



Angie Jenkins, President
Shanette Strickland, Ward 1
Louis Salvati, Ward 2
Bhuwan Pyakurel, Ward 3
Meredith Lawson-Rowe, Ward 4
Barth Cotner, At-Large
Mildred Johnson, At-Large
Stacie A. Baker, At-Large

City Council

Council Meeting

7232 East Main Street
Reynoldsburg, OH 43068
www.reynoldsburg.gov

Mollie Prasher, Clerk of Council
614-322-6836

Monday, November 27, 2023

6:30 PM

Council Chambers

1. **CALL TO ORDER**
2. **INVOCATION - Pastor Matt Stephens of the Vineyard Christian Church**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **APPROVAL OF AGENDA**
6. **APPROVAL OF MINUTES**

- a. Minutes from the Regular November 13, 2023 Council Meeting

7. **COMMUNITY COMMENTS**

The Community Comments portion of the meeting is an opportunity for citizens to address Council. Citizens may wish to bring matters to the attention of City Council or discuss items on the agenda with the exception of legislation scheduled for a public hearing. Comments related to a public hearing may only be made during the Public Hearing portion of the meeting.

Before addressing City Council, members of the public are asked to complete a speaker's form and give it to the Clerk of Council. The Council President will invite speakers to step to the microphone and give their name and address. All remarks should be addressed to Council as a whole and not exceed three minutes.

8. **REPORTS**

a. **West Licking Fire District**

b. **Development, Parks & Recreation Committee**

1. An Ordinance to Approve the Final Plat Plans (Phases 2 & 3) for the Eastwood Development Project
2. An Ordinance Amending Ordinance No. 137-98 to Extend the Exemption from Taxation for the Taylor Square TIF Area for an Addition Thirty Years, and Declaring an Emergency

3. An Ordinance to Amend Ordinance No. 102-18, as Amended by Ordinance No. 174-2021, to Extend the Exemption from Taxation for the Brice-Main TIF Area, and Declaring an Emergency

c. Public Safety, Law & Courts Committee

1. A Resolution Authorizing the Mayor to Sign a Memorandum of Understanding with the Franklin County Childrens' Services Regarding the Investigation of Child Abuse and Neglect in Franklin County
2. A Resolution Authorizing the Mayor to Amend the Intergovernmental Agreement With the Franklin County Commissioners Regarding the Housing of Prisoners
3. An Ordinance to Amend Chapter 985 Marijuana Facilities of the Code of Ordinances for the City of Reynoldsburg

d. Public Service & Transportation Committee

1. An Ordinance to Authorize the Mayor to Enter into a Contract with EMH&T for Waggoner Road Phase II Final Engineering Design Services, Appropriate Funds, and Declaring an Emergency
2. An Ordinance to Establish Section 941.24 Annexation of the Code of Ordinances for the City of Reynoldsburg to Require Annexation into the City for Water and Sanitary Sewer Services
3. An Ordinance to Accept a Right-of-Way Grant (0.005 Acres) from Olde Reynoldsburg Church, LLC, and Declaring an Emergency
4. An Ordinance to Accept a Landscaping Easement (0.006 Acres) from Salite Meheret Mariyam Kidus Urael Ethiopia Orthodox Tewahdo Church, Inc., and Declaring an Emergency

e. Finance & Administration Committee

1. An Ordinance to Amend Chapter 190 Income Tax Effective January 1, 2016, Section 190.03 Imposition of Tax, Section 190.05 Annual Return; Filing, Section 190.18 Interest and Penalties, and Establish Section 190.29 Election to be Subject to R.C. Sections 718.80 and 718.95 of the Codified Ordinances for the City of Reynoldsburg
2. An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classifications and Pay Grades for the City of Reynoldsburg, and Declaring an Emergency
3. An Ordinance to Amend the Personnel Procedure Manual Regarding Holidays, Network Devices, Use of Space Heaters, and Lactation Breaks, and Declaring an Emergency
4. An Ordinance to Make Appropriations for Expenses and Other Expenditures of the City of Reynoldsburg, State of Ohio, During the Fiscal Year Ending December 31, 2024, and Declaring an Emergency

9. RESOLUTIONS - CONSENT AGENDA

- a. A Resolution Authorizing the Mayor to Sign a Memorandum of Understanding with the Franklin County Childrens' Services Regarding the Investigation of Child Abuse and Neglect in Franklin County
- b. A Resolution Authorizing the Mayor to Enter into an Amendment to the Intergovernmental Agreement With the Franklin County Commissioners Regarding the Housing of Prisoners

10. CONSENT AGENDA FOR EMERGENCY ADOPTION

- a. An Ordinance Consenting to the Annexation of Certain Real Property Located at 1769 Lancaster Avenue in Truro Township, Owned by Albert Gyebi, and Declaring an Emergency
- b. An Ordinance to Authorize the Mayor to Enter into an Agreement to Purchase MXUs and Meters From Sensus, Waive Competitive Bidding, and Declaring an Emergency
- c. An Ordinance Appropriating Funds from the Unappropriated Refuse Fund to the Private Hauler Contract for the Service Department, and Declaring an Emergency

11. CONSENT AGENDA FOR FIRST READING

- a. An Ordinance to Approve the Final Plat Plans (Phases 2 & 3) for the Eastwood Development Project
- b. An Ordinance Amending Ordinance No. 137-98 to Extend the Exemption from Taxation for the Taylor Square TIF Area for an Addition Thirty Years, and Declaring an Emergency
- c. An Ordinance to Amend Ordinance No. 102-18, as Amended by Ordinance No. 174-2021, to Extend the Exemption from Taxation for the Brice-Main TIF Area, and Declaring an Emergency
- d. An Ordinance to Authorize the Mayor to Enter into a Contract with EMH&T for Waggoner Road Phase II Final Engineering Design Services, Appropriate Funds, and Declaring an Emergency
- e. An Ordinance to Amend Chapter 985 Marijuana Facilities of the Code of Ordinances for the City of Reynoldsburg
- f. An Ordinance to Establish Section 941.24 Annexation of the Code of Ordinances for the City of Reynoldsburg to Require Annexation into the City for Water and Sanitary Sewer Services
- g. An Ordinance to Accept a Right-of-Way Grant (0.005 Acres) from Olde Reynoldsburg Church, LLC, and Declaring an Emergency
- h. An Ordinance to Accept a Landscaping Easement (0.006 Acres) from Salite Meheret Mariyam Kidus Urael Ethiopia Orthodox Tewahdo Church, Inc., and Declaring an Emergency
- i. An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classifications and Pay Grades for the City of Reynoldsburg, and Declaring an Emergency
- j. An Ordinance to Amend the Personnel Procedure Manual Regarding Holidays, Network Devices, Use of Space Heaters, and Lactation Breaks, and Declaring an Emergency

- k. An Ordinance to Make Appropriations for Expenses and Other Expenditures of the City of Reynoldsburg, State of Ohio, During the Fiscal Year Ending December 31, 2024, and Declaring an Emergency

12. CONSENT AGENDA FOR SECOND READING

- a. An Ordinance Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Franklin Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Programs with ODNR and Ohio EPA
- b. An Ordinance to Authorize the Mayor to Enter into a Contract with EMH&T for Waggoner Road Phase II Final Engineering Design Services, Appropriate Funds, and Declaring an Emergency

13. CONSENT AGENDA FOR THIRD READING

- a. An Ordinance to Amend Chapter 953 Water Charges, Section 953.01(a) Water Rate Schedule of the Code of Ordinances for the City of Reynoldsburg
- b. An Ordinance to Amend Chapter 945 Sewer Charges, Section 945.02(c) Rate Schedule of the Codified Ordinances for the City of Reynoldsburg
- c. An Ordinance Authorizing the City Auditor to Fund the Health Savings Accounts for 2024
- d. An Ordinance to Amend Chapter 190 Income Tax Effective January 1, 2016, Section 190.03 Imposition of Tax, Section 190.05 Annual Return; Filing, Section 190.18 Interest and Penalties, and Establish Section 190.29 Election to be Subject to R.C. Sections 718.80 and 718.95 of the Codified Ordinances for the City of Reynoldsburg

14. OTHER COUNCIL MATTERS

15. UPCOMING MEETINGS

- a. December 1, 2023 Holiday Tree Lighting Huber Park
December 11, 2023 Council
December 14, 2023 Planning & Zoning Board
December 18, 2023 Swearing in of Elected Officials 6:30pm
December 18, 2023 Council **(7:30pm)**
December 22, 2023 City Offices Closed
December 25, 2023 City Offices Closed
December 29, 2023 City Offices Closed
January 1, 2024 City Offices Closed

ADJOURNMENT



**MINUTES
REYNOLDSBURG CITY COUNCIL
November 13, 2023**

CALL TO ORDER

INVOCATION - Pastor Aaron DeLong of Simple Church

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Cotner, Baker, Johnson, Strickland, Salvati, Pyakurel, Lawson Rowe

ABSENT: Jenkins

APPROVAL OF AGENDA

The agenda was approved as submitted.

APPROVAL OF MINUTES

Regular Meeting Minutes for October 23, 2023

The regular meeting minutes of October 23, 2023 were approved as submitted.

COMMUNITY COMMENTS

**Keith Benner
1200 Creekside place**

Mr. Benner started by congratulating Council on winning their elections. He explained a couple meetings ago the Mayor and Police Chief introduced a proposal to the Council about a possible police levy in response to constituents being displeased with the enforcement of traffic violations within the City. There were a few questions the first night it was discussed, but after two weeks of time to think on it and learn more about the specifics of the levy the only response during Council was thank you. He explained that this was brought to Council as a result of constituents concerns and yet there was no debate, no questions, no alternatives offered, nothing discussed at all. He believes it deserves attention because it was brought to Council by the people who put them there. He understands that it was a surprise addition to the agenda the first meeting but believes that two weeks later when the specifics were presented, there should have been more questions or discussion. He stated that he's heard that this is an issue everywhere but who are we concerned with? It should be the City of Reynoldsburg. He explained that he doesn't care how they do it in other cities, but here it would be nice if people even tried to respect traffic laws. He explained that even though he is supposed

to address all of Council, this excludes Councilmember Cotner, Councilmember Baker, and Councilmember Pyakurel because they were not there. He stated that his purpose is simple, the people that voted for Council and even the people that didn't, deserve a conversation on the issues that they are concerned about. He stated that some committee member should see that this be brought back and put on the agenda even just to shoot it down, he explained that he isn't necessarily supporting this levy just for voicing this opinion. He asked is the concern for traffic safety enough that people are willing to pay for it, that shouldn't be up to Council to decide but should be presented as a levy to the residents to decide. He congratulated Council again and thanked them for their time.

Councilmember Baker stated that it is something that should be discussed and should look at as a growing City and safety is one of those things that we have to keep up with. He thanked Mr. Benner for his comments.

Mayor Begeny

Mayor Begeny hopes that everyone enjoys the results of the community survey. He also gave a reminder about the tree lighting ceremony on December 1st at Huber Park and then the following day is Christmas on the Towne.

Presentation of the Community Survey by Orie Kristel of Illuminology

Mr. Kristel stated that the primary objective of this work was to establish a scientifically rigorous baseline measure of resident opinions on a wide range of topics, including quality of life, the services provided by the City, and a variety of civic issues. To do this, they randomly selected 2,738 residential addresses to participate. Residents could share their opinions either by answering the questions online or by returning a paper questionnaire via a pre-addressed, prepaid envelope. Overall, 419 residents completed the questionnaire, a 16% response rate. Residents' demographics were weighted to match the U.S. Census Bureau's population estimates for the City of Reynoldsburg.

Mr. Kristel stated that overall, residents feel positive about living in Reynoldsburg. A large majority of residents think Reynoldsburg is an excellent or good place to live. They especially appreciate the civic and commercial amenities available to them, the sense of community that many have, and quiet neighborhoods, among other reasons. Most residents report that they are likely to remain in Reynoldsburg in the near future. Residents do see challenges facing the City. When asked to identify the more important problems facing Reynoldsburg, residents most often identified crime, school district issues, traffic, and construction/growth. Nearly all residents said traffic on major roads throughout the City is a large or medium-sized problem. And although most residents feel extremely safe or very in Reynoldsburg during the day, fewer feel that way after dark. Most city services are rated

positively, but some may need improvement. A large majority of residents rate the overall quality of the services provided by the City government as excellent or good, with the highest rated services being emergency medical services, fire services, and city parks. However, fewer residents provided similarly high ratings to services relating to the City's streets and roads (e.g., lighting along neighborhood streets, sidewalk maintenance, street repair). Residents would like the City to provide more information about the services it provides and/or major projects occurring in Reynoldsburg. Most residents trust their City officials. Most Reynoldsburg residents think City government officials try to do the right thing most of the time and believe City Council represents the residents' opinions well. Most residents feel that they belong in Reynoldsburg. Most residents think that it can be relatively easy for new residents to be accepted as members of the Reynoldsburg community. Nearly two-thirds of residents say that it is extremely, very, or moderately important to them that the City attracts residents of different races, ethnic groups, and nationalities.

Mr. Kristel then moved to discuss quality of life and municipal service ratings. In 2023, 76% said Reynoldsburg was an excellent or good place to live. Most residents are at least moderately likely to stay in the City in the next 5 years. Early in the questionnaire, residents were asked two open-ended questions: what do you like most about living in Reynoldsburg and what do you think is the most important problem facing Reynoldsburg. The answers were then grouped into categories. For the first question, the answers were: its commercial and civic amenities, a feeling of community, quiet neighborhoods, its location, a feeling of safety/security, and parks and recreation options. For the second question, the answers were: crime, schools, traffic, construction, and growth.

One of the central purposes of the 2023 Community Survey is to understand resident perceptions of the quality of City services that are provided to them, providing a benchmark to allow for tracking changes in the future. Residents rated the quality of sixteen different types of municipal services, along with an overall quality rating of services provided by the City, using a 5-point scale that ranged from excellent to good to fair to poor to very poor. Overall, the City's emergency medical services and fire services were rated most highly, as were the City's parks. While snow removal, street cleaning, communication from the City to its residents, sidewalk maintenance, and street repair were rated the lowest. The great majority of surveyed residents thought traffic on major roads throughout the City is a medium or large problem (85%) while only 32% thought similarly about traffic on streets in their neighborhood. Most residents reported feeling very or extremely safe in their neighborhood during the day. However, when asked to consider how safe they feel in their neighborhood after dark, only half of residents felt very or extremely safe.

Mr. Kristel then moved to discuss the residents' trust in their local government officials. A large majority of survey respondents think Reynoldsburg's government officials try to do the right thing most of the time (81%). Most residents said they trust Reynoldsburg's government officials a moderate amount, a lot, or completely. Nearly a third of residents reported the City Council represents their opinions extremely well or very well, while an additional 46% reported that City Council represents their opinions moderately well.

Mr. Kristel then discussed opinions about belonging and diversity in Reynoldsburg. Many residents feel as though they belong in Reynoldsburg very or extremely well. Most residents think that it is relatively easy for new residents to be accepted into the community; however, about a quarter of residents think that this can be relatively difficult. About two-thirds of residents say it is at least moderately important to them that Reynoldsburg attracts residents of different races, ethnic groups, and nationalities.

Overall, residents feel positive about living in Reynoldsburg. Residents rate most city services positively, but some may need improvement. Most residents trust their City officials. Residents do see challenges facing the City but still feel a strong sense of belonging.

Councilmember Pyakurel asked about the communication question and ways we can work to increase our communication with residents. Mr. Kristel stated that they spent time discussing this exact topic and noted that people are aware of some of the printed materials and the signage on Main Street but were unaware of things like Reynoldsburg Connect, which is our monthly e-newsletter that gets sent out. There are also other options laid out in the results of the survey group.

Councilmember Baker asked if they went door to door as well. Mr. Kristel stated that they did not do that but they did follow-up with individuals from the Nepali and Bhutanese community to make sure that they had the resources they needed to also be included in the survey. Councilmember Baker also gave a shout out to Director Bauman and the parks and rec department for their 91% approval rating. He also stated that he is proud of how welcome people feel in our community.

Councilmember Strickland asked if they considered geofencing as a way to improve survey participation. Mr. Kristel stated that they had not discussed this but it could be considered in the future. He explained that as we have moved away from home phones, it is harder to get people to participate in surveys, which is one reason why they now select households rather than phone numbers.

Mayor Begeny stated that this is now establishing a baseline and that many of these questions will be asked again in 3 years. We will then be able to see how we are improving and how we can continue to improve. Councilmember Lawson-Rowe asked if there have been any surveys like this before to use as a baseline. Mayor Begeny stated that there has not been anything like this that can be used for comparison.

COMMUNICATIONS

October Treasury Board Minutes

REPORTS

Development, Parks & Recreation Committee

This is the Development, Parks & Recreation Committee Meeting for November 13, 2023.

Members in attendance are: Councilmember Cotner, Councilmember Baker, Councilmember Johnson, Chair Pyakurel, and President Pro Temp Lawson-Rowe.

An Ordinance Consenting to the Annexation of Certain Real Property Located at 1769 Lancaster Avenue in Truro Township, Owned by Albert Gyebi, and Declaring an Emergency

Attorney Shook stated that this Ordinance is to accept an annexation of a 5 bedroom home on Lancaster Avenue located next to the Unitarian Church. They had previously passed a Resolution setting forth services the City could provide to this property upon annexation and sent it back to the County. They approved the annexation on September 26th and we have to wait 60 days so it will be able to be approved at the next Council meeting.

Councilmember Pyakurel moved to forward this Ordinance to Council for a first reading. Second by Councilmember Baker. Motion carried.

Public Safety, Law & Courts Committee

This is the Public Safety, Law & Courts Committee Meeting for November 13, 2023.

Members in attendance are: Councilmember Cotner, Councilmember Baker, Councilmember Johnson, and President Pro Temp Lawson-Rowe.

A Resolution Authorizing the City Auditor to Remove Equipment from the City's Fixed Asset List for the Reynoldsburg Police Department

Chief Baker explained that they need to remove some items from the fixed asset list including items that are now expired, old technologies that need to be destroyed, and a motorcycle that will be auctioned off.

Councilmember Lawson-Rowe moved to forward this Resolution to Council for approval. Second by Councilmember Johnson. Motion carried.

Public Service & Transportation Committee

This is the Public Service & Transportation Committee Meeting for November 13,

2023.

Members in attendance are: Councilmember Cotner, Councilmember Baker, Councilmember Johnson, Chair Strickland, and President Pro Temp Lawson-Rowe.

A Resolution Authorizing the Clerk of Council to Certify Nuisance Costs (2022) for Collection by the Franklin County Auditor

Director Dorman stated that this Resolution and the next two are the same thing. He explained that when we have to have a nuisance issue abated, we have a company called J and J property services that does that. They do things like mow grass, pick-up grass, and other similar things. Each county has slightly different requirements when they report these services, so they have to have three different Resolutions.

Councilmember Strickland moved to forward this Resolution to Council for approval. Second by Councilmember Cotner. Motion carried.

A Resolution Authorizing the Clerk of Council to Certify Nuisance Costs (2022) for Collection by the Licking County Auditor

Director Dorman stated that this Resolution is the same as previously discussed but for Licking County.

Councilmember Strickland moved to forward this Resolution to Council for approval. Second by Councilmember Johnson. Motion carried.

A Resolution Authorizing the Clerk of Council to Certify Nuisance Costs (2022) for Collection by the Fairfield County Auditor

Director Dorman stated that this Resolution is the same as previously discussed but for Fairfield County.

Councilmember Strickland moved to forward this Resolution to Council for approval. Second by Councilmember Cotner. Motion carried.

An Ordinance to Amend Chapter 953 Water Charges, Section 953.01(a) Water Rate Schedule of the Code of Ordinances for the City of Reynoldsburg

Councilmember Strickland stated that this item has been returned to the Committee for any further discussion.

Director Dorman stated that every year we look at the water and sewer rates in

Columbus and the increase this year comes out to about a \$10 increase per quarter.

Councilmember Baker stated once again that it is ridiculous that each year we have seen a rate increase and believes that Columbus should have communicated better about this increase.

Councilmember Strickland moved to forward this Ordinance to Council for a second reading. Second by Councilmember Johnson. Motion carried.

An Ordinance to Amend Chapter 945 Sewer Charges, Section 945.02(c) Rate Schedule of the Codified Ordinances for the City of Reynoldsburg

Councilmember Strickland stated that this item has been returned to the Committee for further discussion.

Councilmember Strickland moved to forward this Ordinance to Council for a second reading. Second by Councilmember Johnson. Motion carried.

An Ordinance to Authorize the Mayor to Enter into an Agreement to Purchase MXU Meters From Sensus, Waive Competitive Bidding, and Declaring an Emergency

Director Dorman stated that buying these meters allows us to run the portal and allows residents to also monitor their own usage. He explained that this is about a three-year project and they have about 5,000 meters in the City that are about 20 years old and are not able to calculate water down to the gallon. This will allow better tracking of consumption. He explained that there are already about 15,000 in the City but 5,000 need to be replaced.

Councilmember Strickland moved to forward this Ordinance to Council for a first reading. Second by Councilmember Johnson. Motion carried.

An Ordinance Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Franklin Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Programs with ODNR and Ohio EPA

Director Dorman stated that every year we enter into an intergovernmental working agreement with Franklin Soil and Water Conservation District which allows them to do further studying on the water and monitor water quality within the watershed.

Councilmember Strickland moved to forward this Ordinance to Council for a first reading. Second by Councilmember Baker. Motion carried.

An Ordinance Appropriating Funds from the Unappropriated Refuse Fund to the Private Hauler Contract for the Service Department, and Declaring an Emergency

Director Dorman stated that we have funds available in the refuse fund, they had a purchase order open already but there was not enough money on it so they would like to transfer money over to pay the last invoice that came in. This will carry them over to the end of the year with Local Waste.

Councilmember Strickland moved to forward this Ordinance to Council for a first reading. Second by Councilmember Baker. Motion carried.

An Ordinance to Authorize the Mayor to Enter into a Contract with EMH&T for Waggoner Road Phase II Final Engineering Design Services and Appropriate Funds

Director Dorman stated that this Ordinance is for the final push to get Waggoner Road done from Broad to Main Street. This will pay for the final design, including an appraiser. Money was allocated for design services within the grant funds.

Councilmember Strickland moved to forward this Ordinance to Council for a first reading. Second by Councilmember Baker. Motion carried.

Finance & Administration Committee

This is the Finance & Administration Committee meeting for November 13, 2023.

Members in attendance are: Councilmember Pyakurel, Councilmember Strickland, Chair Salvati, and President Pro Temp Lawson-Rowe.

A Resolution Authorizing the Mayor to Enter into a Contract for Employee Health Insurance Coverage with Medical Mutual of Ohio for the Period from January 1, 2024 through December 31, 2025

Director Boller stated that we had a really good year and Medical Mutual offered us a -10% renewal offer for a 2 year term. This will be an estimated savings of \$285,000 over the next 2 years.

Councilmember Strickland thanked Director Boller for shopping around and seeing what other options are available and finding the best option for the City and its

employees.

Councilmember Salvati moved to forward this Resolution to Council for approval.
Second by Councilmember Strickland. Motion carried.

A Resolution Authorizing the Mayor to Execute a Renewal Contract with Mutual of Omaha for Employee Life, Accidental Death & Dismemberment, Short Term Disability, and Long Term Disability Insurance for the Period of January 1, 2024 through December 31, 2025

Director Boller stated that this is also a two-year agreement with an 8.6% increase, which is about \$5,000 a year. This is the first time since 2018 that there has been an increase in this coverage. There is a way to decrease that percentage if a certain number of employees choose to enroll.

Councilmember Salvati moved to forward this Resolution to Council for approval.
Second by Councilmember Strickland. Motion carried.

A Resolution Authorizing the Mayor to Enter into an Agreement with Kirch Group Technologies, LLC, for Information Technology Services for the Period of January 1, 2024 to December 31, 2024 and Waive Competitive Bidding

Director Boller explained that this Resolution is for our IT services. She stated that we do not have in-house IT services and chose to contract those services out instead, to cover the City and the PD. The contract is increasing from \$152,000 to \$167,000 but another part of the contract is being reduced from \$12,000 to \$6,000.

Councilmember Pyakurel asked if they had considered bringing this in-house. Director Boller stated that to have a full IT team they would need at least 4 employees and each employee would cost between \$100-200,000. She explained that we are getting a much better deal contracting the work out.

Councilmember Salvati moved to forward this Resolution to Council for approval.
Second by Councilmember Pyakurel. Motion carried.

An Ordinance to Make Appropriations for Expenses and Other Expenditures of the City of Reynoldsburg, State of Ohio, During the Fiscal Year Ending December 31, 2024, and Declaring an Emergency

This item was included in the Committee meeting as a work session.

Mayor Begeny stated that they are still waiting on a few things on the revenue side and are still finishing up some parts, which is why it has only been included as a

work session. Primarily, most of this is related to staffing, either through the FOP contract signed earlier this year, as well as the reality of trying to value the employees as they stand. We would rather have employees competitively paid rather than spending money on high turnover and training. We have also been impacted by the increasing cost of materials due to inflation. At the next meeting, Directors will highlight some of the issues and he also noted that they won't see any special programs. This is a no-frills budget. They have also included technology upgrades for the PD to ensure that they are well supported. He stated this will be an increased budget from the previous year.

Councilmember Baker asked about how revenue was affected by work from home. Mayor Begeny stated that based on the numbers and projections, they are still on track to have one of the higher revenue-producing years.

RESOLUTIONS - CONSENT AGENDA

RESULT:	PASSED (UNANIMOUS)
MOVER:	Salvati
SECONDER:	Baker
AYES:	Cotner, Baker, Johnson, Jenkins, Strickland, Salvati, Pyakurel, Lawson Rowe

A Resolution Authorizing the Clerk of Council to Certify Nuisance Costs (2022) for Collection by the Franklin County Auditor

A Resolution Authorizing the Clerk of Council to Certify Nuisance Costs (2022) for Collection by the Licking County Auditor

A Resolution Authorizing the Clerk of Council to Certify Nuisance Costs (2022) for Collection by the Fairfield County Auditor

A Resolution Authorizing the Mayor to Enter into a Contract for Employee Health Insurance Coverage with Medical Mutual of Ohio for the Period from January 1, 2024 through December 31, 2025

A Resolution Authorizing the Mayor to Execute a Renewal Contract with

Mutual of Omaha for Employee Life, Accidental Death & Dismemberment, Short Term Disability, and Long Term Disability Insurance for the Period of January 1, 2024 through December 31, 2025

A Resolution Authorizing the Mayor to Enter into an Agreement with Kirch Group Technologies, LLC, for Information Technology Services for the Period of January 1, 2024 to December 31, 2024 and Waive Competitive Bidding

A Resolution Authorizing the City Auditor to Remove Equipment from the City's Fixed Asset List for the Reynoldsburg Police Department

CONSENT AGENDA FOR EMERGENCY ADOPTION

RESULT:	PASSED (UNANIMOUS)
MOVER:	Salvati
SECONDER:	Pyakurel
AYES:	Cotner, Baker, Johnson, Jenkins, Strickland, Salvati, Pyakurel, Lawson Rowe

An Ordinance to Authorize the Mayor to Enter into a Contract with Strawser Paving for the 2023 Water Line Replacement Project, Appropriate Funds, and Declaring an Emergency

An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for Construction Inspection Services for the 2023 Water Line Project, Appropriate Funds, and Declaring an Emergency

An Ordinance Authorizing the Mayor to Enter into a Contract with Inliner Solutions for the 2023 Sewer Improvement Project, Appropriate Funds, and Declaring an Emergency

An Ordinance Authorizing the Mayor to Enter into a Contract with EMH&T for

Engineering Inspection Services for the 2023 Sewer Line Project, Appropriate Funds, and Declaring an Emergency

An Ordinance Authorizing the Mayor to Purchase the Rights-of-Way Necessary for the Construction of Waggoner Road Phase I, Appropriate Funds, and Declaring an Emergency

CONSENT AGENDA FOR FIRST READING

An Ordinance Consenting to the Annexation of Certain Real Property Located at 1769 Lancaster Avenue in Truro Township, Owned by Albert Gyebi, and Declaring an Emergency

An Ordinance to Authorize the Mayor to Enter into an Agreement to Purchase MXU Meters From Sensus, Waive Competitive Bidding, and Declaring an Emergency

An Ordinance Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Franklin Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Programs with ODNR and Ohio EPA

An Ordinance Appropriating Funds from the Unappropriated Refuse Fund to the Private Hauler Contract for the Service Department, and Declaring an Emergency

An Ordinance to Authorize the Mayor to Enter into a Contract with EMH&T for Waggoner Road Phase II Final Engineering Design Services and Appropriate Funds

CONSENT AGENDA FOR SECOND READING

An Ordinance to Amend Chapter 953 Water Charges, Section 953.01(a) Water Rate Schedule of the Code of Ordinances for the City of Reynoldsburg

An Ordinance to Amend Chapter 945 Sewer Charges, Section 945.02(c) Rate Schedule of the Codified Ordinances for the City of Reynoldsburg

An Ordinance Authorizing the City Auditor to Fund the Health Savings Accounts for 2024

An Ordinance to Amend Chapter 190 Income Tax Effective January 1, 2016, Section 190.03 Imposition of Tax, Section 190.05 Annual Return; Filing, Section 190.18 Interest and Penalties, and Establish Section 190.29 Election to be Subject to R.C. Sections 718.80 and 718.95 of the Codified Ordinances for the City of Reynoldsburg

CONSENT AGENDA FOR THIRD READING

RESULT:	PASSED (UNANIMOUS)
MOVER:	Baker
SECONDER:	Pyakurel
AYES:	Cotner, Baker, Johnson, Jenkins, Strickland, Salvati, Pyakurel, Lawson Rowe

An Ordinance to Amend Chapter 958 Stormwater Charges, Section 958.05 Imposition of Charges and Section 958.06 Equivalent Residential Unit (ERU) of the Codified Ordinances for the City of Reynoldsburg

An Ordinance to Accept the Agreement from the Ohio Auditor of State for an Independent Public Accountant for 2023-2025

OTHER COUNCIL MATTERS

Councilmember Pyakurel wanted to highlight the build your own business event last week stating that it was very helpful and well attended. They provided great resources and thanked them for hosting a great event.

Councilmember Baker gave his usual thanks to RPD, doctors, nurses, teachers, retail, and logistics.

UPCOMING MEETINGS

November 16, 2023 Planning & Zoning Board

November 23 & 24, 2023 City Offices Closed for Thanksgiving

November 27, 2023 Council

December 7, 2023 Planning & Zoning Board

December 11, 2023 Council

December 18, 2023 Swearing In of Newly Elected Officials (6:30pm)

December 18, 2023 Council (7:30pm)

December 21, 2023 Planning & Zoning Board

ADJOURNMENT

As there was no further business, President Jenkins adjourned the meeting at 7:42pm.

Meredith Lawson-Rowe, Council President Pro Temp

Mollie Prasher, Clerk of Council



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: West Licking Fire District

APPROVALS:

Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Report for November, 2023

NOVEMBER BOARD STATS

Total Calls by township/City	
Etna	113
Harrison	64
Jersey	12
Kirkersville	10
New Albany	12
Pataskala	237
Reynoldsburg	113
Hebron	54
Union	54
Mutual Aid	41
Total	710

Total Calls by Shift	
Shift	Total
1 Unit	238
2 Unit	226
3 Unit	246
Total	710
Total Calls by Station	
Station	Total
Station 401	210
Station 402	94
Station 403	80
Station 404	168
Station 405	43
Station 406	115
Total	710

Apparatus Name	
45B401	109
45E402	61
45E405	20
45M401	195
45M402	116
45M403	132
45M404	168
45M405	41
45M406	102
45B402/Admin Chiefs	27
45R401	120
45E406	67
45TWR403/E403	97
M407 and UTV's	3

Mutual Aid Response	
M/A Received	M/A Given
61	41

District Response Average	
	4:51

Dispatch to On scene Average	
Etna	5:50
Harrison	4:52
Jersey	4:43
Kirkersville	5:28
New Albany	4:46
Pataskala	4:44
Reynoldsburg	5:11
Hebron	2:36
Union	5:34



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Approve the Final Plat Plans (Phases 2 & 3) for the Eastwood Development Project

APPROVALS:

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE TO APPROVE THE FINAL PLAT PLANS (PHASES 2 & 3) FOR THE EASTWOOD DEVELOPMENT PROJECT

WHEREAS, AMH Development, LLC has submitted the Eastwood development project final plats (Phases 2 & 3) for approval consisting of 39.52+/- acres; and

WHEREAS, the Planning and Zoning Board met on November 2, 2023 to review and approve the plat plans (Phases 2 & 3) for the Eastwood development project.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1: That the Final Plat Plans (Phases 2 & 3) for the Eastwood development project particularly described as follows:

Phases 2 & 3

Situated in the State of Ohio, County of Licking, City of Reynoldsburg, and in Lot 12 in the Northeast Quarter of Section 9, Township 16, Range 20, Refugee Lands, containing 39.52+/- acres of land

SECTION 2: That the City Engineer has certified the Eastwood development project meets all requirements of storm water and design requirements.

SECTION 3: That the final plats (Phases 2 & 3) for the Eastwood development project are attached to this Ordinance as Final Plat - Eastwood Reserve Phase 2 and Final Plat – Eastwood Reserve Phase 3 are made a part herein.

SECTION 4: That upon adoption by Council, this Ordinance shall be in effect thirty days following signature by the Mayor.

October 19, 2023

Planning and Zoning Board
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, OH 43068

RE: AMH Development, LLC; Eastwood Reserve Subdivision; Final Plat: Phase 2

Planning and Zoning Board:

Below is the staff review of the above reference Final Plat Application.

1. Project Summary

- a. The 78.16 +/- acre residential subdivision is zoned SR, Suburban Residential. To the north and west of the subject site is Etna Township zoned rural residential. To the south of the site is Dwellings – Attached Multi-Unit Buildings Complex under construction zoned RM, Residential Medium and single-family residential in Etna Township. To the east of the site is a single-family residential subdivision also located in Etna Township.
- b. The subject site is currently under an agricultural land use, however the site is proposed to be developed with 248 Dwelling – Detached Single Family homes, with a density of 3.17 dwelling units per acre. The approved major site plan also included a total open space are of 24.2 acres.
- c. The proposed Final Plat application is for Phase 2, consisting of 20.791 acres and 88 Dwellings – Single-Family Detached lots.
- d. Open space is being platted in Reserve C at 3.464 acers, which is 14.19% of the total open space approved in the major site plan.

2. Project Review

- a. The applicant is seeking Final Plat approval for Eastwood Reserve Subdivision Phase 2.
- b. The lot dimensions, right-of-ways, layout, setbacks, and open space configurations are consistent with the approved major site plan and preliminary plat.

3. Recommendations

- a. Staff recommends approval for Eastwood Reserve Subdivision Phase 2.



Engineers, Surveyors, Planners, Scientists

MEMO

Date: October 10, 2023

To: Mr. Eric Meyer, Director of Development

From: Ryan Andrews, City Engineer

Subject: Staff Report for: Eastwood Reserve Phase 2 Final Plat

Copies: Joseph Begeny, Mayor; William Dorman, Public Service Director

On behalf of the City of Reynoldsburg, EMH&T has conducted a backcheck engineering review of the Eastwood Reserve Phase 2 Plat. EMH&T reviewed the initial plat submission and provided comments via a Staff Report dated September 27, 2023. An updated plat was submitted to the City by the consultant and was reviewed by EMH&T. All comments listed in the previous Staff Report have been addressed and EMH&T has no further comments at this time.



Engineers, Surveyors, Planners, Scientists

MEMO

Date: September 27, 2023

To: Mr. Eric Meyer, Director of Development

From: Ryan Andrews, City Engineer

Subject: Staff Report for: Eastwood Reserve Phase 2 Final Plat

Copies: Joseph Begeny, Mayor; William Dorman, Public Service Director

On behalf of the City of Reynoldsburg, EMH&T conducted a preliminary engineering review of the Eastwood Reserve Phase 2 Plat. The following summarizes our findings and recommendations with respect to this development. Please refer to the comments on the plat plan to clarify comments below.

PLAT SHEET 2

1. NOTE "H" should be changed to NOTE "G".
2. Within the NOTE "G" paragraph, "ARE" should be changed to "IS".
3. Include the length (153') along Sunny Drive from the center of Henley Ave. intersection to line between the Phase 1 and Phase 2 plats.
4. Since the additional right-of-way on Summit Road was platted with Phase 1, we assume the recording information would be the same as the Instrument Number shown on Henley Avenue. Please confirm or add the correct recording information on Summit Road.
5. Within the text of RESERVE "C" (both on right side of page and bottom of page), change NOTE "H" to NOTE "G".
6. Label the 20' Drainage Easement width between lots #102 and #103.
7. Between the two pins found below lot #59, include bearing and distance and/or a blow-up detail showing this information.
8. Provide the length between the centerline of Summit Rd and the SE corner property line of Phase 2.

PLAT SHEET 3

9. Label and provide width of the Drainage Easement in the vicinity of lots 82, 83, 121, 122.
10. In the RESERVE "C" note on the bottom of the page, change NOTE "H" to NOTE "G".
11. Include the length from beginning of Phase 2 (at the CL of Sunny Drive) to the CL of the existing intersection to the west. Recommend adding it as C90 to the curve table.

Attachments: Phase 2 Final Plat with Redline comments

App./Case#: _____

Date Submitted: _____

Fee Amount: _____

PLANNING AND ZONING BOARD LAND SUBDIVISION AND PLAT APPLICATION

☐ Paid: _____

Property Address/Name of Plat:

Eastwood Reserve Phase 2

Description of Location:

West Side of Summit Road approximately 2,200-ft north of E Main Street

Parcel ID#(s):

107-018030-00.000 & 107-018030-00.001

Number of Lots:

88

Complete Where Applicable:

Engineer/Surveyor: CESO, Inc.

Builder/Developer: AMH Development, LLC

I. PROPERTY OWNER OF RECORD

Property Owner Name(s):

AMH Development, LLC

Property Owner Address:

23975 Park Sorrento, Suite 300, Calabasas, CA 91302

II. APPLICANT INFORMATION

Applicant Name:

AMH Development, LLC

Applicant Address:

781 Brooksedge Plaza Drive, Westerville, OH 43081

Applicant Phone Number:

(614) 914-4077

Applicant Email:

jamartin@amh.com; rrobert@amh.com

☒ Property Owner ☐ Business Owner/Tenant ☐ Contractor ☐ Architect/Engineer ☐ Owner's Consent Attached.

III. PROJECT TYPE

☐ Subdivision without Plat
(\$200 Residential/\$250 Non-Residential)

☐ Preliminary Plat
(\$750 + \$50 per lot
All Districts)

☒ Final Plat
(\$500 All Districts)

☐ Plat Modification/Vacation
(\$500 All Districts)

Applicant Signature: _____

Date: _____

9/13/23

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

OFFICE USE ONLY

Additional Notes:

Zoning Information

Zoning District: _____

☐ Olde Reynoldsburg District

Planning and Zoning Board Meeting

Date: _____

☐ Approved as Submitted

☐ Approved w/ Conditions

☐ Tabled

☐ Denied

City Council Meeting

Date: _____

☐ Approved as Submitted

☐ Submitted Approved

☐ w/ Conditions Tabled

☐ Denied

P&Z Administrator: _____

Date: _____

Clerk of Council: _____

Date: _____

Section 111.05

PRELIMINARY PLAT REQUIREMENTS

The owner of land who desires to subdivide it shall submit six (6) copies of a preliminary plat along with six (6) copies of a general layout of all site improvements to be installed on the entire tract of land to be developed even if the owner or developer only intends to initially develop only a part of the tract, to the Planning and Zoning Board twenty-one (21) days prior to a regular meeting of the Board. A copy of the general layout of all site improvements attached to a copy of the plat shall be in the possession of each member of the Board for a minimum period of seven (7) days before consideration for approval.

The preliminary plat shall contain the following, and be prepared by a licensed professional engineer in the State of Ohio:

- ☐ The scale, with a minimum of one inch to equal one hundred feet
- ☐ The proposed name of the subdivision;
- ☐ Key map showing location within the City;
- ☐ Names and addresses of owners, developers and the surveyor who made the plat;
- ☐ Date
- ☐ North point
- ☐ Legal description of parcel being subdivided.

The following existing conditions shall be shown on the plat:

- ☐ Boundary lines and approximate acreage included matching the provided legal description;
- ☐ Locations, widths and names of all existing or previously platted streets or alleys, and proposed thoroughfare locations as shown on the official City Thoroughfare Plan, Railroad and utility rights of way, parks and public open spaces, permanent buildings and structures, all section and corporation lines within or adjacent to the tract
- ☐ Existing sewers, water mains, culverts and other underground facilities within the tract, indicating pipe sizes, elevations and grades, if readily available, and locations, if known available
- ☐ Boundary lines of adjacent tracts of unsubdivided and subdivided land;
- ☐ Existing zoning restrictions;
- ☐ Existing contours, with intervals of five feet where the slope is greater than ten percent and not more than two feet where the slope is less than ten percent;
- ☐ Drainage channels, wooded areas, water courses and other significant physical features;
- ☐ Existing and proposed easements.

The following proposed conditions shall be shown:

- ☐ Layout of streets and right-of-way widths;
- ☐ Layout, numbers and dimensions of lots including total square footage;
- ☐ Parcels of land intended to be dedicated or temporarily reserved for public use;
- ☐ Building setback lines shown graphically with dimensions;
- ☐ Indication of any lot on which a use other than residential is proposed by the owner;
- ☐ Names of new streets which shall not duplicate names of any existing dedicated street within the County and/or its incorporated areas;
- ☐ New streets which are extensions of or in alignment with existing streets which shall bear the names of the existing streets of which they are extensions or with which they are in alignment;
- ☐ Bearings and dimensions of lot, parcel, and right-of-way boundaries; and
Proposed landscaping, if any.

Who may I call if I have questions?
Contact the Planning & Zoning Administrator at
614-322-6829.
OR Visit our website at: Reynoldsburg.gov

Section 1111.09

FINAL PLAT REQUIREMENTS

A final plat shall contain all material required for the preliminary plat and the following additional information prepared and sealed by a licensed professional engineer in the State of Ohio:

- ☐ Boundary of plat based on an accurate traverse with angular and lineal dimensions;
- ☐ True angle and distance to the nearest street intersection, accurately described on the plat;
- ☐ Municipal, township, county or section lines accurately tied to the lines of all chord dimensions;
- ☐ Radii, internal angles, points of curvature, tangent bearings and lengths of all chord dimensions;
- ☐ All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in
- ☐ degrees and minutes;

Accurate location of all monuments, which shall be composed and/or located as follows:

- ☐ Be composed of a durable material;
- ☐ Be a minimum length of thirty inches (30IN)
- ☐ Of a minimum cross-section area of material of two tenths square inches (one inch (1IN) in diameter)
- ☐ Be identified with a durable marker bearing the Surveyor's Ohio Registration number and/or name or company name
- ☐ Be detectable with conventional instruments for finding ferrous or magnetic objects;
Placed with the top at the existing grade elevation.
One such monument shall be placed at each extreme corner of the subdivision. All lots must be marked with steel pins, and such pins must be in place after a building is completed. The
- ☐ Building Official shall confirm that lot pins are in place on the final occupancy permit.
- ☐ Exact location, width and name of all streets or other public ways
- ☐ Known easements, accurately located and stating the purpose for which they are intended.

A final plat shall also contain:

- ☐ A certificate by a registered professional land surveyor that the plat represents a completed survey and that the monuments shown exist as located or will be set following construction and that all dimensional and geodetic details are correct.
- ☐ Notarized certification by the owner or owners of the adoption of the plat and the dedication by them to public use of the streets and other public areas shown on the plat. The signatures of the owner(s) are required prior to the obtaining of any City Official's signature on the plat. No property shall extend to the center of a right of way.
- ☐ Proper form for the approval of the Planning Commission with space for the signature of the Chairman.
- ☐ Space for approval by signature of the City Engineer and Director of Public Service.
- ☐ Proper form for approval and acceptance by Council, showing ordinance number and provisions for signature by the Clerk of Council.
- ☐ Space for approval, by signature of the City Engineer and Director of Public Service, of easements added to or revised on the final plat.
- ☐ Space for transfer by the County Auditor and recording by the County Recorder. A statement of the expiration date of the City approval shall be placed just ahead of the space provided for the County Auditor's signature.
- ☐ A topographic survey prepared by an Ohio registered professional surveyor using the North American Vertical Datum of 1988 (NAVD88) reflecting flood way, flood way fringe, base flood elevations and property lines of the plat under consideration for development.

Who may I call if I have questions?
Contact the Planning & Zoning Administrator at
614-322-6829.
OR Visit our website at: Reynoldsburg.gov

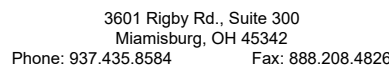
STATE OF OHIO, COUNTY OF LICKING, CITY OF REYNOLDSBURG,
BEING A PART OF LOT 12, NORTHEAST QUARTER OF SECTION 9,
TOWNSHIP 16, RANGE 20, REFUGEE LANDS

MY COMMISSION EXPIRES _____,

PLAT BOOK _____, PAGE _____

PARCEL NO.	ACREAGE
107-018030-00.000	0.729 AC.
107-018030-00.001	20.062 AC.

JEFFREY MILLER, P.S.
OHIO P.S. NO. 7211
2800 CORPORATE EXCHANGE DRIVE, SUITE 400
COLUMBUS, OHIO 43231



**EASTWOOD RESERVE
PHASE 2**
PART OF LOT 12, NE QTR. SEC. 9, TWP. 16, RNG. 20, REFUGEE LANDS
CITY OF REYNOLDSBURG, LICKING COUNTY, OHIO

Project Number:	759547
Scale:	N/A
Drawn By:	RLC
Checked By:	ALB
Date:	10/3/2023
Issue:	

Drawing Title: **PLAT**

From: [Doug White](#)
To: [Phoenix Buathier](#)
Cc: [Eric Meyer](#)
Subject: RE: Eastwood Phase 2 and Phase 3 Final Plats
Date: Tuesday, September 26, 2023 2:34:38 PM

[NOTICE: This email originated outside of the City of Reynoldsburg.]

The Fire District has no comments at this time.

From: Phoenix Buathier <pbuathier@reynoldsburg.gov>
Sent: Tuesday, September 26, 2023 10:35 AM
To: Doug White <DWhite@westlickingfire.org>
Cc: Eric Meyer <emeyer@reynoldsburg.gov>
Subject: RE: Eastwood Phase 2 and Phase 3 Final Plats

Mr. White,

Just wanted to follow up with an email today since comments are due by tomorrow, to see if West Licking Fire had any comments regarding Phase 2 and 3 of the Final Plats for Eastwood?

Best,

Phoenix Buathier
DEPARTMENT OF DEVELOPMENT
Planning and Zoning Administrator

—
City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6829 | F 614-322-6830

www.reynoldsburg.gov

From: Phoenix Buathier
Sent: Monday, September 18, 2023 8:35 AM
To: 'DWhite@westlickingfire.org' <DWhite@westlickingfire.org>
Cc: Eric Meyer <emeyer@reynoldsburg.gov>
Subject: Eastwood Phase 2 and Phase 3 Final Plats

Mr. White,

My name is Phoenix Buathier, I am the City of Reynoldsburg's Planning and Zoning Administrator. I am sending you the Eastwood Phase 2 and Eastwood Phase 3 Final Plats and related items that are scheduled for the October 5th Planning and Zoning Board meeting. Our code requires us to send out a staff report at least a week in advance of the meeting. Therefore, I am asking for any comments you may have by September 27th so that we can incorporate them in the staff report that goes out

first thing on September 28th.

If you have any questions please feel free to call or email. Thank you for your help.

Sincerely,

Phoenix Buathier

DEPARTMENT OF DEVELOPMENT

Planning and Zoning Administrator

—

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6829 | F 614-322-6830

www.reynoldsburg.gov

October 19, 2023

Planning and Zoning Board
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, OH 43068

RE: AMH Development, LLC; Eastwood Reserve Subdivision; Final Plat: Phase 3

Planning and Zoning Board:

Below is the staff review of the above reference Final Plat Application.

1. Project Summary

- a. The 78.16 +/- acre residential subdivision is zoned SR, Suburban Residential. To the north and west of the subject site is Etna Township zoned rural residential. To the south of the site is Dwellings – Attached Multi-Unit Buildings Complex under construction zoned RM, Residential Medium and single-family residential in Etna Township. To the east of the site is a single-family residential subdivision also located in Etna Township.
- b. The subject site is currently under an agricultural land use, however the site is proposed to be developed with 248 Dwelling – Detached Single Family homes, with a density of 3.17 dwelling units per acre. The approved major site plan also included a total open space are of 24.2 acres.
- c. The proposed Final Plat application is for Phase 3, consisting of 18.729 acres and 75 Dwellings – Single-Family Detached lots.
- d. Open space is being platted in Reserve D at 1.547 acres, which is 6.33% of the total open space approved in the major site plan.

2. Project Review

- a. The applicant is seeking Final Plat approval for Eastwood Reserve Subdivision Phase 3.
- b. The lot dimensions, right-of-ways, layout, setbacks, and open space configurations are consistent with the approved major site plan and preliminary plat.

3. Recommendations

- a. Staff recommends approval for Eastwood Reserve Subdivision Phase 3.



Engineers, Surveyors, Planners, Scientists

MEMO

Date: October 10, 2023

To: Mr. Eric Meyer, Director of Development

From: Ryan Andrews, City Engineer

Subject: Staff Report for: Eastwood Reserve Phase 3 Final Plat

Copies: Joseph Begeny, Mayor; William Dorman, Public Service Director

On behalf of the City of Reynoldsburg, EMH&T has conducted a backcheck engineering review of the Eastwood Reserve Phase 3 Plat. EMH&T reviewed the initial plat submission and provided comments via a Staff Report dated September 27, 2023. An updated plat was submitted to the City by the consultant and was reviewed by EMH&T. All comments listed in the previous Staff Report have been addressed and EMH&T has no further comments at this time.



Engineers, Surveyors, Planners, Scientists

MEMO

Date: September 27, 2023

To: Mr. Eric Meyer, Director of Development

From: Ryan Andrews, City Engineer

Subject: Staff Report for: Eastwood Reserve Phase 3 Final Plat

Copies: Joseph Begeny, Mayor; William Dorman, Public Service Director

On behalf of the City of Reynoldsburg, EMH&T conducted a preliminary engineering review of the Eastwood Reserve Phase 3 Plat. The following summarizes our findings and recommendations with respect to this development. Please refer to the comments on the plat plan to clarify comments below.

PLAT SHEET 1

1. In the second paragraph, line 3, please change Phase 2 to Phase 3.

PLAT SHEET 2

2. NOTE "H" should be changed to NOTE "G".
3. Within the NOTE "G" paragraph, "ARE" should be changed to "IS".
4. Add a "No Vehicular Access" (NVA) note for dead-end situations such as Park Place North where it ends at the north property line.
5. On the easements between lots # 38/39, 41/42 and 26/27, 29/30, use dots instead of hash marks where the easement meets another easement.
6. The PGU shows a 42' drainage easement where the Plat shows it as a 20' Drainage Easement (on lot 43). Please revise.
7. In the RESERVE "D" note on the right side of page, change NOTE "H" to NOTE "G".
8. Include the length from centerline of Henley Avenue along Luna Drive to the line between the Phase 1 and Phase 3 plats.
9. Include the width of the drainage easement behind lot #36.
10. Include drainage easement between Phase 1 and Phase 3 on the south side of Luna Drive.

PLAT SHEET 3

11. RESERVE "B" should be RESERVE "A".
12. Revise 25' easement to 25' drainage easement behind lot #13.
13. Call out NVA at the dead end on Park Place North.
14. On the easements between lots # 17/18 and 20/21, use dots instead of hash marks where the easement meets another easement.
15. At the southwest corner of Park Place North and Luna Drive, provide dimension per notation.
16. Between lot 188 and 246, please move instrumentation number for clarity.

Attachments: Phase 3 Final Plat with Redline comments

App./Case#: _____

Date Submitted: _____

Fee Amount: _____

PLANNING AND ZONING BOARD LAND SUBDIVISION AND PLAT APPLICATION

☐ Paid: _____

Property Address/Name of Plat: Eastwood Reserve Phase 3
Description of Location: West Side of Summit Road approximately 2,200-ft north of E Main Street
Parcel ID#(s): 107-018030-00.000 & 107-018030-00.001
Number of Lots: 75
Complete Where Applicable: Engineer/Surveyor: CESO, Inc. Builder/Developer: AMH Development, LLC

I. PROPERTY OWNER OF RECORD

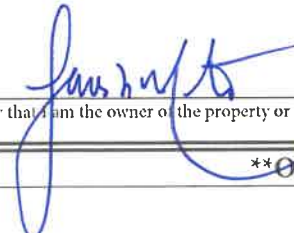
Property Owner Name(s): AMH Development, LLC	Property Owner Address: 23975 Park Sorrento, Suite 300, Calabasas, CA 91302
--	---

II. APPLICANT INFORMATION

Applicant Name: AMH Development, LLC	Applicant Address: 781 Brooksedge Plaza Drive, Westerville, OH 43081
Applicant Phone Number: (614) 914-4077	Applicant Email: jamartin@amh.com; rrobert@amh.com
☒ Property Owner ☐ Business Owner/Tenant ☐ Contractor ☐ Architect/Engineer ☐ Owner's Consent Attached.	

III. PROJECT TYPE

☐ Subdivision without Plat (\$200 Residential/\$250 Non-Residential) ☐ Preliminary Plat (\$750 + \$50 per lot All Districts) ☒ Final Plat (\$500 All Districts) ☐ Plat Modification/Vacation (\$500 All Districts)

Applicant Signature:  Date: 9/13/23

*By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

OFFICE USE ONLY

Additional Notes:	Zoning Information	Planning and Zoning Board Meeting	City Council Meeting
	Date: _____	Date: _____	Date: _____
	Zoning District: _____	☐ Approved as Submitted	☐ Approved as Submitted
	☒ Olde Reynoldsburg District	☐ Approved w/ Conditions	☐ Submitted Approved
	☐ Tabled	☐ w/ Conditions Tabled	☐ Denied
	☐ Denied		
	P&Z Administrator: _____	Date: _____	Date: _____
	Clerk of Council: _____		

Section 111.05

PRELIMINARY PLAT REQUIREMENTS

The owner of land who desires to subdivide it shall submit six (6) copies of a preliminary plat along with six (6) copies of a general layout of all site improvements to be installed on the entire tract of land to be developed even if the owner or developer only intends to initially develop only a part of the tract, to the Planning and Zoning Board twenty-one (21) days prior to a regular meeting of the Board. A copy of the general layout of all site improvements attached to a copy of the plat shall be in the possession of each member of the Board for a minimum period of seven (7) days before consideration for approval.

