2015



2015 Fund Expenses -11/30/2015



The City continues to spend valuable resources on public safety. Our dedication to public safety is evident in the fact that 35.2% of the General Fund expenditures are spent on police protection and 20.6% are spent on fire protection.

We strive to be aggressive in the pursuit of grant funds to offset the costs of capital improvements. We were awarded numerous grants in 2015 that allowed us to make improvements for our residents.

A **Solid Waste Recycling Incentive Grant** allowed us to purchase a recycled content Playtopia custom play structure that contains 24,240 recycled milk jugs. Eleven tons of rubber mulch and rubber borders containing 1,467 recycled tires were also installed.

The City applied for and received **\$93,000 in Permissive Tax** that allowed us to repave and stripe a portion of Arlington Road from Westbrook Road to Wolf Creek Street.

The City was awarded a **\$40,000 Community Development Block Grant** for the installation of ADA ramps, or truncated domes. The City contributed \$40,000 toward this project. The project involved the reconstruction of **84 sidewalk ramps** to the Americans with Disabilities (ADA) standards. The City was awarded another **\$40,000 Community Development Block Grant** and will continue this program in 2016.

The Brookville Fire Department received a **\$4,500 EMS Training and Equipment Grant** for 2015/2016. The funds are disbursed on a reimbursement basis for qualifying training and equipment.

Reconstruction of our Wastewater Treatment Plant continued during 2015. This project was a result of a \$2,090,000 20-year zero percent **Ohio Public Works loan** that we were approved for in 2013. The project was completed in 2015 and under budget at a total cost of \$1,965,427. The City was also awarded a **\$40,000 Ohio Public Works Grant/Loan** for the Maple Street Waterline Replacement Project. This project involves the replacement of 1,350' of 4" cast iron water main with an 8" water main and will take place in 2016.

# SEPTEMBER 2016

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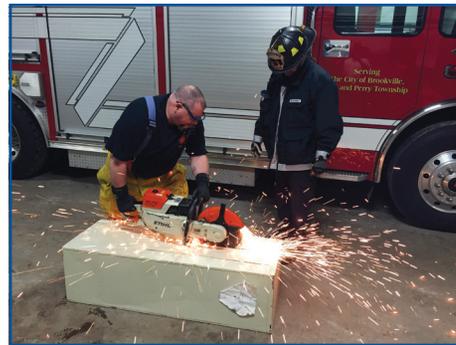
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# Fire Department



A third ambulance was added to the Fire Department's fleet of vehicles in 2015- a brand **new Chevrolet 3500**. "We have just reached a point where maintaining three ambulances is necessary," stated Fire Chief Ron Fletcher. "Our call volume was more than two ambulances could handle. Spreading our calls out over three vehicles will help us decrease how often we have to completely replace a vehicle, and decrease the need to rely on mutual aid from neighboring departments." For the time being the Fire Department plans to only have two ambulances in service at one time. The third will be held in reserve should one go out of service for repair. The new ambulance will be fully equipped to allow all three ambulances to be in service simultaneously should the situation require it.

Our area farms and industrial occupancies present us with the potential for people to become entrapped with machinery. In 2015, we were fortunate to add a rescue tool specifically designed for grain bin entrapment, made possible by a donation from the Ohio Farm Bureau and Harvest Land. The addition of this tool will benefit the entire region as we will respond with this equipment to any jurisdiction that needs it.



Firefighters practice machinery rescue procedures with the various metal cutting tools we carry on the Heavy Rescue unit.

If it seems as though you're seeing more ambulances and fire engines responding to calls, you are! The Brookville Fire Department continues to handle an increased call volume.

From November 2014 through October 2015, the Brookville Fire Department responded to **1,499 EMS Incidents** and **338 Fire Incidents**. That total of 1,837 calls are up 191 Incidents over this same time frame last year. This represents an **increase of 8.5%**. With the ever-increasing number of calls for service we are experiencing, our call volume is up over 15% from just five years ago.

Much of this increase relates to providing Emergency Medical Services (EMS). We have made a couple of additions to help address this call volume. The City has authorized the Fire Department to carry an **additional part-time** position in 2015. This position is scheduled as needed, often to address our staffing needs above and beyond emergencies, such as training and inspection details, event standbys, etc. Another move to address increased call volume was placing the new ambulance into service.