The preliminary plat shall contain the following, and be prepared by a licensed professional engineer in the State of Ohio:

- ☐ The scale, with a minimum of one inch to equal one hundred feet
- ☐ The proposed name of the subdivision;
- ☐ Key map showing location within the City;
- ☐ Names and addresses of owners, developers and the surveyor who made the plat;
- ☐ Date
- ☐ North point
- ☐ Legal description of parcel being subdivided.

The following existing conditions shall be shown on the plat:

- ☐ Boundary lines and approximate acreage included matching the provided legal description;
- ☐ Locations, widths and names of all existing or previously platted streets or alleys, and proposed thoroughfare locations as shown on the official City Thoroughfare Plan, Railroad and utility rights of way, parks and public open spaces, permanent buildings and structures, all section and corporation lines within or adjacent to the tract
- ☐ Existing sewers, water mains, culverts and other underground facilities within the tract, indicating pipe sizes, elevations and grades, if readily available, and locations, if known available
- ☐ Boundary lines of adjacent tracts of unsubdivided and subdivided land;
- ☐ Existing zoning restrictions;
- ☐ Existing contours, with intervals of five feet where the slope is greater than ten percent and not more than two feet where the slope is less than ten percent;
- ☐ Drainage channels, wooded areas, water courses and other significant physical features;
- ☐ Existing and proposed easements.

The following proposed conditions shall be shown:

- ☐ Layout of streets and right-of-way widths;
- ☐ Layout, numbers and dimensions of lots including total square footage;
- ☐ Parcels of land intended to be dedicated or temporarily reserved for public use;
- ☐ Building setback lines shown graphically with dimensions;
- ☐ Indication of any lot on which a use other than residential is proposed by the owner;
- ☐ Names of new streets which shall not duplicate names of any existing dedicated street within the County and/or its incorporated areas;
- ☐ New streets which are extensions of or in alignment with existing streets which shall bear the names of the existing streets of which they are extensions or with which they are in alignment;
- ☐ Bearings and dimensions of lot, parcel, and right-of-way boundaries; and
Proposed landscaping, if any.

Who may I call if I have questions?
Contact the Planning & Zoning Administrator at
614-322-6829.
OR Visit our website at: Reynoldsburg.gov

Section 1111.09

FINAL PLAT REQUIREMENTS

A final plat shall contain all material required for the preliminary plat and the following additional information prepared and sealed by a licensed professional engineer in the State of Ohio:

- ☐ Boundary of plat based on an accurate traverse with angular and lineal dimensions;
- ☐ True angle and distance to the nearest street intersection, accurately described on the plat;
- ☐ Municipal, township, county or section lines accurately tied to the lines of all chord dimensions;
- ☐ Radii, internal angles, points of curvature, tangent bearings and lengths of all chord dimensions;
- ☐ All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in
- ☐ degrees and minutes;

Accurate location of all monuments, which shall be composed and/or located as follows:

- ☐ Be composed of a durable material;
- ☐ Be a minimum length of thirty inches (30IN)
- ☐ Of a minimum cross-section area of material of two tenths square inches (one inch (1IN) in diameter)
- ☐ Be identified with a durable marker bearing the Surveyor's Ohio Registration number and/or name or company name
- ☐ Be detectable with conventional instruments for finding ferrous or magnetic objects; Placed with the top at the existing grade elevation.
One such monument shall be placed at each extreme corner of the subdivision. All lots must be marked with steel pins, and such pins must be in place after a building is completed. The
- ☐ Building Official shall confirm that lot pins are in place on the final occupancy permit.
- ☐ Exact location, width and name of all streets or other public ways
- ☐ Known easements, accurately located and stating the purpose for which they are intended.

A final plat shall also contain:

- ☐ A certificate by a registered professional land surveyor that the plat represents a completed survey and that the monuments shown exist as located or will be set following construction and that all dimensional and geodetic details are correct.
- ☐ Notarized certification by the owner or owners of the adoption of the plat and the dedication by them to public use of the streets and other public areas shown on the plat. The signatures of the owner(s) are required prior to the obtaining of any City Official's signature on the plat. No property shall extend to the center of a right of way.
- ☐ Proper form for the approval of the Planning Commission with space for the signature of the Chairman.
- ☐ Space for approval by signature of the City Engineer and Director of Public Service.
- ☐ Proper form for approval and acceptance by Council, showing ordinance number and provisions for signature by the Clerk of Council.
- ☐ Space for approval, by signature of the City Engineer and Director of Public Service, of easements added to or revised on the final plat.
- ☐ Space for transfer by the County Auditor and recording by the County Recorder. A statement of the expiration date of the City approval shall be placed just ahead of the space provided for the County Auditor's signature.
- ☐ A topographic survey prepared by an Ohio registered professional surveyor using the North American Vertical Datum of 1988 (NAVD88) reflecting flood way, flood way fringe, base flood elevations and property lines of the plat under consideration for development.

Who may I call if I have questions?
Contact the Planning & Zoning Administrator at
614-322-6829.
OR Visit our website at: Reynoldsburg.gov

PHASE 3

NORTH

U.S. ROUTE 40

SUMMIT ROAD SW

EASTWOOD DR

HENLEY AVE

LUCY DR

SUNNY DR

SITE

VICINITY MAP NOT TO SCALE

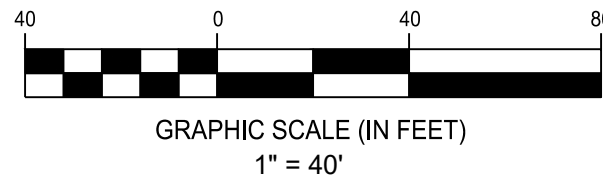


3601 Rigby Rd., Suite 300
 Miamisburg, OH 45342
 Phone: 937.435.8584 Fax: 888.208.4826

MY COMMISSION EXPIRES _____

PLAT BOOK _____, PAGE _____

JEFFREY MILLER, P.S. DATE:
OHIO P.S. NO. 7211
2800 CORPORATE EXCHANGE DRIVE, SUITE 400
COLUMBUS, OHIO 43231



CESO IRON PIN LEGEND

- ⊙ IRON PIN FOUND (5/8" REBAR W/ CESO CAP UNLESS NOTED OTHERWISE)
- IRON PIN TO BE SET (5/8"x30" REBAR W/ CESO CAP)
- ✂ MAG NAIL FOUND
- ▲ MAG NAIL SET
- PERMANENT MARKER SET (1"x30" REBAR W/ ALUMINUM CESO CAP)



SEE PAGE 2

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C1	30° 01' 34"	20.00'	10.48'	N78° 58' 04"E, 10.36'
C2	90° 00' 00"	20.00'	31.42'	S41° 01' 09"E, 28.28'
C3	2° 01' 49"	885.00'	31.36'	S12° 00' 32"E, 31.36'
C4	144° 58' 03"	60.00'	151.81'	S30° 23' 52"E, 114.44'
C5	90° 00' 00"	150.00'	235.62'	N41° 01' 09"W, 212.13'
C6	10° 29' 24"	1690.00'	309.42'	N80° 46' 26"W, 308.99'
C7	22° 57' 32"	1810.00'	725.29'	N87° 00' 30"W, 720.44'
C8	21° 15' 43"	1000.00'	371.09'	N87° 51' 25"W, 368.97'
C9	8° 49' 09"	100.00'	15.39'	N81° 38' 08"W, 15.38'
C10	17° 44' 45"	915.00'	283.40'	N2° 07' 15"W, 282.27'
C11	12° 16' 41"	915.00'	196.08'	N12° 53' 28"E, 195.70'
C12	33° 42' 12"	60.00'	35.29'	S58° 56' 15"W, 34.79'
C13	41° 13' 26"	60.00'	43.17'	N83° 35' 56"W, 42.24'
C14	18° 21' 06"	60.00'	19.22'	N53° 48' 40"W, 19.14'
C15	35° 47' 33"	60.00'	37.48'	S62° 31' 54"E, 36.88'
C16	5° 37' 02"	60.00'	5.88'	S83° 14' 11"E, 5.88'
C17	8° 03' 43"	130.00'	18.29'	S82° 00' 50"E, 18.28'
C18	91° 58' 32"	20.00'	32.11'	N56° 01' 45"E, 28.77'
C19	8° 30' 01"	945.00'	140.20'	N14° 17' 30"E, 140.07'
C20	9° 49' 37"	885.00'	151.79'	S14° 38' 23"W, 151.60'

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C21	86° 57' 07"	20.00'	30.35'	S33° 45' 00"E, 27.52'
C22	1° 24' 16"	970.00'	23.78'	S77° 55' 41"E, 23.78'
C23	3° 34' 52"	970.00'	60.63'	S80° 25' 15"E, 60.62'
C24	3° 34' 52"	970.00'	60.63'	S84° 00' 07"E, 60.62'
C25	3° 15' 20"	970.00'	55.12'	S87° 25' 13"E, 55.11'
C26	3° 34' 52"	970.00'	60.63'	N89° 09' 40"E, 60.62'
C27	3° 33' 03"	970.00'	60.12'	N85° 35' 43"E, 60.11'
C28	2° 18' 27"	970.00'	39.07'	N82° 39' 57"E, 39.06'
C29	0° 26' 46"	1840.00'	14.32'	S81° 44' 06"W, 14.32'
C30	1° 32' 10"	1840.00'	49.33'	S82° 43' 34"W, 49.33'
C31	1° 32' 10"	1840.00'	49.33'	S84° 15' 44"W, 49.33'
C32	1° 32' 02"	1840.00'	49.26'	S85° 47' 49"W, 49.26'
C33	1° 41' 23"	1840.00'	54.26'	S87° 24' 32"W, 54.26'
C34	1° 41' 30"	1840.00'	54.33'	S89° 05' 58"W, 54.33'
C35	1° 32' 10"	1840.00'	49.33'	N89° 17' 12"W, 49.33'
C36	1° 41' 23"	1840.00'	54.26'	N87° 40' 26"W, 54.26'
C37	1° 48' 12"	1840.00'	54.26'	N85° 59' 03"W, 54.26'
C38	1° 32' 10"	1840.00'	49.33'	N84° 22' 17"W, 49.33'
C39	1° 32' 10"	1840.00'	49.33'	N82° 50' 07"W, 49.33'
C40	1° 32' 02"	1840.00'	49.26'	N81° 18' 01"W, 49.26'

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C41	1° 41' 23"	1840.00'	54.26'	N79° 41' 19"W, 54.26'
C42	1° 41' 30"	1840.00'	54.33'	N77° 59' 53"W, 54.33'
C43	1° 32' 10"	1840.00'	49.33'	N76° 23' 03"W, 49.33'
C44	0° 05' 14"	1840.00'	2.80'	N75° 34' 21"W, 2.80'
C45	1° 43' 03"	1660.00'	49.76'	S76° 23' 16"E, 49.76'
C46	2° 00' 26"	1660.00'	58.15'	S78° 15' 00"E, 58.15'
C47	2° 00' 26"	1660.00'	58.15'	S80° 15' 26"E, 58.15'
C48	1° 49' 29"	1660.00'	52.87'	S82° 10' 24"E, 52.86'
C49	2° 00' 26"	1660.00'	58.15'	S84° 05' 21"E, 58.15'
C50	0° 55' 34"	1660.00'	26.83'	S85° 33' 21"E, 26.83'
C51	11° 02' 20"	180.00'	34.68'	N80° 29' 59"W, 34.63'
C52	13° 55' 35"	180.00'	43.75'	N68° 01' 01"W, 43.64'
C53	13° 55' 35"	180.00'	43.75'	N54° 05' 26"W, 43.64'
C54	51° 06' 30"	180.00'	160.56'	N21° 34' 24"W, 155.29'
C55	90° 00' 00"	120.00'	188.50'	S41° 01' 09"E, 169.71'
C56	0° 10' 00"	1720.00'	5.00'	S85° 56' 09"E, 5.00'
C57	1° 48' 12"	1720.00'	54.14'	S84° 57' 03"E, 54.14'
C58	1° 38' 30"	1720.00'	49.28'	S83° 13' 42"E, 49.28'
C59	1° 38' 30"	1720.00'	49.28'	S81° 35' 12"E, 49.28'
C60	1° 48' 21"	1720.00'	54.21'	S79° 51' 46"E, 54.21'

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C61	1° 48' 21"	1720.00'	54.21'	S78° 03' 26"E, 54.21'
C62	1° 37' 31"	1720.00'	48.79'	S76° 20' 30"E, 48.79'
C63	0° 00' 58"	1780.00'	0.50'	N75° 33' 12"W, 0.50'
C64	1° 41' 43"	1780.00'	52.66'	N76° 23' 34"W, 52.66'
C65	1° 51' 22"	1780.00'	57.66'	N78° 10' 06"W, 57.66'
C66	1° 51' 53"	1780.00'	57.93'	N80° 01' 44"W, 57.93'
C67	1° 42' 13"	1780.00'	52.93'	N81° 48' 47"W, 52.93'
C68	1° 41' 43"	1780.00'	52.66'	N83° 30' 45"W, 52.66'
C69	1° 51' 22"	1780.00'	57.66'	N85° 17' 17"W, 57.66'
C70	1° 51' 53"	1780.00'	57.93'	N87° 08' 54"W, 57.93'
C71	1° 42' 13"	1780.00'	52.93'	N88° 55' 58"W, 52.93'
C72	1° 51' 22"	1780.00'	57.66'	S89° 17' 15"W, 57.66'
C73	1° 51' 53"	1780.00'	57.93'	S87° 25' 37"W, 57.93'
C74	1° 42' 13"	1780.00'	52.93'	S85° 38' 34"W, 52.93'
C75	1° 41' 43"	1780.00'	52.66'	S83° 56' 36"W, 52.66'
C76	1° 35' 01"	1780.00'	49.20'	S82° 18' 14"W, 49.20'
C77	0° 10' 06"	1030.00'	3.02'	N81° 35' 46"E, 3.02'
C78	2° 42' 54"	1030.00'	48.81'	N83° 02' 16"E, 48.80'
C79	2° 59' 12"	1030.00'	53.69'	N85° 53' 19"E, 53.68'
C80	2° 59' 12"	1030.00'	53.69'	N88° 52' 31"E, 53.68'

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C81	2° 42' 54"	1030.00'	48.81'	S88° 16' 26"E, 48.80'
C82	2° 59' 12"	1030.00'	53.69'	S85° 25' 23"E, 53.68'
C83	2° 59' 12"	1030.00'	53.69'	S82° 26' 11"E, 53.68'
C84	3° 43' 02"	1030.00'	66.83'	S79° 05' 04"E, 66.81'
C85	99° 43' 01"	20.00'	34.81'	N52° 54' 57"E, 30.58'
C86	6° 30' 48"	885.00'	100.61'	S0° 11' 58"E, 100.55'
C87	5° 03' 30"	885.00'	78.13'	S5° 59' 07"E, 78.11'
C88	2° 28' 46"	885.00'	38.30'	S9° 45' 15"E, 38.29'
C89	2° 57' 11"	945.00'	48.70'	S9° 31' 02"E, 48.70'
C90	2° 57' 11"	945.00'	48.70'	S6° 33' 52"E, 48.70'
C91	2° 57' 11"	945.00'	48.70'	S3° 36' 41"E, 48.70'
C92	6° 12' 27"	945.00'	102.38'	S0° 58' 08"W, 102.33'
C93	81° 17' 54"	20.00'	28.38'	N36° 34' 36"W, 26.06'
C94	8° 49' 09"	70.00'	10.77'	N81° 38' 08"W, 10.76'
C95	11° 31' 52"	60.00'	12.08'	S88° 11' 22"W, 12.05'
C96	29° 52' 43"	60.00'	31.29'	S67° 29' 05"W, 30.94'
C97	24° 34' 23"	60.00'	25.73'	S64° 49' 55"W, 25.54'
C98	30° 31' 23"	120.00'	63.93'	N70° 45' 27"W, 63.17'

LINE TABLE		
Line #	Direction	Length
L1	N03° 58' 51"E	22.18'
L2	S03° 58' 51"W	22.18'
L3	S03° 58' 51"W	42.18'
L4	N86° 01' 09"W	374.57'
L5	N81° 23' 50"W	213.17'
L6	N65° 41' 21"W	44.29'



CESO
WWW.CESOINC.COM

3601 Rigley Rd., Suite 300
Mammaring, OH 43042
Phone: 937.435.8584 Fax: 888.208.4826

EASTWOOD RESERVE
PHASE 3

PART OF LOT 12, NE QTR, SEC. 8, TWP. 16, RNG. 20, REFUGEE LANDS
CITY OF REYNOLDSBURG, LICKING COUNTY, OHIO

Revisions / Submissions

ID	Description	Date
----	-------------	------

© 2023 CESO, INC.

Project Number: 759547

Scale: 1" = 40'

Drawn By: RLC

Checked By: ALB

Date: 10/3/2023

Issue:

Drawing Title:

PLAT

From: [Doug White](#)
To: [Phoenix Buathier](#)
Cc: [Eric Meyer](#)
Subject: RE: Eastwood Phase 2 and Phase 3 Final Plats
Date: Tuesday, September 26, 2023 2:34:38 PM

[NOTICE: This email originated outside of the City of Reynoldsburg.]

The Fire District has no comments at this time.

From: Phoenix Buathier <pbuathier@reynoldsburg.gov>
Sent: Tuesday, September 26, 2023 10:35 AM
To: Doug White <DWhite@westlickingfire.org>
Cc: Eric Meyer <emeyer@reynoldsburg.gov>
Subject: RE: Eastwood Phase 2 and Phase 3 Final Plats

Mr. White,

Just wanted to follow up with an email today since comments are due by tomorrow, to see if West Licking Fire had any comments regarding Phase 2 and 3 of the Final Plats for Eastwood?

Best,

Phoenix Buathier
DEPARTMENT OF DEVELOPMENT
Planning and Zoning Administrator

—
City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6829 | F 614-322-6830

www.reynoldsburg.gov

From: Phoenix Buathier
Sent: Monday, September 18, 2023 8:35 AM
To: 'DWhite@westlickingfire.org' <DWhite@westlickingfire.org>
Cc: Eric Meyer <emeyer@reynoldsburg.gov>
Subject: Eastwood Phase 2 and Phase 3 Final Plats

Mr. White,

My name is Phoenix Buathier, I am the City of Reynoldsburg's Planning and Zoning Administrator. I am sending you the Eastwood Phase 2 and Eastwood Phase 3 Final Plats and related items that are scheduled for the October 5th Planning and Zoning Board meeting. Our code requires us to send out a staff report at least a week in advance of the meeting. Therefore, I am asking for any comments you may have by September 27th so that we can incorporate them in the staff report that goes out

first thing on September 28th.

If you have any questions please feel free to call or email. Thank you for your help.

Sincerely,

Phoenix Buathier

DEPARTMENT OF DEVELOPMENT

Planning and Zoning Administrator

—

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6829 | F 614-322-6830

www.reynoldsburg.gov



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance Amending Ordinance No. 137-98 to Extend the Exemption from Taxation for the Taylor Square TIF Area for an Addition Thirty Years, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

Requesting a Three Read Emergency

REASON FOR EMERGENCY:

Financial Needs of the City

STAFF REPORT:

Changes in Ohio Revised Code now allow this TIF to be extended for a period of an additional 30 years due to the amount of service payments being collected exceeding \$1,500,000 on an annual basis.

AN ORDINANCE AMENDING ORDINANCE NO. 137-98 TO EXTEND THE EXEMPTION FROM TAXATION FOR THE TAYOR SQUARE TIF AREA FOR AN ADDITIONAL THIRTY YEARS, AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to Ohio Revised Code ("ORC") 5709.40, 5709.42, and 5709.43 (collectively, the "TIF Act") this Council on December 21, 1998, passed Ordinance No. 137-98, (the "TIF Ordinance") thereby declaring improvements to parcels of certain real property located in the City (as described and depicted in the TIF Ordinance and collectively referred to herein as the "Property"), to be a public purpose, exempting those improvements from real property taxation for a period of 30 years, specifying public infrastructure improvements to be made to benefit the Property, providing for the making of service payments in lieu of taxes (the "Service Payments") by the owner(s) thereof, and establishing a municipal public improvement tax increment equivalent fund into which those Service Payments were to be deposited, and providing for payments to the Reynoldsburg City School District (the "School District") out of the Service Payments; and

WHEREAS, this Council desires to amend the TIF Ordinance to extend, for 30 additional

years, the exemption from taxation of improvements to the Property granted pursuant to the TIF Ordinance and further provide for payments to the School District out of those Service Payments; and

WHEREAS, notice of this amendment to the TIF Ordinance has been timely delivered to the School District and the Eastland-Fairfield Career and Technical Schools in accordance with ORC Sections 5709.40 and 5709.83;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, FAIRFIELD, FRANKLIN, AND LICKING COUNTIES, OHIO, THAT:

SECTION 1. Determinations. This Council finds and determines that the Service Payments made by owners of the Property pursuant to ORC Section 5709.42 exceeded one million five hundred thousand dollars (\$1,500,000) in or prior to calendar year 2022.

SECTION 2. Extension Period. The TIF Ordinance is hereby amended, pursuant ORC 5709.51, to extend the exemption from taxation of improvements the Property for a period of thirty (30) years from the end of the applicable exemption period for each parcel of the Property as determined by Section 1 of the TIF Ordinance (the "Extension Period").

SECTION 3. School District Compensation. Pursuant to ORC Section 5709.51(A)(3), for the Extension Period and for each parcel of the Property, the School District shall receive from Service Payments compensation equal in value to the amount of taxes that would be payable to the School District from that parcel if the Improvements to that parcel of the Property had not been exempted from taxation for the Extension Period.

SECTION 4. Amendment to TIF Ordinance. In connection with Section 2 and Section 3 hereof, Section 1 of the TIF Ordinance is hereby amended and restated to provide as follows:

"Section 1. Pursuant to and in accordance with the provisions of Ohio Revised Code Section 5709.40, this Council hereby finds and determines that 100% of the increase in true value of the Property subsequent to the effective date of this Ordinance (which increase in true value is hereinafter referred to as the "Improvement" as defined in Section 5709.40) is hereby declared to be a public purpose, and shall be exempt from taxation for a period commencing on the effective date of this Ordinance and ending on the earlier of sixty (60) years after such effective date, all in accordance with the requirements of said Sections 5709.40 and 5709.42."

SECTION 5. Full Force and Effect. Except as provided herein, all other provisions of the TIF Ordinance shall remain in full force and effect. City officials are further authorized to provide such information and to execute, certify or furnish such other documents, and to do all of the things as are necessary for and incidental to carrying out the provisions of this Ordinance.

SECTION 6. Delivery of Ordinance. The Clerk of Council is hereby directed to deliver a copy of this Ordinance to the Director of the Department of Development of the State of Ohio within fifteen days after its passage.

SECTION 7. Open Meetings. The Council hereby finds and determines that all formal actions relative to the passage of this ordinance were taken in an open meeting of this Council or its committees, that all deliberations of this Council and of its committees that resulted in formal

action were taken in meetings open to the public, in full compliance with the applicable legal requirements, including Revised Code Section 121.22.

SECTION 8. Effective Date. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that this ordinance is required to be immediately effective in order to enable the City to obtain funding for economic growth and development of real property located within the City and to comply with statutorily imposed deadlines for the effective date of this Ordinance; wherefore, this ordinance shall be in full force and effect immediately upon its passage.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Amend Ordinance No. 102-18, as Amended by Ordinance No. 174-2021, to Extend the Exemption from Taxation for the Brice-Main TIF Area, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

Requesting a Three Read Emergency

REASON FOR EMERGENCY:

Financial Needs of the City

STAFF REPORT:

Changes in Ohio Revised Code now allow this TIF to be extended for a period of an additional 30 years as it is reasonably expected that the amount of service payments that will be collected in a future year will exceed \$1,500,000.

AN ORDINANCE TO AMEND ORDINANCE NO. 102-18, AS AMENDED BY ORDINANCE NO. 174-2021, TO EXTEND THE EXEMPTION FROM TAXATION FOR THE BRICE-MAIN TIF AREA, AND DECLARING AN EMERGENCY

WHEREAS, pursuant to Ohio Revised Code (“ORC”) 5709.40, 5709.42, and 5709.43 (collectively, the “TIF Act”) this Council on October 22, 2018, passed Ordinance No. 102-18, as amended by Ordinance 174-2021 passed on December 20, 2021 (collectively, the “TIF Ordinance”) thereby declaring improvements to parcels of certain real property located in the City (as described and depicted in the TIF Ordinance and collectively referred to herein as the “Parcels” and each a “Parcel”), to be a public purpose, exempting those improvements from real property taxation for a period of 30 years, specifying public infrastructure improvements to be made to benefit the Property, providing for the making of service payments in lieu of taxes (the “Service Payments”) by the owner(s) thereof, and establishing a municipal public improvement tax increment equivalent fund into which those Service Payments were to be deposited, and providing for payments to the Reynoldsburg City School District and the Eastland-Fairfield Career and Technical Schools (collectively, the “School Districts”) out of the Services Payments; and

WHEREAS, this Council desires to amend the TIF Ordinance to extend, for thirty-year additional years,

the exemption from taxation of improvements to the Parcels granted pursuant to the TIF Ordinance and further provide for payments to the School Districts out of those Service Payments; and

WHEREAS, notice of this amendment to the TIF Ordinance has been timely delivered to the School Districts in accordance with ORC Sections 5709.40 and 5709.83;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, FAIRFIELD, FRANKLIN, AND LICKING COUNTIES, OHIO, THAT:

SECTION 1. Determinations. This Council finds and determines that the Service Payments made by owners of the Parcels under the TIF Ordinance pursuant to ORC Section 5709.42 are reasonably expected to exceed one million five hundred thousand dollars (\$1,500,000) in a future year under that TIF Ordinance, in compliance with ORC 5709.51(A)(1) based on the analysis performed by Baker Tilly Municipal Advisors now on file with the Clerk of Council.

SECTION 2. Extension Period. The TIF Ordinance is hereby amended, pursuant ORC 5709.51, to extend the exemption from taxation of improvements to the Parcels for a period of thirty (30) years from the end of the applicable exemption period for each Parcel as determined by Section 3 of the TIF Ordinance (the "Extension Period").

SECTION 3. School District Compensation. Pursuant to ORC Section 5709.51(A)(3) and in accordance with Section 6 of Ordinance No. 102-18, as amended, for the Extension Period and for each Parcel, the School Districts shall receive from Service Payments compensation equal in value to the amount of taxes that would be payable to the School Districts from that Parcel if the Improvements to that Parcel had not been exempted from taxation for the Extension Period.

SECTION 4. Amendment to TIF Ordinance. In connection with Section 3 of the TIF Ordinance, as amended, is hereby amended and restated to provide as follows:

SECTION 3. Exemption. This Council hereby finds and determines that 100% of the increase in assessed value of each Parcel subsequent to the effective date of Ordinance No. 102-18 or Ordinance No. 174-2021, as applicable to each Parcel (which increase in assessed value is hereinafter referred to as the "*Improvement*" as defined in ORC 5709.40(A)) is hereby declared to be a public purpose and will be exempt from taxation for a period commencing for each Parcel (separate exemption periods for each Parcel) with the first tax year that begins after the effective date of this ordinance (or Ordinance No. 174-2021, with respect to Parcels exempted under that ordinance) and in which an Improvement attributable to a new structure on that Parcel first appears on the tax list and duplicate were it not for the exemption granted by this ordinance and ending on the earlier of (a) 60 years after such commencement or (b) the date on which the City can no longer require service payments in lieu of taxes under Ohio Revised Code Sections 5709.40 and 5709.42, all in accordance with the requirements of said Sections 5709.40 and 5709.42. The exemption provided by herein is subordinate to any exemption for a Parcel granted pursuant to ORC 3735.65 et. seq., ORC 5709.61 et. seq. or ORC 5709.07 or ORC 5709.12, and is senior to any exemption for a Parcel granted pursuant to ORC 5709.40(C).

SECTION 5. Full Force and Effect. Except as provided herein, all other provisions of the TIF Ordinance shall remain in full force and effect. City officials are further authorized to provide such information and to execute, certify or furnish such other documents, and to do all of the things as are necessary for and incidental to carrying out the provisions of this Ordinance.

SECTION 6. Delivery of Ordinance. The Clerk of Council is hereby directed to deliver a copy of this Ordinance to the Director of the Department of Development of the State of Ohio within fifteen days after its passage.

SECTION 7. Open Meetings. The Council hereby finds and determines that all formal actions relative to the passage of this ordinance were taken in an open meeting of this Council or its committees, that all deliberations of this Council and of its committees that resulted in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements, including Revised Code Section 121.22.

SECTION 8. Effective Date. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that this ordinance is required to be immediately effective in order to enable the City to obtain funding for economic growth and development of real property located within the City and to comply with statutorily imposed deadlines for the effective date of this Ordinance; wherefore, this ordinance shall be in full force and effect immediately upon its passage.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: A Resolution Authorizing the Mayor to Sign a Memorandum of Understanding with the Franklin County Childrens' Services Regarding the Investigation of Child Abuse and Neglect in Franklin County

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A MEMORANDUM OF UNDERSTANDING WITH FRANKLIN COUNTY CHILDRENS' SERVICES REGARDING THE INVESTIGATION OF CHILD ABUSE AND NEGLECT IN FRANKLIN COUNTY

WHEREAS, the City of Reynoldsburg Police Department works frequently with Franklin County Childrens' Services investigating cases of child abuse and neglect; and

WHEREAS, a Memorandum of Understanding has been created to delineate clearly the roles and responsibilities of each official or agency when assessing or investigating child abuse and neglect in Franklin County.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to sign a Memorandum of Understanding with Franklin County Childrens' Services regarding the investigation of child abuse and neglect in Franklin County.

SECTION 2. That this Resolution will be effective immediately upon approval by Council and the signature of the Mayor.

FRANKLIN COUNTY MEMORANDUM OF UNDERSTANDING TO ADDRESS CHILD ABUSE AND NEGLECT

I. STATEMENT OF PURPOSE

This memorandum of understanding (hereinafter MOU) to address child abuse and neglect is required by sections 2151.4220, 2151.4221, 2151.4222, 2151.4223, 2151.4225, 2151.4226, 2151.4228, 2151.4229, 2151.4230, 2151.4231, 2151.4232, 2151.4233, and 2151.4234 of the Ohio Revised Code and section 5101:2-33-26 of the Ohio Administrative Code. It is an agreement among Franklin County Children Services and community partners that delineates roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases. The MOU also identifies procedures for collaborative service provisions needed to ensure child safety, permanence, and well-being, and the minimum requirements of screening, assessment/investigation, and service planning, to meet mandates included in children services legislation passed by the 134th Ohio General Assembly. Two primary goals of this MOU are:

- The elimination of all unnecessary interviews of children who are the subject of reports of child abuse or neglect;
- When feasible, conducting only one interview of a child who is the subject of a report of child abuse or neglect.

Throughout the state each County Department of Job and Family Services (CDJFS)/Public Children Services Agency (PCSA) provides the following services to their communities:

Screening: The capacity to accept and screen referrals of suspected child abuse, neglect, and/or dependency includes but is not limited to the following: Receiving referrals 24 hours/day, 7 days/week; Recording and retaining referral information; Following Ohio's screening guidelines based on Ohio Administrative and Revised Code and categorizing the child maltreatment type; Adherence to a protocol for making screening and differential response pathway decisions regarding referrals of suspected child abuse, neglect, and/or dependency within 24 hours from the time of the referral; Documenting case decisions; And assigning a response priority of emergency or non-emergency to any screened in report.

Assessment and Investigation: The capacity to investigate and assess accepted reports of suspected child abuse, neglect, and/or dependency, includes responding to emergency reports within one (1) hour and non-emergency reports within twenty-four (24) hours; Conducting an initial Safety Assessment using a standardized CAPM (Comprehensive Assessment Planning Model) tool within the timeline prescribed in the Ohio Administrative Code; Completing a more in-depth CAPM Family Assessment including a clinical and actuarial risk assessment within forty-five (45) working days with the option of a fifteen (15) day extension for extenuating circumstances as prescribed in the Ohio Administrative Code; Working collaboratively with other investigative agencies when appropriate; Making traditional response case dispositions within required timeframes;

Evaluating the need for protective, prevention, or supportive services and/or court involvement; and documenting all activities and case determinations.

Service Provision: The capacity to provide services that ameliorate, eliminate, or reduce future child maltreatment and the conditions which led to abuse, neglect, or dependency includes providing service planning and case management coordination; Identifying and stating the concern and behavior change(s) needed for reunification to occur through the use of the CAPM Family Case Plan; Monitoring the family's case progress, measuring service outcomes, re-assessing safety and risk, and evaluating permanency options by using the CAPM Case Review and Semi-Annual Review tools; And adhering to existing visitation, documentation, and case closure protocols.

II. ROLES AND RESPONSIBILITIES OF EACH PARTICIPATING AGENCY

A. PCSA

Franklin County Children Services is the lead agency for the investigation of child abuse, neglect, or dependency in Franklin County. Franklin County Children Services will coordinate and facilitate meetings, establish standards and protocol for joint assessment/investigation with law enforcement, cross-referrals, collection of forensic evidence, confidentiality, and training of signatories as required by statute. Child Protective Services staff and management will also participate in meetings and trainings as deemed appropriate at the discretion of the Director.

B. LAW ENFORCEMENT

The County Sheriff and each Chief of the local political subdivisions will have responsibility for: taking referrals/reports alleging child abuse and neglect from any source within their respective jurisdiction; Referring reports to Franklin County Children Services as soon as possible or within 24 hours for investigation of the circumstances; Determining whether allegations of abuse or neglect rise to the level of criminal conduct; Cooperating with Franklin County Children Services in a joint and thorough investigation when the information contained in the report lends itself to allege a present danger; Assisting Franklin County Children Services in hazardous situations where the provision of protective services or the investigation of child abuse or neglect is impeded; Coordinating with Franklin County Children Services on interviews with principals of the case when there are serious criminal implications; Notifying Franklin County Children Services of any legal action involving an alleged perpetrator of child abuse or neglect; Responding to Franklin County Children Services' requests for information regarding the status of the legal action; Providing police record checks for Franklin County Children Services as necessary or requested as permitted by law; Consulting with Franklin County Children Services prior to removal of a child from their home when possible; Handling and coordinating investigations involving a child fatality or near fatality which may have resulted from abuse or neglect.

C. JUVENILE COURT

The Administrative Judge or their representative will be responsible for attending meetings concerning the MOU, entering into agreements with the other signatories of the MOU regarding the court's responsibility to timely hear and resolve child abuse, neglect, and dependency matters, signing the MOU, and updating the MOU or approving any amendment.

The juvenile court has a duty to exercise jurisdiction over adults and children to hear and decide matters as permitted by the Ohio Revised Code Chapters 2151 and 2152. The court is responsible for issuing orders regarding the care, protection, health, safety, mental and physical best interest of children. The Juvenile Judge shall ensure that due process of law is achieved; Hear evidence and issue findings of fact and conclusions of law as to any abused, neglected, or dependent child; Order timely and safe permanency dispositions for children; Preserve the family environment whenever possible while keeping the child(ren)'s health and safety paramount.

D. COUNTY PROSECUTOR

The County Prosecutor shall report suspected cases of child abuse and neglect to Franklin County Children Services or appropriate law enforcement agency. The County Prosecutor shall represent Franklin County Children Services in legal actions to protect a child from further harm resulting from child abuse or neglect unless the Prosecutor has granted consent for the appointment of an In-house PCSA Attorney pursuant to Ohio Revised Code chapters 309 and 305.

The prosecuting attorney may inquire into the commission of crimes within the county. The prosecuting attorney shall prosecute, on behalf of the state, all complaints, suits, and controversies in which the state is a party, except for those required to be prosecuted by a special prosecutor or by the attorney general. The County Prosecutor is to determine, based upon the facts, whether criminal culpability exists and if enough evidence exists for a matter to be prosecuted. The prosecutor will be available to law enforcement and Franklin County Children Services staff for questions or assistance in the investigation of child abuse and neglect cases and eliminate the need for testimony at the municipal court level by allowing for direct presentation to the Grand Jury, when feasible, to minimize trauma to child victims. The prosecuting attorney agrees to aid Franklin County Children Services in protecting the confidential nature of children services records and investigations; As well as the special protection afforded to the identity of the reporting source.

E. COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

If the Franklin County Department of Job & Family Services is a separate agency from Franklin County Children Services, employees within the county agency are expected to report suspected cases of child abuse and neglect to Franklin County Children Services or appropriate law enforcement agency upon receipt; Collaborate with Franklin County Children Services to assist families in caring for their children; Assure that children at risk of abuse and neglect receive protective services; Assure service coordination for families already involved with the Franklin County Children Services; Promote ongoing communication between Franklin County Department of Job & Family Services and Franklin County Children Services regarding mutual clients, including minors under the protective supervision or in the custody of the Agency and/or minor parents; Assist Franklin County Children Services upon request in obtaining case or assistance group information regarding a family when Franklin County Children Services is assessing Title IV-E eligibility or completing an assessment/investigation of a child at risk or alleged to be abused; Assist Franklin County Children Services in obtaining addresses and attempts to locate parents whose whereabouts are unknown, pursuant to OAC 5101:2-33-28; And where applicable and permitted assist Franklin County Children Services in locating suitable relatives or kin that may be available as familial support for the child(ren) or as a placement option.

F. LOCAL ANIMAL CRUELTY REPORTING AGENCY

The local animal cruelty reporting agencies are to investigate reports of animal abuse and neglect within the county and, pursuant to ORC 2151.421, report suspected cases of child abuse and neglect that may be observed during the commission of their duties to Franklin County Children Services or local law enforcement.

G. CHILDREN'S ADVOCACY CENTER

The Children's Advocacy Center (CAC) will establish internal protocols regarding the investigation of CAC cases, participate in training as needed, work jointly and cooperatively in their established role with the other team members in the investigation of CAC cases, and attend and exchange information when meeting with Franklin County Children Services, law enforcement, and other signatories of this agreement.

III. SCOPE OF WORK

The key objective of this MOU is to clearly define the roles and responsibilities of each agency in the provision of child protective services.

A. Mandated reporters and penalty for failure to report

Persons identified as mandated reporters per Ohio Revised Code section 2151.421, while acting in official or professional capacity, shall immediately report knowledge or reasonable cause to suspect the abuse or neglect of a child in accordance with that section. Reports shall be made to Franklin

County Children Services or a law enforcement officer.

The penalty for the failure of a person required to report any suspected case of child abuse and/or neglect pursuant to ORC section 2151.421 shall be a misdemeanor of the fourth degree. The penalty is a misdemeanor of the first degree if the child who is the subject of the required report that the offender fails to make suffers or faces the threat of suffering the physical or mental wound, injury, disability or condition that would be the basis of the required report when the child is under the direct care or supervision of the offender who is then acting in the offender's official or professional capacity or when the child is under the direct care or supervision of another person over whom the offender, while acting in the offender's official or professional capacity, has supervisory control. Failure to report suspected child abuse and/or neglect may also result in civil liability in the form of compensatory or exemplary damages.

If Franklin County Children Services suspects that a mandated reporter has failed to report suspected or known child abuse or neglect, Franklin County Children Services will report the suspected failure to report to the appropriate law enforcement jurisdiction and the Columbus City Attorney.

B. System for receiving reports

Reports of child abuse or neglect shall be made to Franklin County Children Services or any law enforcement officer with jurisdiction in Franklin County.

Reports of suspected abuse or neglect may be made to Franklin County Children Services Intake Department. The Intake Department is located at 4071 E. Main Street, Whitehall, Ohio 43213 and is open 24 hours per day, 365 days per year. The child abuse hotline telephone number is: (614) 229-7000.

When a law enforcement officer receives a report of possible abuse or neglect of a child or the possible threat of abuse or neglect of a child, the law enforcement officer shall refer the report to the appropriate PCSA unless an arrest is made at the time of the report that results in the appropriate PCSA being contacted concerning the alleged incident involving the child.

When Franklin County Children Services screens in a report of child abuse, Franklin County Children Services shall notify the appropriate law enforcement agency of the report, unless law enforcement is present, and an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child abuse.

When Franklin County Children Services screens in a report of child neglect, and an active safety threat is identified within the first seven days of the assessment/investigation, Franklin County Children Services shall notify the appropriate law enforcement agency within the first seven days of the

assessment/investigation unless an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child neglect.

C. Responding to mandated reporters

When Franklin County Children Services receives a referral from a mandated reporter who provides their name and contact information, Franklin County Children Services shall forward an initial mandated reporter notification to the referent within seven days. The notification will be provided, in accordance with the mandated reporter's preference. Information shared with the mandated reporter shall include the information permitted by ORC 2151.421(K):

- Whether the agency has initiated an investigation of the report;
- Whether the agency is continuing to investigate the report;
- Whether the agency is otherwise involved with the child who is the subject of the report;
- The general status of the health and safety of the child who is the subject of the report;
- Whether the report has resulted in the filing of a complaint in juvenile court or of criminal charges in another court.

When Franklin County Children Services closes an investigation/assessment reported by a mandated reporter, Franklin County Children Services shall forward an outcome mandated reporter notification to the referent. The notification will be provided in accordance with the mandated reporter's preference. Information shared with the mandated reporter shall be that permitted by ORC 2151.421 to include a notification that the agency has closed the investigation along with a point of contact.

D. Roles and responsibilities for handling emergency cases of child abuse, neglect, and dependency

1. PCSA's Response Procedure

When Franklin County Children Services determines that a report is emergent, Franklin County Children Services shall attempt a face-to-face contact with the child subject of the report/alleged child victim within one hour of the receipt of the report.

If Franklin County Children Services identifies an active safety threat at any point during the assessment/investigation, the caseworker or supervisor shall implement a safety response.

In order to determine the degree of safety response necessary to protect the child(ren), Franklin County Children Services will consider

the safety threat, child(ren)'s vulnerability, and the protective capacities of the adults. Franklin County Children Services will attempt to implement the least restrictive safety plan which will control the safety threat. The least restrictive safety plan is an in-home safety plan, whereby interventions are implemented to ensure the safety of the child(ren) while the child(ren) remain in the home. If an in-home safety plan is not possible or will not adequately address the safety threat, an out-of-home safety plan will be considered. An out-of-home safety plan provides interventions necessary to immediately protect the child(ren) while the child(ren) is voluntarily placed out of the home, typically with relative or kin. The most restrictive safety plan is a legally authorized out-of-home placement, whereby the child(ren) is legally removed from the home and custody of the child(ren) is transferred to Franklin County Children Services or relative/kin. This is accomplished either through the parent/guardian/custodian agreeing to and executing a Voluntary Custody Agreement with Franklin County Children Services or by Franklin County Children Services obtaining custody via Officer Acceptance or from Franklin County Juvenile Court.

2. Law Enforcement and The Center for Family Safety and Healing Child Advocacy Center (CAC) Response Procedure

It is recommended that law enforcement officers make reports to Franklin County Children Services immediately, if the officer believes a child(ren) to be at immediate risk of abuse or neglect. Any time there is a question as to if the situation warrants a report to Children Services or if law enforcement plans to take a child(ren) into custody pursuant to Juvenile Rule 6, law enforcement officers should first consult with Franklin County Children Services.

All referrals made directly to The Center for Family Safety and Healing Child Assessment Center alleging child abuse or neglect shall be referred to Franklin County Children Services immediately.

The CAC is a multi-disciplinary collaborative involved in the investigation of child abuse along with the assessment of and treatment of all aspects of family violence. When case criteria are met, the CAC's established protocol for the multi-disciplinary team investigation of child abuse shall serve as the guideline to be followed by each of the undersigned agencies who are also parties to the CAC MOU established pursuant to ORC 2151.426.

3. Children in Need of Medical Attention Special Response Procedures

Children who present to any of the MOU signatories with an urgent medical concern will be seen in the emergency department at

Nationwide Children's Hospital or the most appropriate medical provider given the circumstances.

If the medical attention need is not urgent, the child(ren) will be referred to their pediatrician or appropriate medical care provider.

E. Standards and procedures to be used in handling and coordinating investigations of reported cases of child abuse and/or neglect

Methods to be used in interviewing the child who is the subject of the report and who allegedly was abused and/or neglected, alleged perpetrators, and other family members and witnesses/collaterals will be discussed and agreed upon in advance by the Franklin County Children Services and the corresponding law enforcement agency.

To the extent possible investigative interviews of children who are the alleged victims of reports of abuse and/or neglect where criminal activity is suspected, including reports of human trafficking, are cooperatively planned by Franklin County Children Services and the law enforcement agency of the jurisdiction.

Every effort will be made by the signatories of this MOU to prevent or reduce duplicate interviews of the victims or witnesses. When feasible, to reduce trauma complete only one interview with the alleged child victim/child subject of the report. Franklin County Children Services agrees to be the lead agency in scheduling the time, place, and location of joint interviews as well as notifying all participants.

Before starting the interview, the participants will determine who is to be present in the room, who will be asking the questions, what areas are to be covered, and who will be the scribe for the interview. Audio and video recordings may be used when necessary.

When law enforcement or the prosecutor's office interviews a participant in a criminal investigation and a representative of Franklin County Children Services is not present, the interviews conducted by law enforcement or the prosecutor's office may be used by Franklin County Children Services to meet the agency investigative requirements set forth in rule. Law enforcement or the prosecutor's office will forward a written summary of the interview to Franklin County Children Services upon request.

Franklin County Children Services agrees not to proceed without the advice and consent of the prosecutor's office when a criminal investigation is being conducted concurrently. Franklin County Children Services will not jeopardize a criminal investigation but will work with law enforcement to protect the safety of the child victim or witnesses. Law enforcement will be the lead agency in the collection of forensic evidence and will coordinate with the necessary facilities to obtain and store such evidence properly.

Franklin County Children Services is a signatory and participant to an MOU with The Center for Family Safety and Healing Child Assessment Center entered into pursuant to ORC 2151.426. Franklin County Children Services shall refer reports of child abuse to The Center for Family Safety and Healing Child Assessment Center as specified in the interagency agreement executed pursuant to ORC 2151.428.

Franklin County Children Services shall follow up with law enforcement to ensure timely assistance and to complete mandated assessment/investigation activities within the forty-five-day timeframe. The timeframe can be extended in special circumstances to a maximum of sixty days if law enforcement needs additional time; however, Franklin County Children Services must make a disposition within the sixty-day timeframe.

F. Standards and procedures addressing the categories of persons who may interview the child who is the subject of the report and who allegedly was abused or neglected

The categories of personnel who may conduct interviews of children who are the subjects of reports of alleged abuse, neglect, and/or dependency are limited to the following:

- Casework and supervisory staff of Franklin County Children Services
- Law enforcement personnel
- County or city prosecuting attorneys, assistant prosecuting attorneys, in-house JFS legal counsel if applicable, and their investigative staff
- Members of the Medical Forensic Team affiliated with The Center for Family Safety and Healing Child Assessment Center. The process for interviews conducted by staff of The Center for Family Safety and Health Child Assessment Center is set forth in interagency agreement executed pursuant to ORC 2151.428

G. Standards and procedures for Franklin County Children Services requests for law enforcement assistance

Franklin County Children Services may request the assistance of law enforcement during an assessment/investigation if one or more of the following situations exist:

- An exigent circumstance.
- Franklin County Children Services has reason to believe that the child is in immediate danger of serious harm.
- Franklin County Children Services has reason to believe that the worker is, or will be, in danger of harm.
- Franklin County Children Services has reason to believe that a crime is being committed, or has been committed, against a child.
- Franklin County Children Services worker must conduct a home visit

after regular business hours, and a law enforcement escort is requested as a standard operating procedure.

- Franklin County Children Services is removing a child from his or her family via an order of the court, and the assistance of law enforcement is needed as Franklin County Children Services has reason to believe the family will challenge the removal.
- Franklin County Children Services is working with a client who has a propensity toward violence, and the assistance of law enforcement is needed to ensure the safety of all involved.
- Franklin County Children Services is working with a family that has historically threatened to do harm to PCSA staff.

H. Specialized Investigations or Circumstances

To the extent possible, investigative interviews of children who are the alleged child victims/child subjects of the report of abuse and neglect where criminal activity is suspected, including reports of human trafficking, physical and sexual abuse, domestic violence, child endangering, or the like, are cooperatively planned by Franklin County Children Services and the law enforcement agency of jurisdiction.

1. Out-of-Home Care

Franklin County Children Services conducts an out-of-home care investigation in response to a child abuse or neglect report that includes an alleged perpetrator who meets one or more of the following criteria:

- Is a person responsible for the alleged child victim's care in an out-of-home care setting as defined in rule 5101:2-1-01 of the Administrative Code.
- Is a person responsible for the alleged child victim's care in out-of-home care as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim by virtue of his/her employment by or affiliation to an organization as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim through placement in an out-of-home care setting.

Franklin County Children Services follows the procedures for conducting out-of-home care investigations as described in section 5101:2-36-04 of the OAC.

Within 24 hours of the screening decision, Franklin County Children Services will cross-refer the report to the appropriate law enforcement jurisdiction if the report alleges a criminal offense. The standards and procedures outlined above in Section III (E) are also applicable to out-of-home care investigations.

2. Third-Party Investigations

In accordance with section 5101:2-36-08 of the OAC, Franklin County Children Services shall request a third-party investigation be conducted by a local law enforcement agency or a PCSA in a contiguous county when there is potential for a conflict of interest because one of the following parties is a principal of the report:

- Any employee of an organization or facility that is licensed or certified by the Ohio Department of Job and Family Services (ODJFS) or another state agency and supervised by the PCSA.
- A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.
- A type B family childcare home or type A family childcare home licensed by ODJFS when the CDJFS has assumed the powers and duties of the county children services function defined in Chapter 5153. of the Revised Code.
- Any employee or agent of ODJFS or the PCSA as defined in Chapter 5153. of the Revised Code.
- Any authorized person representing ODJFS or the PCSA who provides services for payment or as a volunteer.
- A foster caregiver or an employee of an organization or facility licensed or certified by ODJFS and the alleged child victim is in the custody of, or receiving services from, the PCSA that accepted the report.
- Any time a PCSA determines that a conflict of interest exists. The PCSA shall document in the case record if a conflict of interest is identified.

Franklin County Children Services shall request that law enforcement serve as the third party when a report alleges a criminal offense. Franklin County Children Services must request the assistance of a third party within 24 hours of identifying that a conflict of interest exists.

Franklin County Children Services follows the procedures for conducting third party investigations as described in section 5101:2-36-08 of the OAC.

Franklin County Children Services will request that another public children services agency (PCSA) serve as the third party if the report does not allege a criminal offense and both Franklin County Children Services and the other PCSA agree to participate in the investigation, to include the delegation of investigatory responsibilities. If neither law enforcement nor another PCSA agree to serve as the third party, Franklin County Children Services is responsible for conducting the investigation, with procedures in place to address the conflict of

interest.

The standards and procedures outlined above in Section III (E) are also applicable to third party investigations.

3. Child Fatality- Suspected cause of death is abuse or neglect

Franklin County Children Services is a mandated member of the County Child Fatality Review Board pursuant to section 307.622 of the Ohio Revised Code.

4. Child Fatality- Death of a child in the custody of Franklin County Children Services

Franklin County Children Services follows section 5101:2-33-14 of the OAC following the death of a child in its custody.

Franklin County Children Services shall notify the law enforcement agency with jurisdiction within one hour of its knowledge of the child's death. For a child in the temporary custody or planned permanent living arrangement, Franklin County Children Services will contact the child's parent, guardian, or custodian within one hour of learning of the child's death. For a child in the permanent custody of Franklin County Children Services, a determination shall be made as to the appropriateness of notification to the family. Franklin County Children Services will assist with funeral arrangements and expenses as necessary.

5. Allegations of withholding medically indicated treatment from disabled infants with life-threatening conditions

Franklin County Children Services follows the procedures described in section 5101:2-36-07 of the OAC for responding to these reports.

The withholding of medically indicated treatment is the refusal to provide appropriate nutrition, hydration, medication, or other medically indicated treatment from a disabled infant with a life-threatening condition.

Medically indicated treatment includes the medical care most likely to relieve, or correct, the life-threatening condition. Nutrition, hydration, and medication, as appropriate for the infant's needs, are medically indicated for all disabled infants; in addition to, the completion of appropriate evaluations or consultations necessary to assure that sufficient information has been gathered to make informed medical decisions on behalf of the disabled infant.

In determining whether treatment is medically indicated, reasonable medical judgments made by a prudent physician, or treatment team,

knowledgeable about the case and its treatment possibilities are considered. The opinions about the infant's future "quality of life" are not to bear on whether a treatment is judged to be medically indicated. Medically indicated treatment does not include the failure to provide treatment to a disabled infant if the treating physician's medical judgment identifies any of the situations listed in OAC section 5101:2-36-07(A)(3)(a-d).

Franklin County Children Services will do the following:

- Work with each health care facility within Franklin County and their designated representatives related to any allegations received involving withholding of medically indicated treatment from disabled infants.
- Initiate the screened in medical neglect report through face-to-face or telephone contact with the health care facility's administrator, or designee, within one hour from the time the referral was screened in to obtain information regarding the current condition of the disabled infant.
- Involve a qualified medical consultant within twenty-four hours from the time the referral was screened in as a report to assist in the evaluation of the disabled infant's medical information, including medical records, obtained during the preliminary medical assessment.
- Follow the procedures outlined in OAC 5101:2-37-02 if the child is determined to be in immediate danger or serious harm and pursue any necessary legal remedies.
- Attempt face-to-face contact with the disabled infant's parent, guardian or custodian no later than twenty-four hours from the time the referral was screened in as a report.
- In cooperation with the medical consultant, conduct and document interviews with the attending physician and health care facility staff and monitor the case through regular contact with the health care facility, including any health care facility review committee, to determine whether the medically indicated treatment is being provided.
- Notify the prosecuting attorney or city law director as needed when there is failure to provide care or treatment to the disabled infant.

6. Allegations of child abuse and/or neglect constituting a crime against a child, including human trafficking, and require a joint assessment/investigation with law enforcement

To every extent possible, investigative interviews of children who are the subjects of reports of abuse and neglect where criminal activity is suspected will be cooperatively planned and jointly conducted by Franklin County Children Services and the respective law enforcement agency.

Written investigative reports, statements and staff consultation regarding interviews of principals involved in child abuse and neglect cases will be available to signatories of this MOU in order to eliminate the need for unnecessary interviews of children.

Franklin County Children Services will defer to law enforcement for a maximum of 72 hours when interviewing an alleged child victim, if requested and Franklin County Children Services has confirmed the child is safe.