Along with day-to-day operations in 2015, Brookville Firefighters **inspected fire hydrants** for physical damage and proper operation, then flushed them at low pressure to remove discolored water from the system. After checking all gaskets lubricating caps, crews performed **flow tests** to verify the amount of water actually available to fight a fire. These tests are critical checks that help identify areas of the water system that may be inadequate for firefighting.

# OCTOBER 2016

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# Refuse & Recycling

The City of Brookville is one of the few cities left that run its own refuse routes. Our Service Department runs a different route daily, picking up both residential and commercial refuse. Recycling is picked up on a separate route by Rumpke.



Our recycling program is voluntary, and we try to make recycling as easy as possible for our residents. Recycling materials do not have to be separated, and we offer two different sizes of containers for residents to choose from depending on their needs.



Residents purchased **2,005 yard waste bags** from the City in 2015.

**R**efuse collection and disposal has taken on a new meaning in recent years. We no longer deal only in curbside trash collection, we must now deal with yard waste, recycling household hazardous waste, bulky item pickup, freon recovery and disposal alternatives. The operating budget for our refuse department in 2015 was \$477,000.

We collected and disposed of **2,194 tons of refuse** and more than **3 tons of tires** in 2015.

With approximately 70% of all households in the community participating in our recycling program, Brookville **residents recycled more than 400 tons** of waste in 2015.

Our yard waste disposal program wherein residents purchase biodegradable paper bags from the City and deposit the full bags at our City garage is very proficient. Yard bags can be purchased at the City Offices located at 301 Sycamore. In 2015, residents purchased **2,005 yard waste bags** from the City. Many residents purchased bags elsewhere. It is important to remember we do not profit from the sale of yard bags. The fee charged for the bags covers the expense to handle and dispose of the bags.

City crews picked up 725 cubic yards of leaves this fall during our leaf collection program.

Refuse toters with a 95-gallon capacity have been available to our customers for purchase or rent since 2001. In 2015, we **sold 52 refuse toters and rented 55 refuse toters**. We also delivered **95 of our recycling toters and 62 of our recycling bins** to residents upon request in 2015.

We continue to heat two maintenance buildings, and the garage that houses our police cruisers with Clean Burn furnaces, which run on **recycled motor oil**, which is accepted at the city garage during normal business hours.

# NOVEMBER 2016

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# Water & Wastewater

Our Wastewater Treatment Plant underwent extensive renovations in 2015. The project involved improvements to our pretreatment process, demolition and modification of existing structures, site, HVAC, plumbing, electrical and SCADA improvements to support process improvements.



Our Service Department maintains all the water and sewer lines within the City. Shown right, crews make a cut to repair a broken down sewer main. Above, after a cut is made, crews assess necessary repairs.



According to a survey conducted annually by the City of Oakwood, Brookville's combined water and sewer rate was ranked 14th lowest out of 63 municipalities.

Our Wastewater Treatment Facility uses a vertical loop reactor which is a form of the activated sludge process. Brookville is one of few facilities to use this unique state of the art process and frequently hosts tours for other municipalities who wish to see it in action.

The **Wastewater Treatment Plant Operating Budget** for 2015 was \$611,000. We also carried over \$1,408,391 from our 2014 Ohio Public Works Commission Wastewater Treatment Plant Improvement Project.

The Wastewater Treatment facility treated nearly **301 million gallons** or an average of **824,000 gallons per day** in 2015. Our licensed Wastewater Plant Operators sampled and reported to the Ohio EPA seven days a week. They also inspected, cleaned and maintained **23 miles of sewer lines and 6 lift stations** on a daily basis and provided **inspection services** for new Industrial & Residential Developments.

Despite daily inspections, we responded to **7 sewer line stoppages** in 2015. When a stoppage occurs, our crews make every effort to be responsive to residents' needs and concerns. Our crews are available 24/7 to minimize the possibility of sewer problems.

Brookville's water supply is provided by the City of Dayton under contract. We retain the responsibility of maintaining the distribution and storage facilities, and handle customer billing and service. Our Service Department repaired **16 water main breaks** in 2015, compared to 11 breaks in 2014.