Whenever possible, interviews of alleged perpetrators should be conducted jointly between law enforcement and Franklin County Children Services.

7. Reports of cases involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court becoming dependent, neglected, unruly, and/or delinquent

When Franklin County Children Services is made aware of a situation where an individual is aiding, abetting, inducing, causing, encouraging or contributing to a child or a ward of the court becoming a dependent child as defined in ORC 2151.04, a neglected child as defined in ORC 2151.03, an unruly child as defined in ORC 2151.022 or a delinquent child as defined in ORC 2151.02, Franklin County Children Services shall contact the appropriate law enforcement jurisdiction to initiate a criminal investigation.

8. Reports involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court by leaving the custody of any person, department, or public or private institution without the legal consent of that person, department, or institution

When Franklin County Children Services becomes aware that a person aided, abetted, induced, caused or encouraged a child in its custody to leave the custody of Franklin County Children Services, it shall refer the matter to the appropriate law enforcement jurisdiction for a criminal investigation or pursue Interference with Custody charges through the Juvenile Division of the Franklin County Prosecutor's Office.

9. Receiving and responding to reports of missing children

Upon learning that a minor child has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent, Franklin County Children Services shall comply with the requirements outlined in OAC 5101:2-42-88, including:

- Refer the reporter to the law enforcement agency in the appropriate jurisdiction.
- Contact the law enforcement agency for entry into the National Crime Information Center (NCIC) database if the child is in Franklin County Children Services custody.
- Contact the National Center for Missing and Exploited Children (NCMEC) if the child is in Franklin County Children Services custody.

Upon request of law enforcement, Franklin County Children Services shall provide assistance and cooperation in the investigation of a missing child, including the immediate provision of any information possessed by Franklin County Children Services that may be relevant in the investigation.

Law enforcement shall notify Franklin County Children Services upon learning that a minor child who is alleged to be in the children services system or who is known or suspected to be abused or neglected has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent.

I. Standards and procedures for removing and placing children

1. Emergency

Emergency removal of a child from home is necessary when the child is at imminent risk of harm and in need of protection from abuse, neglect, or dependency.

An ex parte order may be issued with or without a complaint being filed. Prior to taking the child into custody the judicial fact finder must make a determination that reasonable efforts were made to notify the child's parents, guardian, or custodian, or there were reasonable grounds to believe doing so would jeopardize the safety of the child or lead to the removal of the child from the jurisdiction.

Juv. R 6 orders can be issued in-person, by phone, video conference, or otherwise. Reasonable grounds must exist to believe the child's removal is necessary to prevent immediate or threatened physical or emotional harm.

Findings must be made that the agency either did or did not make reasonable efforts to prevent the removal of the child from their home with a brief description of services provided and why those did not prevent the removal or allow the child to return home, and if temporary custody is granted to the PCSA an additional finding that it would be contrary to the welfare and best interest of the child to continue in the

home. If granted, a shelter care hearing must be scheduled the next business day (but not later than seventy-two hours) after the emergency order has been issued. If the ex parte motion is denied, the matter must be set for a shelter care hearing within ten days from the filing date.

2. Non-emergency

Upon receiving a report alleging child abuse, neglect, and/or dependency, Franklin County Children Services commences an investigation in accordance with the requirements of section 2151.421 of the ORC. If the final case decision rises to the level of court involvement, Franklin County Children Services shall approach the juvenile court and file a complaint alleging the child(ren) to be abused, neglected, or dependent per ORC 2151.27. The matter will be set for a shelter care/preliminary protective hearing expeditiously by the juvenile court.

Reasonable oral or written notice of the time, place, and purpose of the hearing must be provided to the parents, guardian, or custodian unless they cannot be found. The same parties are also entitled to notification that a case plan may be prepared, the general requirements, and possible consequences of non-compliance with the case plan.

The parties will be served with the complaint and summons to appear before the juvenile court. Unrepresented parties are advised by the juvenile court of their right to counsel. Counsel is appointed for children when abuse is alleged. Guardian ad litem is appointed to all children subjects of abuse, neglect, or dependency proceedings. A separate guardian ad litem may be appointed to minor parents or parents who appear mentally incompetent.

The judicial fact finder must determine whether there is probable cause that the child is abused, neglected, or dependent, the child is in need of protection, whether or not there is an appropriate relative or kin willing to assume temporary custody of the child, reasonable efforts were made by Franklin County Children Services to prevent the removal or continued removal or to make it possible for the child to return home safely, and for temporary custody orders to Franklin County Children Services that it would be contrary to the welfare and best interest of the child to continue in the home. All other temporary orders should be requested and considered at this time.

J. Deserted Child Procedures

Franklin County Children Services will conduct a deserted child assessment/investigation if all of the following apply:

- The child is fewer than thirty-one days old

- The child was voluntarily left by the child's parent in the care of an emergency medical service worker, peace officer, hospital employee or a newborn safety incubator
- The child's parent(s) did not express an intent to return for the child
- The child has no apparent signs of abuse or neglect

Franklin County Children Services follows the procedures described in section 5101:2-36-06 of the OAC for responding to these reports.

Franklin County Children Services shall consider the child to be in need of public care and protective services and perform the following activities:

- Attempts face-to-face contact with the child within one hour from the time the referral was screened in as a report.
- Contact the individual who originally took possessions of the child and obtain:
 - The date and time the child was left with the individual.
 - All information regarding the child left by the parent(s).
 - The Voluntary Medical History for Safe Havens form, if completed by the child's parent(s).
 - All clothing and articles left with the child.
- Accept emergency temporary custody of the child
- Arrange for the child to be examined by a physician within one hour of face-to-face contact with the child to assess the health and well being of the child as well as to assess for indicators of maltreatment.
- If the child was not left at a hospital, transport the child or arrange for transportation of the child to the nearest appropriate hospital emergency department.
- Obtain the medical examination report from the physician.
- Contact local law enforcement, Ohio missing children's information clearinghouse, and the National Center for Missing and Exploited Children to determine if a child matching the description of the child subject of the report has been reported missing.

IV. TRAINING

Cross system training is to be provided to and a plan developed by all signatories of this MOU to ensure parties understand the mission and goals identified in this MOU and are clear about the roles and responsibilities of each agency. Periodic trainings events will be coordinated by Franklin County Children Services as the lead agency and notification of the trainings will be provided to the signatories of this agreement. By agreeing to participate in the county MOU process signatories express a commitment to attend training opportunities when presented.

V. CONFLICT RESOLUTION

When a conflict occurs among county partners, the effect is often broader than the individuals directly involved in the dispute. As disputes are often inevitable, this MOU must set forth the local process by which disputes will be resolved so as not to disrupt program effectiveness.

As the mandated agency responsible for the provisions of child protective services, the ultimate decision on how to handle abuse, neglect investigations lie with Franklin County Children Services. Every effort will be made to take into account other subscribers' requests and concerns relating to services.

Criminal investigations and prosecution remain the responsibility of the prosecuting attorney and appropriate law enforcement agencies. Franklin County Children Services will assist these agencies, but in no way, interfere or jeopardize a criminal investigation or prosecution.

For cases that come before the court as it relates to decisions and orders, the Juvenile Judge's rulings are final.

In the event internal conflict resolution efforts fail and a statutorily required participant refuses to sign or engage in the MOU process, the PCSA is to consult with the County Prosecutor to explore available remedies.

VI. CONFIDENTIALITY STATEMENT

Any report made in accordance with ORC section 2151.421 is confidential. Both the information and the name of the person who made the report under section 2151.421 shall not be released to the public for use and shall not be used as evidence in any civil action or proceeding brought against the person who made the report.

Children Services records are not public records and are exempt from Ohio's Sunshine Laws under ORC 149.43. Children Services records are confidential in nature and should be treated accordingly.

ORC section 2151.423 requires Franklin County Children Services to disclose confidential information discovered during an investigation conducted pursuant to section 2151.421 or 2151.422 of the Ohio Revised Code to any federal, state, or local government entity that needs the information to carry out its responsibilities to protect children from abuse or neglect. Likewise, law enforcement, The Center for Family Safety and Healing Child Assessment Center, and other entities are expected to release information to Franklin County Children Services for the purpose of carrying out its responsibility of protecting children from abuse and/or neglect.

The confidentiality provisions of this MOU will survive the expiration or termination of this agreement.

Information regarding the report and/or investigation of alleged abuse or neglect may be shared only when dissemination is authorized by OAC section 5101:2-33-21 and in accordance with the procedures outlined in OAC section 5101:2-33-21. The unauthorized dissemination of confidential information is a misdemeanor and is punishable by law.

In the event of unauthorized dissemination of information, the party who learns of the breach of confidentiality will notify the Director of Franklin County Children Services as soon as possible. The notification will be sent to the Director in writing describing the circumstances surrounding the breach. The notification will specify the confidential information released, who is responsible for disseminating the confidential information, how it was disseminated, and the parties who have access to the information without authorization. The Director of Franklin County Children Services shall then refer this information to the prosecutor at their discretion.

VII. TERMS AND CONDITIONS AND STATUTORY REQUIREMENTS

This MOU must be retained for a period of at least seven years per the state of Ohio records retention schedule. Please refer to Franklin County Children Services records retention policy for information on forms to be completed and processes to be followed for the destruction of records.

Consultation among the signatories will be done in person, whenever practicable. When an in-person meeting is not possible the signer may employ the use of alternative methods of communication including but not limited to MS Teams, Skype, Zoom, or telephone as agreed upon by all members. When Franklin County Children Services is seeking consultation with a signer of this memorandum regarding an active referral of child abuse and/or neglect and has met in person or spoken with another signer, Franklin County Children Services will make written contact with the appropriate agency by the next working day to request the needed information and make the referral in writing.

The required members shall review and evaluate the terms and conditions of the MOU every biennium. All required members to the MOU will sign the new or updated agreement. Franklin County Children Services is to submit the MOU to the Board of County Commissioners for review and approval with enough time for any revisions to be made prior to December thirty-first of the year.

This MOU does not inhibit good faith compliance with a subpoena issued by a Grand Jury or in a criminal case. Dissemination of records pursuant to the State's discovery obligations is authorized. However, work product and other privileges are expected to be upheld.

Failure to follow the procedure set forth in the MOU by the concerned officials is not grounds for, and shall not result in, the dismissal of any charges or complaint arising from any reported case of abuse or neglect or the suppression of any

evidence obtained as a result of reported child abuse or child neglect and does not give, and shall not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person.

This MOU shall be governed by and construed in accordance with applicable state and federal laws and regulation. In the event any portion of this MOU is inconsistent with state or federal law, that portion shall be without effect as if stricken from the document and the remaining portion shall remain in full force and effect.

VIII. SIGNATURES OF EACH PARTICIPATING AGENCY

The signature section authorizes the participating parties of the agreement to begin enactment of MOU protocols and activities. The participating members agree to follow the terms of this MOU and to meet at minimum once every biennium to review terms and conditions, evaluate if updates are needed, and sign a new or amended MOU. This Franklin County MOU will be executed in 2023 and will be reviewed every other year thereafter.

If any individual serving as a signatory changes mid-term, Franklin County Children Services is to provide the new required member with the current memorandum. The new member remains bound by the most recently approved version of the memorandum. Their signature is to be obtained and submitted on or before the next biennial review.

A required member to this agreement may terminate their involvement in the MOU for good cause upon giving reasonable written notice to the other required members in this MOU. The member seeking to terminate their involvement in the MOU must submit written notice to Franklin County Children Services at least 60 days in advance of any termination. Franklin County Children Services will share the request for termination with all members and update the MOU and/or signature pages as required.

If modifications to the MOU are needed outside of the standard review period, members will submit written notice of the need for modification to Franklin County Children Services. Franklin County Children Services will share the modification request with all members and obtain members' responses within 60 days of the modification request. If approved, Franklin County Children Services will ensure an amended MOU is approved and signed by all members within 90 days of the request.

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

Agency, Name, Title _____ Date _____
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

IX. Refusal to Sign ☐ Not Applicable *(if selected, this section is not relevant.)*

Franklin County Children Services attests they attempted to obtain the signature of all required participating agencies as set forth in Section II of this memorandum and as mandated through section 2151.4210 of the Revised Code. However, the following agency(ies) or individual(s) refused to sign this MOU. **[Option to repeat the following block of information in the event more than one agency/individual refuses to sign]**

Date: **[Enter date of refusal]**

Agency, Name, Title: **[Enter the name of the agency, required individual, and their title.]**

Reason the individual refused to sign:

[Enter the reason the individual refused to sign the text box and the attempts to solve the identified barrier.]

X. Board of County Commissioners

Franklin County Children Services shall submit the MOU signed by all participating agencies to the Franklin County Board of County Commissioners. The participating agencies will ensure there is adequate time for both the County Board of Commissioners and ODJFS review and approval process along with any returns for correction prior to the end of the contractual period.

County Commissioners Signature and Date/Resolution/Vote

The Board of Franklin County Commissioners hereby review and approve the Franklin County Memorandum of Understanding.

AUTHORIZED SIGNATORY: _____

PRINTED NAME: _____

TITLE: _____

AGENCY: _____

DATE: _____



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: A Resolution Authorizing the Mayor to Amend the Intergovernmental Agreement
With the Franklin County Commissioners Regarding the Housing of Prisoners

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

A RESOLUTION AUTHORIZING THE MAYOR TO AMEND THE INTERGOVERNMENTAL AGREEMENT WITH THE FRANKLIN COUNTY COMMISSIONERS REGARDING THE HOUSING OF PRISONERS

WHEREAS, the Franklin County Commissioners have requested an amendment to the City's Intergovernmental Agreement for the purpose of allocating costs for the housing of prisoners under municipal codes; and

WHEREAS, the Council of the City of Reynoldsburg finds that the amendment proposed by the Franklin County Commissioner is in the best interests of the City because it will ensure that our municipal codes are properly enforced when incarceration is an appropriate punishment for violation thereof.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG.

Section 1. That the Mayor is authorized to enter into an Amendment to the Intergovernmental Agreement with the Franklin County Commissioners regarding the Housing of Prisoners, as attached hereto as Exhibit A.

Section 2. That this Resolution shall take full force and effect upon approval of Council and the signature of the Mayor.

**Between
THE FRANKLIN COUNTY BOARD OF COMMISSIONERS
AND
City of Reynoldsburg**

This Amendment is entered into on this ____ day of _____, 2023 by and between City of Reynoldsburg ("Municipality") and the Franklin County Board of Commissioners ("County"). This is an amendment to the contract that was originally approved pursuant to Resolution No. 0901-93 on September 21, 1993. (the "Original Contract").

I Transporting Prisoners

Section 6 of the Original Contract is hereby deleted and replaced by the following:

6. All expenses of transporting prisoners, except prisoner convey between the Correction Centers and Municipal Court as specified in paragraph 5, including their return to the place from which they were sentenced and including the expense of retaking prisoners who may violate any probation when such probation is granted with the consent of the sentencing tribunal, shall be paid in all cases by the Municipality in the following manner:

The allocated share of the expenses of transporting prisoners, net of any reimbursement from the Franklin County Municipal Court, shall be apportioned on the same basis made applicable to all political subdivisions, which shall be fifty per cent (50%) on the basis of population and fifty per cent (50%) on the basis of the real property, tangible personal property, and public utility tax duplicate of each municipality and unincorporated township in the County.

The charges shall be in arrears so that payment reflects the prior year costs. Following the initial payment, a reconciliation shall be made each year and adjustments between actual and charged expenses. Notice of the amount shall be provided to each municipality by November 1 of each year.

II Administrative and Specifications Requirements

That all other terms and conditions of the Original Contract and all extensions and modifications thereto not expressly modified herein shall remain in full force and effect and remain legally binding upon the parties.

The parties have hereunto set their hands and seals or caused this Amendment to be executed electronically or by hand by their duly authorized officers or agents this ____ day of _____, 2023.

Franklin County Board of Commissioners

City of Reynoldsburg

By: _____
Kenneth N. Wilson, County Administrator

By: _____
Name: _____
Title: _____

Approved as to form:
G. Gary Tyack
Prosecuting Attorney

By: _____
Assistant Prosecuting Attorney Date

October 30, 2023

City of Reynoldsburg
Mayor Joe Begeny
7232 E. Main St.
Reynoldsburg, OH 43068

Dear Mayor Begeny,

This letter provides notice according to the Housing of Prisoner Contract between our respective jurisdictions. The current per diem charge of \$100 for individuals charged under municipal code cases was enacted in 2020. Based on a review of the current operating costs for the Franklin County Corrections Centers, Resolution No. 0812-23 authorized an adjustment to the per diem rate to be phased-in over a three-year period according to the following schedule:

<u>Effective Date</u>	<u>Amount</u>
January 1, 2024	\$105 per day
January 1, 2025	\$110 per day
January 1, 2026	\$115 per day

In addition, please find attached an amendment to the contract for the housing of prisoners. The amendment is necessary to account for apportioning the cost of transporting those individuals from the Municipal Court that were not already conveyed from the Corrections Centers (such as those individuals violating the terms of their probation).

This follows from the meeting of February 24, 2023 between the County, City of Columbus, Municipal Court, and representation from the Franklin County Chiefs of Police. At that meeting, it was decided that the Sheriff's Office would take on that responsibility and the charges would be allocated to the municipality in a manner similar to the proportionate share formula for the Emergency Management Agency. In addition, collection of the charges would be in arrears (i.e., 2023 charges would not be billed until 2024) since these would not have been originally budgeted in 2023.

Please do not hesitate to contact Gary Collins at 614-525-6745 or gfcollin@franklincountyohio.gov if you have any questions regarding this rate increase or amendment.

Sincerely,

Zak Talarek, CPA
Director
Franklin County Office of Management and Budget

**Resolution authorizing an adjustment in the per diem charge for the housing of prisoners.
(Commissioners)**

WHEREAS, Franklin County currently contracts with twenty-six (26) city, village, or county jurisdictions to house prisoners in the Franklin County Corrections Centers; and

WHEREAS, the contracts with various jurisdictions for the housing of prisoners permit the Board of Commissioners to adjust the per diem charge for the housing of prisoners upon written notice; and

WHEREAS, the Board of Commissioners approved Resolution No. 0634-20 to authorize the current per diem charge of \$100 per day; and

WHEREAS, the Office of Management and Budget has reviewed the cost of operating the Franklin County Corrections Centers and is recommending that the rate be increased to \$115 per day, with the adjustment to be phased-in over a three-year period beginning on January 1, 2024; and

WHEREAS, an adjustment is now needed to assure the appropriate cost of confining prisoners in the Franklin County Corrections Centers are recovered for those arrested and confined for violations of municipal ordinances or out-of-county offenses; and

WHEREAS, an amendment to the contract for the housing of prisoners is required to account for changes in apportioning the cost of transporting those individuals from the Municipal Court that were not already conveyed from the Corrections Centers; now, therefore,

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FRANKLIN COUNTY, OHIO:

1. That the per diem rate for each municipal prisoner incarcerated in the Franklin County Corrections Centers is hereby adjusted as follows according to the following schedule:

<u>Effective Date</u>	<u>Amount</u>
January 1, 2024	\$105 per day
January 1, 2025	\$110 per day
January 1, 2026	\$115 per day

**Resolution authorizing an adjustment in the per diem charge for the housing of prisoners.
(Commissioners)**

2. That the Board of Commissioners hereby authorizes the Director of the Office of Management and Budget to notify the jurisdictions of the per diem increase pursuant to the contracts for the housing of prisoners in order to implement the adjustments above.
3. That the County Administrator is hereby authorized pursuant to section 305.30 of the Revised Code to approve and execute the amendment to the contract for the housing of prisoners upon approval to form by the Franklin County Prosecutor's Office with each of the various jurisdictions.
4. That the County Administrator is hereby authorized pursuant to section 305.30 of the Revised Code to take all actions, including the execution of all documents or amendments upon approval to form by the Franklin County Prosecutor's Office, necessary to enter into, implement, and administer the contracts and that are not substantially inconsistent with this Resolution.

Prepared by: Gary Collins

SIGNATURE SHEET

Resolution No. 812-23

October 24, 2023

RESOLUTION AUTHORIZING AN ADJUSTMENT IN THE PER DIEM CHARGE FOR THE HOUSING OF PRISONERS.

(COMM - Board of Commissioners)

Upon the motion of Commissioner Kevin L. Boyce, seconded by
Commissioner Erica C. Crawley:

Voting:

John O'Grady, President
Kevin L. Boyce
Erica C. Crawley

Aye
Aye
Aye

Board of County Commissioners
Franklin County, Ohio

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct
transcript of a resolution acted upon by the Board of County
Commissioners, Franklin County, Ohio on the date noted above.



Brittany Razek, Clerk
Board of County Commissioners
Franklin County, Ohio

AMENDMENT TO THE CONTRACT FOR THE HOUSING OF PRISONERS
Between
THE FRANKLIN COUNTY BOARD OF COMMISSIONERS
AND
{XYZ MUNICIPALITY}

This Amendment is entered into on this ____ day of _____, 2023 by and between {XYZ Municipality} ("Municipality") and the Franklin County Board of Commissioners ("County"). This is an amendment to the contract that was originally approved pursuant to Resolution No. {XXXX-XX} on {Insert Date}. (the "Original Contract").

I Transporting Prisoners

Section 6 of the Original Contract is hereby deleted and replaced by the following:

6. All expenses of transporting prisoners, except prisoner convey between the Correction Centers and Municipal Court as specified in paragraph 5, including their return to the place from which they were sentenced and including the expense of retaking prisoners who may violate any probation when such probation is granted with the consent of the sentencing tribunal, shall be paid in all cases by the Municipality in the following manner:

The allocated share of the expenses of transporting prisoners, net of any reimbursement from the Franklin County Municipal Court, shall be apportioned on the same basis made applicable to all political subdivisions, which shall be fifty per cent (50%) on the basis of population and fifty per cent (50%) on the basis of the real property, tangible personal property, and public utility tax duplicate of each political subdivision in the County.

The charges shall be in arrears so that payment reflects the prior year costs. Following the initial payment, a reconciliation shall be made each year and adjustments between actual and charged expenses. Notice of the amount shall be provided to each political subdivision by November 1 of each year.

II Administrative and Specifications Requirements

That all other terms and conditions of the Original Contract and all extensions and modifications thereto not expressly modified herein shall remain in full force and effect and remain legally binding upon the parties.

The parties have hereunto set their hands and seals or caused this Amendment to be executed electronically or by hand by their duly authorized officers or agents this ____ day of _____, 2023.

Franklin County Board of Commissioners {XYZ Municipality}

By: _____
Kenneth N. Wilson, County Administrator

By: _____
{Name, Title}

Approved as to form:
G. Gary Tyack
Prosecuting Attorney

By: _____
Assistant Prosecuting Attorney Date

Prisoner Convey Cost Estimates by Municipality
Allocation for 2024 Charges

City or Village	Tax Duplicate	Tax % of 1.00	Population	POP % of 1.00	COMBINED % OF 1.00	ANNUAL COST	ADJUSTMENT	2024 ALLOCATION
BEXLEY	\$ 664,626,210	0.0172	13,681	0.0099	0.0136	\$ 9,652.03	\$ (2,227.39)	\$ 7,424.64
BRICE	\$ 3,498,220	0.0001	92	0.0001	0.0001	\$ 55.97	\$ (12.92)	\$ 43.05
CANAL WINCHESTER	\$ 320,185,320	0.0083	9,514	0.0069	0.0076	\$ 5,405.07	\$ (1,247.32)	\$ 4,157.75
COLUMBUS	\$ 20,480,011,850	0.5293	906,528	0.6576	0.5935	\$ 422,707.23	\$ (97,547.82)	\$ 325,159.41
DUBLIN	\$ 2,633,075,920	0.0681	49,085	0.0356	0.0518	\$ 36,917.25	\$ (8,519.37)	\$ 28,397.88
GAHANNA	\$ 1,244,313,740	0.0322	35,440	0.0257	0.0289	\$ 20,609.15	\$ (4,755.96)	\$ 15,853.19
GRANDVIEW HTS	\$ 397,447,390	0.0103	8,253	0.0060	0.0081	\$ 5,790.46	\$ (1,336.26)	\$ 4,454.20
GROVE CITY	\$ 1,236,380,730	0.0320	41,787	0.0303	0.0311	\$ 22,175.84	\$ (5,117.50)	\$ 17,058.34
GROVEPORT	\$ 397,266,860	0.0103	5,910	0.0043	0.0073	\$ 5,183.50	\$ (1,196.19)	\$ 3,987.31
HARRISBURG	\$ 6,172,460	0.0002	313	0.0002	0.0002	\$ 137.68	\$ (31.77)	\$ 105.91
HILLIARD	\$ 1,343,086,020	0.0347	36,892	0.0268	0.0307	\$ 21,893.42	\$ (5,052.33)	\$ 16,841.09
LOCKBOURNE	\$ 3,895,130	0.0001	234	0.0002	0.0001	\$ 96.31	\$ (22.23)	\$ 74.08
MARBLE CLIFF	\$ 60,290,070	0.0016	651	0.0005	0.0010	\$ 723.13	\$ (166.88)	\$ 556.25
MINERVA PARK	\$ 47,840,030	0.0012	1,980	0.0014	0.0013	\$ 951.87	\$ (219.66)	\$ 732.21
NEW ALBANY	\$ 777,034,230	0.0201	10,854	0.0079	0.0140	\$ 9,956.36	\$ (2,297.62)	\$ 7,658.74
OBETZ	\$ 220,128,060	0.0057	5,794	0.0042	0.0049	\$ 3,523.04	\$ (813.01)	\$ 2,710.03
REYNOLDSBURG	\$ 360,546,740	0.0093	41,050	0.0298	0.0195	\$ 13,923.76	\$ (3,213.18)	\$ 10,710.58
RIVERLEA	\$ 30,522,030	0.0008	588	0.0004	0.0006	\$ 432.85	\$ (99.89)	\$ 332.96
UPPER ARLINGTON	\$ 2,329,975,190	0.0602	36,295	0.0263	0.0433	\$ 30,823.09	\$ (7,113.02)	\$ 23,710.07
URBANCREST	\$ 32,839,430	0.0008	1,016	0.0007	0.0008	\$ 564.75	\$ (130.33)	\$ 434.42
VALLEYVIEW	\$ 10,319,890	0.0003	657	0.0005	0.0004	\$ 264.72	\$ (61.09)	\$ 203.63
WESTERVILLE	\$ 1,428,518,420	0.0369	38,862	0.0282	0.0326	\$ 23,188.73	\$ (5,351.25)	\$ 17,837.48
WHITEHALL	\$ 288,983,570	0.0075	20,101	0.0146	0.0110	\$ 7,852.97	\$ (1,812.22)	\$ 6,040.75
WORTHINGTON	\$ 760,080,460	0.0196	14,564	0.0106	0.0151	\$ 10,758.76	\$ (2,482.79)	\$ 8,275.97
FRANKLIN COUNTY	\$ 3,614,768,990	0.0934	98,409	0.0714	0.0824	\$ 58,695.94	\$ (13,545.22)	\$ 45,150.72
TOTAL	\$ 38,691,806,960	1.0000	1,378,550	1.0000	1.0000	\$ 712,283.88	\$ (164,373.22)	\$ 547,910.66

Tax Duplicate and Population in calculation is the same as used in the 2023 Proportionate Share for FCEM&HS.
Annual Cost is net of the contribution from Franklin County Municipal Court.
Adjustment for 2024 is related to proration of costs over 20 out of 26 pays



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Amend Chapter 985 Marijuana Facilities of the Code of Ordinances for the City of Reynoldsburg

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance to Amend Chapter 985 Marijuana Facilities of the Code of Ordinances for the City of Reynoldsburg

WHEREAS, on November 7, 2023, the voters in the state of Ohio passed Issue 2, which legalizes the use of recreational marijuana in the state, effective December 7, 2023; and

WHEREAS, Issue 2 establishes Chapter 3780 of the Ohio Revised Code ("ORC"), a comprehensive statutory regulation of the use, cultivation, processing, and dispensing of marijuana in the state of Ohio; and

WHEREAS, ORC Section 3780.25 permits the legislative authority of a municipal corporation to adopt an ordinance to prohibit adult use cannabis operators, or to limit the number of adult use cannabis operators permitted within the municipal corporation; and

WHEREAS, ORC Section 3780.25 prohibits a municipal corporation from "levying any tax, fee or other charge on adult use cannabis operators, their owners or their property which not generally charged on other business in the municipal corporation; and

WHEREAS, the City of Reynoldsburg previously adopted Chapter 985 of the Codified Ordinances of the City of Reynoldsburg, which placed certain restrictions on medical marijuana

facilities in the City; and

WHEREAS, the Council of the City of Reynoldsburg does not seek to prohibit all adult use cannabis operations in the City, but does elect to amend Chapter 985 to reflect that the restrictions contained therein apply to all marijuana facilities; and

WHEREAS, members of the Ohio General Assembly have indicated intentions to amend Chapter 3780, which the City will continue to monitor for potential amendments in the future.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG:

Section 1. That Chapter 985 of the Codified Ordinances of the City of Reynoldsburg be amended as set forth in the attached Exhibit A.

Section 2. That this Ordinance shall be effective thirty days from approval by Council and signature of the Mayor.

CHAPTER 785
MEDICAL MARIJUANA FACILITIES

- 785.01 Definitions.
- 785.02 License required.
- 785.03 Application requirement.
- 785.04 License fees.
- 785.05 Application update requirement; license revocation.
- 785.06 Implied consent to search.

785.01 DEFINITIONS. As used in this chapter:

- (a) "~~Medical-marijuana~~ cultivator" means an entity that has been issued a certificate of operation by the Ohio Department of Commerce to grow, harvest, package, and transport ~~medical~~ marijuana as permitted under R.C. Chapter 3796.
- (b) "~~Medical-marijuana~~ dispensary" means an entity licensed pursuant to R.C. §§ 3796.04 and 3796.10 and any rules promulgated thereunder to sell ~~medical-marijuana~~ ~~to qualifying patients and caregivers.~~
- (c) "~~Medical-marijuana~~ facility" means any business operation defined herein as a ~~medical~~ `marijuana dispensary, ~~medical-marijuana~~ cultivator, or ~~medical-marijuana~~ processor.
- (d) "~~Medical-marijuana~~ processor" means any entity in the business of obtaining ~~medical~~-marijuana from one or more licensed cultivators, processing ~~medical~~-marijuana from one or more licensed cultivators, delivering and/or selling ~~medical~~-marijuana to one or more licensed retail dispensaries, and licensed under Ohio Revised Code Section 3796.19.

785.02 LICENSE REQUIRED.

No person or other entity shall operate any ~~medical~~-marijuana facility in the City of Reynoldsburg, Ohio without first obtaining a license pursuant to this chapter from the City of Reynoldsburg Police Department

785.03 APPLICATION REQUIREMENT.

Any person or other entity licensed by the State of Ohio Department of Commerce to operate any ~~medical~~-marijuana facility within the City shall submit an application for a license from the City of Reynoldsburg Police Department, on a form and in such a manner as mandated by the City. In addition to any other information required by the Police Department, each applicant for a license shall provide to the Department copies of all documents required by and filed with the State of Ohio Department of Commerce. If additional documentation is required by the State of Ohio Department of Commerce following the issuance of a provisional license, then the additional documentation along with proof of permanent licensure status and all state licensing information, shall be provided by the applicant to the Department.

785.04 LICENSE FEES.

- (a) Initial Fee. Any person or other entity applying for a license to operate a ~~medical~~-marijuana facility shall, before the issuance thereof, pay to the City of Reynoldsburg an application fee of five hundred dollars (\$500.00). If the license issued by the State of Ohio Department of Commerce is issued after January 31 of any calendar year in which an applicant submits an application for a ~~medical~~-marijuana facilities license with the City of Reynoldsburg Police Department as required herein, such application fee shall be prorated, per diem, after such date. Any license issued hereunder by the Police Department shall be valid for the remainder of the calendar year in which it is issued.
- (b) Renewal Fee. Should the licensed ~~medical~~-marijuana facility remain in operation and remain properly licensed by the State of Ohio Department of Commerce, the license issued hereunder by the City of Reynoldsburg Police Department shall automatically renew annually upon payment of a renewal fee of five hundred dollars (\$500.00) payable on or before the 31st day of January of every successive calendar year in which the licensed medical marijuana facility remains in operation.
- (c) Non-Renewal Penalty. At least thirty days prior to the renewal deadline of January 31st of each successive calendar year, the Police Department shall notify, by regular U.S. Mail, any person or entity operating a ~~medical~~-marijuana facility in the City pursuant to a license issued hereunder of the obligation to submit the required annual renewal fee as mandated hereunder. If the renewal fee is not received on or before the 31st of January of any successive year as required hereunder, an additional fee of five hundred dollars (\$500.00) will be imposed upon the person or entity operating such ~~medical~~-marijuana facility. If the renewal fee remains unpaid after notice and after the 31st of March of any such year, an additional fee of five hundred dollars (\$500.00) will be imposed upon the person or entity operating such ~~medical~~ marijuana facility for every thirty days thereafter and until such time as the renewal fee is paid in full.

785.05 APPLICATION UPDATE REQUIREMENT; LICENSE REVOCATION.

Any person or entity operating a licensed ~~medical~~-marijuana facility in the City pursuant to a license issued hereunder shall be subject to an ongoing and continuing obligation to provide updated and current application information to the Police Department, including but not limited to any additional documents required by and filed with the State of Ohio Department of Commerce. Any failure on the part of any person or entity operating a licensed ~~medical~~-marijuana facility in the City pursuant to a license issued hereunder to comply with all laws and regulations of the State of Ohio Department of Commerce, Ohio Department of Taxation, or other applicable State agency, or in full compliance with all other laws of the City of Reynoldsburg, Ohio could result in the revocation of the license previously issued hereunder at the discretion of the City.

785.06 IMPLIED CONSENT TO SEARCH.

Any person or other entity operating a ~~medical~~-marijuana facility pursuant to a license issued hereunder by the Police Department shall be deemed to have given consent to the random and unannounced search of the licensed premises by the City to ensure that such facility is in full

compliance with all licensing and operational requirements of the City of Reynoldsburg and/or the State of Ohio, Department of Commerce.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Authorize the Mayor to Enter into a Contract with EMH&T for Waggoner Road Phase II Final Engineering Design Services, Appropriate Funds, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance to Authorize the Mayor to Enter into a Contract with EMH&T for Waggoner Road Phase II Final Engineering Design Services Appropriate Funds, and Declaring an Emergency

Whereas, EMH&T will provide Final Engineering Design Services for the Waggoner Road Phase II Improvements; and

Whereas, the final design will address current safety concerns for vehicular and pedestrian traffic along the corridor including storm sewer improvements, addition of concrete curb and gutter, street lighting, separated leisure path and sidewalk system and signalized intersection at Priestly Drive; and

Whereas, the City has applied and received Ohio Public Works Commission (OPWC) funds to help offset future construction costs; and

Whereas, the total cost for the Final Engineering Design Services is \$951,000.00 and funded through CIP Fund (410).

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO, THAT:

Section 1. That the Mayor authorize EMH&T to conduct Final Engineering Design Services for Waggoner Road Improvements.

Section 2. That an amount of \$951,000.00 be approved and appropriated from the CIP Fund (410) to account number 410.000.0199.5659 Waggoner Road Improvements.

Section 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government in order to move the project forward. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.



Engineers, Surveyors, Planners, Scientists

July 6, 2023

Mr. William Dorman
Director of Public Service
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

Subject: Proposal for Professional Services – Waggoner Road Part 2 Final Engineering

Dear Mr. Dorman,

EMH&T is pleased to present this proposal for professional services related to supplemental survey and final engineering for improvements to Waggoner Road between Priestly Drive and Broad Street. Our recommended scope and fee are outlined below. This work will be performed in accordance with the terms and conditions of our current Master Service Agreement with the City.

A. SCOPE OF IMPROVEMENTS TO BE DESIGNED

1. Waggoner Road will be widened and reconstructed from Priestly Drive to a point approximately 400 feet south of Broad Street (approximately 6,200 linear feet). One through lane will be provided in each direction, along with center turn lanes as generally shown on project funding exhibits;
2. The roadside will feature curb and gutter, with a closed-conduit stormwater drainage system;
3. An 8-foot wide shared-use path will be constructed on the west side of the road and a sidewalk will be constructed on the east side;
4. Crosswalks will be provided at intersections and other strategic locations. Enhanced traffic control (Rectangular Rapid Flashing Beacons, or similar) will be considered for crossings of Waggoner Road at strategic locations (preliminarily considered for Amelia Drive and Astra Circle);
5. Street lighting will be installed along the roadway;
6. Existing overhead utilities will remain overhead, relocated where necessary in coordination with the roadway design;
7. A concrete box culvert/bridge located 600 feet south of Astra Circle will be extended or replaced to accommodate the proposed road section;
8. A twin-48-inch pipe culvert south of Amelia Drive will be extended or replaced with a box culvert. Three additional stormwater drainage pipe culverts will be extended or replaced throughout the corridor to accommodate the expanded roadway section;
9. A goal of design will be to limit impacts to the existing water main along the corridor. However, it may be necessary to relocate a portion of the water main due to conflicts with proposed storm sewer, culverts, etc. For the purposes of this proposal, we anticipate that up to 1,000 linear feet of water main will be relocated.
10. The existing traffic signals at Rodebaugh Road and Ross Way will be modified or replaced to accommodate the pavement widening and pedestrian facilities;
11. Modular block retaining walls will be designed at several locations to minimize grading-related impacts to private property. For the purposes of this proposal, three walls are assumed with an average length of 250 feet each.

B. SCOPE OF SERVICES

EMH&T's professional services will include documentation, design, and coordination to successfully advance the project. The following tasks are anticipated:

1. Supplemental Survey and Legal Descriptions

As part of a previous contract, EMH&T performed topographic survey and partial boundary survey to support preliminary engineering. The boundary survey determined right-of-way limits but property lines were shown from record. As part of this scope of work, property lines will be fully calculated to facilitate preparation of legal descriptions.

- a. Calculate property lines along the project corridor which were not previously calculated (right-of-way was calculated but side-lines were not) but must be calculated in order to prepare legal descriptions;
- b. Prepare and distribute survey notification letters ahead of field work;
- c. Prepare approximately 62 legal descriptions and plat exhibits;
 - i. Approximately 16 parcels for warranty deed and easements (permanent or temporary);
 - ii. 30 parcels for temporary construction easements only.

2. Subsurface Geotechnical Investigations

Our subconsultant, Terracon, will perform geotechnical investigations and analysis to support design of the proposed improvements. Their findings and recommendations will be issued in a report, which will provide recommendations for subgrade preparation/remediation, pavement design, and foundation design, along with testing results.

3. Culvert Hydraulics & Hydrology

EMH&T will build upon our preliminary culvert analyses to perform detailed hydraulic modeling and analysis to document changes to stream hydraulics related to culvert extensions and/or replacements. Culverts will be sized to meet ODOT criteria for allowable headwater. Calculations and findings will be documented in a summary report.

4. Stormwater Design

Stormwater design will be prepared based upon the Reynoldsburg Stormwater Design Manual and ODOT standards. This will include the following tasks:

- a. Prepare tributary maps and drainage design calculations for proposed/catch basins and storm sewer;
- b. Prepare stormwater management and water quality calculations and exhibits to inform design of post-construction stormwater best management practices (BMPs);
- c. Present calculations in report or memorandum format for Client and review agency.

5. Construction Plans

EMH&T will prepare construction plans including the following components:

- a. Title Sheet;
- b. Schematic Plan and Survey Control;
- c. Typical Sections and Details;
- d. General Notes;
- e. General Summary;
- f. Maintenance of Traffic Plan;
- g. Sedimentation and Erosion Control Plan;
- h. Plan and Profile;
- i. Cross Sections;
- j. Intersection & Curb Ramp Details;
- k. Drive Details (2 commercial, 33 residential) (plan view only);
- l. Storm Sewer Profiles;
- m. Pipe Culvert Details;
- n. Post Construction BMP Plans and Details;
- o. Water Main Relocation Plan (assume 1,000 feet);
- p. Traffic Control Signage & Striping Plan (including RRFB and School Zone Assemblies); *
- q. Traffic Signal Plans; *

- r. Street Lighting Plan; *
- s. Retaining wall details (assumes 3 modular block wall @ 250 linear feet each);
- t. Bridge Plans;
 - i. Extension/Replacement of 3-Sided Box Culvert;
 - ii. Replacement of twin-pipe culvert with 4-sided box.
- u. Right-of-Way Property Map.

* Includes subconsultant fees for electrical engineer review of grounding and bonding.

- v. Submit plans and other deliverables to review agency;
- w. Provide written disposition of review agency comments (up to 3 submittals);

6. Project Cost Opinion

EMH&T will provide updated cost opinions with each submittal. Quantities will be based upon the contemporaneous plan submission. Unit prices will be based on historical bid data.

7. Environmental Investigations & Permitting

a. Wetland/Stream Preliminary Investigations

- i. Review existing soils, USGS topography, National Wetland Inventory maps, floodplain maps and historical aerial photographs to determine the location of mapped wetland/stream features within the area of the roadway widening corridor.
- ii. Conduct a field investigation to determine the potential location and extent of waters of the United States, including streams and wetlands within the area of the roadway widening corridor.
- iii. Assess all the quality and physical characteristics of potential wetland features using the Ohio Rapid Assessment Method (ORAM) for wetlands and using the HHEI/QHEI Assessment form for streams.
- iv. This information does not constitute a formal delineation, but will provide baseline information on the presence of potential wetlands and streams within the area of the roadway widening corridor and will be included in the Nationwide Permit Application document.

b. Nationwide Permit Pre-Construction Notification

EMH&T will prepare a U.S. Army Corps of Engineers (USACE) Pre-Construction Notification (PCN) associated with the proposed roadway widening project. It is anticipated that the proposed activities will qualify for a Nationwide Permit (NWP) #14 – Linear Transportation Project. In order to obtain NWP approval, the following services would be provided:

- i. Coordinate with the Ohio Department of Natural Resources (ODNR) to request a National Heritage Database Search and a full Environmental Review
- ii. Review the United States Fish and Wildlife Service's (USFWS) Information for Planning and Consultation (IPaC) interactive web tool that can provide a list of endangered and threatened species for the subject property and evaluate the subject property's suitability for these species critical habitat (required by application process). Through direct consultation with the USACE and the USFWS it will be determined whether any listed species or potential habitat for such species are present and whether the project has an adverse effect on any such species.
- iii. Prepare a site plan and cross section exhibits for the proposed stream impacts (required as part of permitting process).
- iv. Coordinate directly with the EMH&T project engineer to calculate any necessary temporary fill and permanent fill impacts.
- v. Compile all necessary information for and prepare a permit application in compliance with the requirements for a Section 404 NWP from the USACE,

Huntington District. Report submittal to the USACE will be arranged with verbal or written permission of the Client.

- vi. Represent the Client during the permit review process to the USACE.

c. Cultural Resources Literature Review

During the review of the Section 404 application, the USACE is required to review the project's potential to impact cultural resources per Section 106 of the National Historic Preservation Act. Accordingly, EMH&T will prepare a cultural resources literature review to cover the permit area. The USACE will review the literature review and determine whether an archaeological survey is required. The literature review will include:

- i. Conduct a background search of the Ohio Archaeological Inventory files, which detail all of the known archaeological sites in the area.
- ii. Conduct a background search of the Ohio Historic (building) Inventory forms to determine the presence of any historic homes or buildings in relation to the project area.
- iii. Review the Ohio Genealogical Society cemetery files to locate known cemeteries in the area.
- iv. Review the National Register of Historic Places to locate any significant historic properties in or near the project area.
- v. Review the previous Cultural Resources Management projects done in the vicinity of the project to predict what may be expected to be encountered in the project area.
- vi. Review historic maps and atlases, as available, to locate the presence of historic buildings and historic archaeological sites within the project area.
- vii. Prepare a report that details the results of the findings.

d. Director's Authorization

As described above, the Ohio EPA may require an Individual 401 WQC for the proposed culvert replacement/improvement activities unless the applicant is able to successfully apply for and receive a DA for coverage under the 401 WQC for the NWP #14. It is our opinion that a DA could be issued for this project and an Individual 401 WQC will not be necessary. EMH&T will provide the following services and negotiate in good faith with the Ohio EPA to obtain a DA for the proposed project on the Client's behalf, if required by the Ohio EPA.

- i. Prepare the DA Request Form.
- ii. Provide a copy of the PCN, the provisional NWP authorization and a mitigation plan approved by the USACE.
- iii. Provide a detailed description of the 401 WQC conditions not being met by the application and a rationale of how the project will minimally impact water quality, including reasons why the resources are unable to be avoided.
- iv. Provide comments received from the ODNR and USFWS under Task 1 regarding threatened and endangered species for the project corridor.
- v. Provide stream quality information using a QHEI/HHEI form and high-resolution color photographs of existing conditions for all impacts.
- vi. If additional mitigation is requested by the Ohio EPA, the mitigation requirements and any additional needed documentation will be completed under a separate proposal.

8. Stormwater Pollution Prevention Plan (SWPPP) & Manual

EMH&T will prepare a SWPPP manual for use by the City and its contractor during construction. The manual will be submitted to the Ohio EPA along with a Notice of Intent (NOI) for coverage under the state's General Permit for construction activities. EMH&T will pay the application fee and will be reimbursed by the City.

9. Coordination with Private Utilities

On behalf of the City, EMH&T will coordinate with private utility companies throughout the design phase of the project. We will ask private utility companies to verify that their facilities are shown completely and accurately on the plans and work with their designers to identify conflicts and plan for adjustments. Our services will include the following tasks:

- a. Submit plans to private utility companies and follow-up to confirm receipt (electronic submittal);
- b. Organize and attend utility coordination meetings (assume up to 12 virtual meetings);
- c. Assist utility companies in identifying conflicts and determining appropriate mitigation;
- d. Review relocation plans;
- e. Maintain a log of all correspondence with private utility companies.

10. Meetings, Coordination, and Management

We will advocate for the advancement of the project through the following services.

- a. Attend meetings as directed by the Clients, including but not limited to preparation, travel, attendance, and preparation of meeting notes. A budgetary fee is provided in the Compensation section below assuming a total of 6 meetings.
- b. Prepare exhibits for coordination/meetings.
- c. Prepare a Gantt chart project schedule upon authorization and periodically update the schedule throughout the life of the project.
- d. Provide general project coordination, quality control, and oversight throughout the design phase of the project.

11. Bidding Assistance

EMH&T will support construction bidding activities by providing the following services:

- a. Preparation of "Engineer's Estimate" (a professional opinion of the fair market value of construction);
- b. Preparation of bid form for inclusion with bid package;
- c. Identify project-specific proposal notes and standard drawings, and incorporate into Bid Package;
- d. Compile standard documents such as standard contract documents, front-end language, and general conditions from the City and incorporate into Bid Package. *(It is assumed that these standard documents will be provided to EMH&T by the City);*
- e. Prepare Advertisement and provide to bidding agency for printing in publication of choice;
- f. Print plans and Bid Documents and deliver electronically to bidding agency for distribution to prospective bidders. Paper prints for distribution are not included;
- g. Provide bidding agency with responses to plan-related pre-bid questions;
- h. Prepare one plan addendum for issuance by bidding agency;
- i. Attend bid opening;
- j. Assist in evaluation of bids and prepare official bid tabulation.

12. Landscape Design Services

- a. Street Tree Plan: EMH&T will prepare a Street Tree Plan. This will include the following services:
 - i. Review existing and proposed conditions to determine feasibility of street tree placement along Waggoner Road. Factors to be studied include, but may not be limited to, overhead and underground utility locations, tree lawn width, encroachment of existing trees and landscaping, and desired tree spacing and species.
 - ii. Prepare Street Tree Plan sheets for inclusion in the roadway engineering plan set described in #5 above. Plans will include trees locations, notes and details for installation and quantities of specified species.

- b. Landscape Restoration Plan: The Waggoner Road improvements, including walks and paths, will impact existing landscaping along Waggoner Road in the following locations: Rodebaugh Drive intersection (3 corners), Astra Circle (northwest corner), and Macedonian Orthodox Cathedral (landscaped driveway median). EMH&T will prepare landscape restoration drawings for these areas, including the following services:
 - i. Site visits to supplement the topographic survey with landscape specific detail.
 - ii. Prepare landscape restoration plans. EMH&T will prepare landscape designs to replicate to the best of our ability the existing landscape design. The restored landscape will be located outside of the right of way.
 - iii. We will include the Landscape Restoration Plans with the plan set prepared by the engineering team, described in #5 above.
 - iv. Prepare a cost opinion for landscape restoration items.
 - v. Attend up to two meetings, specific to landscape restoration design.

13. Right-of-Way Acquisition Services (If Authorized)

Throughout our design efforts, we will seek to contain the proposed improvements within existing right-of-way. However, based upon preliminary engineering performed to date, we anticipate that permanent right-of-way will be required from approximately 16 property owners and temporary construction easements will be required from approximately 30 additional property owners. At this early stage of the project, the type and extent of right-of-way needs are not well known, and therefore, right-of-way acquisition services cannot be accurately scoped. Therefore, instead of providing a detailed proposal for right-of-way acquisition services, a budgetary fee has been included for acquisition fees including title research, appraisals, offer letters, negotiation, and closing services. When the right-of-way needs of the project are better known, we will work with our subconsultant OR Colan to provide a detailed proposal for those services.

C. COMPENSATION

EMH&T proposes to provide our professional services on a time and materials basis as described in the above Scope of Services for the following fees.

Scope Item #	Description	Price
1.	Supplemental Survey & Legal Descriptions	\$65,000
2.	Subsurface Geotechnical Investigations	\$36,000
3.	Culvert Hydraulics & Hydrology	\$11,000
4.	Stormwater Design	\$35,000
5.	Construction Plans	\$401,000
6.	Opinions of Cost	\$10,000
7.	Environmental Investigations & Permitting	\$21,000
8.	Stormwater Pollution Prevention Plan Manual	\$5,000
9.	Coordination with Private Utilities	\$20,000
10.	Meetings, Coordination, and Project Management	\$21,000
11.	Bidding Assistance	\$5,000
	Base Services Total (Items 1 through 11) =	\$630,000
12.a	Landscape Design – Street Trees Plan	\$12,000
12.b	Landscape Design – Landscape Restoration Plans	\$9,000
13.	Right-of-Way Acquisition Services (Budgetary Fee - If Authorized)	\$300,000

The fees listed above includes labor, direct costs, and reimbursable expenses. Invoices will be submitted monthly based on the progress of work and are payable upon receipt. Invoices will be prepared in a time and materials format based upon the progress of work and accrued fees. Labor rates will be in accordance with our current Master Services Agreement with the City.

D. SCHEDULE

EMH&T will begin work upon notice to proceed. Upon authorization, we will update the project's Gantt chart schedule and review with the City.

E. CLARIFICATIONS AND EXCLUSIONS

The scope of work identified in this document is based on EMH&T's knowledge of the project requirements at the time when the document was prepared, and serves as the basis for the price proposal and agreed fee. However, changes in work may be required as the project develops and more complete information becomes available. Such changes also may be dictated by revisions to written procedures included in manuals or decisions made by, the Client, the City, or other reviewing agencies. Although EMH&T routinely incorporates minor design changes in our work, we will notify the Client in writing of any significant changes in the work that may require modification of the agreement, and will maintain separate cost accounting for each specific issue.

The following services are specifically excluded from our proposal:

1. Traffic data collection, analysis, studies, or warrants;
2. Easement or title research;
3. ODOT-style right-of-way plans;
4. Funding applications;
5. Design of sanitary sewers;
6. Environmental services not outlined above including but not limited to endangered species surveys, Phase 1 Cultural Resources Management Investigations, fees associated with stream and wetland mitigation, Individual 401/404 permitting, and Isolated Wetland permitting;
7. Landscape-specific consultation with property owners and landscape design that is in greater quantity and quality than what exists at the time of our site visits;
8. Irrigation and landscape lighting design. If irrigation or landscape lighting is encountered, we will provide notes for a contractor delegated design to replicate the function of the existing system within the proposed landscape area;
9. Color renderings and/or 3D visualizations;
10. Separate tree clearing plans;
11. Subsurface utility investigations or "test holes" (assumes that private utilities will perform their own locates).
12. Cross sections and drainage plans for temporary pavement related to traffic maintenance;
13. Design of new or relocated private utility facilities;
14. Permanent monumentation (pin sets) for warranty deed right-of-way transfers (this will be provided as a construction phase service to avoid disturbance during the early phases of construction);
15. Construction Phase Services including, but not limited to, on-site owner representation, construction management, engineering during construction, staking, and utility coordination during construction.
16. Legal descriptions and/or exhibits for annexations.

Should any of these services or other additional services become necessary, they can be performed on an hourly basis in accordance with our standard rate schedule or under separate contract as warranted. Additional services shall be performed only upon receipt of written authorization by the City.

We look forward to working with you in the successful advancement of this project. If you approve of our proposal, please authorize with your signature below. If you have any questions or require additional information, please do not hesitate to contact me at 614-775-4616 or mbrehm@emht.com.

Respectfully submitted,

EVANS, MECHWART, HAMBLETON & TILTON, INC.



Michael R. Brehm, PE
Principal
Director, Transportation Partnerships

Enclosures: 1 (Project Exhibit)

Copies: Ryan Andrews, PE (Principal – EMH&T)
Matthew Scheer, MS, PE (Project Manager – EMH&T)

Acceptance and Authorization to Proceed

APPROVED – CITY OF REYNOLDSBURG, OHIO

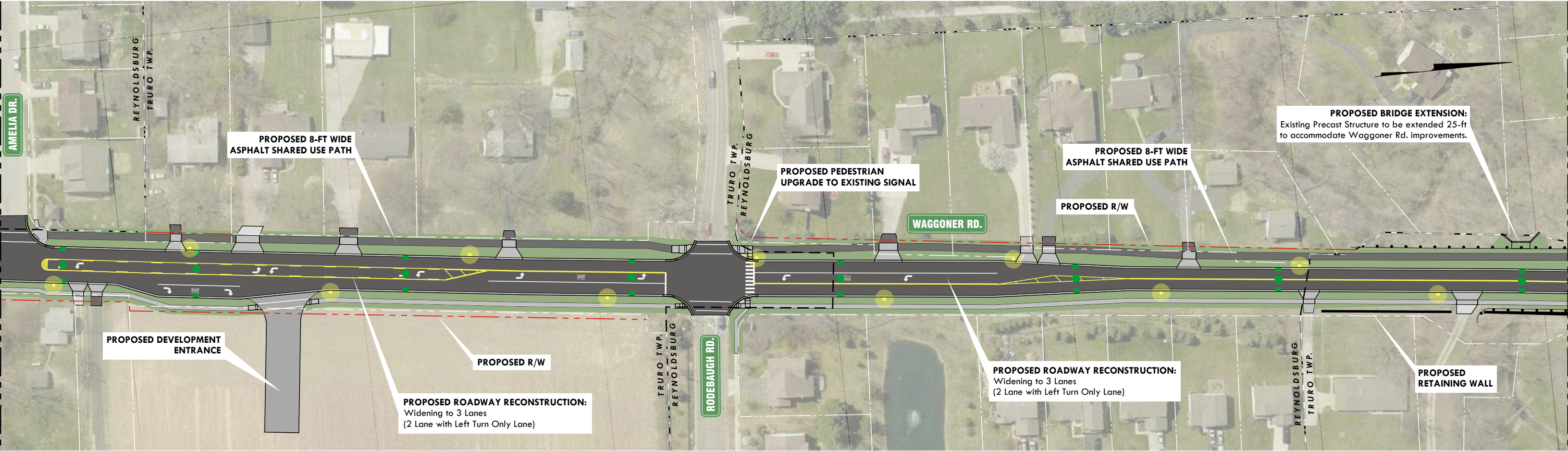
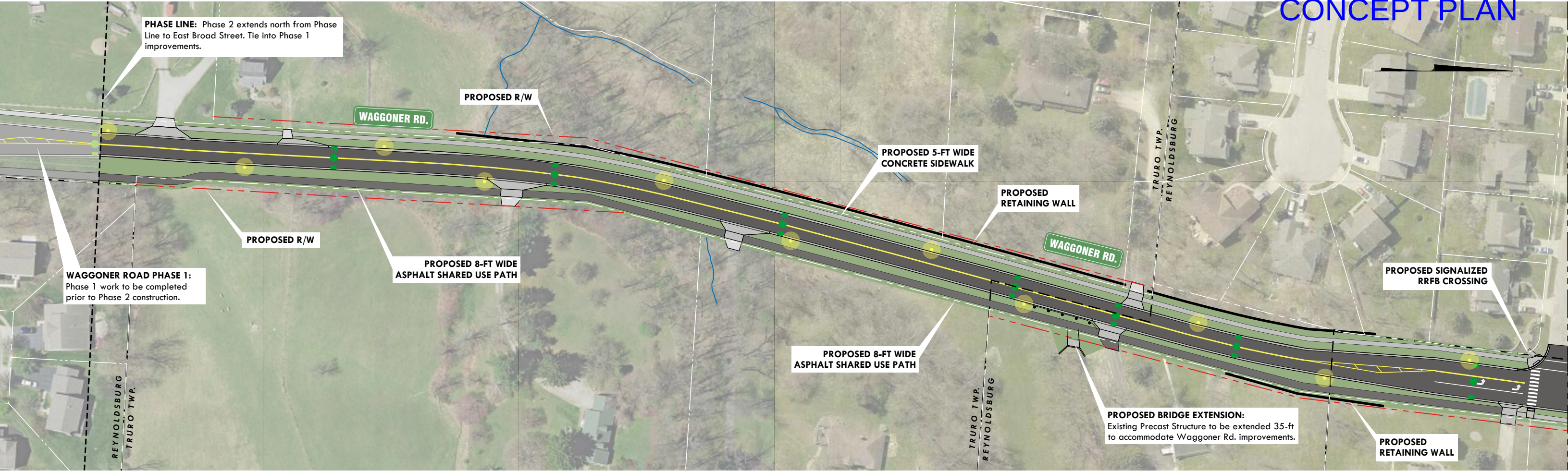
Authorized Signature

Print Name / Date

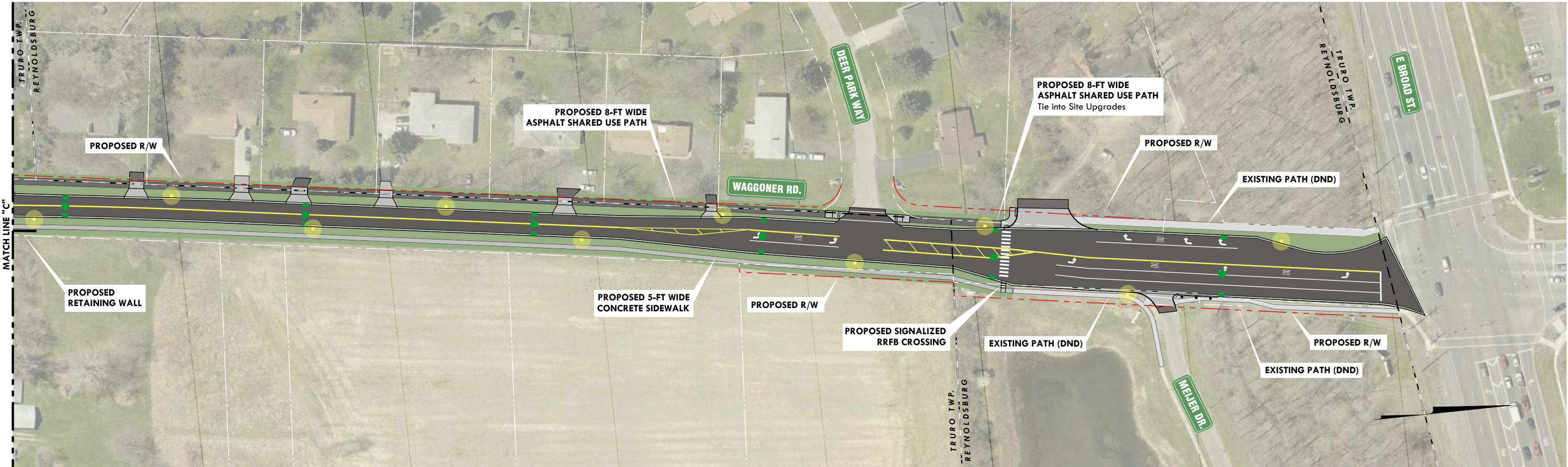
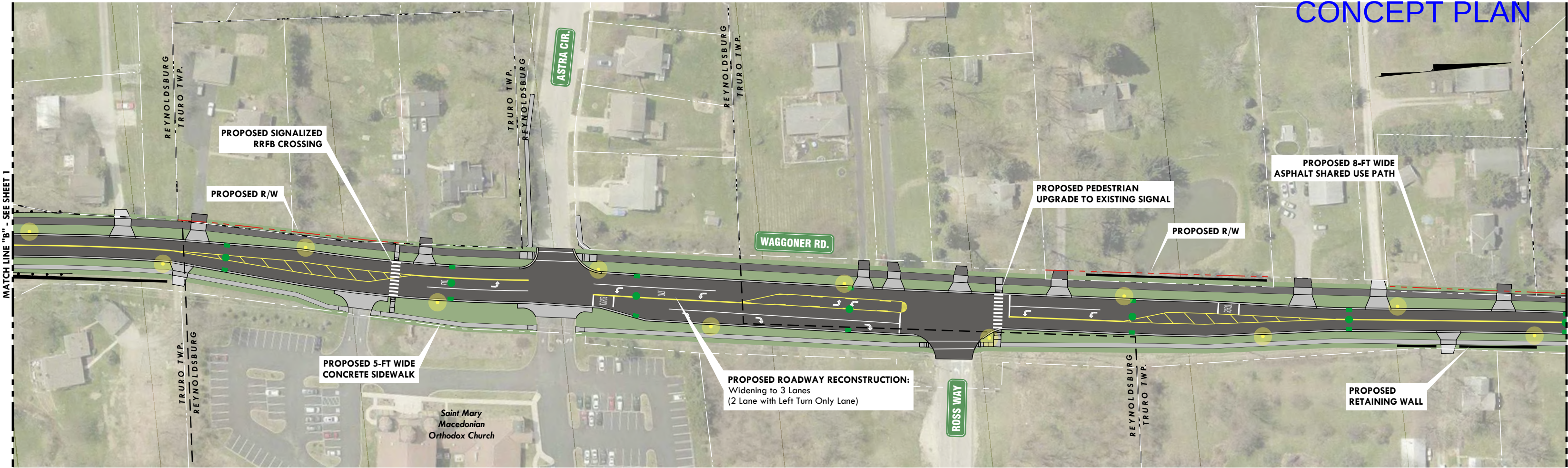
Title

\\cmharc01\Non-Project\20105005\Projects\Waggoner Road Phase 2 Final Eng\Waggoner Rd Phase 2 FE Proposal 2023.07.06.docx

CONCEPT PLAN



CONCEPT PLAN





**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Establish Section 941.24 Annexation of the Code of Ordinances for the City of Reynoldsburg to Require Annexation into the City for Water and Sanitary Sewer Services

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

This Ordinance is presented for consideration for the purpose of requiring annexation into the City to receive water and sanitary sewer service. The City seeks to ensure that any property that may desire to be services by our utility services be annexed into the City.

AN ORDINANCE TO ESTABLISH SECTION 941.24 ANNEXATION OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG TO REQUIRE ANNEXATION INTO THE CITY FOR WATER AND SANITARY SEWER SERVICES

WHEREAS, the Council of the City of Reynoldsburg recognizes that annexation into the City provides economic benefits to the City; and

WHEREAS, the Council of the City of Reynoldsburg further recognizes the importance of establishing clear municipal boundaries that are consistent with the utility services provided by the City; and

WHEREAS, by establishing a requirement for a property owner to annex into the City as a condition of utilizing the City's water and sewer service, the City is able to promote economic growth, consistency with municipal boundaries, and encourage development that further the goals of the City's Comprehensive Master Plan; and

WHEREAS, this Council determines that the establishment of Section 941.24 of the Codified

Ordinances of the City of Reynoldsburg is in the best interests of the City.

THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG:

Section 1. Section 941.24 of the Codified Ordinances of the City of Reynoldsburg is hereby established, which requires any property owner who utilizes City of Reynoldsburg water and sewer service to annex into the City as set forth in the attached Exhibit A.

Section 2. That this Ordinance shall be effective thirty (30) days from the date of the Mayor's signature.

941.24 ANNEXATION.

- A. No person or property owner shall connect into the City's sanitary sewer or water system unless the applicant's property is annexed into the City Corporation Limit.
- B. The City Council may waive the annexation requirement by entering into a contract with the applicant. Consideration for waiving annexation include, but are not limited to:
 - 1. A serious safety, health, or environmental threat to the City.
 - 2. Significant economic development which benefits the citizens of Reynoldsburg.
 - 3. Conditions of any contract with an applicant whose property lies outside the City's Corporation Limit shall include the applicable surcharge in effect at the time of the contract and a consent to future annexation. The requirement to consent to future annexation shall not apply to governmental applicants.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Accept a Right-of-Way Grant (0.005 Acres) from Olde Reynoldsburg Church, LLC, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

AN ORDINANCE TO ACCEPT A RIGHT-OF-WAY GRANT (0.005 Acres) FROM OLDE REYNOLDSBURG CHURCH, LLC, AND DECLARING AN EMERGENCY

WHEREAS, as part of the continuing Streetscape project on East Main Street in the City of Reynoldsburg, the City has received a grant of right of way from a property owner at the corner of Jackson Street and E. Main Street that is essential to the success of the project and beautification of the affected corridor; and

WHEREAS, the Council of the City of Reynoldsburg accepts the right of way as granted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG:

Section 1. That the following unrecorded Right-of-Way Deed from Olde Reynoldsburg Church, LLC (0.005 acres), be and are hereby accepted:

See Exhibit A attached hereto and made a part hereof.

Section 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City, and to ensure timely recording of the acquisition; wherefore, upon

adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

GENERAL WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS that Olde Reynoldsburg Church, LLC, an Ohio limited liability company (hereinafter referred to as "Grantor"), for One Dollar (\$1.00) and other good and valuable consideration paid by the City of Reynoldsburg, "Grantee", a municipal corporation, the receipt of which is hereby acknowledged, do hereby grant in fee simple title with all general warrant covenants under Section 5302.06 of the Ohio Revised Code, without limitation of existing access rights, and subject to easements, conditions, and restrictions of record, to Grantee, and Grantee's successors and assigns, the following described real property:

See Legal Description attached hereto as Exhibit "A" and incorporated herein.

Prior Instrument reference number: 202108230149876
Recorder's Office, Franklin County

The granting of these easements does not preclude the use of said easement area by storm sewer, water line, gas, telephone, electric and/or cable television facilities.

THE REAL PROPERTY LEGALLY DESCRIBED ON EXHIBIT A IS INTENDED BY GRANTEE TO BE HELD FOR USE AS PUBLIC RIGHT OF WAY

See Legal Description attached hereto as Exhibit "A and incorporated herein.

IN ACKNOWLEDGEMENT WHEREOF, BARBARA COTNER,
_____ of Olde Reynoldsburg Church, LLC has caused this instrument to be executed and subscribed this 12th day of OCT, 2023.

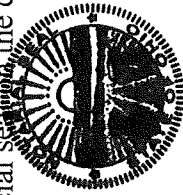
Olde Reynoldsburg, LLC, Barbara Cotner

Title: Owner
Olde Reynoldsburg Church, LLC

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

BE IT REMEMBERED, that on this 12TH day of OCTOBER, 2023, before me, the subscriber, a Notary Public in and for said county and state, personally came BARBARA COTNER, who acknowledged the signing thereof to be his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.



J. Donald Supelak
Notary Public, State of Ohio
My Commission Expires 10-22-2025

J. Donald Supelak
Notary Public

Instrument Prepared by Christopher M. Shook, Reynoldsburg City Attorney
7232 East Main Street, Reynoldsburg, Ohio 43068

0.005 ACRE

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, located in Half Section 7, Township 16, Range 20, Refugee Lands, being out of Lot 56 of "Plat of the Corporation of Reynoldsburg 1857" of record in Surveyor's Plat Book 3, Page 171 on file with the Franklin County Engineer's Office, conveyed to Trivium Reynoldsburg Investments, LLC, by deed of record in Instrument Number 202104270074187 (all references refer to the records of the Recorder's Office, Franklin County, Ohio unless noted otherwise) and being described as follows:

BEGINNING at an iron pin set at a northwesterly corner of said Lot 56, at the corner common to the southerly right of way line of East Main Street (U.S. Route 40, 80') and the westerly right of way line of Jackson Avenue (58.5') of record in Surveyor's Plat Book 3, Page 171;

Thence North 88° 37' 04" East, with the northerly line of said Lot 56, with the southerly right of way line of said East Main Street, a distance of 18.03 feet to an iron pin set at a point on a curve;

Thence across said Lot 56, the following courses and distances:

With the arc of a curve to the left, having a central angle of 68° 08' 48", a radius of 17.00 feet, an arc length of 20.22 feet, a chord bearing of South 37° 45' 02" West and a chord distance of 19.05 feet to an iron pin set at a point of tangency;

South 03° 40' 38" West, a distance of 8.31 feet to an iron pin set; and

North 86° 21' 05" West, a distance of 7.28 feet to an iron pin set in the westerly line of said Lot 56 and in the easterly right of way line of said Jackson Avenue;

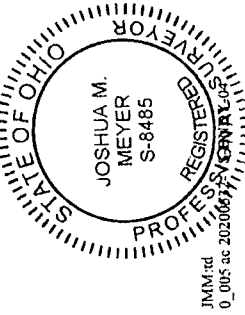
Thence North 03° 38' 55" East, with the westerly line of said Lot 56 and with the easterly right of way line of said Jackson Avenue, a distance of 22.50 feet to the POINT OF BEGINNING, and containing 0.005 acre of land, more or less.

Subject, however, to all legal rights-of-way and/or easements, if any, of previous record.

Iron pins set, where indicated, are iron pipes, thirteen sixteenths (13/16) inch inside diameter, thirty (30) inches long with a plastic plug placed in the top bearing the initials EMHT INC.

The bearings are based on the Ohio Plane Coordinate System, South Zone, NAD83 (1986 Adjustment). Control for bearings was from coordinates of monuments REYNOLDSBURG and HOWELL2, having a bearing of North 56° 30' 34" West, as established by the Franklin County Engineering Department using Global Positioning Systems procedures and equipment.

This description is based on an actual field survey performed by or under the direct supervision of Joshua M. Meyer, Professional Surveyor Number 8485 in July 2020.



EVANS, MECHWART, HAMBLETON & TILTON, INC.

Joshua M. Meyer
Joshua M. Meyer
Professional Surveyor No. 8485
5-3-2021

PRELIMINARY APPROVAL

Cornell R. Robertson, P.E., P.S.

BY: *jwiggins*
05/04/2021

PENDING ORIGINALS

100%

APPROVED

5/4/2021

Submitted via digital format

PLEASE RETURN THIS APPROVAL, ALONG WITH THE ORIGINAL DESCRIPTION AND PLAT OF SURVEY, TO THE SURVEYOR, SIGNED, SEALED AND DATED IN BLUE INK.

Page 109 of 437

AGREEMENT AND MUTUAL UNDERSTANDING

This Agreement and Mutual Understanding (hereinafter “Agreement”) is made and entered into by and between Olde Reynoldsburg Church, LLC (hereinafter, collectively, “Owner”) and the City of Reynoldsburg (hereinafter “City”) regarding improvements to the City Right of Way located on and adjacent to E. Main Street between Jackson Street and Graham Road in Reynoldsburg, Ohio. Owner and City will be jointly referred to as “Parties.”

WHEREAS, Owner is the owner of real property located at 1416 Jackson Street, Reynoldsburg, Ohio 43068 (“The Property”).

WHEREAS, the City intends to engage in street and right of way improvements that are adjacent and about the Property, which includes improvements to the adjacent street, sidewalk, and landscaping (“the Project”).

WHEREAS, the Parties acknowledge the City will, as part of the Project, construct a stone wall at the corner of Jackson Street and East Main Street stone wall.

WHEREAS, Parties further acknowledge that Owner will not be financially responsible in any way for the construction of the Project or maintenance for Project related improvements, or liability to any third party for injuries sustained as a result of defects in Project design, manufacture, construction or maintenance.

WHEREAS, City states that the contractor’s insurance and/or contract bond are reasonably calculated to be an amount sufficient to cover any damage that might result to the building or building foundation located on the Property as a result of construction activities.

WHEREAS, Owner has expressed concerns regarding any liability on the part of the Owner for the City’s design and proposed construction of the stone wall in the right of way located in front of the Property. The purpose of this Agreement is to establish the legal rights and responsibilities of the Parties regarding the Project and its effect on the Property.

NOW, THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by this reference with the Parties intending to be contractually bound, and in further consideration of the mutual promises and agreements set forth herein the Parties agree as follows:

- 1) For the Purpose of completing the Project, the City shall be permitted a temporary construction easement by Owner to allow de minimus access to the Property, that does not include access to the parking area on the Property, the use of which is specifically reserved here exclusively for Owner in the operation of Owner’s business.
- 2) The City agrees that any damage to the Property shall be replaced by the City and such shall be in consultation with the Owner.

- 3) The City agrees the stone wall will be constructed to the standards established by the City's Engineering consultant, and would be inspected accordingly. If there are any issues associated with deficiencies in design and construction, manufacturer's specifications, the contractor and/or engineer will be responsible to engage in appropriate corrective action.
- 4) The City agrees to maintain the replacement stone wall and guarantees the stone wall will be kept in good repair for so long as the wall is in place.
- 5) The City agrees that Owner will not be financially responsible in any way for the cost of materials or labor in construction of the Project or maintenance for Project related improvements.
- 6) The City further agrees that it shall accept and assume maintenance responsibility for features added to the right of way in front of the Property.
- 7) The City states that the contractor's insurance and/or contract bond face amount coverage are reasonably calculated to be sufficient to pay for any damage that might result to the building or building foundation located on the Property as a result of construction activities.

The Parties agree if any provision or clause of this Agreement is held to be invalid or unenforceable, then such provision or clause shall be severed without affecting any other provision or clause of this Agreement and the balance of said Agreement shall remain in full force and effect.

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. Electronically transmitted or faxed signatures shall be deemed to be originals.

All covenants, stipulations, promises and agreements in this Agreement shall inure to the benefit of, and be binding upon, the respective Parties and their successors and assigns.

If any Party breaches any one or more of the terms and conditions of this Agreement, in addition to any other causes of action, rights, and remedies available to them under law, the non-breaching Parties shall be entitled, at their option, to injunctive relief to secure performance of the breaching Party's obligations under this Agreement.

This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

The Parties agree to perform any further acts and provide and execute any documents that may be reasonably necessary to carry out the provisions of this Agreement.

Each person executing this Agreement asserts that he or she has full legal authority to execute the Agreement on his or her behalf or on behalf of the entity for which the person is signing.

The Parties agree and acknowledge that this Agreement contains and comprises the entire agreement and understanding between the Parties, that no other representation, promise, covenant or agreement of any kind whatsoever has been made to cause any party to execute this agreement, and that all agreements and understanding between the Parties are embodied and expressed herein. The Parties also agree that the terms of this Agreement shall not be amended or changed except in writing and signed by both Parties or a duly authorized agent.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS THEREOF, the Parties hereto have caused this Agreement to be
duly executed.

Olde Reynoldsburg Church, LLC
Olde Reynoldsburg Church, LLC)
By Joe Begny

Joe Begny 10/12/23
Witness Date

Joe Begny
Joe Begny, Mayor

Witness Date

APPROVED AS TO FORM:
Chris Shook 10/10/23
Chris Shook, City Attorney

CITY OF REYNOLDSBURG
TEMPORARY RIGHT OF ENTRY AGREEMENT

The Owner, Olde Reynoldsburg Church LLC, (hereinafter referred to as the "Grantor") hereby grants to the **City of Reynoldsburg, Ohio**, its respective employees, agents and contractors (hereinafter collectively "Reynoldsburg"), the irrevocable right to enter upon property owned by Grantor located at 1416 Jackson Street, Reynoldsburg, Ohio ("Property"), beginning on the _____ day of _____, 2023 and terminating on the 1st day of December, 2023, for the purposes of providing attention to the City's roadway reconstruction project located on or around the Property. Interior access to any improvements on the Property shall be limited to initial condition inspection.

1. Reynoldsburg's Representations, Warranties and Obligations

Reynoldsburg agrees that all construction work performed in furtherance of the Project shall be performed at Reynoldsburg's sole cost and expense, and agrees to limit the construction to the area set forth in the attached Exhibit.

Reynoldsburg agrees, following completion of construction of the Project, to return the area on the Property wherein work was physically performed to as nearly the condition which existed prior to Reynoldsburg's entry onto the property subject to the "Agreement and Mutual Understanding" between the Reynoldsburg and Grantors entered into contemporaneous to this Agreement. If any provision of this Agreement shall conflict with the "Agreement and Mutual Understanding" of the parties hereto, the "Agreement and Mutual Understanding" shall control.

Reynoldsburg hereby represents that it has comprehensive public liability insurance, property damage insurance and workers compensation insurance in full force and effect with a reputable insurance carrier, registered to do business in the State of Ohio.

2. Grantor's Representations, Warranties and Obligations

Grantor hereby warrants that it is the true and lawful owner of the Property and is lawfully seized of the same in fee simple, and has full and complete authority to grant the right for Reynoldsburg to enter Grantor's property.

Grantor agrees that it shall not charge Reynoldsburg interest, rent or seek any other form of compensation from Reynoldsburg based upon this Agreement, as Reynoldsburg is performing a service that will enhance the Property and the surrounding area.

Grantor agrees that for safety purposes, Grantor nor any of Grantor's officers, employees or agents shall walk around the construction area unattended. Reynoldsburg shall provide appropriate access to the commercial building located on the Property for invitees and licensees for the purpose of conducting commercial business.

IN WITNESS WHEREOF, Grantor and Reynoldsburg have executed this Temporary
Right of Entry Agreement on this 12 day of October 2023.

Grantor: _____

By: Eustace Carter

Its: Mayor

Date: 10/12/2023

City of Reynoldsburg, Ohio

By: [Signature]

Its: Mayor

Date: 10/12/2023

APPROVED AS TO FORM
[Signature] 10/10/23



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Accept a Landscaping Easement (0.006 Acres) from Salite Meheret Mariyam Kidus Urael Ethiopia Orthodox Tewahdo Church, Inc., and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance to Accept a Landscaping Easement (0.006 Acres) from Salite Meheret Mariyam Kidus Urael Ethiopia Orthodox Tewahdo Church, Inc., and Declaring an Emergency

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

Section 1. That the following unrecorded Landscaping Easement from Salite Meheret Mariyam Kidus Urael Ethiopia Orthodox Tewahdo Church, Inc. (0.114 acres), be and are hereby accepted:

See Exhibit "A" attached hereto and made a part hereof.

Section 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City, and to ensure timely recording of the acquisition; wherefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

LANDSCAPE EASEMENT

KNOW ALL MEN BY THESE PRESENTS that SALITE MEHERET MARIYAM KIDUS URAEL ETHIOPIA ORTHODOX TEWAHDO CHURCH, INC. , (hereinafter referred to as "Grantor"), an Ohio corporation, not for profit, for One Dollar (\$1.00) and other good and valuable consideration paid by the CITY OF REYNOLDSBURG ("Grantee"), a municipal corporation, the receipt of which is hereby acknowledged, does hereby grant to Grantee, its successors and assigns forever, a permanent easement in, over and under a portion of the real property located at 7457 E. Main Street, Reynoldsburg, Ohio, Parcel No. 060-000129-00 (the "Landscape Easement"), for the purpose of installing, maintaining, removing or replacing landscaping in any part thereof (hereinafter referred to as "Landscaping").

See Legal Description attached hereto as Exhibit "A" and incorporated herein.

Prior Instrument reference number: 201711140160101

Recorder's Office, Franklin County, Ohio

Grantee shall have the right hereunder, at all times and in its sole discretion, to access the Real Property, to ingress and egress over Grantor's adjacent lands, and to enter upon the Landscape Easement area together with any equipment (including, but not limited to: vehicles, machinery, and materials), to store the same thereon, and to do all things necessary for the purposes of installing and maintaining the landscaping improvements.

The easement rights granted herein are non-exclusive. Neither the Grantor nor the Grantee, except as expressly permitted herein, shall cause or allow to be constructed any permanent building, structure, facility or improvement, which in any way impairs the use or interferes with the installation, maintenance, removal, or replacement of the Landscaping or access thereto.

This grant of Landscape Easement shall run with the land and be binding upon and inure to the benefit of the Grantor and Grantee, their respective heirs, successors, and assigns and the rights herein granted shall continue in perpetuity. Grantor hereby covenants with Grantee that Grantor is the true and lawful owner of the Landscape Easement area and that Grantor has the right and full power to grant the Landscape Easement described herein. This grant of Landscape Easement shall not be modified or amended except in a writing signed by both parties hereto. All provisions herein shall inure to the benefit of and be enforceable by and against the respective successors and assigns of Grantor and Grantee.

TO HAVE AND TO HOLD said Landscape Easement unto said Grantee and its successors and assigns forever, for the activities and purposes hereinabove described.

Instrument Prepared by Christopher M. Shook, Reynoldsburg City Attorney
7232 East Main Street, Reynoldsburg, Ohio 43068

IN ACKNOWLEDGEMENT WHEREOF, SALITE MEHERET MARIYAM KIDUS
URAEI ETHIOPIA ORTHODOX TEWAHDO CHURCH, INC. has caused this
instrument to be executed and subscribed this 13 day of June, 2023.

Jacob & Amare
SALITE MEHERET MARIYAM KIDUS
URAEI ETHIOPIA ORTHODOX
TEWAHDO CHURCH, INC.

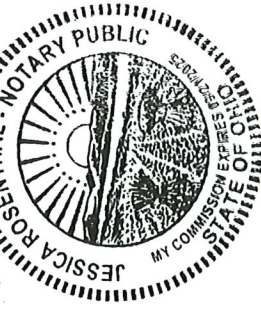
Printed Name: Jacob Amare

Title: V.P

STATE OF OHIO)
COUNTY OF FRANKLIN) SS:

BE IT REMEMBERED, that on this 13 day of June,
2023, before me, the subscriber, a Notary Public in and for said county and state,
personally came Jacob Amare, who acknowledged the signing thereof to
be his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed
my official seal on the day and year aforesaid.



Jessie Rosemond
Notary Public

LANDSCAPE EASEMENT
0.006 ACRE

Situated in the State of Ohio, County of Franklin, City of Reynoldsburg, lying in Half Section 8, Section 7, Township 16, Range 20, Refugee Lands, being on over and across Lot 61 of the Plat of the Corporation of Reynoldsburg of record in Survey Plat Book 3, Page 171 on file with the Franklin County Engineer's Office, and that 0.8501 acre tract conveyed to Salite Meheret Mariyam Kidus Urael Ethiopia Orthodox Tewahdo Church Inc. by deed of record in Instrument Number 201711140160101 (all references are to the records of the Recorder's Office, Franklin County, Ohio) and being more particularly described as follows:

Beginning, for reference, at a point in the southerly right-of-way line of East Main Street (U.S. 40, 80 feet wide) at a common corner of said 0.8501 acre tract and that tract conveyed to Maximilian Madrid and Anna Madrid by deed of record in Instrument Number 202109140163573;

Thence South 88° 37' 35" West, with said southerly right-of-way line, a distance 36.48 feet to the TRUE POINT OF BEGINNING;

Thence across said 0.8501 acre tract the following courses and distances:

South 01° 22' 56" East, a distance of 19.76 feet to a point;

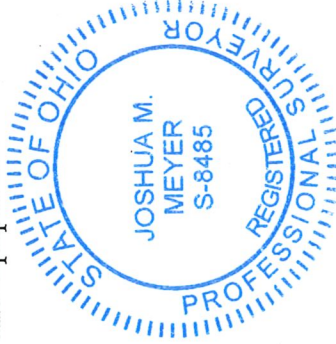
South 89° 03' 14" West, a distance of 14.38 feet to a point; and

North 01° 02' 05" East, a distance of 19.67 feet to a point in said south right-of-way line;

Thence North 88° 37' 35" East, with said southerly right-of-way line, a distance of 13.55 feet to the TRUE POINT OF BEGINNING, containing 0.006 acre, more or less.

Subject, however, to all legal rights-of-way and/or easements, if any, of previous record.

The bearings are based on the Ohio State Plane Coordinate System, South Zone, NAD83 (1986 Adjustment). Control for bearings was from coordinates of monuments REYNOLDSBURG and HOWELL2, having a bearing of North 56°30'34" West, as established by the Franklin County Engineering Department using Global Positioning Systems procedures and equipment.



EVANS, MECHWART, HAMBLETON & TILTON, INC.

 3-25-2022

Joshua M. Meyer Date
Professional Surveyor No. 8485

JMM:nmd
0_006 ac 20210561-VS-ESMT-01



Evans, Mechwart, Hambleton & Tilton, Inc.
Engineers • Surveyors • Planners • Scientists
5500 New Albany Road, Columbus, OH 43054
Phone: 614.775.4500 Toll Free: 888.775.3648

emht.com

LANDSCAPE EASEMENT

HALF SECTION 8, SECTION 7, TOWNSHIP 16, RANGE 20

REFUGEE LANDS

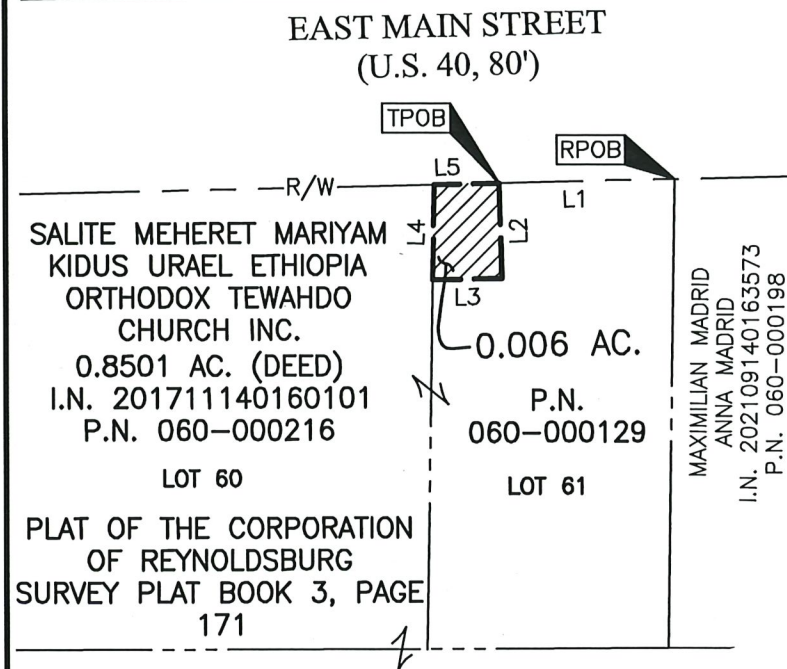
CITY OF REYNOLDSBURG, COUNTY OF FRANKLIN, STATE OF OHIO

Date: March 25, 2022

Scale: 1" = 40'

Job No: 2021-0561

Sheet No: 1 of 1



BASIS OF BEARINGS:

The bearings are based on the Ohio State Plane Coordinate System, South Zone, NAD83 (1986 Adjustment). Control for bearings was from coordinates of monuments REYNOLDSBURG and HOWELL2, having a bearing of North 56°30'34" West, as established by the Franklin County Engineering Department using Global Positioning Systems procedures and equipment

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S88°37'35"W	36.48'
L2	S01°22'56"E	19.76'
L3	S89°03'14"W	14.38'
L4	N01°02'05"E	19.67'
L5	N88°37'35"E	13.55'



By Joshua M. Meyer
Joshua M. Meyer
Professional Surveyor No. 8485
jmeyer@emht.com

3-25-2022
Date





**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Amend Chapter 160, Section 160.02 Authorized Positions, Personnel, Classifications and Pay Grades for the City of Reynoldsburg, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

In order to the policy to be in place by January 1, 2024.

REASON FOR EMERGENCY:

For the financial needs of the City government.

STAFF REPORT:

Chapter 160 updates to Chapter 160.01 Definitions; Chapter 160.02 Authorized positions, Personnel, Classifications and Pay Grades (a) Administrative (c) Development (e) Parks and Recreation (f) Police Department (g) (1) Service (g) (2) Building; Chapter 160.03 (a) Salary Schedule (a) Non-supervisory (b) Supervisory (c) Senior Police Mangement (e) Occaional Labor/Indpendent Contractors (f) Other; Chapter 160.04 Other Compensation: Chapter 160.05 Overtime Eligible; Chapter 160.07 Longevity; Chapter 160.09 Group Insurance and Chapter 160.13 Paid Family Leave. Please see attached

AN ORDINANCE TO AMEND CHAPTER 160, SECTION 160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATIONS AND PAY GRADES FOR THE CITY OF REYNOLDSBURG, OHIO, AND DECLARING AN EMERGENCY

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to amend Chapter 160 updates to Chapter 160.01 Definitions; Chapter 160.02 Authorized positions, Personnel, Classifications and Pay Grades; Chapter 160.03; Chapter 160.04 Other Compensation: Chapter 160.05 Overtime Eligible; Chapter 160.07 Longevity; Chapter 160.09 Group Insurance and Chapter 160.13 Paid Family Leave.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the City of Reynoldsburg, Ohio Chapter 160.01 Definitions; Chapter 160.02 Authorized Positions, Personnel, Classifications and Pay Grades; Chapter 160.03; Chapter 160.04 Other Compensation: Chapter 160.05 Overtime Eligible; Chapter 160.07 Longevity; Chapter 160.09 Group Insurance and Chapter 160.13 Paid Family Leave for the City of Reynoldsburg policies as per Exhibit A attached hereto and incorporated herein.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City; wherefore, upon adoption by the Council, this Ordinance shall be in effect immediately upon signature by the Mayor.

City of Reynoldsburg, Ohio

Chapter 160

Employee Compensation

5/8/2023 01/01/2024

TABLE OF CONTENTS

160.01	DEFINITIONS.....	1
160.02	AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE.....	8
160.03	SALARY SCHEDULE.....	11
160.04	OTHER COMPENSATION.....	13
160.05	OVERTIME ELIGIBILITY.....	14
160.06	OVERTIME PAY.....	15
160.07	LONGEVITY.....	15
160.08	ADMINISTRATION OF PAY PLAN.....	16
160.09	GROUP INSURANCE.....	17
160.10	EDUCATIONAL ASSISTANCE.....	18
160.11	CITY CLOTHING PROVIDED.....	19
160.12	CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT).....	20
160.13	PAID FAMILY LEAVE	21

160.01 DEFINITIONS

Active Pay Status: Except where otherwise defined in this manual, active pay status is a period when an employee is eligible to receive pay directly from the City and includes hours worked, and/or paid leave.

ADA: Americans With Disabilities Act.

Appointing Authority: Elected Official, commission, board or body having the power to appoint, to remove, to suspend or otherwise discipline positions in any office, department, commission, or board.

BWC: abbreviation for Ohio Bureau of Workers' Compensation.

City: The City of Reynoldsburg, Ohio.

Classification (Class): a position, or group of positions that involve similar responsibilities and require similar qualifications to which the same schedule of compensation equitably applies.

Classification Plan (Class Plan): alphabetically arranged compilation of the classification specifications for employees of the City.

Classification Series: classifications which are closely related, and grouped to form a career progression.

Classification Title: descriptive name of a group of positions similar enough to be included under a single classification.

Classified Service: all persons in the employ of the City, not specifically included in the unclassified service.

Collective Bargaining Agreement: written agreement(s) entered into between the City and an exclusive representative of employees of the City pursuant to ORC Section 4117.

Commission: the Civil Service Commission of the City of Reynoldsburg, Ohio.

Compensatory Time: the substitution of earned hours off, in lieu of overtime pay.

Continuous Service: uninterrupted service of an employee with the City where no break in service occurs. Authorized leaves of absence, or any separation from service which carries with it the right to reinstatement or reemployment shall not constitute a break in service provided the employee is reinstated or reemployed within the allowable time. However, time spent on a leave of absence without pay, layoff, or other separation shall not be included where the completed service of the employee is utilized to determine eligibility for City-provided benefits, except where the employee has a right to such benefits under USERRA (Military Leave).

Day(s): unless otherwise specified, means calendar day(s).

Demotion: change in position that reduces the employee's scope of responsibility and compensation.

Department: city organizational unit directed and controlled by the City and charged with a specific public service function and mission.

Department Head: supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the City. Also called Director in some departments.

Designee: any person authorized by the City or management official to perform a function with or on behalf of the City or management official.

Director: an unclassified supervisor (as defined herein) charged with the responsibility of managing a department on behalf of the City.

Discourteous Treatment: failure by an employee to treat others with respect, in a polite and courteous manner.

Dishonesty: disposition to lie, cheat, or defraud; untrustworthiness; lack of integrity.

Distribution: an act of distributing goods, materials, and/or written materials or literature.

Division: city organizational unit directed and controlled by the City and charged with a specific public service function and mission.

Division Head: supervisor (as defined herein) charged with the responsibility of managing a division on behalf of the City. Also called Superintendent in some divisions.

Earned Time: includes hours actually worked plus hours granted to the employee by the City for holiday, and/or any paid leave provided.

Employee: any person holding a position subject to appointment, removal, promotion, or demotion by the Appointing Authority.

Employee, Classified: an employee included in the Classified Civil Service of the City of Reynoldsburg as defined by City Charter.

Employee, Half-Time: part-time employee whose employment is expected to continue for longer than one year and who normally works a minimum of 20 hours per week.

Employee, Full-Time: an employee whose employment is expected to continue for longer than one year and who normally works a standard workweek of a minimum of 30 to 40 hours.

Employee, Seasonal: An individual hired primarily to perform services which because of climatic conditions or because of the seasonal nature of such service, it is customary to operate only during regular periods of forty weeks or less in any consecutive fifty-two weeks.

Employee, Service Date: date on which an employee was appointed to initial employment with the City adjusted for time off without pay, or any prior service credit.

Employee, Three-quarter time: Full-time employee whose employment is expected to continue for longer than one year and who normally works a minimum of 30 hours per week but less than 40 hours per week.

Excused Absence: absence from work with the approval of the Appointing Authority or appropriate designee (e.g., sick leave, vacation, holiday, unpaid leave of absence, etc.).

Exempt Employee: salaried employee determined to be exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act, and who therefore does not have to legally be paid the statutory minimum wage and/or be compensated, at premium rates, for additional hours worked in the workweek.

FLSA: abbreviation for the Fair Labor Standards Act.

FML: abbreviation for Family and Medical Leave.

Flex-Time: adjustment of an employee's work hours to avoid the employee working in excess of 40 hours in one (1) workweek or any other standard work period established in accordance with the FLSA.

Interim Appointment: Interim appointment, made necessary by reason of sickness, disability, or other approved leave of absence of regular officers or employees shall continue only during, such period of sickness, disability or other approved leave of absence. Interim appointments shall be made only to fill a vacancy that results from an employee's absence, or to fill a vacancy that results because of another employee receives an interim appointment.

Injury Leave: period of time granted by the Appointing Authority or designee for inability of the employee to work because of an on-the-job accident substantiated by a medical report.

Legal Holidays: days proclaimed by the Mayor as days which employees are normally not required to work and are paid the normal hours per day at the employee's prevailing rate, ~~according to the schedule set forth in Section 5.06 or 5.061 herein, as applicable.~~

Length of Service: interval from the employee's service date to any given date.

Longevity: Full-time ~~and three-quarter~~ employees of the City shall be eligible for longevity compensation ~~on the anniversary of five (5) years of continuous service. Payment will be made annually as a lump sum as described in Chapter 160.07..~~

Non-Exempt Employee: an employee who is entitled to be paid the federal minimum wage and to be paid at the rate of one and one-half (1 1/2) times the employee's regular rate of pay for all hours worked in excess of 40 in the established workweek or other standard work period established in accordance with the FLSA.

O.R.C.: abbreviation for the Ohio Revised Code. Also abbreviated as R.C. when followed by a chapter or section number.

OSHA: abbreviation for Ohio's Occupational Safety and Health Act.

Occasional Labor/Independent Contract: an employee who works on an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable and not paid through a timesheet.

Overtime: time worked by non-exempt full-time employees in excess of the normal schedule forty-hour workweek.

Part-time: an individual that does not work a regular ~~40~~ under a thirty-hour hour-work week .

PERS: abbreviation for the Public Employees Retirement System.

PFDPF: abbreviation for the Ohio Police and Fireman's Disability and Pension Fund.

Pay Period: the official pay period shall be biweekly.

Pay Plan: schedule of compensation rates established for all classifications or positions in the City service.

Personnel Actions: a specific act by the City to implement a personnel decision (e.g. hiring, promotion, demotion, suspension, removal, layoff, wage increases).

Personnel Decisions: such decisions include, but are not limited to: (1) recruitment, (2) selection, (3) placement, (4) testing, (5) training, (6) promotions and transfers, (7) layoff and recall, (8) removal, (9) disciplinary action, (10) employee benefits and compensation, and (11) tangible program services and benefits.

Position: group of duties and responsibilities assigned or delegated by competent authority to be performed by one (1) person. All of the positions listed in the organizational chart constitute positions within City. Positions and the duties of a position may be revised, but the employee's classification remains the same unless the position is reclassified.

Prevailing Pay Rate: rate of compensation in effect at any time.

Prior Service Credit: the City will allow service credit for any prior service an employee may have had with the City or any other Ohio governmental agency or Ohio political subdivision. Part-time service will be pro-rated for prior service credit purposes.

Promotion: change in position which results in an increase in an employee's compensation and responsibility.

Separation (except for cause): applies when the employee leaves the City service of his own volition.

Sick Leave: period of time granted by the Appointing Authority or appropriate designee due to inability of the employee to work because of physical or mental sickness, or injury due to an off-the-job accident.

Solicitation: act of requesting an individual to purchase goods, materials, or services, or a plea for financial contribution.

Superintendent: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Supervisor.

Supervisor: a classified individual who has been authorized by the City to perform or assist in performing some or all of the following: hiring, transferring, suspending, laying off, recalling, promoting, discharging, assigning, rewarding, interviewing, evaluating, approving leave requests, approving payroll time sheets or disciplining employees under the direction of the City; to responsibly direct employees; to adjust their grievances; or to effectively recommend any of these actions. Also referred to as Superintendent.

Suspension: relief of an employee from duty without pay, usually for a short period of time as a disciplinary measure.

Temporary Appointment: Temporary appointments within the classified services are addressed in the Civil Service Rules.

Transfer: voluntary and/or involuntary reassignment from one position and/or department in the City service to another.

Training Appointment: In the event of a planned (i.e. retirement, notice given of separation) employee separation, the Appointing Authority may employ an additional employee for no longer than eight (8) weeks while the current employee continues their employment with the City.

Unclassified Service: those positions set forth in Section 7.03 of the City Charter as applied to the Civil Service of the City of Reynoldsburg. Positions in the unclassified service shall be exempt from all examinations.

Vacation Leave: period of time granted by the Appointing Authority or appropriate designee during which employees are exempt from work and paid at the employees prevailing rate.

Vacation Year: the interval of time based on the employee's service date with the City and extends from service date to service date.

Vendor: any individual or group engaged in or desiring to engage in the supply of goods, materials, or services, (which are utilized in the conduct of public business) to the City and/or its employees.

Work Area: any office, room, or physical location where official City business is transacted and/or operations of the City are conducted.

Work Time: the time when an employee's duties require that the employee be engaged in work tasks.

Written Reprimand: written record of disciplinary action, usually issued after a written warning has failed to improve an employee's conduct or when the employee has committed a more serious violation, which is provided to the employee and placed in the employee's personnel file in an attempt to improve the employees conduct and performance.

Written Warning: written documentation of a verbal counseling and instruction which is provided to the employee and placed in the employee's personnel file to correct any misconduct and improve the employee's conduct and performance.

160.02 AUTHORIZED POSITIONS, PERSONNEL, CLASSIFICATION AND PAY GRADE

<u>Position</u>	<u>Personnel</u>	<u>Classification</u>	<u>Pay Grade</u>
(a) ADMINISTRATIVE			
Mayor	1	Unclassified	See Sect.141.01
Auditor	1	Unclassified	See Sect.143.01
City Attorney	1	Unclassified	See Sect.147.03
Asst. City Attorney	1	Unclassified	22
Asst. City Prosecutor	1 p/t	Unclassified	19
Asst. City Prosecutor	1 F/T (3/4)		
City Attorney Secretary	1	Unclassified	15
City Attorney Clerk	1	Classified	12
Criminal Justice Program	1		
Administrator	1	Unclassified	12 14-A
Mayor's Secretary	1	Unclassified	15-A
Clerk of Courts	1	Unclassified	18
Assistant Clerk of Courts	1	Classified	11
Deputy Clerk	1 F/T (3/4)	Classified	9
Deputy Clerk	1	Classified	9
Clerk of Council	1	Unclassified	16
Asst. Clerk of Council	1 p/t	Unclassified	10
Tax Administrator	1	Classified	17
Deputy Auditor	1	Unclassified	15
Auditor Secretary/Payroll Specialist	1 F/T (3/4)	Unclassified	10
Finance Manager	1	Classified	22
Senior Accountant	1	Classified	17
Civil Service			
Administrative Assistant	2 p/t	Unclassified	15
Public Information/Special Events			
Manager	1	Unclassified	15-A 18
Public Information Specialist	1	Classified	10
Diversity, Equity, Inclusion			
Compliance Manager	1	Classified	21
(b) DEPARTMENT OF COMPUTER SYSTEMS			
Director of Computer Systems	1	Unclassified	22
Network Systems Administrator	1	Classified	19
(c) DEPARTMENT OF DEVELOPMENT			
Development Director	1	Unclassified	22
Development Director			
Administrative Assistant	1	Unclassified	13
Planning & Zoning Administrator	1	Classified	19
<u>Planner 1</u>	<u>1</u>	<u>Classified</u>	<u>14-A</u>

(d) HUMAN RESOURCES DEPARTMENT

Director of Human Resources	1	Unclassified	22
Human Resources Coordinator	1	Unclassified	14-A

(e) PARKS & RECREATION DEPARTMENT

Director	1	Unclassified	22
Administrative Assistant	1	Unclassified	13
Senior Center Manager	1	Classified	16
Senior Citizens Assistant	1	Classified	5
Senior Center Activities Instructor	1 p/t	Classified	3
Recreation Superintendent	1	Classified	16 18
Grounds Superintendent	1	Classified	16 18
Assistant Grounds Superintendent/Arborist	1	Classified	15-A
Parks Grounds Maintenance	34	Classified	5
Field and Landscape Operator	2	Classified	6
Horticulturist	1	Classified	10 14-A
Recreation Coordinator	1	Classified	7
Park Ranger	24	Classified	12
<u>Horticulturist Assistant</u>	<u>1</u>	<u>Classified</u>	<u>9</u>
<u>Arborist Assistant</u>	<u>1</u>	<u>Classified</u>	<u>9</u>
Seasonal & Occasional	Variable	Unclassified	See 160.03(d) & (e)

(f) POLICE DEPARTMENT

Director of Public Safety	1	Unclassified	22
Chief of Police	1	Classified	26A
Deputy Chief of Police	1	Classified	24A
Lieutenant	3	Classified	See Chapter 166
Sergeant	9	Classified	See Chapter 166
Police Officer	59	Classified	See Chapter 166
Dispatcher	9	Classified	See Chapter 162
Support Services Supervisor	1	Classified	16
Property Room Coordinator	1	Classified	10
Property Room Clerk	1p/t	Classified	7
Chief of Police			
Administrative Assistant	1	Classified	14 -A
Public Safety Records Technician	3	Classified	9
Public Safety Records/Research Technician	1	Classified	10
Court Specialist	1	Classified	10
Command & Staff Administrative Assistant	1	Classified	11
Accreditation Manager	1 p/t	Classified	10
Training Coordinator	1 F/T (3/4)	Classified	10
Court Liaison	2 p/t FT (3/4)	Classified	13

Public Safety Social Worker Supervisor	1	Classified	17
Public Safety Social Worker/ Victim Advocate	2	Classified	16
Community Liaison/Advocate	1	Classified	14-A

(g) SERVICE DEPARTMENT

(1) Director of Public Service Service Director	1	Unclassified	22
Public Service Manager	1	Unclassified	21
Administrative Assistant	1	Unclassified	13
Secretary *	1	Classified	8
Administrative Assistant Front Desk *	1	Classified	8
Maintenance Foreman Superintendent	1	Classified	16 18
Custodian	3	Classified	5
Maintenance Crew Leader Assistant Superintendent	1	Classified	12 14-A
Building Maintenance Worker	1	Classified	11

(2) Building Division			
Chief Building Official	1 F/T (3/4)	Classified	21
Asst. Chief Building Inspector	1	Classified	17
Plans Examiner	1 F/T (3/4)	Classified	16
Building Inspector 2	2	Classified	14 15
Residential Building Inspector	1	Classified	13 14
Electrical Inspector	1 F/T (3/4)	Classified	14
Zoning & Code Enforcement Inspector	1	Classified	12
Lead Permit Technician	1	Classified	15 -A
Permit Technician	1	Classified	11
Code Compliance Officer	4	Classified	10

(3) Water/Wastewater Division			
Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15-A
Maintenance Spec/Equip Operator	7	Classified	10
Billing Manager	1	Classified	15
Account Clerk 2	4	Classified	8 9

(4) Street Division			
Superintendent	1	Classified	18
Asst. Superintendent	1	Classified	15-A
Administrative Assistant	1	Classified	8
(To be shared with Storm Water Utility Division)			

Maintenance Spec/Equip Operator	5	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10
(To be shared with Storm Water Utility Division)			

Fleet Maintenance Supervisor	1	Classified	15-A
Fleet Maintenance Technician	2	Classified	10

(4)(a) Storm Water Utility Division

Asst. Superintendent	1	Classified	15-A
Administrative Assistant	1	Classified	8

(To be shared with Street Division)

Maintenance Spec/Equip Operator	2	Classified	10
Maintenance Spec/Equip Operator	1*	Classified	10

(To be shared with Street Division)

(h) DEPARTMENT OF ENGINEERING

Director of Engineering	1	Unclassified	22
-------------------------	---	--------------	----

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

160.03 SALARY SCHEDULE

(a) All permanent Part and Full Time Employees – NON SUPERVISORY PERSONNEL

THE FOLLOWING PAY GRADES

SHALL BE IN EFFECT ON JANUARY 1, ~~2023~~2024:

Grade	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6
3	16.55	17.37	18.25	19.15	20.12	21.12
4	17.56	19.26	20.93	22.62	24.24	25.97
5	18.00	19.74	21.45	23.19	24.86	26.61
6	18.36	20.13	21.87	23.65	25.34	27.14
7	18.73	20.54	22.31	24.12	25.85	27.69
8	19.90	21.62	23.36	25.05	26.79	28.52
9	20.86	22.66	24.48	26.26	28.08	29.89
10	21.38	23.44	25.09	26.92	28.79	30.64
11	21.81	23.69	25.59	27.45	29.36	31.25
12	22.24	24.17	26.10	28.00	29.94	31.88
13	22.69	24.65	26.62	28.56	30.55	32.51
14	23.11	25.14	27.16	29.12	31.16	33.17
15	23.61	25.65	27.71	29.70	31.78	33.83

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<u>3</u>	<u>16.88</u>	<u>17.72</u>	<u>18.61</u>	<u>19.54</u>	<u>20.52</u>	<u>21.54</u>
<u>4</u>	<u>17.91</u>	<u>19.64</u>	<u>21.35</u>	<u>23.07</u>	<u>24.73</u>	<u>26.49</u>
<u>5</u>	<u>18.36</u>	<u>20.13</u>	<u>21.88</u>	<u>23.65</u>	<u>25.35</u>	<u>27.15</u>
<u>6</u>	<u>18.73</u>	<u>20.53</u>	<u>22.31</u>	<u>24.12</u>	<u>25.85</u>	<u>27.69</u>
<u>7</u>	<u>19.10</u>	<u>20.95</u>	<u>22.75</u>	<u>24.60</u>	<u>26.37</u>	<u>28.24</u>
<u>8</u>	<u>20.30</u>	<u>22.05</u>	<u>23.82</u>	<u>25.55</u>	<u>27.33</u>	<u>29.09</u>
<u>9</u>	<u>21.28</u>	<u>23.11</u>	<u>24.97</u>	<u>26.78</u>	<u>28.64</u>	<u>30.49</u>
<u>10</u>	<u>21.81</u>	<u>23.91</u>	<u>25.60</u>	<u>27.45</u>	<u>29.36</u>	<u>31.25</u>
<u>11</u>	<u>22.24</u>	<u>24.16</u>	<u>26.11</u>	<u>27.99</u>	<u>29.95</u>	<u>31.88</u>
<u>12</u>	<u>22.69</u>	<u>24.65</u>	<u>26.63</u>	<u>28.56</u>	<u>30.54</u>	<u>32.52</u>
<u>13</u>	<u>23.14</u>	<u>25.14</u>	<u>27.16</u>	<u>29.13</u>	<u>31.16</u>	<u>33.16</u>
<u>14</u>	<u>23.57</u>	<u>25.64</u>	<u>27.71</u>	<u>29.70</u>	<u>31.78</u>	<u>33.83</u>
<u>15</u>	<u>24.08</u>	<u>26.16</u>	<u>28.26</u>	<u>30.30</u>	<u>32.42</u>	<u>34.51</u>

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

** Scale will automatically adjust by 2% each year beginning January 1, 2022.

(b) SUPERVISORY PAY RANGE

Each year employees in the pay group will be given a merit increase based upon their performance and goals met each year. The Mayor will set the range each November, beginning in 2024 during the budget process. Once the range is established pay increases will be based on overall performance within the range set. Human Resources will develop the goal setting and evaluation process.