The **2015 Operating Budget for our Water Department** totaled **\$1,064,000**. Of this amount, **\$748,810** was paid directly to the City of Dayton for purchased water. Brookville residents consumed **144 million gallons** in 2015, or **400,227 gallons per day**.

# DECEMBER 2016

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<p>NOVEMBER 2016</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p>JANUARY 2017</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							1	2	3
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301 Sycamore Street Brookville, Ohio 45309  
 City Office: 937-833-2135 Office Hours: Monday - Friday 8 am- 4:30 pm  
 Fire: 937-833-2345 Police: 937-833-2001 www.brookvilleohio.com

# City Services

## Utilities

Brookville provides water and sewer to residents at an average minimum rate of \$64.65 per quarter, depending on your meter size. This minimum rate includes well field protection, water and sewer treatment and 1,000 cubic feet of sewer usage. Costs increase proportionately with usage. Payments can be mailed or made in person at the city office, located at 301 Sycamore Street. Payments can also be made by credit card through Official Payments by calling 1-800-272-9829. At the prompt, enter Jurisdiction Code 4579. Residents can also pay online, using the Official Payments website at [www.officialpayments.com](http://www.officialpayments.com). Please contact the city office at 833-2135 with questions concerning your utility bill.

## Permits & Zoning

The City requires permits for garages, storage sheds, decks, fences, signs, electrical, gas lines, patios and enclosures, pools, heating and air conditioning, new home or new business construction, home occupation and structural remodeling. If you are unsure if you require a permit or you need more information, please contact our Zoning Officer at 833-2135 between 8 a.m. and 4:30 p.m.

## Waste Removal

Residents are provided with refuse collection for a nominal quarterly fee. Residents can purchase or rent one of our 95 gallon totes, or use their own containers, which must have handles. For information regarding the refuse pick-up schedule in your neighborhood, please call the city office at 833-2135.

## Bulk Item Pick-Up

The City picks up items that are too large for the regular trash truck every Tuesday and Friday, weather permitting. Place items where you normally set your refuse. Residents should call the city office at 833-2135 to schedule a pickup.

## Limb & Brush Pick-Up

The City offers limb pick-up every Tuesday, weather permitting, as a service to residents. Pick-ups requiring longer than ten minutes will incur a charge. Limbs should be placed in neat piles, with the cut ends facing the street. Shrubs can be picked up if all of the dirt is removed from the roots. If the dirt cannot be removed, please remove the root from the shrub. The root will be picked up separately with bulk item pickup. Residents should call the city office at 833-2135 to schedule a pick-up.

## Yard Waste

Biodegradable yard waste bags can be purchased for \$1.00 each at the city office, located at 301 Sycamore Street. The cost of bags offsets the tipping fees charged by the Montgomery County Solid Waste District. Bags should be dropped off at the city garage on weekdays between the hours of 8:00 a.m. and 4:00 p.m. The garage is located at 700 Arlington Road, across from Rob's Restaurant.

## Recycling

Residents can participate in our voluntary recycling program at no charge. Recycling bins are provided at no charge to residents. Recycling is picked on the same day as your refuse. Please call the city office at 833-2135 to request a 13 gallon recycling bin or 65 gallon recycling toter.

## Household Hazardous Waste

Fluorescent light bulbs, paint cans containing latex or oil paint and other hazardous waste items such as thinners, turpentine, mineral spirits, denatured alcohol, varnish, stain and aerosol paint cans should be disposed of at the Montgomery County Solid Waste District. Please contact the Recycle Hotline at 937-225-4999 for drop off times and locations. Fluorescent bulbs can also be taken to a participating Lowes or Home Depot.

## Snow Removal

Residents are asked to use off street parking when snow is heavy enough for plows to be out. Residents are also asked not to blow or shovel snow from your property onto the streets per Ordinance No. 2014-12.

## Park Shelters

Enclosed shelters are available for rent at Golden Gate Park for picnics, parties and special events. Open air shelters are available on a first-come, first-serve basis, during park hours, which are 8:00 a.m. until dusk. For more information, please visit [www.brookvilleohio.com](http://www.brookvilleohio.com) or call the city office at 833-2135.