Pay-Grade	Minimum	Maximum
<u>14</u>	<u>\$ — 27.00</u>	<u>\$ — 48.00</u>
<u>15</u>	<u>\$ — 28.00</u>	<u>\$ — 50.00</u>
<u>16</u>	<u>\$ — 29.00</u>	<u>\$ — 52.00</u>
<u>17</u>	<u>\$ — 30.00</u>	<u>\$ — 56.00</u>
<u>18</u>	<u>\$ — 31.00</u>	<u>\$ — 58.00</u>
<u>19</u>	<u>\$ — 32.00</u>	<u>\$ — 60.00</u>
<u>20</u>	<u>\$ — 33.00</u>	<u>\$ — 62.00</u>
<u>21</u>	<u>\$ — 40.00</u>	<u>\$ — 64.00</u>
<u>22</u>	<u>\$ — 42.00</u>	<u>\$ — 66.00</u>

* Scale will automatically adjust by 2% each year beginning 2022.

Pay Grade	Minimum	Maximum
<u>14-A</u>	<u>\$27.81</u>	<u>\$49.44</u>
<u>15-A</u>	<u>\$28.84</u>	<u>\$51.50</u>
<u>16</u>	<u>\$29.87</u>	<u>\$53.56</u>

<u>17</u>	<u>\$30.90</u>	<u>\$57.68</u>
<u>18</u>	<u>\$31.93</u>	<u>\$59.74</u>
<u>19</u>	<u>\$32.96</u>	<u>\$61.80</u>
<u>20</u>	<u>\$33.99</u>	<u>\$63.86</u>
<u>21</u>	<u>\$41.20</u>	<u>\$65.92</u>
<u>22</u>	<u>\$43.26</u>	<u>\$67.98</u>

(c) Senior Police Management

Pay Grade	Minimum	Maximum
24A	\$ 51.00 <u>52.53</u>	\$ 70.00 <u>72.10</u>
26A	\$ 56.00 <u>57.58</u>	\$ 75.00 <u>77.25</u>

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

* Scale will automatically adjust by 2% each year beginning 2022.

(c) Part Time Employee

Part time employees' rate of pay shall be set by the Appointing Authority within the pay grade assigned.

(d) Seasonal Employee

1) Parks and Recreation Department:

Recreation Leader	\$9.50 - \$25.00
Seasonal Maintenance Employee	\$10.00 – \$25.00
Bus/Van Driver	\$9.50 per hour - \$ 25.00

2) Service Department

Water/Wastewater Laborer	\$10.00 - \$15.00 per hour
Service Seasonal Laborer	\$10.00 - \$15.00 per hour

3) Street Department

Street Seasonal Laborer	\$10.00 - \$ 15.00 per hour
-------------------------	-----------------------------

(e) Occasional Labor/Independent Contract

Unless otherwise indicated, occasional shall be paid at the rate mandated as the minimum wage by the Fair Labor Standards Act- All Independent Contractors responsibilities must meet all requirement as defined by the Ohio Public Employees Retirement System.

-Exceptions to this area are as follows:

(1) Parks and Recreation Department:

Umpire/Referee-	\$11.00 - \$100.00 per game
Program Assistant	\$ 11.00 - \$75.00 per game/hour

- (2) Service Department (Building Division)
Building Plans Examiner
Residential/Inspector \$13.00 - \$16.00 per hour

~~(f) Other~~

College – Interns

—~~P~~ermitted by a department that has funding available within the department budget for a college intern that will be on payroll on a part-time basis not to exceed six-months after college graduation with a secondary degree. There will be no benefits, holiday, vacation and sick leave earned.

High School- Interns

- (a) If a high school student is receiving class credit for the internship and is performing duties during the academic year, there will be no compensation for this internship. The internship will be one academic semester.
~~(a)~~(b) High school students that are not receiving class credit and the duties are performed during the school recess will receive an hourly rate in the range of the Seasonal Recreation Leader pay. The internship will be in place no longer than the summer break.

160.04 OTHER COMPENSATION

(1) Water/Wastewater Departments – License Compensation

(a) Any hourly employee in the Water Department or Waste Water Department who receives a Class I, Class II, or Class III license from the Ohio EPA shall receive an additional amount per month for the highest held as follows:

Class I	\$ 75.00
Class II	\$100.00
Class III	\$150.00

(b) An employee may be compensated for the highest license regardless of how many are within the Department.

(2) All Second Shift Chapter 160 Eligible Employees Shift Differential

A shift differential of seventy-five cents (\$.75) per hour worked shall be paid to any Chapter 160 eligible employees when the majority of their regularly scheduled daily shift is after 1:00 p.m. and before 6:00 a.m. This applies to employees that work three-quarter or forty-hour workweek.

Employees who work less than 20 hours per week on a regular basis will receive no benefits.

(2) Tomato Festival Event Staffing Compensation

Any employee that works a four-hour shift on Thursday OR Friday outside their regular work day AND a four-hour shift on Saturday of the Tomato Festival will receive their hourly pay and one (1) additional Personal day to be used no later than December 15 of the year earned. Hourly rate is defined as current rate of pay or time and a half, if applicable. Employees may elect to receive compensatory time in lieu of overtime if they wish.

160.05 OVERTIME ELIGIBILITY

A. POLICY

1. Exempt (Salary): Administrative, executive, professional, and certain other employees paid on a salary basis may be exempted or may fall into one of the specific categories of "non-covered" employees under the FLSA. The following positions are exempt from overtime compensation:

Safety Director	Service Director
Development Director	Deputy Chief of Police
Parks & Recreation Director	Computer Systems Director
Human Resources Director	Superintendent of Streets
Chief Building Official	Clerk of Courts
Superintendent of Water/Wastewater	Chief of Police
Tax Administrator	Finance Manager
Assistant City Prosecutors	Clerk of Council
Planning & Zoning Administrator	Assistant City Attorney
Public Service Manager	<u>Parks Grounds Superintendent</u>
<u>Recreation Superintendent</u>	
<u>Building Maintenance Superintendent</u>	
Criminal Justice Program Administrator	
Public Safety Social Worker/Victim Advocate Supervisor	
Diversity Equity Inclusion Compliance Manager	
<u>Special Events/Public Information Manager</u>	

Such employees shall not receive a reduction in pay for absences of less than an entire work period (normally five [5] days). Absences will first be deducted from the employee's accumulated sick leave, vacation, or other paid leave time, as appropriate. Sick leave, vacation leave, and holiday pay are based upon a 40 hour week for exempt employees.

2. Nonexempt (Hourly): Employees that fall into the non-exempt status, either by ordinance or the federal Fair Labor Standards Act (FLSA), are paid a set wage on an hourly basis.

3. Part-time employees are expected to work their normally prescribed amount of work hours as determined by the City.

160.06 OVERTIME PAY

(a) Overtime will be authorized by the Appointing Authority or designee when it is necessary to prevent loss of life, damage to property, or to continue essential City services. Only full-time non-exempt employees are eligible for overtime pay.

(b) Full-time employees required to work, in excess of the established regular work week, holidays and/or any paid leave during the scheduled work week, shall be compensated for the excess hours at the rate of one and one-half (1½) times their current rate of pay. Employees must submit a time sheet by noon on Monday in order to be paid for overtime in the prior two (2) weeks. If not, overtime will be paid in the following pay period. Part-time employees must work more than forty (40) hours per week in order to qualify for overtime pay.

(c) The work period for calculating overtime shall be 12:00 a.m. Saturday through 11:59 p.m. Friday, unless the City has established an alternative work period for certain classes of employees. The City's right to use dual calculations to compute overtime owed to employees covered by collective bargaining agreements remains intact.

(d) In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.

160.07 LONGEVITY

Effective ~~January 1, 2022~~ June 12, 2023, full-time (~~three-quarter to forty hour~~) employees of the City shall be eligible for longevity compensation on the anniversary of five (5) years of continuous service. Employees who are eligible for longevity prior to November 1, 2014 will have an adjusted longevity payment date of November 1. Longevity will be paid on the pay period that includes November 1 annually.

Full-time employees who become eligible for longevity as of November 1, 2014 will be paid longevity on their actual anniversary date ~~d~~ with the city. The new rate effective January 1, 2023 is:

<u>From</u> (Anniversary)	<u>To</u> (Conclusion of):	
of 5 th year	9 th year	\$ 650.00 annually
10 th year	14 th year	\$ 900.00 annually
15 th year	19 th year	\$ 1,050.00 annually
20 th year	----	\$ 1,200.00 annually

Employee must be employed by the City of Reynoldsburg on their longevity payment date to receive longevity pay. Longevity pay will not be prorated.

160.08 ADMINISTRATION OF PAY PLAN

(a) SALARY SCHEDULE AND PAY GRADES

2) Effective January 1, 2021 the City will update the step program for non-bargaining unit employees in pay grades 1 through 15 in non-supervisory roles as reflected in 160.03 (a). Effective January 1, 2021, any adjustments in step assignments will be made at the discretion of the Appointing Authority to fall in line with the new step program being implemented. Effective January 1, 2023, each employee will then move through their steps on their anniversary date of each year that falls on years that end in odd numbers. Effective January 1, 2022 and each January 1 thereafter the scale will adjust by two percent (2%) each year.

2) The Appointing Authority will determine what step an individual is assigned based upon the qualification at the time of the initial hiring/transfer/promotion.

In the event an individual does not meet expectations on their annual review, moving to the next step could be delayed. Any employee not meeting performance standards will be notified of a delay of the step increase by six-months. At the six-month mark there will be another evaluation of performance and if the employee meets the performance standards, they will be granted their step increase and then move forward to their next step on their anniversary date. The denial of an increase is not a disciplinary action nor a reduction in pay, the employee has simply not earned an increase.

3) If there are specific required certifications and/or licenses that is required for a position and it is achieved, the Appointing Authority may authorize the moving to a higher step within the range.

4) For supervisory staff in pay grades 14 -26A hiring rate of pay will be based upon the minimum and maximum range set forth in each pay grade, based upon qualifications and approval of the appointing authority. Annual increases will be based upon annual performance reviews/feedback from their supervisor and/or Appointing Authority within the approved ranges and will be effective January 1 of each year. Any other salary adjustments will be made at the discretion of the Appointing Authority.

5) All employee change forms shall be signed by the Appointing Authority, City Auditor or designee of the City Auditor, and the Human Resources Director to confirm that such change forms are consistent with the requirements set forth in Chapter 160.

(b) Cost of Living Adjustments

On January 1 of each calendar year that is an even number, there will be a two-percent (2%) cost of living adjustment for all non-bargaining unit employees.

(c) Promotions

Upon promotion, the employee's rate of pay shall be adjusted from their current pay grade and step and to the assigned pay grade and the step determined by the Appointing Authority.

(d) Transfers and Certain Other Appointments

Upon lateral transfer or appointment to a classification within the same Pay Grade, the employee's pay rate will be set by the Appointing Authority pursuant to Section 160.08 (a) (2). If that lateral transfer or appointment is to a classification with a lower Pay Grade, the appointing authority may establish the employee's pay at an equitable rate within the lower Pay Grade authorized by Reynoldsburg Chapter 160.03 Salary Schedule. Promotion transfers and appointments will be approved by the Appointing Authority. All benefits are retained when an employee transfers or is appointed to another position within the service of the City for any reason.

160.09 GROUP INSURANCE

(a) Each employee eligible for medical insurance under the Affordable Health Care Act is entitled to such benefits provided by a group insurance contract, the premiums of which, including premiums for dependent coverage, if appropriate, shall be paid by the City less an employee/newly elected or appointed official premium contribution of twelve percent (12%) of the total monthly premium for health, and seven percent (7%) for dental and vision insurance unless otherwise specified. Premium contributions shall be paid by payroll deduction. Coverage's and exclusions are as follows:

1. Effective January 1, 2014, eligible employees and each newly elected official serving in the Mayor, City Attorney and City Auditor who choose to utilize the City's medical insurance will pay twelve (12%) of the monthly premium contribution.
2. Effective January 1, 2008 for eligible employees and place into the H.S.A. amounts for single and family coverage as determined annually by City Council. Contributions for elected officials shall be equal to the contribution for full-time employees. Said amounts will be placed into the individual H.S.A. by the Auditor not later than January 15th of each year or as determined by the appropriate Labor Agreement.
 - A. The following shall apply for each full-time employee and is eligible and covered for by Medicare coverage:

The City will reimburse said full-time employee or elected official for

qualified medical expenses and prescriptions that meet the insurance plan deductible coverage up to the same contribution level of those not ~~eligible for covered by~~ Medicare ~~coverage~~.

3. Full-time employees required to forfeit insurance coverage because their spouse is also a covered City employee shall receive twenty-five (25) dollars per month while such forfeiture is in effect.
4. Full-time employees may “opt out” of City provided health insurance provided they supply a certificate of coverage from another provider. Employees who “opt out” of employee only coverage will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. Employees who “opt out” of family coverage will be paid Two Thousand Five Hundred Dollars (\$2,500.00) annually and any employee opting to take employee only coverage in lieu of family coverage, except as determined by Section (4) above, will be paid One Thousand Five Hundred Dollars (\$1,500.00) annually. All dates of payments made under this “opt out” provision will be determined by the Auditor.
5. Each permanent three-quarter (30 hour) or more employee shall receive a minimum of Fifty Thousand Dollars (\$50,000.00) or one times annual salary Life insurance rounded off to the next higher One Thousand Dollars (\$1,000.00), plus an equal amount of Accidental Death Insurance. Part-time elected officials do not receive Life Insurance benefits. Premiums shall be fully paid by the City. The city shall provide police liability insurance for all police officers.

Effective January 1, 2001 each full-time, non-bargaining unit employee is entitled to disability benefits provided by an insurance carrier, the premium of which is paid by the City of Reynoldsburg.

160.10 EDUCATIONAL ASSISTANCE

1. All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.
2. The allowances for assistance are as follows:
 - A. All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related, self-related, self-development activities during non-working hours. All coursework must be taken in accordance with a Planned Program of Professional Improvement approved by the appointing authority in advance.

B. The allowances for assistance are as follows:

1. The annual allowance for college credit coursework education assistance (per employee) is \$3,000.00 per academic year.
 2. The annual allowance for non-college credited coursework education assistance (per employee is \$1,000.00 per academic year
 3. Annual text book reimbursement shall not exceed fifty percent (50%) of the actual cost of textbooks for college credit coursework and \$250.00 for non-college credit coursework during the academic year.
 4. All coursework must be preapproved before commencement of the course
3. To qualify for assistance, plan participants shall satisfactorily complete the course(s) with a grade of C or better, or pass a pass/fail course. Reimbursement shall be made upon submission of official transcripts, tuition statements, and receipts for textbooks.
 4. An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City of Reynoldsburg within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

160.11 CITY CLOTHING PROVIDED

1. The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.
2. The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.
3. Clothing shall be conducive to the safe and effective performance of required job duties.
4. Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.
5. Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

6. The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee.
7. Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets, etc. with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

All clothing purchased must be approved colors and be branded with City of Reynoldsburg logo/name. Department directors are responsible for approving clothing options with the City of Reynoldsburg logo.

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does not negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

Uniforms or clothing purchased by the city and distributed to employees will be treated as a fringe benefit, included as wages to the employee and subject to withholding tax purposes unless not permit by law.

160.12 CITY CLOTHING PROVIDED (SENIOR POLICE MANAGEMENT)

In addition to non-conflicting provisions in Section 7.07, the following shall apply to Senior Police Management.

The City shall furnish the basic uniforms and new equipment for all sworn officers. Uniform parts and equipment shall be replaced by the City on an as-needed basis. All uniforms and equipment purchased by the City remain the property of the City and must be returned when a member is separated from City service for any reason.

Uniform items not accounted for shall be replaced at the employee's expense. Failure to do so shall result in the value of the uniform items not accounted for being withheld from the employee's separation pay.

The City shall repair or replace all uniform items damaged or destroyed in the line of duty so long as the damage was not due to the employee's misconduct or negligence.

The City shall repair or replace eye glasses damaged or destroyed in the line of duty so long as the damage is not due to the employee's misconduct or negligence. This section shall provide coverage only for a like amount of the damaged eye glasses.

Employees assigned to plain clothes or administrative duty shall be permitted to purchase civilian clothing and components up to the reimbursable amount as agreed upon in the collective bargaining agreement.

If not caused by negligence or misconduct of the employee, civilian clothing and/or components damaged to the point of unserviceability, in the line of duty, shall be replaced by the City as soon as possible at no charge to the current or subsequent allowance. Replacement does not include normal wear and tear.

Employees shall be reimbursed for necessary dry cleaning of uniforms or plain cloths items. Dry cleaning will be provided to staff who serve as Court Liaisons. Employees shall utilize the dry cleaning facility or facilities designated by the City.

The City will provide clothing/equipment per the collective bargaining agreements.

SECTION 160.13. PAID FAMILY LEAVE

(a) For purposes of this Section, the following terms and definitions apply:

- (1) “Family and Medical Leave Act” or “FMLA” shall mean The Family and Medical Leave Act of 1993, 29 U.S.C. Section 2601 et seq.
- (2) “Parent” shall mean an employee who is (a) either a biological, adoptive, step- or foster father or mother of a child, or (b) providing day-to-day care and financial support for a child who does not receive care and support from a biological, adoptive, step- or foster father or mother.
- (3) “Paid parental leave” shall mean a ten-week leave of absence for the purpose of a parent bonding with a newborn or with a newly adopted child in which the employee is compensated at 100 percent of his or her regular base rate of pay. Paid parental leave shall be in addition to, and not reduce, an employee’s balance of any other accrued paid leave provided to the employee by the City, including short-term disability associated with childbirth.

(b) All full-time and three-quarter time employees who have been employed with the City for 12 or more months at the time of the birth, adoption, shall be eligible to take paid parental leave one time in a 12-month period. Employees covered under a collective bargaining agreement are eligible for parental leave as negotiated and detailed in their respective contracts. The requirement for one year of employment at the time of birth or adoption will be effective January 1, 2024.

(c) Paid parental leave must be taken in one uninterrupted period of leave time and must be taken within 12 months following the birth or placement of a child for adoption or foster care. Paid parental leave entitlement is ten (10) weeks of paid leave.

- (d) Paid parental leave shall run concurrently with Family Medical Leave Act leave and be counted against the amount of FMLA leave available to employees taking these benefits.
 - (e) Whenever the birth or placement of a child for adoption or foster care is foreseen, the employee must provide the Director of Human Resources at least 30 days' notice of his or her intention to take paid parental leave or paid childbirth leave.
 - (f) An employee who would otherwise be eligible for paid parental leave pursuant to above, whose child is stillborn or dies during the third trimester of pregnancy, is eligible for four (4) calendar weeks of paid parental leave following the date of death of the unborn or stillborn child. In the event the newly born or adopted child dies during the period of time that the employee is on paid parental leave, the employee shall be entitled to the full extent of the paid parental leave permitted above, and the paid parental leave shall not terminate due to the death of the child. All other provision of the paid parental leave granted pursuant to above shall apply.
 - (g) If an employee is enrolled in group health insurance or other insurance benefits sponsored by the City, these benefits will continue as if the employee had not taken leave.
 - (h) Paid parental leave taken by an employee shall not be counted as time worked for the purposes of calculating overtime.
 - (i) The Director of Human Resources shall promulgate a policy related to provision of medical documentation, adoption or foster documentation, intermittent leave, returning to work, confidentiality and any other relevant considerations not inconsistent with this Section or the Family and Medical Leave Act.
-

Position Description

Ordinance Position Title:	Account Clerk 2	Employee Type: Full-Time (40-hr week)
Working Title:	Account Clerk 2	DEPT: Water/WasteWater Division
Pay Grade:	9	
Reports To:	Billing Supervisor	FLSA Status: Non-Exempt
Revision Date:	11/16/2023	Civil Service Type: Classified

General Description:

Under the direction of the Billing Supervisor. The Account Clerk 2 will process water payments, provide customer service to internal and external customers.

Essential Functions of Work

- Primary duty is providing customer service (directly and indirectly by way of phone or email)
- Taking payments, and inquiries at the counter
- Performs a variety of general accounting functions for the efficient operation of the office
- Calculates/prints utility bills for public
- Checks consumption reports and contacts customer if necessary to obtain reason for unusual consumption
- Sets up payment plans for customers
- Enters work orders into computer; prepares/tracks work orders
- Prepares shut-off lists; creates transfer, disconnect, and change of address orders; dispatches field crews and notifies customers
- Sends out grease trap/backflow notices; issues water/sewer permits
- Performs a variety of clerical tasks; types letters/reports
- Back up on remote check scanner
- Remains informed of current guidelines and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and conferences
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance.
- Performs other related duties as assigned
- Cross train in other positions/duties
- Performs other related duties as assigned

Minimum Qualifications

- High school diploma or GED or equivalent
- Eighteen (18) months' experience or training in general accounting/bookkeeping, financial recordkeeping
- Eighteen (18) months' experience or training with modern office equipment (e.g., computer); Microsoft Office
- Proficient with typing/data entry and a 10-key calculator

Knowledge/Skills and Abilities:

Knowledge of: (*Indicates developed after employment)

- Considerable knowledge of basic bookkeeping/accounting practices and principles; department policies and procedures;* office machines
- Public relations

- Community resources and services
- Office practices and procedures
- English grammar and spelling
- Records management
- Modern office practices

Skill in:

- Typing
- Data entry
- Spreadsheets
- Proficient in Microsoft Office, including Excel
- Computer operation
- Must be proficient with a 10-key calculator
- Use of modern office equipment (e.g., check scanner, receipt validator)

Ability to:

- To work and handle many interruptions
- Provide excellent customer service
- Interpret a variety of instructions in written, oral, picture, or schedule form
- Calculate fractions, decimals, and percentages
- Copy material accurately and recognize grammatical and spelling errors
- Prepare routine correspondence; prepare accurate documentation
- Respond to routine inquiries from public and/or officials
- Communicate effectively
- Code items from one symbolic form to another
- Maintain records according to established procedures
- Cooperate with co-workers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from and contacts with officials and general public
- Work alone on most tasks
- Develop and maintain effective working relationships
- Resolve complaints
- Proofread names and numbers

Working Conditions:

- Sedentary: lift, push, pull 10 pounds occasionally
- Has contact with potentially violent or emotionally distraught persons

Class Titles of Positions Directly Supervised:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

___/___/___
Date

Position Description

Ordinance Position Title:	Arborist Assistant	Employee Type: Full-Time (40-hr week)
Working Title:	Arborist Assistant	DEPT: Parks and Recreation
Pay Grade:	9	Ord/Contract: Classified
Reports To:	Assistant Park Superintendent/Arborist	FLSA Status: Non-Exempt
Revision Date:	01/01/2017	Civil Service Type: Classified

General Description:

Under the direction of the Parks and Recreation Director. Performs a variety of administrative tasks in order to assist the Department Director with the efficient operation of youth/adult sports activities and other Department programs.

Essential Functions of Work

- Trim, raise, and deadwood trees on city property for safety, to meet ordinances and for aesthetics, etc.
- Remove dead and hazardous trees, which can involve spraying or herbicide and/r stump grinding.
- Operate various type of specialized equipment, both during emergencies and regularly scheduled tree service activities, such as aerial lift equipment, stump grinder, chemical sprayers, chain saw, etc., in addition to various trucks, loaders, backhoes, etc., as required.
- Utilized specialized arborist equipment such as ropes, blocks, and pulleys associated with the trimming and removal of trees.
- Plant trees and along streets.
- Responsible for educating citizens on proper tree planting, maintenance and selection.
- Assist in the maintenance of street “islands” including planting, weeding, trimming, removal and hedge trimming. Maintain paved and unpaved trails free of debris and fallen trees.
- Assist in clearing land for a variety of projects including trail expansion.
- Respond to storm damage, remove trees and debris from sidewalks, trails, vehicles, fences, etc.
- Assist with other general parks and landscape maintenance as needed.
- Works at parks and city events.
- Attends staff meetings and supervisory conferences
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education/Experience

- High school diploma
- One year of experience in arboriculture.
- Working knowledge of climbing harnesses/hardware, ropes, stump grinders, chainsaws, wood chippers, log splitters and bucket trucks.

Knowledge, Skills and Abilities

Knowledge of:

- Tree species in Ohio
- NEED MORE

Skills in:

- Tree climbing
- NEED MORE

Ability to:

- Determine the health of trees

Working Conditions:

- Ability to repeatedly lift 25 pounds and kneel/bend/stoop for extended periods of time.
- NEEDS MORE

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval		Dates
Department Head Signature:		
Human Resources Director Signature:		
Mayor Signature (Required for Director positions):		

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

Position Description

Ordinance Position Title:	Billing Manager	Employee Type: Full-Time (40-hr week)
Working Title:	Billing Manager	DEPT: Water/WasteWater Division
Pay Grade:	15	
Reports To:	Public Service Manager	FLSA Status: Non-Exempt
Revision Date:	11/16/20223	Civil Service Type: Classified

General Description:

Under the direction of the Public Service Director. Manages the operations of the billing office in the Water Department.

Essential Functions of Work

- Trains Account Clerk 2 and manages/directs the operations of the Water Department billing office (e.g., develops/implements office policies and procedures)
- Supervises staff by approving leave requests, time sheets, conducts performance evaluations, recommends discipline
- Manages the collection of billings for water, sanitary sewer, storm water, and refuse services
- Tracks/collects all delinquent/final bills; collects/refunds renters' deposits
- Performs a variety of general accounting/operational functions in order to assist with the efficient operation of the office (e.g., post cash payments, prepares deposit slips, balances cash drawer, applies credits/debits to accounts, verifies amounts tendered in payment of utility bills, provides receipts for monies received)
- Calculates/prints utility bills for public
- Checks consumption reports and contacts customer if necessary to obtain reason for unusual consumption
- Sets up payment plans for customers
- Prepares shut-off lists; creates transfer, disconnect, and change of address work orders
- Prepares/tracks work orders
- Dispatches field crews and notifies customers
- Oversees grease trap/backflow notices
- Issues water/sewer permits
- Oversees balancing monetary batches on a daily basis
- Reviews/analyzes computer billing system errors; runs month end reports; approves changes to account information (e.g., credits, address changes, names)
- Loads/downloads accounts into meter reader interrogator for reading meters
- Advises supervisor/elected officials of billing office operations
- Issues water/sewer licenses (e.g., sends forms to excavator, indicates bond, insurance and financial information needed types/submits licenses to Service Director for signature, sends licenses to excavators, maintains list of all licenses issued)
- Issues water/sewer permits (e.g., receives payment from builders, checks subdivision map/verifies location, types permits with pertinent information)
- Assigns new water account numbers to new subdivisions after maps are approved for construction
- Operates office equipment (e.g., personal computer, check encoder, receipt validator, typewriter, adding machine) to perform general accounting/billing tasks
- Assists with determining departmental records retention/disposal schedule
- Tracks refuse accounts that are temporarily stopped and issues debit or credit to quarterly bills
- Prepares a variety of daily, year end, and financial statistical reports

- Performs a variety of clerical tasks (e.g., opens and sorts mail, files utility records, answers telephone, receives/responds to inquiries from customers, sends bills, stuffs envelopes, types correspondence/memos)
- Remains informed of current guidelines/procedures pertinent to duties
- Participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

- Associates degree in Accounting, Finance, Business Administration or other related field with three (3) year job related experience OR High school graduate /GED and ten (10) years accounting/ billing experience
- Three (3) years experience in office supervision

Knowledge/Skills and Abilities:

Knowledge of: (*Indicates developed after employment)

- Thorough knowledge of the principles of business; accounting; bookkeeping; department policies and procedures;* office machines; public relations
- Community resources and services
- Office practices and procedures
- English grammar and spelling
- Records management
- Supervisory principles and practices
- Office management
- Accounts receivable methods
- Considerable knowledge of modern office practice
- Computer software such as Word and Excel

Skill in:

- Typing; data entry; word processing; computer operation; adding machine or calculator operation; use of modern office equipment
- Use or operation of hand held computer
- Hand-held meter reader system

Ability to:

- Interpret a variety of instructions in written, oral, picture, or schedule form
- Calculate fractions, decimals, and percentages
- Copy material accurately and recognize grammatical and spelling errors
- Prepare routine correspondence; prepare accurate documentation
- Respond to routine inquiries from public and/or officials; communicate effectively
- Code items from one symbolic form to another
- Maintain records according to established procedures
- Cooperate with co-workers on group projects
- Answer telephone inquiries
- Handle sensitive inquiries from and contacts with officials and general public
- Work alone on most tasks
- Develop and maintain effective working relationships; resolve complaints
- Plan and install accounting systems and programs
- Effectively supervise the activities of employees engaged in various tasks

Working Conditions:

- Work is performed in a normal office environment
- Sedentary: lift, push, pull 25 pounds occasionally
- Has contact with potentially violent or emotionally distraught persons

Class Titles of Positions Directly Supervised:

Account Clerks (4)

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

___/___/___
Date

Position Description

Ordinance Position Title:	Building Inspector 2	Employee Type: Full-Time (40-hr week)
Working Title:	Building Inspector 2	DEPT: Building Dept
Pay Grade:	15	Ord/Contract: Classified
Reports To:	Chief Building Official	FLSA Status: Non-Exempt
Revision Date:	11/16/2023	Civil Service Type: Classified

General Description:

Under the direction of the Chief Building Official. Performs on-site inspections on commercial/residential buildings/structures to ensure compliance with approved plans and all applicable codes/ordinances.

Essential Functions of Work

- Performs on-site inspections (e.g. footer, foundation, structural, heating, insulation, occupancy and other related inspections) on commercial/residential buildings/structures to ensure compliance with approved plans and all applicable codes/ordinances
- Receives/investigates complaints from homeowners during/after construction
- Utilizes field equipment (e.g. tape measure, light meter, sound meter) to complete on-site inspections
- Answers inquiries regarding building codes/construction methods, practices/procedures
- Operates motor vehicle to travel to inspection sites
- Inspects sidewalk form work for compliance with specifications
- Marks work needed to be completed to correct problems/violations
- Reviews applications/construction documents (e.g. blueprints, architectural drawings, homeowner-designed plans) for residential projects
- Reviews plans for compliance with applicable building codes
- Prepares/signs correction letters/certificate of plan approval letters for projects reviewed
- Forwards plans to Zoning Officer for approval
- Performs in-house plans examinations (e.g. decks, storage sheds, alterations to existing residential buildings)
- Examines, prepares, and maintains various work-related documents (e.g. maintains daily inspection log, prepares correspondence, enters inspection results into database)
- Prepares reports (e.g. monthly inspection report, yearly inspection)
- Attends pre-construction meetings with contractors before construction begins
- Refers citizens/property owner questions to Zoning Officer as needed
- May testify in court on code violation cases
- Attends trainings to stay current in profession
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and services review procedures
- Attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High school diploma or GED or equivalent
- Residential Building Official and Building Inspector license issued by the State of Ohio Board of Building Standards
- Three (3) years experience as a construction contractor or supervisor or as a skilled tradesman for work subject to inspection or equivalent combination of education, training, or experience

Knowledge, Skills and Abilities

Knowledge of:

- Architecture, surveying techniques, Ohio Building Code
- Construction regulations
- Structural design principles
- State and building codes
- Building inspection techniques
- Code enforcement procedures
- Safety practices and procedures
- Department policies and procedures
- Building construction, maintenance, and repair
- General construction, maintenance, and repair
- Public relations, community resources and services
- Office practices and procedures, English grammar and spelling
- Records management, project management
- Local geographical area

Skill in:

- Use of modern office equipment (e.g, personal computer, printer, fax)
- Motor vehicle operation
- Building inspection instruments and/or materials utilization

Ability to:

- Interpret extensive variety of technical material in books, journals, and manuals
- Define problems, collect data, establish facts, and draw valid conclusions
- Exercise independent judgment and discretion
- Understand, interpret, and apply laws, rules, or regulations to specific situations
- Calculate fractions, decimals, and percentages
- Apply concepts of algebra and/or geometry
- Compile and prepare reports
- Use proper research methods to gather data
- Respond to routine inquiries from public and/or officials
- Communicate effectively, understand technical manuals and/or verbal instructions
- Maintain records according to established procedures
- Cooperate with co-workers on group projects
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships
- Resolve complaints
- Demonstrate physical agility
- Travel to and gain access to work site
- Identify and distinguish colors, detect poor workmanship, inferior materials, and structural/fire hazards

Working Conditions:

- Medium: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
- Ascends and/or descends ladders, stairs, or scaffolds.
- Works in an area in which the means of egress is or can be obstructed.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury as a result of falling from high places.
- Has exposure to potentially vicious animals.
- Has exposure to second-hand smoke

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

Date

Position Description

Ordinance Position Title:	Criminal Justice Program Administrator	Employee Type: Full-Time (40-hr week)
Working Title:	Criminal Justice Program Administrator	DEPT: City Council
Pay Grade:	14-A	Ord/Contract: Unclassified
Reports To:	City Attorney	FLSA Status: Exempt
Revision Date:	11/16/2023	Civil Service Type: Unclassified

General Description:

Under administrative direction of the City Attorney. Performs duties associated with the supervision of adult offenders convicted of arrested for misdemeanor offenses and provides case management services. Performs the duties related to Reynoldsburg's diversion programs and performs duties related to community mediation and pilot drug program.

Essential Functions of Work

- May provide counseling services (e.g., rehabilitation of offenders, behavior modification, chemical dependency assessments and referral, vocational and educational counseling, preventive counseling for adolescents, crisis intervention, treatment referral and placement into treatment facilities, and domestic violence counseling)
- May conduct chemical dependency assessments and provides counseling; gathers information, evaluates quantity and frequency patterns for determination of further counseling, placement and referral
- Serves as a supportive person as the victims go through the legal process
- Coordinates Mayors Court; performs intake duties (e.g., receiving sentencing correspondence from police reports and Mayors Court for scheduling of interviews and instruction appointments); receives and refers adult clients diverted from Mayors Court, the Police Department, and the City Attorney's office
- Instructs juveniles and parents regarding diversion rules, Ohio Revised Code, Adult probation rules, and special conditions of probation
- Sets-up community service, educational, and treatment referrals, fine and restitution enforcement, and incarceration enforcement
- Conducts juvenile and family intake interviews; juvenile division; gathers all information regarding details of offense, family history, juvenile history, home rules, counseling, and employment
- Performs community service coordination work involving referral placement and supervision of offenders performing volunteer community service
- Supervises and enforces all orders handed down through Mayor's Court
- Conducts community visits (e.g., staffing of clients in treatment agencies, client home visits, and public relations speaking engagements)
- Maintains licenses and certifications as required, if any
- Demonstrates regular and predictable attendance
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Effectively communicates status reports to Court Personnel
- Performs other duties as required

Minimum Qualifications

Education

- Complete Ohio Probation Officer Training Program within one (1) year of hire unless already completed
- Valid State of Ohio Driver's License and the ability to maintain insurability under the City's vehicle insurance policy

Knowledge, Skills and Abilities

Knowledge of:

- City, Department and Division goals and objectives*
- City, Department and Division policies and procedures*
- Personnel rules and regulations* workplace safety; office practices and procedures
- Records management; principles and practices of rehabilitation
- Public relations; domestic violence; crisis intervention; substance abuse; chemical dependency
- Applicable federal, state, and local laws
- Labor relations

Skill in:

- Computer operation; use of modern office equipment
- Motor vehicle operation

Ability to:

- Carry out instructions in basic written, oral, or picture form; interpret a variety of instructions in basic written, oral, picture, or schedule form
- Deal with problems involving several variables within a familiar context
- Exercise independent discretion
- Define problems
- Collect data, establish facts, and draw conclusions
- Read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages
- Complete routine forms; prepare routine correspondence; prepare accurate documentation
- Respond to routine inquiries from public and/or officials
- Communicate effectively
- Conduct interviews
- Comprehend simple sentences with common vocabulary; understand a variety of written and/or verbal communications; arrange items in numerical or alphabetical order; sort items into categories according to established methods
- maintain records according to established procedures*
- Answer routine telephone inquiries
- Develop and maintain effective working relationships
- Handle sensitive inquiries from and contacts with officials and general public
- Travel to and gain access to work site

Working Conditions:

- Work is performed in a normal office environment.
- Has contact with potentially violent or emotionally distraught persons

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

___/___/___
Date

Position Description

Ordinance Position Title:	Building Maintenance Worker	Employee Type: Full-Time (40-hr week)
Working Title:	Building Maintenance Worker	DEPT: Public Service
Pay Grade:	11	Ord/Contract: N/A
Reports To:	Maintenance Assistant Superintendent	FLSA Status: Non-Exempt
Revision Date:	09/12/2023	Civil Service Type: Classified

General Description:

Under the general directions of the Maintenance Foreman performs a variety of general maintenance duties

Essential Functions of Work

- Assists the Maintenance Foreman with projects. Assist public in utilizing site facilities in assigned public buildings (e.g., Red Cross, blood drives, voting, dept. meeting, public meetings, etc.)
- Assist and communicates with public, various departments and crew members.
- Performs general and preventative maintenance and repairs.
- Maintains inventory of supplies and order as needed. Maintains auto scrubbers, floor machines (eg. Bornisher , scrubber, carpet cleaners) and concentrate systems. Strips waxed floors, re wax tile floors, and bornisher floors.
- Operate snow throwers and salt spreaders.
- Assist Maintenance Foreman with building maintenance with building maintenance duties including (Web Control, Auto Matrix, HVAC, All Access systems, DVR's, changing filters on air handlers' rests alarms on boilers, chillers and air handlers).
- Other duties to include (minor repairs, changing ballists, ceiling tiles, painting, replacing carpet squares, replace light bulbs, perform minor plumbing repairs, etc.) as assigned.
- Makes supply and parts runs; delivers and retrieves documents from Record Storage.
- When Custodians are off, cleans restrooms/fills dispensers daily (e.g., sanitizes sinks and stools, mops floors); sweeps/mops both stairwells; sweeps/mops floors in City Hall daily; vacuums carpets daily; cleans break room (e.g., runs dishwasher, cleans sink and appliances); cleans/straightens meeting rooms; cleans/straightens meeting rooms, empties trash cans in offices daily; gathers/disposes of refuse, litter, trash outside of city buildings, fills shelves, restocks supplies and copy.
- Biohazard clean-up, buildings and police vehicles. Cleaning of pet cages, garages, sally ports and jail cells.
- Remains informed of current development and procedures pertinent to duties.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance.
- Provides services for Attorney's office on court days.
- Performs other related duties as needed

Minimum Qualifications

- High school diploma or GED or equivalent

- Six (6) months experience in custodial work;
- Candidate will need to successfully pass and complete an extensive criminal history background check and drug screen.

Licensure or Certification Requirements

- Valid Ohio Driver's License and the ability to maintain insurability under city's vehicle insurance policy

Knowledge/Skills and Abilities:

Knowledge of:

- Standard tools, materials, methods, and practices involving maintenance physical structures and grounds;
- Health and safety procedures, practices, and regulations.

Skill in:

- Written and verbal communication.

Ability to: (Mental and Physical Abilities)

- Communicate with the public in a tactful, courteous, professional manner; work well with co-workers and the public; work without constant supervision.
- Possession of physical strength, agility, and endurance to perform all essential functions (transfer/carry heavy 100 pounds
- Medium and heavy cleaning, and outdoor maintenance);
- Work in a variety of climatic conditions (out-of-doors) throughout the normal workday.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (FOR PURPOSES OF O.R.C. 4167)

- Works in vicinity of floor/wall openings, elevated platforms, and/or runways.
- Ascends and/or descends ladders, stairs, or scaffolds.
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
- Is exposed to possible injury from hazardous waste.
- Is exposed to possible injury due to unclean or unsanitary conditions.
- Is exposed to possible injury as result of working with moving mechanical parts of equipment or machines.
- Is exposed to possible injury as result of falling from high places.
- Works in/around crowds.
- Has contact with potentially violent or emotionally distraught persons.
- Has exposure to hot, cold, wet, humid, or windy weather conditions.
- Has exposure to second-hand smoke.

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	

Mayor Signature (Required for Director positions):	
--	--

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

DRAFT

Position Description

Ordinance Position Title:	Grounds Superintendent	Employee Type: Full-Time (40-hr week)
Working Title:	Grounds Superintendent	DEPT: Parks and Recreation
Pay Grade:	18	Ord/Contract: Classified
Reports To:	Director of Parks & Recreation	FLSA Status: Exempt
Revision Date:	11/16/2023	Civil Service Type: Classified

General Description:

Under the direction of the Director of Parks and Recreation. Supervises, oversees, and assists all park maintenance and sports field management programs.

Essential Functions of Work

- Supervises, oversees and assists all parks maintenance and sports field management program(s) (e.g., mowing, fertilizing, seeding, spraying, trimming, and mulching of park grounds, ornamental areas, rights-of-way, recreation facilities, athletic facilities/complexes) and repair activities (e.g., equipment repairs, building repairs, rehabbing of existing facilities)
- Supervises (e.g., trains, schedules work assignments, prepares snow/mow report formats, signs leave requests/time sheets, conducts performance evaluations, interviews applicants, recommends discipline/corrective action)
- Develops biweekly schedule for seasonal staff; Assign staff daily tasks (e.g., crew members, horticultural assistant, parks maintenance, volunteers)
- Trains seasonal employees
- Supervises community service worker program
- Ensures all equipment is operated in safe manner
- Orders parts for equipment as needed
- Keeps the Director updated with maintenance operations in a timely manner
- Maintains shrubs, trees, grass in parks
- Inspects playground equipment/makes necessary repairs
- Operates park maintenance equipment (e.g., trucks, mower, snow blower, tractors, field lining equipment, sod cutter, edger, chain saw), shop equipment (e.g. table saw, band saw, drill press, electric drill, radial arm saw), and heavy equipment (e.g., trucks, tractors, front end loaders, back hoe, snow plows, large mower, infield preparation machine, auger, industrial air compressor)
- Performs all duties/tasks of a crew member when necessary (e.g., shovels ice/snow, digs holes, empties trash, cleans restrooms, prepares athletic field for safe use)
- Meets with vendors/contractors to review their work or to prepare estimates for parks and recreation department
- Prepares/audits sport fields as needed for nights of competition
- Reviews schedules for athletic fields and checks for changes or cancellations
- Reviews facility use requests to ensure that facilities are ready for rental or use by department or others
- Reviews transportation requests for upcoming days to ensure vehicles are inspected/ready for use
- Assures all vehicles and equipment are returned at end of each workday
- Ensures parks maintenance facility gate is locked
- Participates in department and external entities special event planning, setup, operation and cleanup
- Submits summary of event for better preparation the following year

- Actively involved in department budget related to grounds/sports field/landscape maintenance. This includes yearly development, project cost estimating and tracking, coordination with other is department is vital. Prepares and maintains appropriate records/files (e.g., maintenance records, facility maintenance, recommendations on maintenance)
- Audits fuel usage sheets and reconciles quantities used by department
- Ensures proper preventative maintenance on departmental vehicles/equipment; submits invoices to department for payment; secures estimates on building materials (e.g., wood, metal, bolts, aluminum)
- May represent the department at City-related committees/professional organizations
- Provides tours (walk-throughs) of park facilities
- Acts as liaison with court-appointed community service supervisors to document work performed by community service workers
- Helps resolve complaints from public
- Operates personal computer to prepare reports/memos
- Performs other related parks maintenance tasks as required
- Remains informed of current industry developments and procedures pertinent to duties
- Participates in staff development activities and services review procedures
- Attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- Associate degree in horticulture/landscaping or natural resources, or three (3) years experience or training in horticulture/landscaping/parks and recreation ground keeping experience
- Two (2) year experience or two (2) courses in supervision; or equivalent combination of training and experience
- Experience in Landscaping, Outside Grounds and Facility management, Sports field management using BMP's (Best Management Practices)
- Must possess a Commercial Pesticide Applicators License; Core, (8) Turf, (6) Ornamental Pest Control, (5) Industrial Vegetation Control at time of application or ability to obtain license within one year of employment
- Certified Playground Safety Inspector preferred, or ability to obtain within twelve (12) months of employment and maintain it
- Certified Parks and Recreation Professional preferred, or ability to obtain within twelve (12) months of employment and maintain it
- Possession of a Class B Ohio Commercial Driver's License with passenger endorsement valid in the state of Ohio within twelve (12) months of employment and to maintain it
- Pass drug screen and physical prior to employment

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Landscaping, Outside Grounds and Facility management, Sports field management using BMP's (Best Management Practices)
- Accepted irrigation and drainage installation practices, operation and maintenance
- Industry standard safety/pesticide applications
- Proper record keeping requirements
- Practices and procedures department policies and procedures*
- Mechanical maintenance
- Park and recreation facilities, equipment, and supplies
- Proper lifting techniques
- Snow and ice removal
- Public relations

- Community resources and services
- Records management
- Supervisory principles and practices
- Local geographical area*

Skills in:

- Use of modern office equipment
- Grounds keeping equipment mechanics and operation
- Carpentry
- Motor vehicle operation
- Snowplow operation

Ability to:

- Interpret a variety of instructions in written, oral, picture, or schedule form
- Deal with problems involving few variables within familiar context
- Determine material and equipment needs
- Calculate fractions, decimals, and percentages
- Prepare accurate documentation
- Respond to routine inquiries from public and/or officials
- Communicate effectively
- Train or instruct others
- Recognize safety warnings
- Understand technical manuals and/or verbal instructions
- Sort items into categories according to established methods
- Maintain records according to established procedures
- Cooperate with coworkers on group projects
- Answer routine telephone inquiries
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships
- Resolve complaints
- Perform heavy manual labor
- Travel to and gain access to work site
- Utilize cleaning materials

Working Conditions:

- Heavy: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- Ascends and/or descends ladders, stairs, or scaffolds
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants
- Is exposed to possible injury due to unclean or unsanitary conditions
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines
- Is exposed to possible injury as a result of falling from high places
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to potentially vicious animals
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____

Date

Position Description

Ordinance	Horticulture Assistant	Employee Type: Full-Time (40-hr week)
Position Title:		
Working Title:	Horticulture Assistant	DEPT: Parks and Recreation
Pay Grade:	9	Ord/Contract: Classified
Reports To:	Horticulturist	FLSA Status: Non-Exempt
Revision Date:	08/30/2023	Civil Service Type: Classified

General Description:

Under the direction of the Parks and Recreation Director. Performs a variety of administrative tasks in order to assist the Department Director with the efficient operation of youth/adult sports activities and other Department programs.

Essential Functions of Work

- Assists in planting trees, shrubs, perennials, and annuals
- Performs landscape maintenance as needed or assigned, including mowing, weeding, pruning, spring cleanup, edging, mulching, and fall cleanup
- Assists with landscape construction projects, including building of retaining walls, paver installation, grading, drainage work, and irrigation installation
- Operates water truck and pump
- Properly prunes indoor and outdoor ornamental plant specimens
- Assists in various housekeeping tasks
- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public.
- Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- Actively participates in related training
- Performs related duties as assigned or apparent.
- Assist with other general parks and landscape maintenance as needed.
- Works at parks and city events.
- Attends staff meetings and supervisory conferences
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education/Experience

- High school diploma
- One year of experience in arboriculture.
- Working knowledge of climbing harnesses/hardware, ropes, stump grinders, chainsaws, wood chippers, log splitters and bucket trucks.

Knowledge, Skills and Abilities

Knowledge of:

- NEED MORE

Skills in:

- NEED MORE

Ability to:

- Ability to use a variety of tools and equipment including: Automatic vehicles, small landscape equipment including: rototiller, string trimmer, bed edger, gas powered shears, and backpack blower, sprayers, pumps, and irrigation equipment, mower.
- Willingness to work in all weather conditions outdoors and able to work on steep inclines
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely and persuasively using correct grammar, spelling and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Ability to work cooperatively with others.
- Ability to perform with considerable independence and initiative.

Working Conditions:

- Ability to repeatedly lift 25 pounds and kneel/bend/stoop for extended periods of time.
- NEEDS MORE

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____
Date

DRAFT

Position Description

Ordinance Position Title:	Horticulturist	Employee Type: Full-Time (40-hr week)
Working Title:	Horticulturist	DEPT: Parks and Recreation
Pay Grade:	14-A	Ord/Contract: Classified
Reports To:	Grounds Superintendent	FLSA Status: Non-Exempt
Revision Date:	11/16/2023	Civil Service Type: Classified

General Description:

Under the direction of the Assistant Grounds Maintenance Superintendent/Arborist. Participates in the planning, design, installation, and maintenance of lawns/field turf areas, trees, shrubs, flowers, and ground covers in and around City parks, roadways, open spaces and facilities.

Essential Functions of Work

- Participates in the planning, design, installation, and maintenance of lawns/field turf areas (To include mowing, fertilizing, seeding, spraying), trees, shrubs, flowers, and ground covers in and around City parks, roadways, open spaces and facilities
- Prepares ground for planting (e.g. pulls weeds, shovels dirt, rakes soil, compacts soil, applies top soil)
- Trims and prunes plant(s) and/or tree(s) material; removes bulbs and replaces with replanting in the spring; lays sod, transplants flowers, trees, and shrubbery
- Operates a variety of heavy equipment (e.g. backhoe, rototiller, chainsaws, trucks, snow plow, mower, or as assigned) and hand tools (e.g., weed eater, rakes, shovel, or as assigned)
- Applies herbicides, fungicides, and pesticides to destroy undesirable growth and pests using spray wand and solution tank, and records chemicals used
- Tours grounds, inspects, and submits as needed soil and plant samples to ascertain work in progress, identify problem areas, and formulate course of action
- Selects, handles, mixes and applies fertilizers and mulches all park area beds
- Manages and operates greenhouse
- Propagates seeds, grows plants and flowers
- Monitors temperatures and equipment
- Recommends needed supplies and assists with preparing supply requisitions for greenhouse and grounds equipment
- Prepares reports and maintains records related to greenhouse and planting activities to include tree pruning and planting records
- Performs general maintenance, cleaning and storage of greenhouse and garden equipment
- Advises supervisor when equipment is in need of major repair
- Assists Parks Maintenance Crew Leader with planning and organizing workloads and staff assignments
- Supervises seasonal labor staff to include interviewing and the selection process (makes work assignments, signs leave requests, recommends discipline, oversees work)
- Trains staff in proper methods and procedures
- Attends seminars and workshops on landscaping and horticulture as assigned
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences
- Maintains required licenses and/or certificates

- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High School diploma or GED or equivalent
- Three (3) years professional experience in horticulture and/or landscaping or related field
- Possession of valid state of Ohio public operator's license for pesticides, fertilizers, and other chemical applications or ability to obtain within twelve (12) months of employment and maintain it
- Possession of a valid Ohio driver's license with good record
- Possession of a Class B Ohio Commercial Driver's License valid in the state of Ohio or the ability to obtain such within twelve (12) months of employment and maintain it

Knowledge, Skills and Abilities

Knowledge of:

- Inventory control
- Department policies and procedures* safety practices and procedures
- Federal, state, and municipal laws and/or regulations dealing with herbicides, pesticides, and other chemical applications
- Horticulture
- Supervisory principles and practices; project management
- Local geographical area*

Skills in:

- Use of modern office equipment; motor vehicle operation
- Use and/or operation of greenhouse equipment

Ability to:

- Deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions
- Complete routine forms
- Communicate effectively; train or instruct others
- Recognize safety warnings
- Gather, collate, and classify information
- Cooperate with co-workers on group projects; develop and maintain effective working relationships to include supervising effectively
- Demonstrate physical agility; perform heavy manual labor
- Recognize and distinguish among various plant/tree types

Working Conditions:

- Heavy: lift, push, pull 30 to 60 pounds occasionally; 20 to 35 pounds frequently
- Works in an area in which the means of egress is or can be obstructed
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- Is exposed to possible injury from extremely noisy conditions above 85db
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants
- Is exposed to possible injury due to unclean or unsanitary conditions
- Is exposed to possible injury as a result of electrical shock
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to potentially vicious animals

- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to hazardous driving conditions
- Has exposure to shaking objects or surfaces

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

Horticulturist Assistant

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

___/___/___
Date

Position Description

Ordinance Position Title:	Maintenance Superintendent	Employee Type: Full-Time (40-hr week)
Working Title:	Maintenance Superintendent	DEPT: Service Department
Pay Grade:	18	
Reports To:	Service Director	FLSA Status: Exempt
Revision Date:	11/16/2023	Civil Service Type: Classified

General Description:

Under the direction of the Public Service Director. Manages, coordinates, and implements preventative maintenance programs for Municipal buildings and supervises custodial staff.