## Senior Citizens

The Christena Leiber Center, located in Golden Gate Park, is maintained by the City of Brookville. The Christena Leiber Center is used as a meeting place for many organizations and is one of four buildings at the park that can be rented by the public. For more information, please contact the city office at 833-2135.

# Frequently Asked Questions

## My house is vacant. Why am I still receiving a water bill?

As long as your water meter is connected and we are ready to serve with water, you will receive the minimum bill per city ordinance. You can have the meter disconnected if you would like to discontinue billing. If the meter is disconnected, you will not have any water, and refuse pick up will be discontinued until the meter is set again.

## Why is my water bill so high?

In the summer months, water usage in most households is increased due to watering flowers, lawns and gardens. Children are also home from school, so your daytime water usage is higher. If your household size has not increased and nothing else has changed, there could be a water leak somewhere in your home. The most common is a leaky toilet. Toilets that continually fill or fill until you jiggle the handle are like invisible leaks until you get the water bill.

## Who do I contact if my sewer backs up?

Please check with the City first if your sewer backs up. Sometimes a sewer backup is within the sewer main line, which is Brookville's responsibility to repair. Sewer backups in the lateral pipe leading from the home to the sewer main line are the homeowners' responsibility. Please call us Monday through Friday from 8:00 a.m. until 4:30 p.m. at 937-833-2135. After hours and weekends, call 937-833-4357.

## What holidays are observed by the City of Brookville?

New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Christmas Eve (one-half day), New Year's Eve (one-half day). Refuse pickup that falls on a holiday will normally be picked up the next day. Please refer to your calendar for pickup day.

## I own my home in Brookville. How is my property tax calculated?

The estimated market value of your property, as determined by an appraisal process, supervised by the County Auditor, is multiplied by 35% to obtain the taxable value. The taxable value of the property is multiplied by the appropriate tax rate to establish the annual gross property tax. The gross tax is reduced by various rollbacks and reductions that vary based upon ownership, age and other factors to achieve a net tax. Detailed information on your property tax can be viewed on the Montgomery County Auditor's website at [www.mcohoio.org](http://www.mcohoio.org).

## Does the City of Brookville have a local income tax?

Yes, the City of Brookville has a voted local income tax. It applies to all persons who reside in, work in, or generate earned income within the City, and to the businesses that earn income within the City. This tax is a major source of revenue, and we depend upon it to fund basic operations, public services and capital improvements needed to maintain a viable and progressive community.

## If I live in Brookville and work in another city, do I pay tax to both?

The City of Brookville allows its residents a tax credit for local income tax paid to another city for compensation earned in that city. This credit is equal to the local income tax paid to the other city, not to exceed 2%, which is the tax liability to Brookville. For special situations, contact the Brookville Director of Finance at 937-833-2135, or the Income Tax Division at 937-415-2240 or 1-866-898-5891 (toll free) for further clarification.

## When and where do the Boards and Commissions meet?

Council meets on the first and third Tuesday of every month at 7:30 p.m. in the Council Chambers, located within the city building at 301 Sycamore Street. Park Board meets on the second Tuesday of the month and Planning Commission meets on the third Thursday of the month. These meetings are also held in the Council Chambers at 7:30 p.m. The Board of Zoning Appeals, Board of Tax Appeals and the Civil Service Commission meet on an as needed basis.

## Boards and Commissions

### Council

David Seagraves, Mayor  
Bob Apgar  
Margo Cantrell  
Mike Duncan  
Anne Kirklin  
Chuck Letner

### Park Board

Dave Monnin  
Joni Reel  
Erich Haupt  
Shawn Landis

### Board of Tax Appeals

Brett Hart  
Cheryl McKee  
Stephen Williams

### Zoning Board of Appeals

Kathleen Dafler  
Carole Imler  
Gary Kirchofer  
Kelly Kopf  
Darrell Reel

### Planning Commission

Brent Boose  
Kenneth Claggett  
Ryan Henderson  
Richard Swabb  
Leon Williamson  
Margo Cantrell, Council Rep.  
David Seagraves, Council Rep.

### Civil Service Commission

Tim Colston  
Mike Moran  
Amanda Zimmerlin

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