Essential Functions of Work

- Manages, coordinates, and implements preventative maintenance programs for Municipal buildings (i.e. City Hall, Police, Senior Center, Livingston House, Police sub-station and any properties acquired by the City) and supervises custodial staff (e.g. approves leave requests/time sheets, recommends discipline, conducts performance evaluations, interviews candidates, recommends applicants for hire, schedules/assigns crews to perform work, monitors work of custodial employees in public buildings)
- Manages and maintains security system for municipal buildings and Police Department (e.g., repair, adjusts cameras, monitors and maintains wiring maintains & test panel alarm system for City Hall)
- Manages & maintains fire systems (e.g., pull stations, air compressors, fire panels & ups for fire system); conducts fire tests with fire contractors & inspectors; ensures compliance by outside vendors; schedules/conducts regular safety/fire inspections and takes appropriate actions
- Adjusts & repairs heating, air conditioning, ventilation system components (e.g., compressors, motor, air pumps, cooling coils); & VAV boxes operates & maintains auto matrix & Barbra Coleman network 8000 computer control, web control systems (e.g., vav boxes, air handlers, boilers) adjusts various heating, air conditioning & ventilation systems are maintaining temperatures at specified level
- Inspects damaged concrete, stone, or cement block walls and brick work to determine the need for repairs
- Inspects plumbing fixtures, electrical systems, appliances, and related equipment and determines extent or cause of defects
- Orders and maintains the appropriate tools, equipment, supplies, and other materials needed for cleaning and maintaining buildings/surrounding areas
- Implements and administers on-going safety inspection program for equipment, building finishes, and fixed appliances; maintains all material safety data sheets (MSDS)
- Trains employees in the proper usage and handling of materials on the premises
- Coordinates all shipping and receiving received for Municipal Building and Public Safety Buildings
- Performs electrical wiring, phone and network cabling, as needed
- Connects components of heating, ventilation, and air conditioning systems
- Performs all forms of plumbing (e.g., hot water tanks, toilets, sinks, fountains, boiler) maintains water treatment for hot & chilled water closed looped systems; test nitrate levels and PH levels & treatment as needed
- Snow removal as necessary
- Remains informed of current developments and procedures pertinent to duties
- Receives specialized training in heating, air conditioning, and ventilation systems
- Participates in staff development activities and services review procedures; attends staff meetings/supervisory conferences
- Maximizes the benefits of computer technology

- Attends seminars to prove efficiency of electrical systems
- Maintains required licenses/certificates
- Deals with vendors, contractors, and general public
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- High School diploma or GED or equivalent
- Five (5) years experience serving, maintaining, and/or repairing heating, air conditioning, and ventilation systems
- One (1) year supervisory experience
- Certification from an accredited heating, air conditioning, and ventilation program may be substituted for two (2) years of required experience
- Must be computer literate
- One (1) year building management system experience preferred

Licensure or Certification Requirements:

- Valid Ohio Driver's License
- Type I Refrigeration

Knowledge, Skills and Abilities

Knowledge of:

- Standard tools, materials, methods, and practices involved in maintenance, repairs, plumbing, heating, air conditioning, ventilation systems, security systems, fire protection systems, electrical wiring and fixtures, physical structure and grounds
- Health and safety practices, procedures, and regulations
- Inventory control
- Procurement
- Recordkeeping procedures and reports
- Supervisory principles and practices
- Systems controls

Skills in:

- Written and verbal communication

Ability to:

- Assess and analyze operational problems
- Estimate time and material costs
- Interpret plans and specifications dealing with building construction/alterations
- Supervises, instructs, and directs subordinates in performance of their daily work assignment
- Answer inquiries
- Resolves complaints and communicates with the general public, vendors, contractors, and employees in tactful, courteous, professional, and effective manner
- Works independently

Working Conditions:

- Heavy: lift, push, pull 50 to 100 pounds occasionally; 25 to 50 pounds frequently
- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways
- Ascends and/or descends ladders, stairs, or scaffolds
- Works in an area in which the means of egress is or can be obstructed

- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants
- Is exposed to possible injury due to unclean or unsanitary conditions
- Is exposed to possible injury as a result of electrical shock
- Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines
- Is exposed to possible injury as a result of falling from high places
- Works in or around crowds
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to fire
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to extreme non-weather related heat or cold

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

- (1) Maintenance Crew Leader
- (2) Maintenance Worker

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

___/___/___
Date

Position Description

Ordinance Position Title:	Maintenance Assistant Superintendent	Employee Type: Full-Time (40-hr week)
Working Title:	Maintenance Assistant Superintendent	DEPT: Service Department
Pay Grade:	14-A	
Reports To:	Maintenance Superintendent	FLSA Status: Non-Exempt
Revision Date:	11/16/2023	Civil Service Type: Classified

General Description:

Under the direction of the Maintenance Foreman. Performs general and preventative maintenance and repairs.

Essential Functions of Work

- Assists the Maintenance Foreman with projects
- Assist public in utilizing site facilities (e.g., Red Cross, blood drives, voting, dept. meeting, public meetings, etc.)
- Assist and communicates with public, various departments and crew members
- Performs general and preventative maintenance and repairs
- Maintains inventory of supplies and order as needed
- Maintains auto scrubbers, floor machines (eg. Bornisher , scrubber, carpet cleaners) and concentrate systems
- Strips waxed floors, re-wax tile floors, and bornisher floors
- Operate snow throwers and salt spreaders
- Assist Maintenance Foreman with building maintenance with building maintenance duties including (Web Control, Auto Matrix, HVAC, All Access systems, DVR's, changing filters on air handlers' rests alarms on boilers, chillers and air handlers)
- Other duties to include (minor repairs, changing ballasts, ceiling tiles, painting, replacing carpet squares, replace light bulbs, perform minor plumbing repairs, etc.) as assigned
- Makes supply and parts runs
- Delivers and retrieves documents from Iron Mountain
- Daily cleaning of assigned areas
- Cleans restrooms/fills dispensers daily (e.g., sanitizes sinks and stools, mops floors)
- Sweeps/mops both stairwells; sweeps/mops floors in City Hall daily
- Vacuums carpets daily
- Cleans break room (e.g., runs dishwasher, cleans sink and appliances)
- Cleans/straightens meeting rooms
- Empties trash cans in offices daily; gathers/disposes of refuse, litter, trash outside of city buildings
- Fills shelves, restocks supplies and copy paper
- Change light bulbs, changes signs
- Receives deliveries and distributes to proper departments
- Assists in setting up buildings (rooms for activities and meetings (i.e., moving furniture and supplies)
- Removes snow/ice from steps and walkways (of Municipal Building and Public Safety Building)
- Assist with Holiday decorations
- Biohazard clean-up, buildings and police vehicles. Cleaning of pet cages, garages, sally ports and jail cells
- Remains informed of current development and procedures pertinent to duties
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential function
- Demonstrates regular and predictable attendance

- Provides janitorial services at Police Department (e.g., empty trash, vacuum carpets, clean windows, snow removal)
- Performs other related duties as assigned

Minimum Qualifications

Education

- High School diploma or GED or equivalent
- Six (6) months experience in custodial work
- Candidate will need to successfully pass and complete a criminal history background check and drug screen
- Valid Ohio driver's license with a good driving record

Knowledge, Skills and Abilities

Knowledge of:

- Standard tools, materials, methods, and practices involving maintenance, physical structures and grounds
- Health and safety procedures, practices, and regulations

Skills in:

- Written and verbal communication

Ability to:

- Communicate with the public in a tactful, courteous, professional manner; work well with co-workers and the public; work without constant supervision

Working Conditions:

- Possession of physical strength, agility, and endurance to perform all essential functions (transfer/carry heavy objects up to 100 pounds, medium and heavy cleaning, and outdoor maintenance)
- Work in a variety of climatic conditions (out-of-doors) throughout the normal workday
- Works in vicinity of floor/wall openings, elevated platforms, and/or runways
- Ascends and/or descends ladders, stairs, or scaffolds
- Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants
- Is exposed to possible injury from hazardous waste
- Is exposed to possible injury due to unclean or unsanitary conditions
- Is exposed to possible injury as result of working with moving mechanical parts of equipment or machines
- Is exposed to possible injury as result of falling from high places
- Works in/around crowds
- Has contact with potentially violent or emotionally distraught persons
- Has exposure to hot, cold, wet, humid, or windy weather conditions
- Has exposure to second-hand smoke

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

____/____/____

Date

Position Description

Ordinance Position Title:	Planner 1	Employee Type: Full-Time (40-hr week)
Working Title:	Planner 1	DEPT: Development
Pay Grade:	14-A (\$27.00 - \$37.00)	Ord/Contract: Classified
Reports To:	Planning and Zoning Administrator	FLSA Status: Non-Exempt
Revision Date:	08/15/2023	Civil Service Type: Classified

General Description:

Under general supervision of the Planning and Zoning Administrator provides numerous and varied services to assist residents, contractors, developers and others as necessary. Reviews permit applications and assists with the administration, interpretation and enforcement of Planning and Zoning Code for the City of Reynoldsburg.

Essential Functions of Work

- Reviews proposed development plans and applications, assisting customers in the application process.
- Performs basic research in preparing draft sections and reports of planning and zoning documents with editing and content assistance from Planning and Zoning Administrator and Development Director.
- Present to Commission in absence of Planning and Zoning Administrator.
- Attends meeting with zoning applicants and answers customer inquiries.
- Request to determine conformance with applicable standards and specifications.
- Provides code expertise, interpretation and regulatory guidance related to applications and permit to internal and external customers.
- Reviews building, sing, fence, exemption, home occupation, swimming pool and similar applications to ensure compliance with applicable requirements; processes and issues, logs, permits and collect fees.
- Performs field inspections related to applications and complaints when necessary.
- Researches, interpret, and disseminates information about the City's Zoning and Land Use Plan requirements with respect new and ongoing Zoning and Building projects.
- Responds to local citizens, contractors, developers, and other public officials inquiring about city planning and zoning regulations and ordinances.
- Assist with land use planning, leisure trail planning and other projects relating to community growth and development.
- Assist in the expediting of plan review and permit coordination for targeted private development projects.
- Responds to telephone call and visitors; responds to inquiries and complaints or directs non-routine matters to the appropriate authority for disposition
- Performs planning and zoning duties as needed, including attending planning commission meetings, creating and reviewing planning proposals; reviewing planning commission applications and determining compliance with zoning code and Land Use Plan; determining what type of planning commission applications are required for projects; providing recommendations on behalf of the city administrations on behalf of the city administration on planning commission applications; overseeing the planning process.
- Collects and organizes information including physical survey, data, opinion surveys, and other forms of research to identify trends, issues and opportunities.
- Inspects property within a designated area of the City and notes type of building on each parcel, used being made of property and general neighborhood character and records this data on land-use maps.

- Reviews plans and proposals submitted for compliance with City Codes, federal floodplain regulations, architectural guidelines and preservation codes.
- Assists with departmental records retention schedule; assists with records request.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Demonstrates regular and predictable attendance.
- Performs other related duties as assigned.

Minimum Qualifications

Education

- Completion of Bachelor's degree from an accredited University or College in Planning, Urban Design, Architecture or a related field.

Experience

- Two (2) years' experience in position with significant public relations contact
- One (1) year experience in technical writing.
- Master's degree in Planning, Urban Design, Architecture or a related field may be substituted for one (1) year of the required experience.

Licensure or Certification Requirements

- Current and valid Ohio Driver's license. Must maintain the ability to remain covered under the City of Reynoldsburg insurance coverage.

Knowledge, Skills and Abilities

Knowledge Of:

- Zoning and subdivision regulations;
- Economic, and development or transportation planning regulations;
- Business/public administration, architecture, or civil engineering; technical writing
- City of Reynoldsburg ordinances;
- G.I.S. (i.e., Geographic Information Systems) software;* local geographical area.*

Skill in:

- Computer operation and use of modern office equipment
- Motor vehicle operation

Ability to:

- Analyze and interpret zoning data statistics
- Understand, interpret, and apply laws, rules, or regulations to specific situations
- Prepare and deliver presentations on technical material to specialized audiences and general public
- Prepare technical reports
- Answer inquiries from citizens and City officials
- Communicate effectively.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.
- May be required to attend City Council meetings or other meetings in the evening.

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

__/__/____
Date

Position Description

Ordinance	Public Information/Special Events	Employee Type: Full-Time (40-hr week)
Position Title:	Manager	
Working Title:	Public Information/Special Events Manager	DEPT: Mayor's Office
Pay Grade:	18	Ord/Contract: Unclassified
Reports To:	Mayor	FLSA Status: Exempt
Revision Date:	11/16/2023	Civil Service Type: Unclassified

General Description:

Under the direction of the Mayor. Develops and oversees year round special events.

Essential Functions of Work

- Develops and oversees year-round special events
- Plans, coordinates, organizes, oversees, schedules, and implements special events
- Develops modifications of programs
- Develops and recommends policies and procedures concerning operation and programming
- Evaluates and revises programs based on interest and attendance
- Purchases goods
- Communicates with volunteers and participant input
- Monitors participation and attendance
- Plans staffing needs and creates event site layout
- Responsible for implementing rules and policy set forth, as well as ensuring compliance with government regulations
- Secures and manages event budget, tracks income and expenses, and collects vendor fees
- Supervises and recruits volunteers
- Conducts vendor application process – updates vendor packet
- Reviews applications, permits, insurance and licenses
- Coordinates vendor schedules and maintains potential vendor file
- Recruits and schedules entertainment, cooking demos, educational workshops and other special events, while ensuring all appropriate documentation has been obtained
- Recruit sponsors
- Closely monitors weather conditions and makes informed decisions about when to close market
- Creation of marketing pieces which are in alignment with the City's Master plan
- Creation and Distribution of display boards
- Responsible for various web pages on the City's website and Reynoldsburg Farmers' Market website, including day-to-day updates, writing articles, webpage maintenance, and ensuring the pages reflect the goals and vision of the City
- Creation of flyers, brochures, posters, kiosks, and other marketing, promotional or educational materials
- Community and other stakeholders regarding Special Events
- Promotes the special events using various promotional strategies: primarily through creative, low-cost marketing techniques and effective local partnerships
- Design and overseeing distribution of City signs
- Assist in creation of City's presentations
- Responsible for writing and distributing press releases
- Coordinates interaction with the press, including assembling press packets

- Responsible for paid advertisement planning
- Maintains contact with vendors, contractors, customers, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions
- Maintains required licensures and certification
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance
- Performs other related duties as assigned

Minimum Qualifications

Education

- Bachelor's Degree from an accredited institution with major coursework in marketing or public relations or other related field

Experience

- Four (4) years experience in event planning
- Two (2) years in experience in budgeting

Licensure or Certification Requirements:

- Valid Ohio driver's license

Knowledge, Skills and Abilities

Knowledge of:

- Mathematics and accounting as it relates to creating and maintaining a departmental budget
- All computer applications and hardware related to performance of the essential functions of the job
- Department organization, standard operating guidelines and policies, rules, and regulations
- Office practices and procedures
- English grammar and composition

Skill in:

- Planning, organizing, assigning, directing, and reviewing the work of instructors, vendors and staff
- Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner
- Operating and maintaining all assigned equipment required to perform the essential functions of the job
- Operation of personal computer/word processing equipment; office equipment (e.g., fax, copier, calculator, scanner)
- Software programs
- Budget preparation

Ability to:

- Communicate in a clear and concise manner verbally or written
- Work independently and make informed on-the-spot decisions
- Ability to work effectively with a variety of vendors, entertainers, instructors and consumers
- Classify information about data, people, or things; move fingers easily to perform manual functions
- Assess questions and provide appropriate information or referral
- Deal with citizens and/or employees who are mentally unstable, emotional, angered, or violent
- Handle very sensitive/confidential information from and contact with Elected Officials and general public
- Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, social agencies and the general public

Working Conditions:

- Has contact with potentially violent or emotionally distraught persons
- Lifting or carrying objects weighing up to 20 lbs
- Frequent standing and walking
- Ability to work outside in extreme weather conditions
- Working various hours during events
- Work is performed in a normal office environment, classroom setting, and outside exposing the employee to various outside atmospheric conditions

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

___/___/___
Date

Position Description

Ordinance Position Title:	Recreation Superintendent	Employee Type: Full-Time (40-hr week)
Working Title:	Recreation Superintendent	DEPT: Parks and Recreation
Pay Grade:	18	Ord/Contract:
Reports To:	Director of Parks and Recreation	FLSA Status: Exempt
Revision Date:	11/16/2023	Civil Service Type: Classified

General Description:

Under administrative direction of the Parks and Recreation Director, the Recreation Superintendent oversees the planning, implementation and programming of recreational activities within the City of Reynoldsburg parks.

Essential Functions of Work

- Assesses needs/interests of program participants.
- Develops detailed plans for operation, implementation and staffing of various program areas (e.g., nature programs, visual arts, physical fitness, team sports).
- Sets schedules; arranges for use of facilities.
- Evaluates programs after completion.
- Secures equipment/supplies; monitors inventory of all supplies used.
- Determines policies and registration fees.
- Supervises and coordinates work of assigned personnel (e.g., assigns/evaluates work activities of paid and volunteer staff).
- Recruits, trains, instructs volunteers, instructors, coaches, officials.
- Conducts training programs on safety practices/procedures.
- Keeps the Director informed.
- Track expenses and revenue per program.
- Publicizes programs/activities available to the general public (e.g., writes articles for general release, develops press releases, assists with the development of City brochure).
- Develops/maintains partnerships with corporations and other entities for funding, organizational purposes, and coordinating programs.
- Answers questions and attempts to resolve complaints from the general public.
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and services review procedures;
- Attends staff meetings and supervisory conferences
- Attends board meetings for various community organizations as assigned.
- Maintains required licenses and/or certificates.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential function
- Performs other duties as assigned

Knowledge, Skills and Abilities

Knowledge of:

- Interviewing
- Education techniques
- Safety practices and procedures
- Variety of sports rules and regulations
- Department goals and objectives*
- Department policies and procedures*
- Occupational Safety and Health Administration rules and regulations
- Public relations; media relations; community resources and services
- Office practices and procedures
- English grammar and spelling; records management
- Supervisory principles and practices
- Manpower planning
- Variety of sports and recreation equipment
- Project management

Skill in:

- Word processing.
- Use of modern office equipment.
- Motor vehicle operation.
- Use or operation of sports and recreation equipment.

Ability to:

- Deal with problems involving several variables within familiar context.
- Apply management principles to solve agency problems.
- Define problems collect data.
- Establish facts and draw valid conclusions, understand, interpret, and apply laws, rules, or regulations to specific situations.
- Select most qualified applicant according to specifications for referral
- Determine material and equipment needs
- Calculate fractions, decimals, and percentages; prepare routine correspondence; compile and prepare reports
- Write and/or edit documents for publication; write instructions and specifications and understand a variety of written and/or verbal communication
- Despond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; recognize safety warnings
- Gather, collate, and classify information; maintain records according to established procedures; cooperate with co-workers on group projects; answer routine telephone inquiries
- Handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships and resolve complaints
- Lift and operate sports and recreation equipment
- Travel to and gain access to work site

Working Conditions:

- Works in or around crowds.
- Works in general office setting.
- Has contact with potentially violent or emotionally distraught persons.

- Has exposure to potentially vicious animals.
- Has exposure to hot, cold, wet, humid or windy weather conditions.
- Medium lift, push, pull 20 to 50 pounds occasionally: 10 to 25 pounds frequently.

Minimum Qualifications:

- Bachelor degree in parks and recreation administration, natural resources administration, recreation education, physical education or equivalent
- Twelve (12) months' experience in parks and recreation; or equivalent combination of training or experience
- Certified Parks and Recreation Professional preferred.

Licensure and Certification:

Must possess and maintain valid Ohio driver's license

Certified Parks and Recreation Professional preferred or ability to obtain within 24 months of employment.

Class and Titles of Positions Directly Supervised:

Program Leaders/Instructors/Officials/Umpires/Referees

Recreation Coordinator (full-time)

Recreation Leaders (seasonal)

Interns

Position Description Approval		Dates
Department Head Signature:		
Human Resources Director Signature:		
Mayor Signature (Required for Director positions):		

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

___/___/___
Date

Position Description

Ordinance Position Title:	Residential Building Inspector	Employee Type: Full-Time (40-hr week)
Working Title:	Residential Building Inspector / Code Enforcement Officer	DEPT: Building Dept
Pay Grade:	14	Ord/Contract: Classified
Reports To:	Chief Building Official	FLSA Status: Non-Exempt
Revision Date:	11/16/2023	Civil Service Type: Classified

General Description:

This is a full-time 40-hour week position, under the direction of the Chief Building Official. This position will also serve in the capacity of a code enforcement officer when needed.

Essential Functions of Work

- Conducts on-site building inspections (e.g., footer, foundation, slab, framing, above ceiling, roofing, windows, sidings, decks, fences, sheds, swimming pool, occupancy, and other related inspections) on residential buildings/structures in Reynoldsburg to ensure compliance with approved plans and all applicable codes, standards, and ordinances
- Perform all duties of a code enforcement officer in the enforcement of zoning ordinances/environmental codes (e.g., building, construction and zoning) of Reynoldsburg; enforces the International Property Maintenance Code, investigates/inspects complaints (e.g., unlicensed/inoperable motor vehicles, trash, operation of businesses from residential areas, high grass/weeds, parking of vehicles on grass, sign violations) from public and posts code violation notices on properties; communicates with commercial business/building owners, residents regarding violation notices and the actions needed to reach compliance; coordinates target area programs (e.g., photographs existing building signage, visits building locations to check addresses on buildings, checks neighborhoods for placement of trees near sidewalks/streets); photographs violations for documentation, prepare case files and testify for court cases when necessary.
- Climbs/crawls/walks through building or structure and carries plans/necessary tools to conduct inspections
- Travels to utilize field equipment (e.g., tape measure, light meter, sound meter, electrical testing devices) to gather data on compliance
- Assists in reviewing applications/construction documents (e.g., blueprints, architectural drawings, homeowner-designed plans) for residential projects for compliance with applicable residential building codes
- Interprets/enforces all residential building code regulations
- Examines, prepares, and maintains various work-related documents
- Maintains daily inspection records; prepares correspondence; enters inspection results into City's database system; prepares reports (e.g., monthly inspection, yearly inspection)
- Attends pre-construction meetings with contractors before construction begins
- Receives inspection requests and communicates with customers to make arrangements for site inspections
- Works with code enforcement officers to review and investigate complaints from building owners and/or homeowners during/after construction
- Answers inquiries regarding electrical codes, wiring methods, practices, and procedures
- May attend City Council meetings to answer questions, provide information, etc.
- Remains informed of current developments and procedures pertinent to duties
- Participates in staff development activities and services review procedures; attends staff meetings.
- Maintains required licenses and/or certificates
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
- Demonstrates regular and predictable attendance

- Performs other related duties as assigned

Minimum Qualifications

License & Certification

- High school diploma or GED or equivalent
- Residential Building Inspector Certificate or Interim Approval issued by the State of Ohio Board of Building Standards
- International Code Council (ICC) Property Maintenance Certification or obtain the certification within twelve (12) months of employment.
- Must possess and maintain a valid Ohio driver's license
- Must complete thirty (30) hours of continuing education for the residential building inspector certification as required by the state of Ohio Board of Building Standards and maintain ICC property maintenance certification in order to maintain employment

Knowledge, Skills and Abilities

Knowledge of: (*Indicates developed after employment)

- Residential Code of Ohio, International Property Maintenance Code, City of Reynoldsburg Ordinances
- Construction regulations
- Structural design principles
- Code enforcement procedures; Safety practices and procedures; Department policies and procedures*
- Building construction, maintenance, and repair
- General construction, maintenance, and repair
- Public relations; Community resources and services
- Office practices and procedures
- English grammar and spelling
- Records management; Project management
- Local geographical area.*

Skill in:

- Use of modern office equipment (e.g, personal computer, printer, fax)
- Motor vehicle operation
- Building inspection instruments and/or materials utilization

Ability to:

- Interpret extensive variety of technical material in books, journals, and manuals
- Define problems, collect data, establish facts, and draw valid conclusions
- Exercise independent judgment and discretion
- Understand, interpret, and apply laws, rules, or regulations to specific situations
- Calculate fractions, decimals, and percentages; Apply concepts of algebra and/or geometry
- Compile and prepare reports; Use proper research methods to gather data
- Respond to routine inquiries from public and/or officials
- Communicate effectively; Understand technical manuals and/or verbal instructions; Understand a variety of written and/or verbal communications
- Maintain records according to established procedures
- Cooperate with co-workers on group projects
- Handle sensitive inquiries from and contacts with officials and general public
- Develop and maintain effective working relationships; Resolve complaints
- Demonstrate physical agility
- Travel to and gain access to work site
- Identify and distinguish colors
- Detect poor workmanship, inferior materials, and structural/fire hazards

Working Conditions:

- Medium: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently
- May be exposed to possible injury as a result of electrical shock
- Works in the vicinity of floor or wall openings, elevated platforms, and/or runways
- Ascends and/or descends ladders, stairs, or scaffolds
- Works in an area in which the means of egress is or can be obstructed
- May be exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas
- May be exposed to possible injury as a result of working with moving mechanical parts of equipment or machines
- May be exposed to possible injury as a result of falling from high places
- Has exposure to potentially vicious animals
- Has exposure to second-hand smoke

CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

N/A

Position Description Approval	Dates
Department Head Signature:	
Human Resources Director Signature:	
Mayor Signature (Required for Director positions):	

Employee Acknowledgement and Receipt

I confirm that I have received a copy of this job description and understand the requirements, essential functions and duties of the position.

Print Employee Name

Employee Signature

___/___/___
Date

Proposed Grade Changes
Auditor's Department

	Current Grade	current step	current hourly	CHANGE			Range	
				Grade Change	Budget hourly rate	midpoint	Minimum	Maximum
Tamzen Wilson		15 F	33.83	15A	35.18	40.17	28.84	51.50
Carrie Schell		10 F	30.64	14A	31.87	38.63	27.81	49.44



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Amend the Personnel Procedure Manual Regarding Holidays, Network Devices, Use of Space Heaters, and Lactation Breaks, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

To have in place for January 1, 2024

REASON FOR EMERGENCY:

For the financial need of City government

STAFF REPORT:

Updates for the Personnel Procedure Manual: Holidays, Network Devices, Use of Space Heaters, Lactation Breaks. Please see attached.

AN ORDINANCE TO AMEND THE PERSONNEL PROCEDURE MANUAL REGARDING HOLIDAYS, NETWORK DEVICES, USE OF SPACE HEATERS, AND LACTATION BREAKS, AND DECLARING AN EMERGENCY

WHEREAS, the Council of the City of Reynoldsburg, Ohio, has determined that it is necessary to update Reynoldsburg's Personnel Procedure Manual.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the City of Reynoldsburg Ohio Personnel Procedure Manual does hereby amend the Holidays, Network Devices, Use of Space Heaters and Lactation Breaks to read as follows:

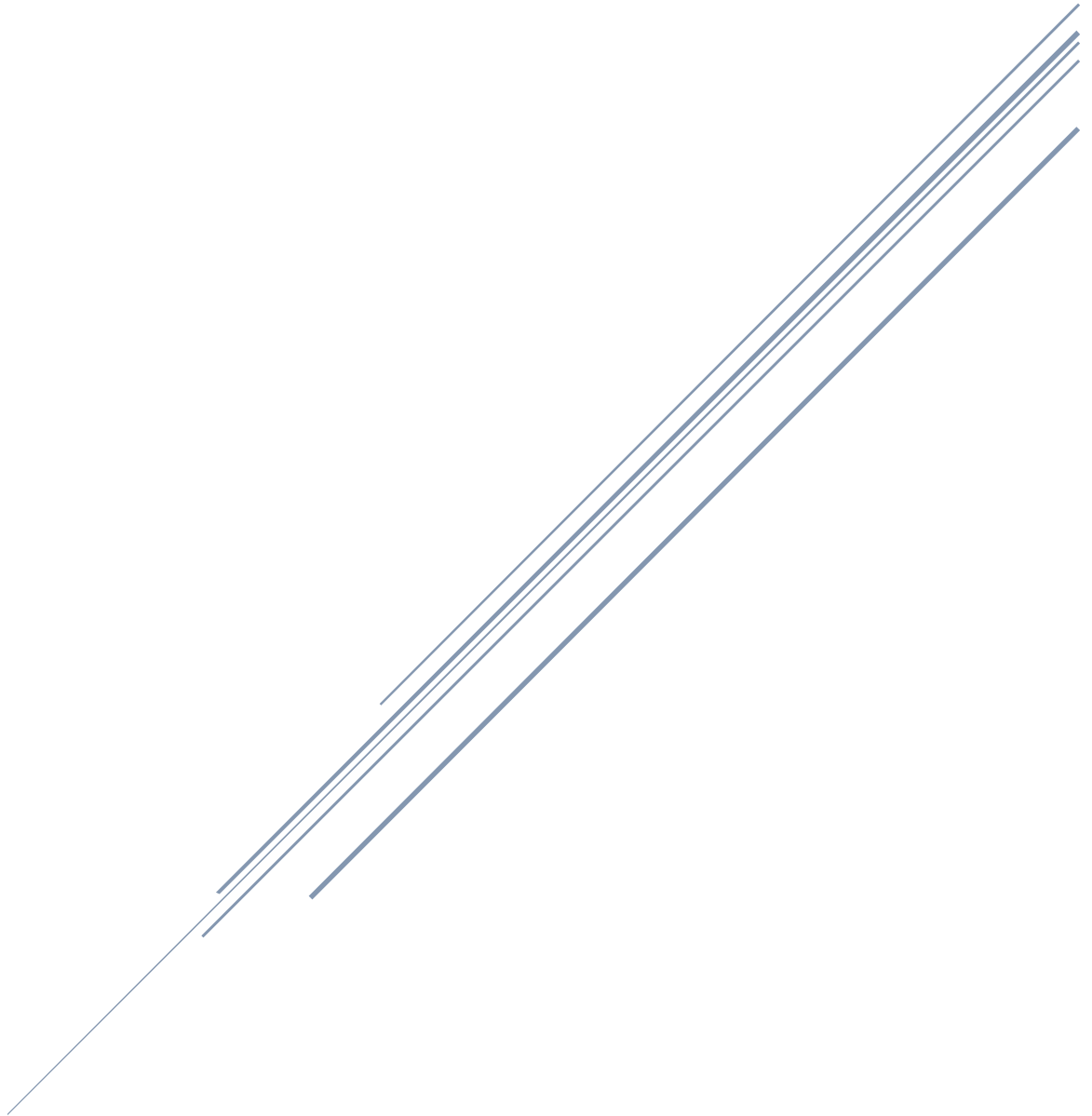
See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the policy in place on January 1, 2024;

wherefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.

CITY OF REYNOLDSBURG

PERSONNEL PROCEDURE MANUAL



Contents

INTRODUCTION OF PERSONNEL PROCEDURE MANUAL	<u>33</u>
EQUAL EMPLOYMENT OPPORTUNITY POLICY	<u>44</u>
AMERICANS WITH DISABILITY ACT.....	<u>44</u>
UNLAWFUL DISCRIMINATION AND HARASSMENT.....	<u>66</u>
REPORTING HARASSMENT OR DISCRIMINATION.....	<u>66</u>
EMPLOYEE CONDUCT	<u>8</u>
CLASSIFICATION STATUS	<u>88</u>
PROBATIONARY PERIOD	<u>99</u>
POLICE COMMAND STAFF PROMOTIONS.....	<u>99</u>
REDUCTION IN FORCE	<u>1414</u>
MEDICAL EXAMINATIONS AND DISABILITY SEPARATION.....	<u>1414</u>
WORKPLACE ROMANCES.....	<u>1616</u>
NEPOTISM	<u>1616</u>
ETHICS/CONFLICTS OF INTEREST.....	<u>1717</u>
PERSONNEL FILES AND INFORMATION	<u>1818</u>
OUTSIDE EMPLOYMENT	<u>1919</u>
RESIGNATION	<u>1919</u>
POLITICAL ACTIVITY	<u>19</u>
PERFORMANCE EVALUATIONS	<u>2121</u>
SOLICITATION	<u>2121</u>
PAYCHECKS.....	<u>2222</u>
REPORTING TO WORK AND TARDINESS	<u>2222</u>
HOURS OF WORK AND OVERTIME	<u>2323</u>
WORKING FROM HOME	<u>24</u>
COMPENSATORY TIME	<u>2525</u>
CALL-IN PAY	<u>2626</u>
EMERGENCY HOLIDAY CALL IN PAY	<u>2626</u>
INCLEMENT WEATHER	<u>2626</u>
EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM.....	<u>2727</u>

SICK LEAVE.....	<u>2828</u>
FAMILY MEDICAL LEAVE ACT (“FMLA”)	<u>3131</u>
INJURY LEAVE	<u>4141</u>
LEAVE DONATION	<u>4242</u>
CIVIC DUTY LEAVE	<u>4444</u>
VACATION LEAVE	<u>4444</u>
FUNERAL LEAVE	<u>4646</u>
MILITARY LEAVE	<u>4747</u>
UNPAID LEAVE	<u>4848</u>
HOLIDAYS	<u>4848</u>
WORKERS’ COMPENSATION	<u>5050</u>
TRANSITIONAL WORK PROGRAM	<u>5151</u>
CREDIT CARD FLEET POLICY	<u>5252</u>
TRAVEL POLICY AND REIMBURSEMENT	<u>5353</u>
COMPUTER USE POLICY.....	<u>5555</u>
SOCIAL MEDIA LIMITATIONS	<u>6362</u>
CITY PROPERTY	<u>6463</u>
FLEET SAFETY POLICY.....	64
TOBACCO USE POLICY	69
DRUG AND ALCOHOL POLICY.....	69
WORKPLACE VIOLENCE	<u>7574</u>
PERSONAL APPEARANCE	<u>7675</u>
INVESTIGATIONS AND DISCIPLINE	<u>7776</u>
COMPLAINT PROCEDURE	<u>7978</u>
DURATION OF RECORDS.....	79
LACTATION BREAKS	79
CONCEALED CARRY	<u>8180</u>
AUDITOR OF STATE FRAUD REPORTING SYSTEM	<u>8281</u>
CONTACT WITH NEWS MEDIA/RESIDENTS	<u>8381</u>
EMPLOYEE INFORMATION AND RECORDS.....	<u>8382</u>

INTRODUCTION OF PERSONNEL PROCEDURE MANUAL

The provisions of this Personnel Procedure Manual (Manual) are applicable to all City employees, unless otherwise specified or governed by a collective bargaining agreement. The Manual is not a contract of employment or a guarantee of any rights or benefits, but is merely intended to be used to assist and guide employees in the day-to-day directions and performance of their duties.

The policies adopted in this Manual supersede all previous written and unwritten personnel policies or operational guidelines that directly conflict with this Manual, excluding Charter provisions and ordinances adopted by City Council, including Chapter 160, which may be amended from time to time. This Manual is also intended to be construed in such a manner as to comply with all applicable federal, state, and civil service laws and regulations. Employees are responsible, as a condition of their employment, to familiarize themselves with, and abide by, these policies and procedures.

The City may revise these policies with or without advance notice. The City will attempt to give employees advance notice of any Manual changes. Notice of revisions shall be provided to all employees.

If any article or section of this Manual is held to be invalid by operation of law, the remainder of this Manual and amendments thereto shall remain in force and effect. Should a conflict arise between the Ohio Revised Code (O.R.C.), applicable federal law, or applicable local law and this Manual, law shall prevail. Additionally, should a direct conflict exist between this Manual and a Collective Bargaining Agreement, the Bargaining Agreement shall prevail.

Questions regarding the interpretation and application of these policies and procedures contained herein shall be directed to the employee's Department Head/Supervisor with input from the Human Resources Director.

In addition to the policies and procedures contained herein, each department and/or division of the City may have operational rules and/or policies in writing or practice that are unique to that department or division which are not covered by this Manual. Employees are responsible for complying with those departmental or divisional rules and policies, in addition to the policies and procedures contained herein.

All supervisory personnel responsible for administering the policies and procedures contained in this Manual. Supervisory personnel shall administer all policies and procedures contained herein to ensure compliance by subordinate personnel.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification (“BFOQ”). All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations, shall be made without regard to the above listed categories.

The City does not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any employee or applicant for employment on the grounds listed above. Anyone who feels that their rights have been violated under this policy should submit a written complaint of discrimination to the Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint.

AMERICANS WITH DISABILITY ACT

The City prohibits discrimination in hiring, promotions, transfers, or any other benefit or privilege of employment, of any qualified individual with a permanent disability. To be considered a qualified individual, the employee must satisfy the requisite skills, experience, education and other job-related requirements of the position he holds or desires and must be able to perform the essential functions of his position, with or without a reasonable accommodation.

The City will provide reasonable accommodation to a qualified applicant or employee with a disability unless the accommodation would pose an undue hardship on or direct threat to the facility. Decisions as to whether an accommodation is necessary and/or reasonable shall be made on a case-by-case basis after engaging in an interactive process. An employee who wishes to request an accommodation shall direct such request to the HR Director, or EEO/ADA Coordinator, each of whom shall have the authority and responsibility to investigate and take appropriate action. Requests for accommodation should be in writing to avoid confusion; however, verbal requests will be considered. The employer and employee will meet and discuss whether an accommodation is appropriate and, if applicable, the type of accommodation to be given.

Any employee who feels that his rights have been violated under this policy should submit a written complaint as set forth in the Unlawful Discrimination and Harassment Policy.

Definitions

Sex-Based Discrimination

Sex discrimination involves treating someone unfavorably because of that person's sex. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex in violation of Title VII, which protect lesbian, gay, bisexual, and transgender (LGBT) applicants and employees against employment bias.

Unlawful discrimination occurs when individuals are treated less favorably in their employment because of their membership in a protected classification. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as promotions, raises, and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment may be generally defined as unwelcome conduct based upon a protected classification. However, harassment becomes unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment.
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Examples.

By way of example, sexual harassment is one type of unlawful harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Harassment on the basis of an employee's membership in any protected classification (as set forth above) is unlawful, will not be tolerated, and must be reported.
4. Unlawful discrimination and harassment does not generally encompass conduct of a socially acceptable nature. However, some conduct that is appropriate in a social setting may be inappropriate in the work place. A victim's perceived acquiescence

in the behavior does not negate the existence of unlawful discrimination or harassment. Inappropriate conduct that an employee perceives as being “welcome” by another employee may form the basis of a legitimate complaint.

5. Additional examples of unlawful sexual harassment may include, but are not limited to: repeated unwanted and/or offensive sexual flirtations, advances or propositions; verbal abuse; graphic comments; display of objects, pictures or displays through other media; offensive, abuse and/or unwanted physical contact.

UNLAWFUL DISCRIMINATION AND HARASSMENT

The City is committed to providing an environment that is safe and free from unlawful discrimination and harassment. Unlawful discrimination or harassment is behavior directed toward an employee because of his membership in a protected class such as: race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias. Discrimination and harassment is inappropriate and illegal and will not be tolerated. All forms of unlawful discrimination and harassment are governed by this policy and must be reported and addressed in accordance with this policy. Unlawful discrimination and/or harassment may be committed against employees by elected officials, department heads, supervisors, co-workers, or members of the public. Further, unlawful discrimination and/or harassment may occur on-duty or off-duty.

Off Duty Conduct

Unlawful discrimination or harassment that affects an individual’s employment may extend beyond the confines of the workplace. Conduct that occurs off duty and off premises may also be subject to this policy. Employees are also cautioned that conduct off-duty and online may be constitute unlawful discrimination or harassment.

REPORTING HARASSMENT OR DISCRIMINATION

It is the responsibility of the City to maintain an environment that is free from unlawful discrimination or harassment. Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the City shall immediately report the conduct, in writing, the Human Resources Director, who shall have the authority and responsibility to investigate and take appropriate action concerning the complaint. Similarly, employees who feel they have knowledge of discrimination or harassment, or who have questions or concerns regarding discrimination or harassment, shall immediately contact their supervisor. Late reporting of complaints and verbal reporting of

complaints will not preclude the City from taking action. However, so that a thorough and accurate investigation may be conducted, employees are encouraged to submit complaints in writing and in an expedient manner following the harassing or offensive incident. All supervisors are required to follow up on all claims or concerns, whether written or verbal, regarding unlawful discrimination and harassment.

Although employees may confront the alleged harasser at their discretion, they are also required to submit a written report of any incidents as set forth above. When the City is notified of the alleged harassment, it will timely investigate the complaint. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality is not guaranteed. All employees are required to cooperate in any investigation. Determinations of harassment shall be made on a case-by-case basis. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

Retaliation.

Anti-discrimination laws prohibit retaliatory conduct against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or lawsuit under these laws, or who oppose employment practices that they reasonably believe discriminate against protected individuals, in violation of these laws. The law also prevents retaliatory conduct against individuals who are close friends or family members with an individual who engaged in protected conduct. The City and its supervisors and employees shall not in any way retaliate against an individual for filing a complaint, reporting harassment, participating in an investigation, or engaging in any other protected activity. Any employee who feels he has been subjected to retaliatory conduct as a result of actions taken under this policy, or as a result of his relationship with someone who took action under this policy shall report the conduct to their supervisor immediately. Disciplinary action for filing a false complaint is not a retaliatory act.

False Complaints.

Legitimate complaints made in good faith are strongly encouraged; however, false complaints or complaints made in bad faith will not be tolerated. Failure to prove unlawful discrimination or harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered to be a violation of this policy.

Corrective Action.

If the City determines unlawful discrimination, harassment, or retaliation has taken place, appropriate corrective action will be taken, up to and including termination. The corrective action will be designed to stop the unlawful conduct and prevent its reoccurrence. If appropriate, law enforcement agencies or other licensing bodies will be notified. Any individual exhibiting retaliatory or harassing behavior towards an employee who exercised a right under this policy, or who is a close personal friend or family member of someone who exercised a right under this policy, will be subject to discipline, as will any employee who has knowledge of unlawful conduct and allows that conduct to go unaddressed.

Coverage.

This policy covers all employees, supervisors, department heads and elected officials. Additionally, this policy covers all suppliers, subcontractors, residents, visitors, clients, volunteers and any other individual who enters City property, conducts business on City property, or who is served by City personnel.

EMPLOYEE CONDUCT

A fair, inclusive and respectful workplace is vital to all individuals and is essential to the success of the staff of the City of Reynoldsburg. Therefore, the City of Reynoldsburg is committed to promoting an environment where employees respect each other regardless of their roles or responsibilities, or the nature of their contributions.

Every employee of the City of Reynoldsburg has the right to work in a respectful workplace. In order to promote and sustain a workplace where all employees are treated with respect and dignity, regardless of their status or position, each employee is expected to show respect in all interactions with coworkers of interpersonal behavior, communication and professionalism.

CLASSIFICATION STATUS

The classified service shall comprise all City employees not specifically included in the unclassified service. Following completion of the probationary period of one (1) year, no classified employees shall be reduced in pay or position, fined, suspended or removed, or have his or her longevity reduced or eliminated, except and for those reasons set forth in the civil service law, or local law. Such reasons include: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of any policy or work rule of the City, any other failure of good behavior, any other acts of misfeasance, malfeasance or nonfeasance in office, or conviction of a felony, except for just cause.

Unclassified employees serve at the pleasure of the City and may be terminated or otherwise separated from employment for any reason not inconsistent with law. An unclassified employee may not be rendered classified due to the provisions of this Manual.

PROBATIONARY PERIOD

Newly hired or newly promoted employees in the classified service shall be required to successfully complete a one (1) year probationary period. The probationary period allows the City to closely observe and evaluate the employee's fitness and suitability for the position. Only those employees who demonstrate an acceptable standard of conduct and performance shall be retained in their positions.

A newly hired probationary period may be removed at any time during their probationary period due to unsatisfactory work performance. If an employee is removed during their original appointment probationary period, the employee lacks any appeal rights. Time spent on inactive pay status or non-paid leave of absence shall not be counted toward the completion of the probationary period. An employee's probationary period may be extended due to time spent in inactive pay status or on a non-paid leave of absence.

Employees working irregular schedules and intermittent employees shall have a one (1) year probationary period.

The failure of a promoted employee to complete a probationary period due to unsatisfactory performance shall result in the employee being returned to the same or similar position he held at the time of his promotion.

Unclassified employees serve at the pleasure of the appropriate appointing authority and do not serve a probationary period. Nothing contained in this policy should be considered a waiver of the right to remove an unclassified employee consistent with law.

POLICE COMMAND STAFF PROMOTIONS

- A. Senior Police Department Management by definition includes all positions as set forth herein above the rank of Sergeant and not included in a collective bargaining agreement. Senior Police Department Management positions are:
 - a. Chief of Police
 - b. Deputy Chief of Police
 - c. Lieutenant

2. Pursuant to the power granted to the Reynoldsburg City Council by Section 7.03(e) of the Reynoldsburg City Charter, the Reynoldsburg City Council hereby eliminates the application of general laws of Ohio pertaining to the civil service provisions for selection and filling of Police Department positions above the rank of Police Officer and Sergeant, specifically Ohio Revised Code Section 124.44, and hereby substitutes its local procedure and provisions for filling said positions.
3. The Chief of Police may be filled by original appointment of a person who is not in the Reynoldsburg Police Department.

The following selection procedure shall be followed whether by original appointment or promotion:

- (1) a competitive promotional Civil Service Examination as set forth in Reynoldsburg City Code 157.04 shall not be given;
- (2) a candidate for promotion to Chief of Police or original appointment to Chief of Police shall have achieved a rank of command with at least one (1) year of police- command experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management, or public administration required commencing January 1, 1996, from an accredited college or university that would enable the candidate to be admitted to a graduate school at an accredited university; and
- (3) successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Chief of Police candidates. This committee shall be responsible for selection not more than ten (10) candidates.

The Preliminary Screening Committee shall be comprised of:

- Safety Committee Chair
- A representative from the OACP
- A representative from the FOP
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Chief of Police.

The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The Committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee will be comprised of:

- Mayor
- A representative from the OACP
- A representative from the FOP
- Council President
- Safety Committee Chair
- City Attorney
- A representative appointed by the Mayor

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

4. The Deputy Chief of Police may be filled by original appointment or of a person who is not in the Reynoldsburg Police Department.
 - a. The following selection procedure shall be followed whether by original appointment or promotional appointment:
 - (1) A competitive promotional Civil Service examination as set forth in Reynoldsburg City Code 157.04 shall not be given;
 - (2) Candidate for promotion to Deputy Chief of Police or original appointment to Deputy Chief of Police shall have achieved a rank of command with at least one (1) year of police command

experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management or public administration required commencing January 1, 1996, from an accredited college or university that would enable the candidate to be admitted to a graduate school at an accredited university; and

- (3) Successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

- b. Unless the Civil Service Commission contracts with an accredited law enforcement consulting agency to accept and rank resumes, a Preliminary Screening Committee shall be established to review applications and resumes of Deputy Chief of Police candidates.

The Preliminary Screening Committee shall be comprised of:

- A representative appointed by the Mayor
 - Current Chief of Police
 - Human Resource Director
- Any of the above can be replaced by a designee if necessary. Such Designee would require approval by the Civil Service Commission.

The Committee will determine if the applicants meet the minimum job requirements as outlined in the job classification for the position of Deputy Chief of Police.

- c. The Preliminary Screening Committee will rank the qualified candidates based upon their qualifications utilizing an objective evaluation form. The committee shall submit to a final Selection Committee the top five (5) candidates.

The Final Selection Committee shall be comprised of:

- Mayor
- Chief of Police

- City Attorney
- Safety Director
- Human Resource Director

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

- d. The final selection committee shall interview the final five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. The Appointing Authority will appoint from the top three (3).

5. A candidate for promotion to the rank of Lieutenant shall have:

- a. The following selection procedure shall be followed whether by original appointment or promotion:
 - i. at least three (3) years of experience at the rank of Sergeant with the Reynoldsburg Police Department immediately preceding the date of promotion; and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university
 - ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
 - iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to a assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top three candidates to the appointing authority (the Mayor) who shall appoint from the top four ranked candidates.

- (b) When there are not two (2) or more eligible candidates within the Reynoldsburg Police Department for the rank of Lieutenant, open posting

shall be conducted throughout the state of Ohio for potential candidates, who are currently certified law enforcement officers through the Ohio Peace Officers Training Council.

- i. the outside candidate shall have at least three (3) years of experience at the rank of Sergeant and an Associate's Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university;
- ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
- iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center.

If a written exam is not given, then all eligible candidates shall submit to an assessment center, prepared and presented by an accredited law enforcement consulting agency as selected by the Civil Service Commission. The consulting agency shall submit the results to the Civil Service Commission, who will forward the names of the top four candidates to the appointing authority (the Mayor) who shall appoint from the top four (4) candidates.

REDUCTION IN FORCE

If it becomes necessary to reduce staffing levels by layoff or job abolishment due to lack of work, lack of funds, reorganization or other justified business reason, the City shall lay off employees in accordance with law. The City shall determine the number of positions and the classifications in which layoffs will occur. Employees may have recall rights for up to one (1) year.

MEDICAL EXAMINATIONS AND DISABILITY SEPARATION

All City employees are required and expected to maintain the appropriate physical and mental capacities to perform the essential functions of their job. The City may require an employee to take an examination, conducted by a licensed medical practitioner, to determine the employee's physical or mental capacity to perform the essential functions of his job, with or without reasonable accommodation. This examination may include a fitness-for-duty examination following an

employee's absence from work due to their own illness or injury. This examination shall be at the City's expense. If the employee disagrees with the City's licensed medical practitioner's determination, he may request to be examined by a second licensed medical practitioner of his choice at his own expense. If the reports of the two practitioners conflict, a third opinion shall be rendered by a neutral party chosen by the City and paid for by the City. The third opinion shall be controlling.

If an employee, after examination, is found to be unable to perform the essential functions of his position with or without reasonable accommodation, he may request use of accumulated, unused, paid and unpaid leave benefits, if applicable.

If a classified employee remains unable to perform the essential functions of his position after exhausting available leaves, he may request a voluntary disability separation. The City may require an employee seeking a voluntary disability separation to undergo a physical or psychological examination by a licensed medical practitioner of its choosing. If the examination supports the request for a voluntary disability separation, it will be granted.

If, after exhausting available leave, an employee refuses to request a voluntary disability separation, the City may place the employee on an involuntary disability separation if the City has substantial credible medical evidence to indicate that the employee remains disabled and incapable of performing the essential job duties. If the City seeks to involuntarily disability separate an employee, it may request that an employee submit to a medical or psychological examination to determine the employee's physical and mental capacity to perform the essential functions of their job. The employee must cooperate in this process. A failure to participate in the process may result in a finding that the employee is insubordinate which may result in discipline, up to and including termination. The City will select the licensed medical practitioner. While an examination is pending, the employee may be placed on administrative leave with pay.

If, after the examination, the City determines that the employee is incapable of performing the essential functions of the position, it shall institute the involuntary disability separation process. The City shall schedule a hearing with at least seventy-two (72) hours advance notice regarding whether the employee is capable of performing the essential functions of the position. The employee may waive the right to a hearing. However, if the employee chooses to have a hearing, the employee has the right to examine the City's evidence regarding the employee's ability to perform the essential functions of the position, rebut the City's evidence and/or present their own medical evidence.

If it is determined after the hearing that the employee is incapable of performing the essential functions of the position, the City shall issue an involuntary disability separation, which may be appealed to the City's civil service commission. However, if, after a hearing, it is determined that the employee is capable of performing the essential functions of their position, the employee shall be deemed fit for duty and returned to their position.

Employees that are disability separated have a two (2) year right to reinstatement. Any requests for reinstatement must be made in writing and include appropriate medical documentation to support the request. The City may require the employee to be examined by a licensed medical practitioner of its choosing. The City shall pay for the cost of its licensed medical practitioner. If it is determined that the employee is capable of performing the essential functions of the position, the employee shall be reinstated.

WORKPLACE ROMANCES

To avoid concerns of sexual harassment, preferential treatment and other inappropriate behavior, employees are required to inform the Human Resources Director if they currently are, or if they intend to become, romantically involved with a co-worker. Such relationships are not necessarily prohibited, but must be appropriately addressed. Should the City determine that a conflict exists between an employee's employment and a personal relationship with a co-worker, the City will attempt to work with the employees to resolve the conflict. Should operational needs prevent resolution, the relationship must cease or one or both of the parties must separate from employment. Supervisors are expressly prohibited from engaging in romantic or sexual relationships with any employee they directly, or indirectly, supervise.

NEPOTISM

Hiring

Although the employment of close relatives is discouraged, the City will receive employment applications from relatives of current employees. However, the following five (5) situations shall prevent the City from hiring a relative of a current employee:

1. If one relative would have supervisory or disciplinary authority over another.
2. If one relative would audit the work of another.
3. If a conflict of interest exists between the relative and the employee or the relative and the City.
4. If the hiring of relatives could result in a conflict of interest.
5. If one of the family members would have access to confidential material.

Employment

An employee is not permitted to work in a position where his supervisor or anyone within his chain of command is a relative. If such a situation is created through promotion, transfer or marriage, one of the affected employees must be transferred or an accommodation acceptable to the City must be established. Termination of employment will be a last resort. If two employees marry, they will be subject to the same rules listed above as other relatives.

The provisions of O.R.C. §§ 102.03 and 2921.42 render it unlawful for a public official to use his influence to obtain a benefit, including a job for her relative. Any violation of these statutes may result in criminal prosecution and/or disciplinary action. For purposes of the Article, the term “relative” shall include spouse, children, grandchildren, parents, grandparents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, stepparents, stepchildren, stepsiblings, and a legal guardian or other person who stands in the place of a parent to the employee.

ETHICS/CONFLICTS OF INTEREST

The proper operation of a democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made through the proper channels of governmental structure, that public office not be used for personal gain, and that the public have confidence in the integrity of its government. Ohio Revised Code §§ 102.03 and 2921.42 prohibit public employees from using their influence to benefit themselves or their family members. In recognition of the above-listed requirements, the following Code of Ethics is established for all City officials and employees:

- A.** No employee shall use his official position for personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.
- B.** No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall he use such information to advance the financial or other private interest of himself or others.
- C.** No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with the City; nor shall an employee accept any gift, favor or item of value that may tend to influence the employee in the discharge of his duties or grant, in the discharge of the employee’s duties any improper favor, service or item of value.
- D.** No employee shall represent private interests in any action or proceeding against the interest of the City in any matter wherein the City is a party.

- E. No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance and faithful performance of his assigned job duties.

Any employee having doubt as to the applicability of these provisions should consult the Human Resources Director. Any employee offered a gift or favor who is not sure whether acceptance is a violation of the Code of Ethics, should inform his supervisor of the gift offer. No employee will accept from any contractor or supplier doing business with the City, any material or service for the employee's private use.

State law prohibits City employees and officials from having a financial interest in companies that do business with the City, with minor exceptions. Employees who have any doubt concerning a possible violation of these statutes are advised to consult an attorney.

PERSONNEL FILES AND INFORMATION

The City shall maintain personnel files for all City employees. Such files may include individual employment data, payroll information, schedules, records of additions or deductions, application forms, and records pertaining to hiring, promotion, demotion, transfer, layoff and termination. Personnel files shall be available to members of the public in accordance with the law. An employee shall have a right of reasonable inspection of his official personnel file. No personnel records shall be removed from the official records unless in accordance with state or federal law or in accordance with the City's retention of records policy.

When a public records request is made for an employee's records, the City will endeavor to inform the employee of the request in advance of the release of records. The City will make reasonable efforts to redact personal information, and other non- public information, from the files before release. Notifying the employee of the release may not result in an unreasonable delay in releasing the records pursuant to an appropriate request. Employees are responsible for taking legal action in the event they wish to prohibit release of the requested documents to the requesting individual or entity.

Employees must timely advise the City of any change in name, address, marital status, telephone number, number of tax exemptions, citizenship, or association with any government military service organization.

OUTSIDE EMPLOYMENT

Employees are required to notify their supervisor of any outside employment. No employee shall have outside employment, which conflicts in any manner with the employee's ability to properly and efficiently perform his duties and responsibilities with the City. Employees are expected to be at work and fit for duty when scheduled.

Employees are prohibited from engaging in secondary employment while on sick leave, disability leave, or family medical leave. Employees are strictly prohibited from engaging in or conducting outside private business during scheduled working hours and are further prohibited from engaging in conduct which creates a potential or actual conflict of interest with their duties and responsibilities as a City employee.

RESIGNATION

Employees may voluntarily resign in good standing by submitting a written letter of resignation to their Appointing Authority at least two (2) weeks in advance of the effective date of resignation. Such resignation letter should be signed, dated and include the expected date of resignation. A failure to provide the appropriate notice may result in an individual being ineligible for re-employment with the City.

Employees voluntarily resigning from the City are expected to return all City equipment/property to their supervisor on, or before, the date of their voluntary resignation. A failure to timely return City equipment/property may result in a delayed delivery of their final paycheck.

An employee that is absent without leave for three (3) or more consecutive days may be considered to have constructively resigned their employment with the City.

POLITICAL ACTIVITY

Although the City encourages all employees to exercise their constitutional rights to vote, certain political activities are legally prohibited for classified employees of the City whether in active pay status or on leave of absence. The following activities are examples of conduct permitted by classified employees:

- a. Registration and voting.
- b. Expressing opinions, either orally or in writing.

- c. Voluntary financial contributions to political candidates or organizations.
- d. Circulating non-partisan petitions or petitions stating views on legislation.
- e. Attendance at political rallies.
- f. Signing nominating petitions in support of individuals.
- g. Displaying political materials in the employee's home or on the employee's property.
- h. Wearing political badges or buttons, or the display of political stickers on private vehicles.
- i. Serving as a precinct official under O.R.C. § 3501.22.

A. The following activities are examples of conduct prohibited by classified employees.

- 1. Candidacy for public office in a partisan election.
- 2. Candidacy for public office in a non-partisan general election if the nomination to candidacy was obtained in a primary partisan election or through the circulation of a nominating petition identified with a political party.
- 3. Filing of petitions meeting statutory requirements for partisan candidacy to elective office.
- 4. Circulating official nominating petitions for any partisan candidate.
- 5. Holding an elected or appointed office in any partisan political organization.
- 6. Accepting appointment to any office normally filled by partisan election.
- 7. Campaigning by writing in publications, by distributing political material, or by writing or making speeches on behalf of a candidate for partisan elective office, when such activities are directed toward party success.
- 8. Solicitation, either directly or indirectly, of any assessment, contribution or subscription, either monetary or in-kind, for any political party or political candidate.

9. Solicitation for the sale, or actual sale, of political party tickets.
10. Partisan activities at the election polls, such as solicitation of votes for other than nonpartisan candidates and nonpartisan issues.
11. Service as a witness or challenger for any party or partisan committee.
12. Participation in political caucuses of a partisan nature.
13. Participation in a political action committee that supports partisan activity.

Any employee having a question pertaining to whether specific conduct of a political nature is permissible should contact their immediate supervisor, or City Attorney, prior to engaging in such conduct.

PERFORMANCE EVALUATIONS

A written Performance Evaluation provides supervisors with an effective mechanism to measure and communicate levels of job performance to their employees. The City may conduct annual performance evaluations of employees. Evaluations, if conducted, will be based upon defined and specific criteria and will generally be reviewed with the employee by their supervisor or department head. The results will be discussed with the employee and the employee will be asked to sign the evaluation. An employee's signature will reflect their receipt of the evaluation, not their agreement with its contents. Should the employee refuse to sign, a notation will be made reflecting the date and time of the review along with the employee's refusal to sign. Employees may offer a written response to their performance evaluation. Such response, if given, will be maintained with the evaluation. Performance evaluations will be retained in the employee's personnel file.

Additional performance evaluations may be performed by the City at the City's discretion.

SOLICITATION

Individuals not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of suppliers or vendors given prior authority), or engaging in any other solicitation, distribution, or similar activity on the premises or at a worksite.

The City may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist these drives; however, participation is entirely voluntary.

The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:

- A. Distribution of literature, solicitation and the sale of merchandise or services is prohibited in public areas.
- B. Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee, is prohibited. The term “working time” does not include an employee’s authorized lunch or rest periods or other times when the employee is not required to be working.
- C. Distributing literature in a way that causes litter on City property is prohibited.

The City maintains various communications systems to communicate City-related information to employees and to disseminate or post notices required by law. The unauthorized use of the communications systems or the distribution or posting of notices, photographs, or other materials on any City property is prohibited.

Violations of this policy will be addressed on a case-by-case basis. Disciplinary measures will be determined by the severity of the violation, not the content of the solicitation or literature involved.

PAYCHECKS

The City requires that all payroll checks be issued by way of Direct Deposit. It is the employees responsibility to inform the City of any changes, pay will be issued on the Friday following the end of a pay period, except when a regular payday falls on a holiday. If payday falls on a holiday, paychecks will be distributed the day immediately preceding the holiday. Pay advances are not permitted.

REPORTING TO WORK AND TARDINESS

Employees are expected to report for and remain at work as scheduled and to be at their work stations at their starting time. Employees who call off work for personal reasons should call off in advance of their starting time in accordance with procedures established by their Supervisor. Employees who call off must make contact with their supervisor or designee each day of their

absence unless they have made alternate arrangements. Calling off work in accordance with this procedure will not necessarily result in an employee receiving approved leave for their absence.

Tardiness may result in a reduction in the corresponding amount of pay for which the employee is late and/or discipline.

HOURS OF WORK AND OVERTIME

The City will establish the hours of work for all employees. Generally, the normal business hours will be 8:00 a.m. to 5:00 p.m. Work hours may vary by Department. Staff may be required to work days, evenings, nights and/or weekends due to operational needs. Additionally, each City Department may alter the work schedules, days off and shifts of employees based upon operational needs.

Due to federal regulations, employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ("FLSA") are prohibited from signing in or beginning work before their scheduled starting time, or signing out/stopping work past their scheduled quitting time except with supervisory approval or in emergency situations. Additionally, non-exempt employees who receive an unpaid lunch period are prohibited from working during their lunch period except with supervisory approval or in emergency situations. Non-exempt employees who work outside their regularly scheduled hours in contravention of this rule shall be paid for all hours actually worked, but may be disciplined accordingly.

Failure to properly sign-in or sign-out as required, misrepresenting time worked, altering any time record, or allowing a time record to be altered by others will result in disciplinary action. However, supervisors may make adjustments to an employee's time sheet, as necessary.

Generally, employees not exempt from the overtime provisions of the FLSA shall be compensated for overtime for all hours worked in excess of forty (40) in any one work week, regardless of the employee's regularly scheduled work day. Overtime shall be compensated at a rate of one and one-half times the employee's regular rate of pay for overtime worked, including time spent in paid status, unless otherwise noted.

The City may require overtime as a condition of continued employment. An employee who refuses to work a mandatory overtime assignment may be considered insubordinate and disciplined accordingly. Additionally, the City may authorize or require employees to work a flexible schedule in a work week. For overtime-eligible employees, a flexible schedule must occur within a single forty-hour workweek.

Employees who are exempt from the overtime provisions of the FLSA are not eligible for overtime payment. Such exemptions may include employees whose job duties are executive, administrative or professional in nature. At the discretion of the appointing authority, exempt employees may be

required to keep track of, and report, their hours without destroying their exempt status. However, generally, exempt employees will not have a reduction in pay for absences of less than an entire work period of five (5) days. Absences will first be deducted from the employee's accumulated sick leave (if appropriate), vacation leave or other paid leave. The list of exempt employees are in Chapter 160.05 Overtime Eligibility .

WORKING FROM HOME (TAXES)

In rare circumstances employee may be permitted to work remotely if their duties allow for it and their supervisor grants approval. This approval is on a case-by-case basis and it not considered a permanent arrangement for the conditions of their employment. If granted permission to work remotely, employees need to understand how the City of Reynoldsburg will handle the income tax withholding based upon the permissions granted.

The "General Withholding Rule" is that the employer (City of Reynoldsburg, City) is required to withhold to the jurisdiction where you (the Employee) physically performs work. As a Government entity, the City also withholds residence tax for those employees living in a higher taxing jurisdiction or one with reduced credit.

- The above "General Rule" holds true for the majority of City employees, but there may be a few exceptions. Below are the most common exceptions.
 1. If you are permitted to have **100% Work from Home (WFH)** or remote work location, income tax will be withhold at the remote location.
 2. If you are permitted to work in a **Hybrid WFH Model**, i.e. 2 days at home /3 days in office, or 40% / 60%. If permitted to work a hybrid model on a regular basis then you will need to contact the payroll department to complete a withholding allocation change form. Once complete the City will withhold to both the remote home location and primary office location, but will discontinue the courtesy residence tax.

Note:

- You may need to set-up estimates for the taxing jurisdiction in which you reside.
 - It is the responsibility of you and your supervisor to determine the hybrid percentage and notify payroll of any changes in reporting requirements.
3. The **20-day Occasional Entrant** rule.

This may be applicable if your position requires you to perform work outside of the City more than 20 days per year. In this case, your withholding falls under the General guidelines above with the option for you to track and claim those days worked out as a refund. To complete a refund request you would complete the RITA Form 10A and submit it to your supervisor for approval. This must be tracked by the employee and the supervisor.

Note:

- All refunds are subject to residency tax and it is your responsibility to file and pay that tax.
- Mutual aid does not qualify.
-

Any changes to the remote work status must be reported to the Auditor's office immediately as it is the responsibility of the employee to ensure that the proper information is provided in order to have the correct income tax withheld.

COMPENSATORY TIME

Employees may choose to take compensatory time for overtime worked in lieu of compensation if such choice is indicated during the pay period in which the overtime is worked and the request is approved by the Appointing Authority or designee.

- a. Compensatory time shall be credited to employees who are eligible for overtime pay at the rate of one and one-half (1½) hour for each overtime hour worked.
 - b. Employee's compensatory time balance shall be limited to a maximum of 100 hours, therefore, they would have to use some of the compensatory time before they could accumulate more. Once an employee reaches 100 hours, they must take over-time pay until they drop below 100 hours.
 - c. Employees shall have the option of receiving a cash payment for any or all hours accrued but unused compensatory time in that calendar year. Request for payout of comp time must be submitted by the 15th of October. The payment will be made at the employee's current rate of pay and will be paid no later than mid-November of that year.
 - d. Any hours which are not paid out will be carried over to the next calendar year and will be subject to a 100 hour maximum refillable bank for the following year.
2. Any overtime pay earned as a result of this section must be within the limits appropriated by City Council.
 3. In case of death of an employee, any earned overtime hours worked credited to such employee shall be paid to the surviving spouse, or to the estate of the deceased, if there is no surviving spouse.
 4. Upon separation from employment with the City for any reason, the employee (or spouse or estate upon employee's death) shall be entitled to payment for any accrued but unpaid overtime

hours, including compensatory time hours accrued but not used. Such payment shall be at the overtime rate applicable to the employee's current rate of pay at the time of separation.

CALL-IN PAY

When an employee is called back to work by his supervisor for hours not abutting their regular work hours, the employee shall receive a minimum of three (3) hours pay at the employee's overtime rate. If the employee is called-in and works more than three (3) hours, the employee shall be paid their overtime rate for all hours worked.

EMERGENCY HOLIDAY CALL IN PAY

Employees that are called in due to an emergency on any of the City recognized holidays will be paid two (2) times their rate of pay plus the holiday pay.

INCLEMENT WEATHER

The City recognizes that on certain days it may not be possible to report to duty due to inclement weather caused by excessive snow, ice or other weather conditions.

When snow, ice, or other weather conditions make travel to and from work difficult, but it is not severe enough to close the City, employees are encouraged to make reasonable efforts to report to work as scheduled. Employees will be compensated in the following manner for these types of weather conditions:

- A. Employees reporting for work as scheduled will be paid at their regular rate of pay for all hours actually worked.
- B. Employees not scheduled to work, but who are called-in, shall be paid consistent with the Call-In Pay Policy for all hours worked.
- C. Employees who are scheduled to work and who make a reasonable attempt to report to work, but are unable to due to weather conditions, shall notify their immediate supervisor as soon as possible. Employees unable to report to work may:
 - a. Request to use accrued vacation or personal leave for the period of absence, subject to the approval of their supervisor, or Department Head;
 - b. Request a personal leave of absence without pay for the period of absence, subject to the approval of their supervisor, or Department Head;
 - c. Employees failing to report during inclement weather without notifying their supervisor, or Department Head, may be subject to discipline for being absent without leave.

In cases when weather conditions are severe enough to cause the Sheriff of the County of the employee's residence to issue a Level III emergency, or for the Mayor to officially close the City and/or non-continuous operating City facilities, the following apply:

- A. Employees who were scheduled to work, but are unable to do so due to the closure, shall suffer no loss of pay;
- B. If the office or facility is closed due to a Level III emergency and the employee is required to leave early, the employee shall suffer no loss of pay for the remainder of their regularly scheduled shift;
- C. If the Level III emergency is lifted during the shift, after the employee has already been notified not to report, the employee will suffer no loss of pay for the entire shift.

Employees working in facilities that operate 24-hours per day on a continuous basis shall make every reasonable effort to report to work, even during Level III emergencies, so long as the employee can report in a safe manner. The following procedures apply to employees employed in continuous operating facilities and to other employees that may be required to report, such as building and grounds personnel:

- A. An employee reporting to work shall be paid their regular hourly rate for all hours worked, plus receive, hour-for-hour, an additional hour of pay or compensatory time for each non-overtime hours worked on their regular shift (double-time);
- B. Employees scheduled to work, but unable to report for their regular shift, shall suffer no loss of pay for their regularly scheduled shift;

The City may offer to transport essential employees during a weather emergency to adequately staff continuous and essential operations facilities. Such employees shall be required to accept the offer of transportation. An employee refusing transportation will be deemed to be absent without leave.

Employees attempting to arrive at work during inclement weather, or a weather emergency, will be given reasonable consideration in the event that they arrive late for work.

Employees already on approved leave during the day of inclement weather, or weather emergency, shall remain on leave and not be eligible for any benefits provided by this policy.

EDUCATIONAL ASSISTANCE INCENTIVE PROGRAM

All full-time employees are eligible to participate in the Educational Assistance Incentive Program of the City. Participation is voluntary and available to those who elect job-related self-development activities during non-working hours. All coursework must be taken in accordance

with a Planned Program of Professional Improvement approved by the appointing authority in advance.

An employee who has received educational assistance must remain an employee for one (1) year following completion of the courses for which assistance was received. Should an employee separate from service with the City within the one (1) year period, except in the event of a disability retirement, that employee must repay any assistance received in the one (1) year period.

SICK LEAVE

Accumulation

Each employee shall be entitled for each completed eighty (80) hours of service to sick leave of four and six-tenths (4.6) hours of pay, and unused sick leave may be accumulated without limit. Previous accumulated sick leave of an employee who has separated from public service shall be re-credited if reemployment in public service takes place within ten (10) years of the last termination from public service and the employee provides proof of the prior leave balance. An employee who transfers from one public agency to another shall be credited with their balance of unused sick leave upon the showing of proof of sick leave from the employee's prior agency. Sick leave shall be at the employee's current rate of pay.

Use

Sick leave may be used by employees and upon approval of the City for absences due to the following:

1. Illness, injury, or pregnancy-related medical condition of the employee.
2. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
3. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate licensed medical practitioner.
4. Death of a member of the employee's immediate family. Such usage shall be limited to reasonably necessary time, not to exceed three (3) days. The City may grant additional time off on a case-by-case basis.
5. Illness, injury, or pregnancy-related medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.

6. Medical, dental or optical examinations or treatments of an employee or of a member of an employee's immediate family where the employee's care and attendance is reasonably required.

Elective cosmetic surgeries that are not medically necessary do not constitute an appropriate usage of sick leave. Other appropriate leaves of absence, such as vacation, may be requested for such purposes.

For purposes of sick leave, immediate family is defined as the following individuals that either live in your home or you are the primary person responsible for their care: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; legal guardian; or other person who stands in place of a parent.

Grandparent-in-law, aunts and uncles shall also be considered immediate family for bereavement leave purposes. Such usage shall be limited to reasonably required time, not to exceed one (1) day. The City may grant additional time off on a case-by-case basis not to exceed three (3) days.

Employee Notification

When an employee is unable to report to work due to illness or other acceptable sick leave reason, he shall notify his supervisor. An employee must continue such notification each succeeding day of absence except in cases of prolonged illness or absence where the employee has been granted a set period of leave. Failure of an employee to make proper notification may result in denial of sick leave and/or appropriate disciplinary action. The City reserves the right to investigate any employee request for sick leave.

Written Statement

The City may require the employee to furnish a satisfactory signed statement to justify the use of sick leave. Proof of illness, such as a doctor's excuse, may be required when the City believes absence to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted to the Human Resources Director before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care." For absences where a licensed medical practitioner's certificate is not required, the

employee must submit a written statement to the Human Resources Director explaining the nature of the illness.

Sick Leave Abuse

Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Patterns of sick leave usage immediately prior or subsequent to holidays, vacation, days off and/or weekends or excessive sick leave usage may result in sick leave denial and appropriate disciplinary action. The City reserves the right to investigate allegations of sick leave abuse. The City reserves the right to question employees concerning their sick leave use. Whenever an employee is on sick leave, he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.

Uses of Other Leave

Other accumulated unused leaves may be used for sick leave purposes, at the discretion of the City. An employee who becomes sick while on vacation may apply to use sick leave time instead of vacation days for the illness.

Sick Leave Conversion

An employee with at least ten (10) years of service to the City, upon actual retirement or resignation from the City, with at least two (2) weeks prior notice to the City or upon death, shall be paid for his or her accumulated but unused sick leave as follows:

- a. Employees who have completed at least ten (10) years of service to the City shall be entitled to 25% of their accumulated but unused sick leave, not to exceed 320 hours.
- b. Employees who have completed at least 15 years of service to the City shall be entitled to 30% of their accumulated but unused sick leave, not to exceed 540 hours.
- c. Employees who have completed at least 20 or more years of service to the City shall be entitled to 40% of their accumulated but unused sick leave, not to exceed 760 hours.
- d. Employees who have completed at least 25 years of service to the City shall be entitled to 50% of their accumulated but unused sick leave, not to exceed 880 hours.

Employees hired after January 1, 1998, shall not have sick leave earned with another entity other than the City counted for purposes of sick leave conversion. Moreover, sick leave used by an employee of the City will be charged first against any sick leave earned as an employee of City,

so that an employee may not first use up sick leave brought from another entity in order to save up the sick leave earned with City for cash-in.

In the case of an employee's death, the employee's spouse, or, secondarily, his or her estate, shall receive this payment.

If an employee is killed in the line of duty, the employee's spouse, or, secondarily, his or her estate, will be paid an amount equal to 100% of the deceased employee's accumulated but unused sick leave.

All payments under this section shall be based on the employee's rate of pay at the time of retirement or death, or other separation, and the documented hours of unused sick leave reflected in the records maintained by the City.

Payment under this policy shall be considered to eliminate all sick leave credit accrued by the employee at the time of payment.

Medical Information

The City will maintain employees' medical information in a separate medical file and will treat the information in a confidential manner. Employees who are concerned that their medical information is not being treated in a confidential manner should report such concerns to the Human Resources Director.

FAMILY MEDICAL LEAVE ACT ("FMLA")

Statement of Policy.

Eligible employees may request time off for family and/or medical leave of absence with job protection and no loss of accumulated service provided the employee meets the conditions outlined in this policy and returns to work in accordance with the Family and Medical Leave Act of 1993.

Definitions.

As used in this policy, the following terms and phrases shall be defined as follows:

1. "Family and/or medical leave of absence": An approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per year under particular circumstances. Such leave may be taken only for the following qualifying events:
 - a. Upon the birth of an employee's child and in order to care for the child.
 - b. Upon the placement of a child with an employee for adoption or foster care.

- c. When an employee is needed to care for a family member who has a serious health condition.
 - d. When an employee is unable to perform the functions of his position because of the employee's own serious health condition.
 - e. Qualifying service member leave.
2. **Service Member Leave:** The spouse, parent or child of a member of the U.S. military service is entitled to twelve (12) weeks of FMLA leave due to qualifying exigencies of the service member being on "covered active duty" or receiving a "call to covered active duty" In addition, a spouse, child, parent or next of kin (nearest blood relative) of a service member is entitled to up to twenty-six (26) weeks of leave within a "single twelve (12)-month period" to care for a service member with a "serious injury or illness" sustained or aggravated while in the line of duty on active duty. The "single twelve (12)-month period" for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established for other types of FMLA leave.
 3. **"Per year":** A rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the employer will compute the amount of leave the employee has taken under this policy, and subtract it from the twelve (12) weeks of available leave. The balance remaining is the amount the employee is entitled to take at the time of the request. For example, if an employee used four (4) weeks of FMLA leave beginning February 4, 2009, four weeks beginning June 1, 2009, and four weeks beginning December 1, 2009, the employee would not be entitled to any additional leave until February 4, 2010.
 4. **"Serious health condition":** Any illness, injury, impairment, or physical or mental condition that involves:
 - a. Inpatient care.
 - b. Any period of incapacity of more than three consecutive calendar days that also involves:

- i. Two or more treatments by a health care provider, the first of which must occur within seven (7) days of the first day of incapacity and both visits must be completed within thirty (30) days; or
 - ii. Treatment by a health care provider on one occasion that result in a regimen of continuing treatment under the supervision of a health care provider.
- c. Any period of incapacity due to pregnancy or for prenatal care.
- d. A chronic serious health condition which requires at least two “periodic” visits for treatment to a health care provider per year and continues over an extended period. The condition may be periodic rather than continuing.
- e. Any period of incapacity which is permanent or long term and for which treatment may not be effective (i.e. terminal stages of a disease, Alzheimer’s disease, etc.).
- f. Absence for restorative surgery after an accident/injury or for a condition that would likely result in an absence of more than three days absent medical intervention. (i.e. chemotherapy, dialysis for kidney disease, etc.).
- 5. “Licensed health care provider”: A doctor of medicine, a doctor of osteopathy, podiatrists, dentists, optometrists, psychiatrists, clinical psychologists, and others as specified by law.
- 6. “Family member”: Spouse, child, parent or a person who stands “*in loco parentis*” to the employee.
- 7. “Covered Service Member”: Means either:
 - a. A current member of the Armed Forces, including a National Guard or Reserve Member, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness; or
 - b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a National Guard or Reserves Member, at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran.
 - i. Note: An individual who was a member of the Armed Forces (including National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period of October 28, 2009 and March 8, 2013, shall not count toward the determination of the five-year period for covered veteran status.
- 8. “Outpatient Status”: The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving outpatient medical care.
- 9. “Next Of Kin”: The term “next of kin” used with respect to a service member means the nearest blood relative of that individual.

10. A “serious injury or illness”, for purposes for the 26 week military caregiver leave means either:
- a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; and,
 - b. In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
 - i. a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - ii. a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - iii. a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - iv. an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
11. “Covered Active Duty” or “call to covered active duty”:
- a. In the case of a member of a Regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. (Active duty orders of a member of the Regular components of the Armed Forces generally specify if the member is deployed to a foreign country.”
 - b. In the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to specific sections of the U.S. Code, as outlined in 29 CFR § 825.126.

12. “Deployment to a foreign country” means deployment to areas outside of the United States, the District of Columbia, or any Territory or possession of the U.S., including international waters.
13. “Qualifying Exigency”: (For purposes of the twelve (12)-week qualifying exigency leave) includes any of the following:
 - a. Up to seven days of leave to deal with issues arising from a covered military member’s short notice deployment, which is a deployment on seven (7) or fewer days notice.
 - b. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
 - c. Qualifying childcare and school activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis; enrolling or transferring a child to a new school; and attending certain school and daycare meetings if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member.
 - d. Making or updating financial and legal arrangements to address a covered military member’s absence, such as preparing powers of attorney, transferring bank account signature authority, or preparing a will or living trust.
 - e. Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
 - f. Rest and recuperation leave of up to fifteen (15) days to spend time with a military member who is on short-term, temporary, rest and recuperation leave during the period of deployment. This leave may be used for a period of 15 calendar days from the date the military member commences each instance of Rest and Recuperation leave.
 - g. Attending certain post-deployment activities within ninety (90) days of the termination of the covered military member’s duty, such as arrival ceremonies, reintegration briefings, and any other official ceremony or program sponsored by the military, as well as addressing issues arising from the death of a covered military member.
 - h. Qualifying parental care for military member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age, when the parent requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living, as described in 29 C.F.R. § 825.126, and the need arises

out of the military member's covered active duty or call to covered active duty status.

- i. Any qualifying exigency which arose out of the covered military member's covered active duty or call to covered active duty status.

A. Leave Entitlement.

To be eligible for leave under this policy, an employee must meet all of the following conditions:

1. Worked for the agency for at least twelve (12) non-consecutive months, or fifty-two (52) weeks.
2. Actually worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period immediately prior to the date when the FMLA leave is scheduled to begin.
3. Work at a location where the Employer employs fifty (50) or more employees within a seventy-five (75) mile radius.
 - a. The entitlement to FMLA leave for the birth or placement for adoption or foster care expires at the end of the twelve (12) month period following such birth or placement.
 - b. Spouses who are both employed by the agency are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for the birth of a child, upon the placement of a child with the employees for adoption or foster care, and for the care of certain family members with serious health conditions.

Use of Leave

The provisions of this policy shall apply to all family and medical leaves of absence as follows:

1. Generally: An employee is only entitled to take off a total of twelve (12) weeks of leave per year under the FMLA. As such, employees will be required to utilize their accumulated unused paid leave (sick, vacation, etc.) in conjunction with their accumulated unused unpaid Family Medical Leave. Employees will be required to use the type of accumulated paid leave that best fits the reason for taking leave and must comply with all procedures for requesting that type of leave as stated in the relevant policy. Any time off that may legally be counted against an employee's twelve (12) week FMLA entitlement will be counted against such time.
2. Birth of An Employee's Child: An employee who takes leave for the birth of his or her child must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period. However, if the employee requests leave for the employee's own serious health condition as a result of the pregnancy or post-partum recovery period, the employee will be required to exhaust all of her sick leave prior to using unpaid leave for the remainder of the

twelve (12) week period. *(Note: See section E below for information on disability leaves.)*

3. Placement of a Child for Adoption or Foster Care: An employee who takes leave for the placement of a child for adoption or foster care must first use all available accrued paid vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.
4. Employee's Serious Health Condition or Family Member's Serious Health Condition: An employee who takes leave because of his serious health condition or the serious health condition of his family member must use all available accrued paid sick and vacation leave prior to using unpaid leave for the remainder of the twelve (12) week period.

FMLA and Disability/Workers' Compensation

An employee who is eligible for FMLA leave because of his own serious health condition may also be eligible for workers' compensation if the condition is the result of workplace accident or injury. Regardless of whether the employee is using worker's compensation benefits, the Employer may designate the absence as FMLA leave, and count it against the employee's twelve (12) week FMLA entitlement if the injury or illness constitutes a serious health condition under the FMLA. In addition, as these may be compensated absences, if the employee participates in the worker's compensation program, the employee is not eligible to use paid leave of any type (except as supplemental benefits, if applicable and requested by the employee), nor can the employer require him to do so, while the employee is receiving compensation from such a program.

Procedures For Requesting FMLA Leave

Requests for FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave or as soon as practicable prior to the commencement of the leave. If the employee fails to provide thirty (30) days notice for foreseeable leave with no reasonable excuse for the delay, the leave may be denied until at least thirty (30) days from the date the employer receives notice. The employee must follow the regular reporting procedures for each absence.

FMLA requests must be submitted on a standard leave form prescribed by the Employer. The Employer will determine whether the leave qualifies as FMLA leave, designate any leave that counts against the employee's twelve (12) week entitlement, and notify the employee that the leave has been so designated.

When an employee needs foreseeable FMLA leave, the employee shall make a reasonable effort to schedule the treatment so as not to unreasonably interfere with the Employer's operations.

Certification of Need for FMLA Leave for Serious Health Condition

An employee requesting FMLA leave due to his family member's serious health condition must provide a doctor's certification of the serious health condition, which must designate that the

employee's presence is reasonably necessary. Such certification shall be submitted at the time FMLA leave is requested, or if the need for leave is not foreseeable, as soon as practicable. An employee requesting FMLA leave due to the birth or placement of a child must submit appropriate documentation at the time FMLA leave is requested.

The Employer, at its discretion, may require the employee to sign a release of information so that a representative other than the employee's immediate supervisor can contact the medical provider. If the medical certification is incomplete or insufficient, the employee will be notified of the deficiency and will have seven (7) calendar days to cure the deficiency.

The Employer may require a second medical opinion prior to granting FMLA leave. Such opinion shall be rendered by a health care provider designated or approved by the Employer. If a second medical opinion is requested, the cost of obtaining such opinion shall be paid for by the Employer. If the first and second opinions differ, the Employer, at its own expense, may require the binding opinion of a third health care provider approved jointly by the Employer and the employee. Failure or refusal of the employee to submit to or cooperate in obtaining either the second or third opinions, if requested, shall result in the denial of the FMLA leave request.

Employees who request and are granted FMLA leave due to serious health conditions may be required to provide the Employer periodic written reports assessing the continued qualification for FMLA leave. Further, the Employer may request additional reports if the circumstances described in the previous certification have changed significantly (duration or frequency of absences, the severity of the condition, complications, etc.), or if the employer receives information that casts doubt on the employee's stated reason for the absence. The employee must provide the requested additional reports to the Employer within fifteen (15) days.

Certification for leave taken because of a qualifying exigency

The Employer may request that an employee provide a copy of the military member's active duty orders to support the request for qualifying exigency leave. Such certification for qualifying exigency leave must be supported by a certification containing the following information: statement or description of appropriate facts regarding the qualifying exigency for which leave is needed; approximate date on which the qualifying exigency commenced or will commence; beginning and end dates for leave to be taken for a single continuous period of time; an estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; appropriate contact information for the third party if the qualifying exigency requires meeting with a third party and a description of the meeting; and, if the qualifying exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders, or other documentation issued by the military which indicates the military

member has been granted Rest and Recuperation leave, and the dates of the military member's Rest and Recuperation leave.

Intermittent/Reduced Schedule Leave

When medically necessary, an employee may take FMLA leave on an intermittent or reduced work schedule basis for a serious health condition. An employee may not take leave on an intermittent or reduced schedule basis for either the birth of the employee's child or upon the placement of a child for adoption or foster care with the employee unless specifically authorized in writing by the Appointing Authority. Requests for intermittent or reduced schedule FMLA leave must be submitted in writing at least thirty (30) days prior to taking leave, or, as soon as practicable.

To be entitled to intermittent leave, the employee must, at the time such leave is requested, submit additional certification as prescribed by the Employer establishing the medical necessity for such leave. This shall be in addition to the documentation certifying the condition as FMLA qualifying. The additional certification shall include the dates and the duration of treatment, if any, the expected duration of the intermittent or reduced schedule leave, and a statement from the health care provider describing the facts supporting the medical necessity for taking FMLA leave on an intermittent or reduced schedule basis. In addition, an employee requesting foreseeable intermittent or reduced schedule FMLA leave may be required to meet with the Appointing Authority or designee to discuss the intermittent or reduced schedule leave.

An employee who requests and is granted FMLA leave on an intermittent or reduced schedule basis may be temporarily transferred to an available alternative position with equivalent class, pay, and benefits if the alternative position would better accommodate the intermittent or reduced schedule. An employee who requests intermittent or reduced schedule leave due to foreseeable medical treatment shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the Employer's operations.

Employee Benefits

Except as provided below, while an employee is on FMLA leave, the Employer will continue to pay its portion of premiums for any life, medical, and dental insurance benefits under the same terms and conditions as if the employee had continued to work throughout the leave. The employee continues to be responsible for the payment of any contribution amounts he would have been required to pay had he not taken the leave, regardless of whether the employee is using paid or unpaid FMLA leave. Employee contributions are subject to any change in rates that occurs while the employee is on leave.

The Employer will not continue to pay the Employer portion of premiums for any life, medical, and dental insurance benefits if, while the employee is on FMLA leave, the employee fails to pay the employee's portion of such premiums or if the employee's payment for his portion of the

premium is late by more than thirty (30) days. If the employee chooses not to continue health care coverage during FMLA leave, the employee will be entitled to reinstatement into the benefit plan upon return to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or circumstances beyond the employee's control, the Employer may seek reimbursement from the employee for any amounts paid by the Employer for insurance benefits the employee received through the Employer during any period of unpaid FMLA leave. Leave balances accrued by an employee prior to taking FMLA leave and not used by the employee as outlined in the section entitled "Use of Leave" will be retained by the employee.

FMLA leave, whether paid or unpaid, will not constitute a break in service. Upon the completion of unpaid FMLA leave and return to service, the employee will return to the same level of service credit as the employee held immediately prior to the commencement of FMLA leave. In addition, FMLA leave will be treated as continuous service for the purpose of calculating benefits, which are based on length of service. However, specific leaves times (i.e. sick, vacation, and personal leave and holidays) will not accrue during any period of unpaid FMLA leave.

Reinstatement

An employee on FMLA leave must give the Employer at least two-business days notice of his intent to return to work, regardless of the employee's anticipated date of return. Employees who take leave under this policy will be reinstated to the same or a similar position upon return from leave except that if the position that the employee occupied prior to taking FMLA leave is not available, the employee will be placed in a position which entails substantially equivalent levels of skill, effort, responsibility, and authority and which carries equivalent status, pay, benefits, and other terms and conditions of employment as the position the employee occupied prior to taking FMLA leave. The determination as to whether a position is an "equivalent position" will be made by the Employer.

An employee will not be laid off as a result of exercising her right to FMLA leave. However, the Employer will not reinstate an employee who has taken FMLA leave if, as a result of a layoff within the agency, the employee would not otherwise be employed at the time reinstatement is requested. An employee on FMLA leave has no greater or lesser right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during her FMLA leave.

Prior to reinstatement, employees who take FMLA leave based on their own serious health condition shall provide certification from the employee's health care provider that the employee is able to perform the essential functions of his position, with or without reasonable accommodation.

Records

All records relative to FMLA leave will be maintained by the Employer as required by law. Any medical records accompanying FMLA leave requests will be kept separate from an employee's regular personnel file. To the extent permitted by law, medical records related to FMLA leave shall be kept confidential. Records and documents created for purposes of FMLA containing family medical history or genetic information as defined by the Genetic Information Nondiscrimination Act of 2008 (GINA) shall be maintained in accordance with the confidentiality requirements of Title II of GINA, which permit such information to be disclosed consistent with the requirements of FMLA.

Chapter 160.13 addresses Paid Parental Leave.

INJURY LEAVE

Injury leave shall be paid, if authorized by the Appointing Authority, or designee, to any full-time employee, who suffers an incapacitating injury while on-the-job in service to the City.

Such injury may include exposure of the employee to a contagious disease which could be communicated to and jeopardize the health of other employees, if such exposure and jeopardy is certified by a physician.

Injury leave shall be paid at the employee's current rate of pay, and be limited to a total of not more than 1040 hours per occurrence. Injury leave compensation paid to an employee from other sources will be deducted from injury leave compensation paid by the City to the employee. Compensation from other sources includes, but is not limited to Workers' Compensation.

To qualify for injury leave, it must be established conclusively, that the injury was sustained in the line of duty, and did not result from misconduct on the part of the employee or self-infliction nor was proximately caused by the use of alcohol, a non-prescribed controlled substance, or a prescribed controlled substance that had not been approved by the City. It shall be the obligation of the employee to report said injury immediately to his/her supervisor and to receive necessary medical treatment.

The Employee shall present to the Appointing Authority, or designee, a certificate from the attending medical practitioner stating the nature of the injury and the prognosis and return to work status at the earliest time permitted by his/her attending physician.

After the employee has been given permission to return to work, any subsequent absence shall be considered sick leave consistent with this manual, unless it is established conclusively that the injury qualifies for injury leave.

The Appointing Authority, or designee, may obtain an additional opinion from a licensed physician in order to substantiate the nature of the injury, and/or to establish conclusively that the injury qualifies for injury leave. Should this additional opinion be necessary, it shall be paid for by the City.

Upon expiration of injury leave, an employee may use sick leave.

LEAVE DONATION

Full-Time Permanent, and Part-time Permanent non-union employees of the City may donate paid leave to a fellow Full-Time Permanent, or Part-time Permanent non-union City employee in order to assist the co-worker in critical need of leave due to the employee's serious illness or injury.

A serious illness or injury for the purposes of this policy is defined as a serious illness or injury that is expected to incapacitate the City employee for an extended period of time, exhaust the employee's leave balances, and that qualifies as a disability under the City's Disability Program or Workers' Compensation. Leave donation also requires that the employee will be taking an extended time off from work which will create a financial hardship for the employee because they have exhausted all leave balance.

To donate leave

Qualifying employees may donate leave if the donating employee:

- a. voluntarily elects to donate leave and does so with the understanding that donated leave will not be returned (leave donated but unused will be returned on a prorated basis to all employees who donated leave);
- b. donates a minimum of eight (8) hours;
- c. retains a combined leave balance of at least 120 hours for full-time permanent and 60 hours for part-time permanent employees (leave shall be donated in the same manner in which it would otherwise be used, except that compensatory time is not eligible for donation under Fair Labor Standards Act restrictions); and
- d. does not donate more than 200 hours in one (1) year.

Qualifying employees who wish to donate leave must agree to the above conditions and complete the Donor Application Form. The Donor Application Form can be obtained in the Human Resources Department and must be returned there.

The donation of leave shall occur on a strictly volunteer basis. The City shall respect an employee's right to privacy, however, with the permission of the employee who is in need of leave, the Human Resources Director may inform co-workers of the employee's critical need for leave.

To Receive Donated Leave

An employee may receive donated leave, up to the number of hours the employee is scheduled to work each pay period, if the employee who is to receive donated leave:

- a. has a serious illness or injury as previously defined, and provides written documentation from his or her physician certifying the serious illness or injury;
- b. has no accrued leave; and
- c. has applied for any paid leave, workers' compensation, or disability benefits program for which the employee is eligible (an employee who has applied for these programs may use donated leave to satisfy the waiting period for such benefits).
- d. After the waiting period, qualified employees may donate leave to supplement up to 40% of the employee's normal pay, if the employee is on disability. There would be no waiting period for qualified part-time permanent employees who do not receive disability. The employee may NOT receive more than he or she would have earned in a normal pay period from disability and leave donation or based on the normal hours scheduled to work less applicable deductions.
- e. The Request for Leave Donation Form can be obtained in the Human Resources Department and must be returned there.
- f. The employee may only receive donated leave for a maximum of one year.

The leave donation program shall be administered on a pay-period-by-pay-period basis. Employees using donated leave shall be considered on active pay status, and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled.

Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.

Donated leave shall not count toward the probationary period of an employee if received during his or her probationary period.

Donated leave shall be considered sick leave, but shall NEVER be converted into a cash benefit.

Eligibility to receive donated leave under this policy shall cease upon:

- a. certification from the employee's physician that he or she is capable of engaging in sustained regular employment; or

- b. an employee's application for retirement is approved;
- c. death of the employee, whichever should first occur; or
- d. exhaustion of available leave in the leave bank.

CIVIC DUTY LEAVE

Jury Duty

Employees will be excused from regularly scheduled work for jury duty. If an employee's jury duty is concluded prior to the completion of the employee's regularly scheduled workday, he must return to work for the remainder of the workday. The City will compensate an employee who is called to, and reports for, panel and/or jury duty, at the employee's straight-time hourly rate for the hours he was scheduled on that day. The employee must give the City prior notice of jury duty.

Work-Related Proceedings

Employees who are required by the City to appear in court or other proceeding on behalf of the City, will be paid at their appropriate rate of pay for hours actually worked. Employees must obtain prior approval from their supervisor before appearing in court or administrative proceedings on behalf of the City. Employees who receive a subpoena for work-related matters and have a concern regarding that subpoena should seek assistance from their supervisor, who may then contact the Prosecuting Attorney's Office.

Personal Matters

Employees who are required to appear in court on personal matters, or on matters unrelated to their employment with the City, must seek an approved vacation leave or unpaid leave of absence.

VACATION LEAVE

Vacation Leave Accrual

Effective July 1, 2018 Full-time City employees shall be entitled to use vacation after completion of six months of public employment with the City. Vacation time is credited each bi-weekly pay period at rates as established below. An employee who is not in active pay status for part of a bi-weekly pay period shall earn a pro-rated amount of vacation leave for that period.

Each full-time employee will accrue vacation leave with full pay in accordance with the following schedule:

<u>Length of Service</u>	<u>Hours Earned Each Biweekly Pay</u>
0 – 5 years	3.08 hours
5 – 11 years	4.62 hours
11 – 15 years	6.16 hours
15 plus years	7.70 hours

Effective January 1, 2022 any permanent part-time employee working 20 or more per week will begin earning vacation accruals based upon their total years of public service. For permanent half-time the accruals will be as follows:

<u>Length of Service</u>	<u>Hours Earned Each Biweekly Pay</u>
0-5 years	1.54 hours
5-11 years	2.31 hours
11-15 years	3.08 hours
15 plus years	3.85 hours

For permanent three-quarter employee accruals will be as follows:

<u>Completed Years of Service</u>	<u>Hours Earned Biweekly Pay</u>
0-5 years	2.31
5-11 years	3.47
12-15 years	4.62
15 plus	5.78

Vacation leave will accrue during periods of authorized paid leaves of absence but will not accrue while an employees is on unpaid leave status.

In accordance with O.R.C. § 9.44, employees may be entitled to prior service credit for time spent with the State of Ohio or any political subdivision of the State. It is the employee's responsibility to provide necessary documentation of prior service.

Vacation Leave Use

Vacation may only be used with the prior approval of the Appointing Authority, or designee.

An employee may only accumulate vacation leave up to a maximum of two hundred and forty (240) hours. When this balance of 240 hours is reached, the employee shall accrue no further vacation.

The City may revoke vacation leave that has been approved if required by operational reasons.

In the case of the death of an employee, the unused vacation leave credited to the employee shall be paid to the surviving spouse, or secondarily, the employee's estate.

FUNERAL LEAVE

Each full-time employee shall be granted a paid leave not to exceed three (3) working days upon a death in the employee's immediate family. Immediate family is for the purpose of Funeral Leave is defined as: grandparent; great-grandparents; brother; sister; brother-in-law; sister-in-law; daughter-in-law; son-in-law; father; mother; father-in-law; mother-in-law; spouse; child; step-child; step-parent; grandchild; grandparent-in-law, aunts and uncles; legal guardian; or other person who stands in place of a parent.

It is recognized that situations may develop where a death other than in the employee's immediate family warrants the City granting paid leave. The Appointing Authority may grant such paid leave based upon the circumstances peculiar to each case.

Funeral leave may be used to attend the funeral, make funeral arrangements, or attend to other matters directly related to the funeral.

Permanent Part-Time Employees

Employee would be paid the hours the employee was scheduled to work during the leave; if the employee was not scheduled to work during the leave, then payment would not be paid. Such time shall not exceed three (3) days.

MILITARY LEAVE

Military leave is governed by O.R.C. Chapters 5903, 5906 and 5923 and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Paid Military Leave

Non – bargaining unit must refer to current contract language. All non-bargaining unit City employees who are members of the Ohio organized militia or members of other reserve components of the armed forces, including the Ohio National Guard, are entitled to military leave. Employees requesting military leave must submit a written request to the City as soon as they become aware of such orders. Employees must provide the published order or a written statement from the appropriate military authority with the request for leave.

Pursuant to O.R.C. § 5923.05, employees are authorized up to twenty-two (22) eight (8)-hour working days or one hundred seventy-six (176) hours within a year. During this period, employees are entitled to receive their regular pay in addition to compensation from military pay. Any employee required to be serving military duty in excess of twenty-two (22) days or 176 hours in a year due to an executive order issued by the President of the United States or an act of Congress or by the Governor in accordance with law shall be entitled to a leave of absence. During this leave of absence, employees are entitled to be paid a monthly amount equal to the lesser of (1) the difference between the employee's gross monthly wage and his/her gross monthly uniformed pay and allowances received for the month, or (2) five hundred dollars (\$500). No employee is entitled to receive this benefit if the amount of gross military pay and benefits exceed the employee's gross wages from the City for that period.

Employees who are on military leave in excess of twenty-two (22) days or one hundred seventy-six (176) hours in a year, may use their accrued vacation leave, personal leave or compensatory time while on military leave. Employees who elect this option shall accrue vacation leave and sick leave while on such paid leave.

For military leave up to twenty-two (22) days or one hundred seventy-six (176) hours in a calendar year, employees shall continue to be entitled to health insurance benefits as if they are working. These benefits shall continue beyond this period if the employee is on military leave and elects to utilize paid leave. Employees who exceed the twenty-two (22) days or one hundred seventy-six (176) hours and do not elect to utilize paid leave are not entitled to the health insurance benefits on the same basis as if they are working. In these circumstances, employees will be provided notice of their rights to continue this coverage at their cost in accordance with applicable law.

Also see Family and Medical Leave Act Policy

UNPAID LEAVE

Employees may request an unpaid leave of absence for professional, educational, or other personal reasons. The Appointing Authority, or designee, has sole discretion to grant or deny the leave. A personal leave of absence may be granted for one day to six months for any reason the Appointing Authority, or designee, deems appropriate. Upon completion of approved unpaid leave, the employee will be returned to his former position or to a similar position within the same classification.

While on leave without pay status, an employee shall not accumulate paid leave or holiday pay. An employee on a non-FMLA unpaid leave of absence will be given COBRA notification regarding his health insurance benefits.

The Appointing Authority, or designee, may revoke an unpaid leave of absence for business reasons upon one week's written notice to the employee that he must return to work. An employee on an unpaid leave of absence who is determined to be using the leave for purposes other than for which the leave was granted may be ordered to return to work immediately.

HOLIDAYS

The following days shall be considered legal holidays for which full-time, non-union employees shall receive their regular compensation based upon work schedule. Staff that works a permanent thirty-hour work week, will be paid six (6) hours per holiday. Staff that works a permanent twenty hour work week will be paid four (4) hours of holiday pay.:

- a. New Year's Day (January 1)
- b. Martin Luther King, Jr. Day (third Monday in January)
- c. Presidents Day (third Monday in February)
- d. Memorial Day (last Monday in May)
- e. Juneteenth (June 19)
- f. Independence Day (July 4)
- g. Labor Day (first Monday in September)
- h. Veterans Day (November 11)
- i. Thanksgiving Day (fourth Thursday in November)
- j. Day after Thanksgiving

- k. Day before Christmas Day
- l. Christmas Day (December 25)
- m. Day before New Year's Day
- n. Personal day
- n. Any day or part of any day as proclaimed by the Mayor

Employees may use personal days only with prior approval of the Appointing Authority or appropriate designee. All bargaining unit employees should refer to their applicable collective bargaining agreement for holiday scheduling.

If any day designated in this section as a legal holiday falls on Saturday or Sunday, then either the Friday preceding or the Monday succeeding either day will be designated by the Mayor as a legal holiday.

If an employee is on unpaid leave, the employee is not entitled to holiday pay.

All full-time employees are entitled to eight (8) hours' of pay at their current rate of pay, or ten (10) hours of pay if assigned to a ten (10) hour shift.

Employees shall not be required to work on holidays unless failure to work would impair City service.

Any employee required to work on a holiday listed in this section shall be paid at the applicable overtime hourly rate for all hours worked on the holiday, in addition to either eight (8) hours' holiday pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours holiday pay at the straight time rate if the employee is regularly assigned to a ten (10) hour shift.

Employees called in on a holiday because of an emergency, will be compensated at the rate describe under Emergency Holiday Call-in Pay

If a holiday falls on an employee's scheduled day off, the employee shall be entitled to an additional eight (8) hours' pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift.

If a holiday occurs when an employee is on paid leave, the employee will be entitled to eight (8) hours holiday pay at the straight-time rate if the employee is regularly assigned to an eight (8) hour shift, or ten (10) hours' holiday pay at the straight-time rate if the employee is regularly assigned to a ten (10) hour shift. No charge will be made against the leave accumulation

WORKERS' COMPENSATION

State law provides that all employees are covered by Workers' Compensation for injuries that arise out of or in the course of employment.

Should an employee be injured during the course of employment with the City, he or she shall report to his or her supervisor within 24 hours or as soon as possible thereafter, and his or her supervisor shall notify his or department/division head and shall complete an Injury Report Form. This report shall be completed, regardless of the apparent seriousness of the injury, and regardless whether medical attention is required. Such report shall be forwarded to the department/division head (or designee) no later than 48 hours after the accident. An employee injured in a work-related accident may be required by the department/division head to see a physician. This completed report should be forwarded to the Ohio Bureau of Workers' Compensation through the Director of Human Resources.

Should the department/division head require it, or should an employee's injury require medical attention, the supervisor shall provide the injured employee with a Workers' Compensation claim form, which shall be completed by the attending physician.

In the event of serious injury, the injured employee's supervisor shall notify the department/division head and Appointing Authority immediately so that, if necessary, an investigation may be initiated.

The department/division head must be advised and continually updated if an employee continues to be absent due to a work-related injury. Employees are responsible for providing their expected date of return to work (if known).

Any documents received from the injured employee, his or her physician, hospital, or the state, regarding a Workers' Compensation claim must be immediately forwarded to the Human Resources Department.

Employees who are injured in the line of duty and must leave work before completing their workday period shall be paid at their regular compensation rate for the balance of time left in their scheduled workday.

An injured employee may elect to use accrued injury leave, sick leave, and vacation leave prior to receiving payments from Workers' Compensation. Employees are prohibited, however, from receiving payment for sick leave while simultaneously receiving payment from Workers' Compensation.

Further information on Workers' Compensation can be obtained through the Human Resources Department.

TRANSITIONAL WORK PROGRAM

It is the policy of the City to have a program that will allow employees who have temporary work limitations due to an accident, injury, or illness to return to work while they complete their recovery. The program will provide a suitable, temporary work assignment during the period of time that the employee completes the recovery process.

Full-time, non-union employees who are expected to have a temporary period of job performance limitation (defined as a limitation that is anticipated to last no more than 90 days) will be considered for participation in the program. Employees must also meet all of the following criteria:

- a. have an injury, accident, or illness, or a reoccurrence or exacerbation of a preexisting condition, occurring on or after the effective date of this policy;
- b. have been released for participation in the program by their doctor; and
- c. have the potential of returning to their original job and performing the essential job functions through recovery or job modification.

All full-time employees will have a maximum duration of 90 days. Continuation of individual programs will require ongoing documentation of medical necessity. All participants will have their cases reviewed by the Human Resources Director on an as-needed basis.

The employee will be:

- a. paid at his or her regular hourly rate of pay while participating in a transitional work program; and
- b. considered to be in active pay status for the purpose of legislative pay increases.

Employees who are required to attend occupational or physical therapy or doctor appointments should schedule those appointments on non-working hours or take sick leave.

Gradual Return to Work

Employees who are capable of working 20 hours per week or more will be granted participation in a gradual return to work program. The City will pay the regular rate of pay for hours worked by the employee. The remaining time will be paid through either Workers' Compensation, disability claim, or available leave balances.

Temporary Work Assignment

Work assignments may include the following:

- a. original work assignment and shift with duty modification;
- b. same work activity at different location and/or shift;
- c. different work activity, same shift; and
- d. different work activity and shift.

All participants in the transitional work program will comply with all personnel policies, procedures, and safe work practices. Employees are required to follow all injury report policies and procedures.

The TWP may be terminated due to a lack of medical necessity, lack of progress, or change in the employee's medical/psychological condition.

CREDIT CARD FLEET POLICY

Generally: Credit/fleet cards are not intended to avoid or bypass the competitive bid requirements, appropriation of funds, approval process, or payment process. The City Auditor will assign a Compliance Officer from his/her staff. Expenditures may not exceed appropriations under any circumstances. Credit cards can be used for in-store purchases as well as mail, email, internet, telephone and fax orders. Fleet cards are to be used for gas purchases only. Credit/fleet cards are not an ATM card or a debit card. It cannot be used for cash withdrawals nor personal or non-work related purchases. If there are points for purchase related to the card, the points are the property of the City and should not be used for any personal redemption.

- a. Credit/Fleet card issued to Department heads and other employees with prior approval from the City Auditor.
- b. This policy is for any credit and or fleet card issued to conduct business on behalf of the City.
- c. All credit cards issued for City business must have "City of Reynoldsburg" on the card.

Cardholder Responsibilities

- a. Is an individual who has been approved to pay for certain work-related expenses with a credit card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. If a card is lost or stolen, it must be reported to the Auditor's office and Department head immediately.

- b. Every purchase must have a detailed itemized receipt.
- c. All receipts and documentation must be submitted with the purchase order for payment of the credit/fleet card statement.
- d. Employees knowingly misusing a City credit card will be liable both civilly and criminally for any unauthorized use of the City credit cards and/or failure to follow established policy.
- e. Unauthorized use or personal use must be reimbursed to the city within 24 hours of the charge. Continued misuse of card will result in loss of credit card privileges and disciplinary action.
- f. Upon separation from the City, credit/fleet cards in the possession of an employee must be returned to the Auditor's Department prior to receiving final paycheck.
- g. Each employee issued a credit/fleet card will be required to sign an acknowledgment of the policy at the time of receipt of the card.

TRAVEL POLICY AND REIMBURSEMENT

Effect August 1, 2018 Employees of the City are to receive reimbursement for expenses incurred if required to travel on official City business. Employees are eligible for expense reimbursement only when travel has been authorized in writing by the Employer. Expenses shall be reimbursed in the following manner:

A. Mileage, Parking and Tolls

1. Employees shall attempt to secure a City vehicle to attend authorized training or to conduct City business. If a City vehicle is not available, employees shall be reimbursed for actual miles, while on official City business, at the standard rate of allowance permitted by the Internal Revenue Service when using a personal vehicle. Such payment is considered to be total reimbursement for all vehicle-related expenses (e.g., gas, oil, depreciation, etc.). Mileage reimbursement is payable to only the individual whose personal vehicle is used when two or more employees travel on the same trip, in the same vehicle.
2. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.

3. No expense reimbursements are paid for travel between home and office, unless travel between home and the official destination is less than between the office and official destination. In that case, expense reimbursements are paid between the home and the official destination.

B. Overnight Travel

When able, employees shall attempt to put travel expenses (lodging, transportation, meals, etc.) on a City credit card. In instances where this is not possible, the following policy shall apply:

1. Meals

- a. An employee shall be entitled to receive reimbursement for meals when traveling overnight on City business. The amount will be paid for meals that are not already included in the registration and/or lodging accommodations regardless if the employee chooses to attend the meal. Agendas and Hotel Registration must accompany the request for travel.
- b. Employees will be reimbursed for expenses using per diem amounts in accordance with the Federal Continental United States (CONUS) which identify per diem rates by geographic location. If the employee's destination is not specifically listed, the standard CONUS rate applies. Under no circumstances will reimbursement be given for alcohol purchases. No receipts are required when receiving reimbursement under the per diem method.

2. Lodging

- a. Expenses covering the actual cost of overnight lodging will be reimbursed in full when an employee travels out of the three (3) counties that Reynoldsburg is located in, on official City business and such travel requires an overnight stay (75 miles or greater from City offices). Employees shall ensure a government rate is secured when available and state sales tax is not included.
- b. Lodging expenses will be reimbursed only with the prior written authorization of the Employer. In obtaining prior authorization, employees shall provide the name of the hotel and expected cost.

3. Transportation

- a. Employees traveling within a drivable distance on official City business shall be reimbursed at IRS rate for mileage reimbursement.
- b. When travel by air or other carrier is necessary, employees shall secure the best available rate. Employees shall not use personal reward programs, frequent flyer memberships, hotel points/rewards, etc. to earn rewards when traveling on official City business.
- c. In instances where a rental car is necessary, reimbursement will be granted for a car type that is reasonable for the location, number of travelers, etc. Reimbursement will not be granted for luxury vehicles or rentals deemed unnecessary at the discretion of the Employer. Any tickets, parking or moving violations will not be paid by the City.

4. Incidental Expenses

- a. Employees will be reimbursed for reasonable incidental expenses defined as fees and tips (not to exceed 20%) given to porters, baggage carriers, hotel staff and staff on ships.

C. Daily Travel

For travel that does not require an overnight stay, reasonable expenses incurred for parking (with receipt) and IRS mileage rate on official City business will be reimbursed with the approval of the Employer.

COMPUTER USE POLICY

Email

Policy Overview

Electronic mail (“Email”) is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of Email can post many legal, privacy and security risks, thus it is important for users to understand the appropriate use of electronic communications.

The purpose of this Email policy is to ensure the proper use of the City of Reynoldsburg Email system and make users aware of what City of Reynoldsburg deems as acceptable and unacceptable use of its Email system. This policy outlines the minimum requirements for use of Email within the City of Reynoldsburg Network. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

This policy covers appropriate use of any Email sent from a City of Reynoldsburg Email address or a City of Reynoldsburg owned device and applies to all employees, vendors, and agents operating on behalf of the City of Reynoldsburg.

Acceptable Use

All use of Email must be consistent with the City of Reynoldsburg policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.

The City of Reynoldsburg Email account should be used primarily for City of Reynoldsburg business related purposes; personal communication is permitted on a limited basis, but non-City of Reynoldsburg related commercial use is prohibited.

Email should be retained only if it qualifies as a City of Reynoldsburg business record. Email is a City of Reynoldsburg business record if there exists a legitimate and ongoing business reason to preserve the information contained in the Email.

Email that is identified as a City of Reynoldsburg business record shall be retained according to City of Reynoldsburg Record Retention Schedule.

The City of Reynoldsburg Email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any Emails with this content from any City of Reynoldsburg employee should report the matter to their supervisor immediately.

Users are prohibited from automatically forwarding City of Reynoldsburg Email to a third-party Email system. Individual messages which are forwarded by the user must not contain City of Reynoldsburg confidential or above information.

Users are prohibited from using third-party Email systems and storage servers such as Google, Yahoo, MSN Hotmail, etc. to conduct City of Reynoldsburg business, to create or memorialize any binding transactions, or to store or retain Email on behalf of City of Reynoldsburg. Such communications and transactions should be conducted through proper channels using the City of Reynoldsburg-approved documentation.

Expectation of Privacy

City of Reynoldsburg employees shall have no expectation of privacy in anything they store, send or receive on the Email system.

The City of Reynoldsburg may monitor messages without prior notice. The City of Reynoldsburg is not obliged to monitor Email messages.

Compliance

The Information Technology team will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by the Information Technology team in advance.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Mobile Device Policy**Policy Overview**

The City of Reynoldsburg grants its employees the privilege of using personal smartphones or tablets of their choosing at to connect to their corporate Email. The City of Reynoldsburg reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the City of Reynoldsburg's data and technology infrastructure. Limited exceptions to the policy may occur. Any exception must be approved by management and these exceptions must be clearly documented.

City of Reynoldsburg employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network. The City of Reynoldsburg Information Technology team reserves the right to make changes to this policy at any time.

Acceptable Use

The company defines acceptable business use as activities that directly or indirectly support the business of the City of Reynoldsburg.

Employees may use their mobile device to access the following company-owned resources: corporate email, calendar, and contacts.

The City of Reynoldsburg has a zero-tolerance policy for texting or Emailing while driving and only hands-free talking while driving is permitted.

Devices and Support

Smartphones including iPhone (iOS), Android, Blackberry, and Windows phones running the latest operating system version are allowed.

Tablet devices such as iPads, Chrome Books, and Nooks running the latest operating system version are allowed.

Although some connectivity issues are supported by IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.

Devices must be presented to IT for proper job provisioning and configuration.

Prior to trading in, upgrading or selling their mobile device the employee must provide the IT department with the device to properly remove corporate connected resources.

Prior to an employee's departure, the employee must provide their mobile device to the IT department to properly remove corporate connected resources.

Reimbursement

The company will not reimburse the employee for a percentage of the cost of the device.

The company will not reimburse the employee for the following charges: roaming, plan overages, etc.

The employee will not be compensated should they choose to access corporate resources during non-work hours.

Network Devices

The unplanned addition of new network enabled devices can cause significant network disruptions. As such, the City prohibits the installation of any network capable device(s) to the wired network without the prior approval of IT staff. This includes, but not limited to, non-company laptops and PCs, printers, security or life safety monitoring devices (IP cameras, door

contacts, key card readers, motion detectors, smoke alarms, flow alarms, etc.) and HVAC devices (system controllers, temperature sensors, thermostats, etc.)

All projects requiring the addition of network capable devices must be coordinated with IT staff. IT will evaluate the equipment to be added, and as needed, will develop an IP plan to handle the new equipment. IT must be on site during the implementation phase of any project involving new network devices.

Security

In order to prevent unauthorized access, devices must be password protected using the features of the device. The password must be a minimum of six characters. Four-digit passwords are not acceptable. Other biometric features (such as facial recognition and fingerprint) are acceptable means to secure your device, but only if approved by IT.

The device must lock itself with a password if it is idle for five minutes. Setting the lock time to less than five minutes is also acceptable.

After 10 failed login attempts, the device must be configured to lock. Setting the attempts to less than 10 is also acceptable.

Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network or any City of Reynoldsburg related equipment. This includes use of the Employee Wi-Fi network.

Smartphones and tablets that are not on the company's list of supported devices are not allowed to connect to the network.

Employees' access to company data is limited based on user profiles defined by IT and are automatically enforced.

The employee's device will be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

Risks/Liabilities/Disclaimers

While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remotely wipe a device, it is the employee's responsibility to take additional precautions, such as backing up Email, contacts, etc.

The company reserves the right to disconnect devices or disable services without notification.

The employee will not transfer, store or retain corporate data outside of the approved applications.

Lost or stolen devices must be reported to the company immediately. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.

The employee is expected to use his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.

The employee is personally liable for all costs associated with his or her device.

The employee assumes full liability for risks including, but not limited to, the partial or complete personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

The City of Reynoldsburg reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

Computer, Internet, and Network Policy

Policy Overview

The City of Reynoldsburg strives to protect all data stored on any computer. By using a computer owned by The City of Reynoldsburg, or accessing the Internet on any device, or connecting to The City of Reynoldsburg Network, employees must understand the means by which these items can be used.

Acceptable Use and Right to Search

City computers and information systems are property of the City of Reynoldsburg. They may be used only for explicitly authorized purposes. The City reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, the City and authorized City supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring work flow and employee productivity.

Employees have no right to privacy with regard to the Internet and email on City systems. Authorized designees (as referenced above) may access any files stored on, accessed via, or deleted from computers and information systems. When necessary, Internet, Email, and any other electronic messaging usage patterns may be examined for work-related purposes, including situations where there is a need to investigate possible misconduct and to assure that these

resources are devoted to maintaining the highest levels of productivity. All software installed on any City computer must be licensed to the City. No City employee may install, uninstall, or reconfigure any software or hardware owned by the city without prior authorization from their Supervisor. The use of privately owned or contractor-owned devices (i.e., PDAs, smart phones, and laptops) for official city business must be authorized in advance by the City.

Prohibited Use

The list below describes Prohibited Uses of Computers and Information Systems, including but not limited to Email and the Internet.

1. Violating local, state, and/or federal law.
2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job related.
5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the City).
11. Disseminating unauthorized confidential or proprietary City documents, information, or data restricted by government laws or regulations.
12. Browsing or inquiring upon confidential records maintained by the City without substantial business purpose.
13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.

16. Sending or soliciting sexually oriented messages or images.
17. Using the Internet or instant messenger for political activity.
18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) due to the limited bandwidth of the system.
20. Intentionally using Internet facilities to disable impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
21. Speaking to the media or to the public within any news group or chat room on behalf of the City if not expressly authorized to represent the City.
22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.

NOTE: Whether on working time or not, these prohibitions apply at all times to city-owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in City computers and information systems will be confidential or private regardless of the employee's intent. Please remember that there is no expectation of privacy for anything sent by Email or other electronic communication means, and that others can view this information at any time.

Securing Equipment and Proper Disposal

City employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, DVDs, CDs, etc.) shall secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Portable computer equipment must also be properly inventoried and tracked. Routine inventories of electronic equipment should be conducted on a regular basis to confirm it is still available and that the data is still accessible, should this apply.

Equipment that is at a higher risk for being lost or stolen should be reviewed by IT. In some cases, the equipment will need to be encrypted to add an additional layer of security to the contents. IT should be aware of all equipment and each employee is responsible to make sure IT has approved and protected the device in use.

Should equipment become old, outdated, or simply not be used anymore, it must be destroyed properly. This equipment is to be given to IT, documented of removal from use, and disposed of properly according to the policy for removing or destroying property of the City of Reynoldsburg.

SOCIAL MEDIA LIMITATIONS

The City supports the free exchange of information and camaraderie among employees on the internet. However, when internet blogging, chat room discussions, email, text messages or other forms of electronic communication extend to employees revealing confidential information about the City or its employees, or engaging in posting inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to disciplinary action.

Employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media are strictly prohibited, whether on or off duty:

1. Comments or displays about coworkers, supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status or other protected class, status, or characteristic.
2. Statements or uses of the City's logo which are slanderous or detrimental, including evidence of the misuse of the City's authority, information, insignia or equipment.
3. Unprofessional communication which, if left unaddressed, could potentially result in a civil or criminal cause of action against the City. Unprofessional communication also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.
4. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also includes any information which does not relate to an issue of public concern.
5. Comments or displays which impact employees' abilities to perform their job duties or the City's ability to maintain an efficient workplace.

Social media sites may be inspected by the City for cause to determine potential policy violations. If an employee believes that an online communication violates a City policy, the employee should immediately report the communication to a supervisor. The City may investigate the matter,

determine whether such communication violates policy, and take appropriate action. This policy does not apply to communications protected by the U.S. or Ohio Constitutions.

CITY PROPERTY

General

Employees are prohibited from using City materials, tools, facilities, equipment and labor for personal or private use regardless of whether the use is during working or non-working time. Employees may not perform private work for themselves, co-workers, friends or family members during working time or while using City materials, tools, facilities, or equipment. All City tools and equipment must be used and operated within the laws of the State of Ohio and/or rules and regulations of the City. Employees who separate from service with the City are responsible for return of reusable City property in her possession.

Employees have no reasonable expectation of privacy in the use of City property and facilities. In order to safeguard employees and the workplace, and in order to maximize efficiency, safety and productivity, the City reserves the right, in its sole discretion and without notice to employees, to inspect, monitor or otherwise search City property and facilities or any other enclosed or open area within City property or facilities and to monitor or inspect any items found within such facilities. Employees are required to cooperate in any work place inspection. The City also reserves the right to inspect any packages, mail, parcels, handbags, briefcases, or any other possessions or articles carried to and from City facilities and job sites where permitted by law.

Employees required to answer the telephone as part of their assigned duties shall do so in a polite and courteous manner. No employee shall use foul or abusive language over the telephone or in any dealings with the public. The City reserves the right to monitor any phone at any time. Personal phone calls must be kept to an “on emergency basis” only. Toll calls and/or long distance for personal reasons shall not be charged to the City.

The City may issue cellular phones to its employees. Cellular phones are not only capable of making and receiving phone calls, they may also be capable of email, text messaging, internet browsing, running third party applications, GPS, and entertainment. Regardless of the capability of a particular cellular phone, City-issued cellular phones are considered City property and are for business use only. Features other than phone use must not be used or activated without direct authorization from a supervisor. Use of City cellular phones while operating a motor vehicle (City-owned or personal) is prohibited.

Use of Space Heaters

Space heaters present a significant fire hazard when used improperly. The City does not prohibit their use, however, adherence to the following stipulations will be rigorously enforced. Failure to do so will result in the confiscation of the item by HR or Facilities staff. Multiple infractions could result in disciplinary action. Any questions regarding and acceptable unit should be directed to the Facilities staff.

- Unless prior approval has been granted from Facilities staff, units cannot exceed 1000 watts of power.
- Space heaters must be plugged directly into a wall outlet.
- Space heaters will **not** be plugged into UPS units, power strips or any type of multi plug splitter.
- All heaters must possess a “tip over” type safety switch.
- Safety devices, such as the tip over switch, must be in working order. Tampering with any safety mechanism on the unit is strictly prohibited.
- Heaters must be unplugged when left unattended. Do **not** leave a heater plugged in overnight.

FLEET SAFETY POLICY

A. Purpose

This is a written plan detailing the operation of City of Reynoldsburg (City) owned vehicles. The intent of this plan is to establish policies and procedures that ensure a safe work environment for employees, a positive public image, and protect against liability for vehicle use.

B. Use of City of Reynoldsburg Owned Vehicle

The use of City owned vehicles will be restricted to City employees at least eighteen (18) years of age, who retain a valid Ohio driver’s license, and are engaged in the action of their official duties as an employee of the City. All operators shall observe the following:

1. All traffic laws are to be obeyed as outlined by the State of Ohio Bureau of Motor Vehicles or by General Statute;
2. Seat belts must be used anytime vehicle wheels are in motion. This applies to all city vehicles, any vehicle on city premises, and any vehicle used on city business. The driver is responsible for ensuring all passengers use seat belts;
3. Special endorsements or licenses required by the Ohio Department of Public Safety must be obtained and kept current by the employee;
4. The department head will assign and authorize the use of a City owned vehicles using this document as a guideline subject to approval of the Appointing Authority;
5. A copy of the employees’ Motor Vehicle Report (MVR) shall be provided to Human Resources prior to permanent hiring of a new employee who will operate a City

owned/leased vehicle-. A Motor Vehicle Report (MVR) will be ordered by the Human Resources Department periodically for all City employees operating City owned/leased vehicles. This document will become part of the employee's personnel file, and shall be maintained by the Human Resources Department;

6. The operator shall maintain all insurance and documents required by the the Ohio Department of Public Safety in the glove box of his/her assigned vehicle;
7. City owned vehicles and installed equipment shall be properly maintained;
8. The City of Reynoldsburg shall not be responsible for personal items that are lost or stolen while in City owned vehicles;
9. NO USE OF ANY TOBACCO PRODUCTS will be allowed in City owned vehicles (Violation of this shall be subject to disciplinary action as outlined in the City of Reynoldsburg Personnel Procedure Manual);
10. Alcoholic beverages or any illegal drugs are not permitted in City vehicles at any time (Law Enforcement personnel, or authorized Public safety personnel may transport alcoholic beverages or drugs that have been lawfully confiscated or scheduled for use during training exercises);
11. For the purpose of this policy, the daily commutes to and from the employee's work location and normal meal periods within on-duty hours are considered official use for employees who are using a City owned vehicle for commuting to and from work or during their lunch period;
12. Passengers who are not City employees are not allowed to be transported in City vehicles except on official City business or if approved in writing by the employee's department head (employee and passenger (if 18 or older)
- 13.

C. Minimum Defensive/Safe Driving Expectations

Use these safe driving practices at all times to help avoid crashes:

- Look ahead of your vehicle where you will be in the next 8-10 seconds, as far as possible on highways and two blocks ahead in city traffic.
- Keep eyes moving and scan for potential hazards -- shift eye attention every two seconds and don't focus on single objects or stare.
- Maintain safe following distance -- minimum of two seconds under good conditions and four seconds under poor weather/road conditions.
- Approach all intersections with caution and look Left-Right-Left before proceeding.
- Use directional signals early when making turns, lane changes, and passing maneuvers.
- Adjust mirrors properly before each trip and check them every 5-10 seconds while driving.
- Avoid backing whenever possible. If you must back, get out and check the area if vision behind the vehicle is restricted.
- Use headlights at all times for improved visibility.

D. Vehicle Assignment

Vehicle assignment shall be at the discretion of the individual department head. Vehicles assigned that are left at City facilities after hours shall be secured and stored in a protected location when available.

E. Accident Reporting

All motor vehicle accidents shall be reported immediately. In addition, the following is required for each accident:

1. Immediately notify the Police Department or the appropriate law enforcement agency to investigate all accidents involving City owned vehicles. For non-injury accidents, call the non-emergency number 614-866-6622 and identify yourself as a City employee driving a city owned vehicle. For injury accidents, call 911; and
2. Notify the direct supervisor/director and/or Human Resources.
3. The Department Head or Supervisor will be responsible for obtaining repair estimates and forwarding this information to Risk Management (Human Resources)
4. The Risk Manager shall be responsible for notifying the appropriate insurance related carrier to report any claims activity.

F. Post-Accident Drug Test

1. An employee shall submit to a post-accident drug test if he/she is involved in a traffic accident or for a violation of any law while operating a City owned vehicle or a personal vehicle while performing his or her duties as a City employee.
2. Any employee shall submit to a post-accident drug test if he/she is involved in an on-the-job accident where:
 - a. Death results;
 - b. Any person is injured and/or transported from the accident scene for medical attention;
 - c. Any of the vehicles must be towed from the scene; or
 - d. The employee is cited for a moving violation.
3. Any employee shall submit to a post-accident drug test if there is reasonable suspicion to believe that he or she is in violation of this policy by observed actions or physical evidence while performing his or her duties as a City employee.

G. Employee Accountability

All employees using City owned vehicles shall be accountable for their actions while operating City vehicles. The privilege to operate any City owned vehicle shall be suspended, restricted or revoked with cause by the Department Head or City Management. Accidents involving City owned vehicles or City of Reynoldsburg employees shall be investigated by

the police department. Findings will be presented to the Department Head.

Driver Requirements:

1. Each driver of a City owned vehicle must have a valid Ohio drivers/operator's license. Should an employee who drives a City owned vehicle be involved in an incident, on or off the job, where his/her license is suspended or revoked, the employee is obligated to inform his/her immediate supervisor and the Human Resources Director within 24 hours of the incident. Failure to inform the City of a suspended or revoked license shall result in disciplinary action according to the Personnel Policy.
2. Driver Disqualifications:
 1. No valid driver's license
 2. Currently insured with an SR22
 3. OVI conviction w/in five years of application or pled to a lesser charge (e.g. reckless operation)
 4. More than (1) OVI conviction as an adult
 5. More than (2) OVI convictions if one conviction was a juvenile
 6. Hit and run crash conviction
 7. Vehicular homicide or assault conviction
 8. More than two moving violations in the past three years (includes preventable or at-fault accidents).
 9. One (1) revocation or suspension of a driver's license as an adult, in effect, due to point's violations or by the courts, in the last five years unless applicant can show that the suspension was the result of an error by the BMV, a random selection or administrative overlap

Driving of Personal Vehicles for City Business

If job duties require use of a personal vehicle on company business, liability insurance with minimum limits of \$100,000/\$300,000 must be maintained.

Moving Violations

The employee operating the City owned vehicle shall be responsible for any fines or penalties as a result of a violation of the state of Ohio laws. Any violation, on or off duty, for speeding 10 mph or more over the speed limit, reckless driving, DWI, speeding in school zone, or other serious moving violation shall be reported to the Department Head within twenty-four (24) hours. Moving violations may be subject to disciplinary action. Drivers may be subject to random checks of their driving history. Failure to report a moving violation to your Department Head shall result in disciplinary action as outlined in the City of Reynoldsburg Personnel Policy.

H. Distracted Driving

Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing.

Employees are prohibited from using cellular telephones while operating a City owned or operated vehicle. If it is necessary for the employee to take a call, the employee shall pull off the road to a safe and nonhazardous location.

Emergency response or safety sensitive position employees are allowed to use cellular telephone devices. However, the use of the cellular phone shall be used with caution and constant observation of the road condition(s) or hazard(s) present at the time of driving.

The City prohibits any form of distracted driving which includes texting, emailing or reading emails while driving.

I. Vehicle Maintenance Procedures

All requested or required maintenance procedures should be routed through the Fleet Maintenance Supervisor which will decide whether or not to initiate repairs in house or within outside contractor, based on description of procedure, timeline of repair, and current workload.

J. Cleaning of Vehicles

1. Vehicles must be kept clean at all times. It is the assigned drivers obligation and responsibility to maintain the vehicle in clean condition.

K. Maintenance of Vehicles

1. It is the responsibility of the assigned driver to report any maintenance or operational issues with a vehicle promptly.
2. The City Fleet Maintenance division will do servicing of all vehicles, unless the work cannot be conducted in house.
3. Special equipment installed on the vehicle (fire extinguisher, flashlights, gas cards, first aid kits, etc.) must stay within that vehicle at all times. Note: Special equipment shall be used only for official City use.
4. Fuel levels are to be checked and maintained daily.
5. The City Garage is not responsible for personal items that are lost or stolen while the vehicle is located at the City Garage or at an outside contracted

- facility.
6. No City employee is authorized to alter any equipment installed in a city vehicle or repair any city vehicle, with the exception of Fleet Maintenance equipment, which may be repaired by their respective personnel.

Equipment Citations

Employees who operate City vehicles shall assure that their assigned vehicle is roadworthy. Any vehicle deemed unsafe should be reported to the Department Head and the City Fleet Maintenance Supervisor immediately. The operator should use good judgement to assure compliance with weight and marking regulations that apply to the vehicle he/she is operating.

TOBACCO USE POLICY

In order to promote a healthy and comfortable work environment, City employees are prohibited from using tobacco while on City property, while performing duties related to City employment whether on or off site, while traveling for City business, and in any other circumstances or locations where an employee is representing the interests of the City, except as authorized by the Mayor. City property includes, but is not limited to: buildings, offices, restrooms, hallways, common work areas, parking lots, garages, City vehicles, conference rooms, sidewalks, green space, stairs, cafeterias/break rooms, and storage areas.

For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation.

DRUG AND ALCOHOL POLICY

Drug-Free Workplace

Alcoholism and drug addiction are treatable diseases. Therefore, employees who believe that they may have an alcohol or drug addiction problem are encouraged to seek professional treatment and assistance. No employee who seeks such treatment or assistance prior to detection will have his job security, promotional opportunities, or other job conditions jeopardized by a request for treatment. The individual's right to confidentiality and privacy will be recognized in such cases.

The City may take disciplinary action for any violations of work rules, regardless of the effect of alcohol or drug abuse. Nothing in this policy shall be construed to condone or exonerate employees from their misconduct or poor performance resulting from a drug or alcohol problem.

The City maintains a drug and alcohol free workplace. Employees are hereby notified that the manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where employees are conducting City business. Also prohibited is the illegal use of legal substances.

In order to further the City's objective of maintaining a safe, healthful, and drug-free workplace, the City may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be construed as a positive test result.

Employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.

Drug Policy

Controlled Substance: Means any controlled substance contained in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. § 812; or as defined in § 3719.01 O.R.C.).

Conviction: Means any finding of guilt, including a plea of *nolo contendere* (no contest) or the imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

Criminal Drug Statute: Means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. For purposes of this policy all definitions will be consonant with O.R.C. § 3719.01 *et seq.*

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee which takes place in whole or in part in the employer's work place is strictly prohibited and will result in criminal prosecution and employee discipline

Any employee arrested or convicted of any Federal or State criminal drug statute must notify the employer of that fact immediately, but in no event longer than five (5) calendar days, of the arrest or conviction.

Any employee who reports for duty in an altered or impaired condition which is the result of the illegal use of controlled substances and/or alcohol will be subject to disciplinary action up to and including removal. Any decision to take disciplinary action may be held in abeyance pending the completion by the employee of a drug rehabilitation program.

Any employee arrested or convicted of a drug or alcohol offense, who fails to timely report the arrest or conviction, may be terminated from employment and/or held civilly liable for any damage caused, including a loss of state or federal funds, resulting from the misconduct.

The City has a zero tolerance policy for employees who are under the influence of drugs or alcohol while at work. Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

Medical Marijuana

Medical Marijuana was legalized by the State of Ohio under House Bill 523 in 2016. However, medicinal use of marijuana has not been approved by the U.S. Food and Drug Administration (FDA). As such, the use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, is prohibited under the City's Drug Free Workplace Policy. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

There is nothing within House Bill 523 that requires the City of Reynoldsburg as an employer to permit or accommodate an employee's use, possession, or distribution of medical marijuana. The use of medical marijuana will not be considered a reasonable accommodation for an alleged disability. In addition, the law does not prohibit an employer from taking any adverse employment action because of an employee's or prospective employee's use, possession or distribution of medical marijuana.

The City reserves the right to test any employee for reasonable suspicion and post-accident. Employees that have a Commercial Driver's License are subject to random drug testing.

While CBD oils and supplements are not unlawful under Ohio law, employees must recognize some use of CBD products can result in a positive drug test for marijuana depending on the THC content. An employee who tests positive as a result of using CBD products is still subject to the City's drug free workplace policy.

Drug and Alcohol Testing Policy

In order to maintain a safe and healthful work environment, the City reserves the right to set standards for employment and to require employees to submit to physical examinations including blood or urine tests for alcohol, illegal drugs, or the misuse of legal drugs where there is reasonable suspicion that an employee's work performance is, or could be, affected by the condition.

Where the City has a reasonable suspicion to believe that the employee is in violation of this policy, it may require the employee to go to a medical clinic, at the City's expense, to provide blood and/or urine specimens. Reasonable suspicion shall generally mean suspicion based on personal observation by a City representative, including descriptions of appearance, behavior, speech, breath, or inexplicable behavior.

If requested, the employee shall sign a consent form authorizing the clinic to withdraw a specimen of blood or urine and release the test results to the City. Refusal to sign a consent form or to provide a specimen will constitute insubordination and a presumption of impairment and may result in discharge.

Any employee who tests positive may request retesting of the original specimen at their own expense.

Employees who return to work after the successful rehabilitation will be subject to random drug tests for a period of two years from the date of their return.

Employees subject to random drug tests who refuse to participate in the drug/alcohol testing and/or rehabilitation program or who continue to test positive for substance abuse will face additional disciplinary actions, up to and including removal.

Any employee involved in an accident may be subject to post accident alcohol and drug/alcohol testing.

Employees who are required to hold a commercial driver's license (CDL) will be required to participate in the City's drug and alcohol testing program as required by federal law which includes

pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return-to-work testing. Policies and procedures for these programs will be consistent with federal law and will be made available to employees required to hold CDL's and their supervisors.

Employee that hold a Commercial Driver's License (CDL) or Commercial Learner's permit (CLP) will be required to register the Federal Motor Carriers S – A (FMCSA) Clearinghouse and enter their personal information and the City of Reynoldsburg or their designee will have the requirement that the following personal information collected and maintained under this part shall be reported to the Clearing House

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at § 382.107:
 - On duty alcohol use pursuant to § 382.205;
 - Pre-duty alcohol use pursuant to § 382.207;
 - Alcohol use following an accident pursuant to § 382.209; and
 - Controlled substance use pursuant to § 382.213;
- A substance abuse professional (SAP as defined in § 40.3 of this title) report of the successful completion of the return-to-duty process;
 - A negative return-to-duty test; and
 - An employer's report of completion of follow-up testing.

Discipline

The City may discipline an employee, for any violation of this policy. Nothing herein shall be construed as a guarantee that the City will offer an opportunity for rehabilitation. Failure to successfully complete or participate in a prescribed rehabilitation program, if offered, shall result in the employee's discharge [including a refusal to test or a positive test result on a return to duty or follow-up test].

Refusal to Test

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including discharge. A refusal to test for purposes of this policy shall include:

- Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so;

- Any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, delay in providing a sample, adulterating, substituting or attempting to adulterate or substitute a specimen during the testing process, regardless of whether such attempt results in a negative or positive diluted sample;
- Failure to execute or release forms required as part of the testing process.

Prescriptions/OTC Medications

Employees must inform the City if they are taking any medication that may impair their ability to perform their job. Employees on such medications must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job functions, with or without reasonable accommodation. Employees are prohibited from performing any City function or duty while taking legal drugs that adversely affect their ability to safely perform any such function or duty.

WORKPLACE VIOLENCE

Zero Tolerance

The City is committed to providing a work environment that is safe, secure and free of harassment, threats, intimidation and violence. In furtherance of this commitment, the City enforces a zero tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion which involve or affect employees, or which occur on City property or at a worksite, will not be tolerated. Employees who are found to have committed acts of workplace violence will receive discipline and possible criminal prosecution, depending on the nature of the offense.

Prohibited Acts of Violence

Prohibited acts of workplace violence include, but are not limited to, the following: (1) hitting or shoving; (2) threatening harm to an employee or his family, friends, associates, or property; (3) intentional destruction of property; (4) harassing or threatening telephone calls, letters or other forms of written or electronic communications, including email and website postings; (5) intimidating or attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule; (6) willful, malicious and repeated following of another person, also known as “stalking” and/or making threats with the intent to place another person in reasonable fear for his safety (7) suggesting or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where the suggestion or intimation occurs; and (8) unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

Warning Signs and Risk Factors

The following are examples of warning signs, symptoms and risk factors that may indicate an employee's potential for violence. In all situations, if violence appears imminent, employees should take the precautions necessary to assure their own safety and the safety of others. An employee should immediately notify management if they witness any violent behavior, including, but not limited to, the following: (1) hinting or bragging about a knowledge of firearms; (2) making intimidating statements such as: "You know what happened in Oklahoma City," "I'll get even," or "You haven't heard the last from me."; (3) keeping records of other employees the individual believes to have violated departmental policy; (4) physical signs of anger, such as hard breathing, reddening of complexion, menacing stares, loudness, and profane speech; (5) acting out violently either verbally or physically; (6) excessive bitterness by a disgruntled employee or an ex-employee; (7) being a "loner," avoiding all social contact with co-workers; (8) having a romantic obsession with a co-worker who does not share that interest; (9) history of interpersonal conflict; (10) domestic problems, unstable/dysfunctional family; and (11) brooding, depressed, strange behavior.

PERSONAL APPEARANCE

The Appointing Authority reserves the right to prescribe appropriate attire and grooming and to set standards which are deemed to be in the best interest of the City and ensure an appropriate image for the City.

The Appointing Authority requires that an employee's clothing, grooming, and overall appearance be appropriate, in good taste, present a favorable public image, and be in conformity with regulations established by the City due to the specialized nature of service provided or the employment position maintained.

Clothing shall be conducive to the safe and effective performance of required job duties.

Certain employees may be required to wear regulation uniforms while on duty. The applicable departments may establish policies and procedures governing uniforms. When employees are required to wear a regulation uniform, the City shall provide the uniforms and/or provide a uniform allowance as prescribed by the City ordinance or applicable collective bargaining agreement.

Employees are required to keep uniforms neat, clean, and in good repair. City-issued uniforms may only be worn by employees while conducting official City business.

The City shall provide standard work clothing and safety equipment for all maintenance employees of the Parks and Recreation, Service, Street, Vehicle Maintenance, Water/Waste Water, Storm Water Utility and the Building Department employees. Each item of work clothing shall be suitably and permanently identified as belonging to the City. Any item unaccounted for shall be charged to the employee. Employees that are provided work wear will be required to wear it.

Non-Uniform Clothing

Employees not required to wear uniforms daily, may be provided shirts, sweaters, and jackets with the City of Reynoldsburg logo. The clothing may be worn for work at any time but are primarily to be worn for special events where it is desired the City of Reynoldsburg employees can be identified.

All clothing purchased must be approved colors and be branded with City of Reynoldsburg logo/name. Department directors are responsible approving clothing options with the City of Reynoldsburg logo.

While wearing city branded clothing, employees are to conduct themselves in a professional manner. This portion of the policy does negate the ability of the City of Reynoldsburg from providing protective clothing, boots, vests, gloves, aprons or other items deemed protective in nature and intended for specific purposes.

Uniforms or clothing purchased by the city and distributed to employees will be treated as a fringe benefit, included as wages to the employee and subject to withholding tax purposes unless not permit by law.

INVESTIGATIONS AND DISCIPLINE

The City has the right to investigate all alleged disciplinary violations. Employees are required to cooperate fully during investigations. Employees who are the subject of a formal investigation have the right to be accompanied, represented, and advised by an attorney. For all employees, the failure to respond, to respond truthfully, or to otherwise cooperate in an investigation, shall be considered insubordination and may result in termination. Employees involved in an investigation shall not discuss the facts of the investigation during the pendency of the investigation.

Classified employees may be placed on a paid “administrative” leave of absence with pay pending an investigation. A classified employee who has been charged with a violation of law that is punishable as a felony may be placed on unpaid “administrative” leave, for a period not to exceed two months, pending an investigation. However, a classified employee who is placed on unpaid leave and is later exonerated of a felony must be reimbursed for lost pay, plus interest, and lost benefits. Unclassified employees may be placed on paid or unpaid leave pending an investigation.

Employees who have completed their probationary period and who are in the classified civil services may only be disciplined for just cause. Disciplinary action will be commensurate with the offense. Discipline for minor infractions will normally be imposed in a progressive manner with consideration given to the nature of the offense, prior disciplinary action, length of service, the employee’s position, the employee’s record of performance and conduct along with all other relevant considerations. Nothing in the policy shall be construed to limit the City’s discretion to impose a higher level of discipline under appropriate circumstances.

The following forms of misconduct constitute grounds for disciplinary action: incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, policy or work rule violations, conviction of a crime, failure of good behavior including a violation of ethics of public employment, failure to maintain licensing requirements, and any other acts of misfeasance, malfeasance, nonfeasance or any other reason set forth in O.R.C. § 124.34.

The property and image of the City is to be respected at all times; as such, an employee’s off duty conduct that could reasonably negatively impact the City may form the basis for discipline. Any comments or questions concerning the standard of conduct expected should be directed toward the employee’s immediate supervisor.

Employees have an obligation to immediately inform the City of any on-duty or off-duty arrests or convictions. An arrest or conviction may, or may not, result in discipline depending on the nature of the incident, the job performed, and other relevant considerations. Employees will not be granted vacation leave in order to serve jail time.

The filing or prosecution of criminal charges or other civil administrative investigations against an employee for alleged misconduct or criminal activity shall not be determinative as to appropriate disciplinary action, if any, under this policy. The City may investigate the employee’s alleged misconduct or activities and determine the appropriate discipline, if any, without regard to pending administrative or criminal charges. The disposition of such administrative or charge is independent of a disciplinary investigation. Although the City may utilize information obtained during other investigations, the City’s decision to take appropriate disciplinary action may or may not correspond with the filing, or non-filing, of criminal charges or civil actions. A felony conviction while employed with the City is just cause for termination.

Staff is responsible for reporting any incident or conduct they believe is inappropriate and/or in violation of City Policies and Procedures. This duty includes incidents actually observed, reported by residents, reported by staff, or suspected due to other facts.

When the City believes that discipline of a classified employee in the form of a paid or unpaid suspension, reduction or elimination of longevity pay, demotion or termination is possible, a pre-disciplinary conference shall be scheduled. Prior to the pre-disciplinary meeting, the employee will be provided with written notice of the charges against him. At the pre-disciplinary conference, the employee may respond to the charges or have his chosen representative respond. Failure to attend the pre-disciplinary conference shall be deemed a waiver of the conference.

Unclassified employees are not entitled to a pre-disciplinary conference.

Classified employees may appeal suspensions of more than three (3) days, reductions in pay or position, or removals to the Civil Service Commission consistent with the City's civil service rules.

COMPLAINT PROCEDURE

Employees may have questions or concerns caused by misunderstandings in the application of policies, procedures and work rules. The City believes these questions and concerns heard promptly, and action taken to resolve or clarify a particular situation. Complaints regarding unlawful discrimination or harassment should be brought according to the unlawful discrimination and harassment policy contained in this manual.

All employees shall have the right to file a complaint without fear of retaliation. No employee shall be disciplined, harassed or treated unfairly in any manner as a result of filing a complaint. A complaint is defined as a disagreement between an employee and City as to the interpretation or application of official policies, departmental rules and regulations, or other disagreements perceived to be unfair or inequitable relating to treatment or other conditions of employment. The following is the procedure to be followed when an employee has a complaint as defined above:

Step 1: Immediate Supervisor

An employee having a complaint shall file it in writing with his Immediate Supervisor, as outlined in the procedure for his work unit. The employee's Immediate Supervisor will review the complaint and attempt to resolve the complaint within a reasonable time and will provide the employee with a written response. Step 1 may be bypassed by either the employee or Immediate Supervisor if the Immediate Supervisor lacks the authority to make a change and/or the Immediate Supervisor is the subject of the complaint.

Step 2: Department Head

Where the employee is not satisfied with Step 1 response of the Immediate Supervisor, the employee may submit the original complaint to the Department Head within seven (7) calendar days of the supervisor's written response. The Department Head will review all material provided and provide the employee with a written response in a timely manner.

Step 3: Mayor (or Designee)

Where the employee is not satisfied with the Step 2 response, the employee may submit the original complaint to the Mayor, or Designee, within seven (7) calendar days. The Mayor, or Designee, will review all material provided and will provide the employee with a written response in a timely manner.

Step 4: Civil Service Commission

1. If the complaint is not resolved, the aggrieved may file an appeal with the Appointing Authority within five (5) working days after receiving a reply from the Director as noted in Step 3. All decisions of the Appointing Authority are final, except those under the jurisdiction of the Reynoldsburg Civil Service Commission.
2. This grievance procedure will not apply to matters of reduction in pay, involuntary discharge, demotion, or suspension. There is a separate appeal process for classified employees under the Civil Service Commission to handle these problems.

Time limits as set forth in the procedure may be extended by mutual agreement of the parties in writing.

DURATION OF RECORDS

All actions of record will be maintained in each employee's personnel file throughout his period of employment, with the exception that any records of documented warnings will be removed from the file, upon the written request of the employee, one (1) year after such action was taken, provided no further corrective action of the same or similar nature has occurred. Written reprimands will be removed from the file upon the request of the employee, two (2) years after such action was taken, provided no further corrective action of the same or similar nature has occurred. Suspensions shall be removed from the file, upon the employee's request, four (4) years after such action was taken, provided that no further corrective action of the same or similar nature has occurred and further provided that the City can show no compelling need to retain such records beyond this time limit. All actions of record including warnings, written reprimands, and suspensions removed from an employee's personnel file shall be maintained in a separate sealed file. Reductions in pay or position shall be removed from a personnel file and shall be maintained

in a sealed file upon the employee's request, four (4) years after such action was taken provided that the City can show no compelling need to retain such records beyond this time limit. Removed records, maintained in a sealed file, may only be accessed by the City in response to and defense of allegations filed against the City or its officials by the employee or by a third party, but shall not be utilized for any other purpose including discipline, promotions, or assignments, or pursuant to applicable law.

Removed records shall be destroyed in accordance with the City Records Commission.

LACTATION BREAKS

Employees who have recently given birth will be allowed a reasonable break time in order to nurse or express breast milk, for up to one year after the child's birth. The employee will be provided appropriate space, other than a bathroom, that is shielded from view and free from intrusion from workers and members of the public. ~~Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee.~~ The Fair Labor Standards Act (FLSA) requires employers to provide reasonable break time for an employee to express breast milk for their nursing child for one year after the child's birth each time such employee has need to express the milk. Nursing mothers will be provided a reasonable amount of break time and a space to express milk as frequently as needed by the nursing employee, for up to one year following the birth of the employee's child. The frequency of breaks needed to express breast milk as well as the duration of each break will likely vary. Please contact Human Resources directly if there are concerns with this policy.

CONCEALED CARRY

Consistent with the Ohio Revised Code, no employee, contractor, client or other individual may carry, possess, convey or attempt to convey a deadly weapon or ordnance onto the property of the City. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises. Law enforcement officers specifically authorized to carry a firearm are exempted from this provision and may be permitted to carry a concealed weapon.

City employees are prohibited from carrying firearms any time they are working for the City or acting within the course and scope of employment. These situations include, but are not limited to attending training sessions or seminars, wearing a City identification badge, uniform, or other City issued paraphernalia that an employee is required to wear relative to their employment and

working in resident's homes or other sites off City premises. Except for law enforcement officers, no employee or member of the public may carry, transport, or store a concealed weapon, firearm, or ammunition in a City owned vehicle.

This policy does not prohibit employees, possessing a valid license to carry a concealed handgun, from transporting and/or storing a firearm or ammunition in their personal vehicle at work locations where their personal vehicle is otherwise permitted to be (e.g. City Parking Lot). However, the employee must leave the firearm and ammunition in their personal vehicle. Employees are neither permitted to remove their firearm or ammunition from their personal vehicles while at work locations nor are they permitted to bring a concealed firearm or ammunition into a City owned building. The employee's firearm and ammunition must be stored in their personal vehicle in accordance with the storage provisions of the Concealed Carry statute. The firearm and ammunition must be in a locked vehicle either in the glove compartment, a lock box or the trunk.

Employees shall immediately contact a supervisor if they suspect an employee or member of the public is carrying a concealed weapon, firearm, or ammunition on City premises. Employees are required to immediately contact a supervisor if they suspect an employee to be carrying a concealed weapon or firearm in violation of this policy at any time while they are working for the City, acting within the course and scope of employment, or acting as a representative of the City.

AUDITOR OF STATE FRAUD REPORTING SYSTEM

The Ohio Auditor of State's Office maintains a system for reporting fraud, including the misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or the United States mail. Contact information is as follows:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's Office

Special Investigations Unit

88 East Broad Street

P.O. Box 1140

Columbus, OH 43215

Web: www.ohioauditor.gov

CONTACT WITH NEWS MEDIA/RESIDENTS

Any employee contacted by the news media or a citizen on a matter related to City operations should direct the caller to contact the Appointing Authority or designee. This policy is designed to avoid duplication, assure accuracy, and protect employees and the City from the dissemination of misstatements and misinformation.

This policy does not prohibit employees from making a public statement, in their off duty hours, on matters of public concern. However, this policy does prohibit employees from making unauthorized public statements during their working hours and from making public statements about matters of private concern that negatively impact the City.

EMPLOYEE INFORMATION AND RECORDS

Employee Information

The appropriate Appointing Authority shall establish and maintain a personnel file for each employee. The employee is responsible for providing the employer with the following information: the employee's legal name, address, telephone number, social security number, tax exemptions, affiliation with any branch of the armed services, the name and phone number of a person to contact in case of an emergency, loss of licensure or insurability, if applicable, and, any other requested information. In addition to providing this information, the employee is also responsible for promptly reporting any change in the information.

In the event the employer must send correspondence or other documentation to an employee who is on leave, the employer will mail the document to the last known address listed in the employee's personnel file. An employee will be considered to have constructive notice of any correspondence or documentation mailed to his last known address.

RELEASE OF RECORDS:

With the exception of certain law enforcement entities, the City, as well as, its employees is subject to the mandates of Chapter 1347 of the Ohio Revised Code regarding personal information systems. The City maintains records that are manually stored and records that are stored using electronic data processing equipment. Records maintained by the City include personal information (i.e. employee information required above).

The Human Resources Director is appointed to be directly responsible for the City's personal information systems. The City understands that it creates, receives, and maintains sensitive and private information, and will ensure that it collects, maintains, and uses only personal information that is necessary and relevant to the functions of the City. Personal information maintained by the City shall not be modified, destroyed, or disclosed without the approval of the Records Commission. The City will continually monitor the personal information system, and make necessary adjustments to ensure the system's accuracy. Employees will be trained on the use of personal information, including review of this policy. Employees who use personal information in an unauthorized manner shall be subject to the City's disciplinary policy.

Records maintained by the City that are not defined as "public records" in §149.43 of the Ohio Revised Code or other applicable provisions of law, shall not be released from an employee's personnel file unless specifically authorized by such employee in writing. Pursuant to applicable law, medical records are not public records and are maintained in a separate file. Records maintained by the City that are defined as public records shall be released in accordance with law. The City will attempt to give employees at least twenty-four hours notice before releasing their personal information in response to a public records request.

REVIEW OF FILE:

Each employee shall have the right, with reasonable notice, to examine his personnel file. Such examination shall be made on non-work time or at some other mutually agreeable time. If an employee disputes the accuracy, timeliness, relevance, or completeness of documents in her file, he may submit a written request that the appointing authority investigate the current status of the information. The appointing authority will make a reasonable investigation to determine the accuracy, timeliness, relevance, and completeness of the file, and will notify the employee of the results of the investigation and any plans the appointing authority has to take action with respect to the disputed information.

Employees are not permitted to alter, add or remove documents or other information contained in their personnel files absent express authorization from the appropriate appointing authority. An employee who alters, adds or removes documents or information from his personnel file without prior approval may be subject to discipline. Employees may submit a statement to be attached to any disputed document.

PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT

I acknowledge receipt of this manual and understand and agree that I am responsible for knowing its contents and for keeping updated. I also understand that this manual is City property that must be returned to the appointing authority when I separate from employment with the City.

I further acknowledge and understand that this manual **does not create a contract of employment with the City for any purpose**. I agree and understand that any and all provisions of this manual may be modified or eliminated, without advance notice to me, at any time.

Issued To: _____

Signed: _____

Date Received: _____



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Make Appropriations for Expenses and Other Expenditures of the City of Reynoldsburg, State of Ohio, During the Fiscal Year Ending December 31, 2024, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

request to waive the 30-day waiting period

REASON FOR EMERGENCY:

Deemed to be an emergency measure necessary for the financial needs of the City and to have the budget in place on January 1, 2024.

STAFF REPORT:

**AN ORDINANCE TO MAKE FINAL APPROPRIATIONS FOR EXPENSES AND OTHER
EXPENDITURES OF THE CITY OF REYNOLDSBURG, STATE OF OHIO, DURING THE
FISCAL YEAR ENDING DECEMBER 31, 2024, AND DECLARING AN EMERGENCY**

WHEREAS, appropriations are required effective January 1, 2024 to provide for the expenses and other expenditures associated with the operation of the City of Reynoldsburg for the fiscal year ending December 31, 2024.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the following appropriations are hereby made in the General Fund (110):

Department	#	Personal Services (5100)	Supplies (5200)	Services (5300)	Debt (5400)	Other (5500)	Capital Purchases (5600)	2023 Budget Request
TRANSFERS	110							0
POLICE	111	13,400,807	578,000	1,048,700			761,000	15,788,507
MECHANIC	290	242,390	143,200	82,300				467,890
PARKS & RECR.	340	1,540,761	340,729	475,287			340,283	2,697,060
SENIOR CENTER	343	187,669	13,150	36,725				237,544
COMMUNITY EVENTS	344	210,494	50,800	521,500			1,500	784,294
SERVICE	448	1,004,443	38,500	1,167,350			8,000	2,218,293
BUILDING	479	990,091	22,000	380,500			40,000	1,432,591
MAYOR	522	375,956	1,450	41,700			2,500	421,606
CIVIL SERVICE	534	77,841	3,500	39,000			4,000	124,341
CITY AUDITOR	545	593,485	6,500	153,625			4,000	757,610
CITY ATTORNEY	554	704,674	7,400	157,750			6,500	876,324
CITY COUNCIL	571	217,562	2,000	56,950			0	276,512
DEVELOPMENT	580	413,333	3,750	280,700			5,000	702,783
HUMAN RE.	582	222,168	22,500	56,800			0	301,468
COMPUTER	584		13,250	1,205,600			215,000	1,433,850
CLERK OF COURTS	593	339,054	2,600	68,850			1,000	411,504
GENERAL ADMIN.	595	259,125	7,000	1,104,225			30,000	1,400,350
PUBLIC HEALTH	810			413,000				413,000
GENERAL FUND		20,779,853	1,256,329	7,290,562	0	0	1,418,783	30,745,527

SECTION 2. That the following appropriations are hereby made in the following funds:

Fund	#	Personal Services (5100)	Supplies (5200)	Services (5300)	Debt (5400)	Other (5500)	Capital Purchases (5600)	2023 Budget Request
INCOME TAX	220	141,772	2,250	90,725		910,000	500	1,145,247
COURT COMPUTER	211		15,000	51,500				66,500
STREET	260	775,051	357,200	222,760			155,000	1,510,011
STATE HIGHWAY	270		77,500	37,850				115,350
COPS IN SCHOOL	282							0
LAW ENFORCEMENT	290							0
DRUG ENFORCEMENT	291							0
SAFETY BELT PROG	292							0
DUI/EDUCATION	293							0
FEDERAL FORFEITURE	294							0
LAW ENFORC/ASST	295							0
EDWARD BYRNE	297							0
WATER	710	607,744	281,000	6,790,850	170,961		563,500	8,414,055
WASTEWATER	720	525,740	138,000	6,803,750			563,500	8,030,990
STORM WATER	740	331,642	68,600	1,171,864	123,023		160,000	1,855,129
REFUSE COLL.	750		0	2,845,000				2,845,000
PERMISSIVE LIC.	230							0
POLICE PENSION	240	350,000				4,500		354,500
SEWER CAPACITY	250			250				250
GENERAL DEBT	310				2,667,559			2,667,559
S. A. DEBT	320							0
TAYLOR SQ. DEBT	330							0
EMPLOYEE FUND	690							0
JEDD1	941					670,000		670,000
JEDD2	942					105,000		105,000
JEDD3	943					630,000		630,000
JEDD 4	944					247,000		247,000
JEDD 7	947					358,000		358,000
Taylor Sq Tif	970			0		0		0
BRICE-MAIN DEBT	971			7,000	0			7,000
KROGER TIF DEBT	972							0
SUMMIT RD TIF #1	973			1,500				1,500
TAYLOR RD TIF #1	974			1,000				1,000
TAYLOR RD TIF #2	975			400				400
BROAD STREET TIF	976			3,000				3,000
TOTALS		2,731,949	939,550	18,027,449	2,961,543	2,924,500	1,442,500	29,027,491

SECTION 3. That the income tax revenues shall be appropriated and disbursed pursuant to Ordinance No. 68-17 adopted by Reynoldsburg City Council on July 10, 2017.

SECTION 4. That the unencumbered balances as of December 31, 2023 shall be and are hereby

appropriated in the Fiduciary Funds, the Capital Improvement Project Funds, and revenues credited to the Fiduciary Funds shall be appropriated upon receipt to the proper associated accounts. That the 2023 capital project encumbrances funded by OPWC are hereby reappropriated. The ending balance in the Water and Wastewater CIP revenue accounts for the prior year shall be appropriated in the general project account for the specific funds to be used later for approved projects.

SECTION 5. That the amounts of public contributions and reimbursements to the City shall be appropriated upon receipt to the proper associated accounts.

SECTION 6. That the amount of \$1,000,000 shall be and is hereby appropriated in the Taylor Square School TIEF Fund (970) and transferred to Taylor Square TIEF Debt Retirement Fund (330).

SECTION 7. That the amount of \$200,000 shall be and is hereby appropriated in the Brice-Main TIF Fund (971) to comply with the TIF agreement.

SECTION 8. That the City Auditor is hereby authorized to draw warrants on the appropriate funds, for payments from any of the foregoing appropriations, upon receiving proper certificates and vouchers therefor, approved by the officers authorized by law to approve same, or an ordinance of Council to make such expenditures; provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance.

SECTION 9. That the effective date of the appropriations in this Ordinance shall be January 1, 2024.

SECTION 10. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City and further to have the budget in place on January 1, 2024; wherefore, upon adoption by Council this Ordinance shall be in effect immediately upon signature by the Mayor.



2024 BUDGET YEAR

Submitted by Joseph Begeny

**City of Reynoldsburg
2024 Budget Request**

BUDGET	DEPARTMENT	Personal	Supplies	Services	Debt	Other	Capital	2024	2024	2023	2022	2021	2020	2019	2018
		Services					Purchases	Budget	Estimated	Final-prel	Actual	Actual	Actual	Actual	Actual
		(5100)	(5200)	(5300)	(5400)	(5500)	(5600)	Request	Revenue	Budget	Expense	Expense	Expense	Expense	Expense
110-111-0000	POLICE	13,400,807	578,000	1,048,700	0	0	761,000	15,788,507		15,525,202	12,971,334	12,214,551	9,291,754	11,318,958	10,382,119
110-290-0000	MECHANIC	242,390	143,200	82,300	0	0	0	467,890		393,818	136,371	240,443	224,430	303,176	318,572
110-340-0000	PARKS & RECR.	1,540,761	340,729	475,287	0	0	340,283	2,697,060		2,457,235	1,846,665	1,672,123	1,335,150	1,634,408	1,531,635
110-343-0000	SENIOR CENTER	187,669	13,150	36,725	0	0	0	237,544		237,862	208,890	163,851	164,163	235,035	267,565
110-344-0000	COMMUNITY EVENTS	210,494	50,800	521,500	0	0	1,500	784,294		726,180	415,872	358,463	133,087	257,693	
110-448-0000	SERVICE	1,004,443	38,500	1,167,350	0	0	8,000	2,218,293		2,306,899	1,202,206	1,255,024	1,111,714	1,028,522	1,003,621
110-479-0000	BUILDING	990,091	22,000	380,500	0	0	40,000	1,432,591		1,318,349	709,785	585,533	525,957	482,464	432,502
110-522-0000	MAYOR	375,956	1,450	41,700	0	0	2,500	421,606		435,393	302,709	239,971	211,945	172,935	227,866
110-534-0000	CIVIL SERVICE	77,841	3,500	39,000	0	0	4,000	124,341		118,615	94,514	82,400	82,398	97,007	108,162
110-545-0000	CITY AUDITOR	593,485	6,500	153,625	0	0	4,000	757,610		663,290	462,664	449,050	456,964	421,097	395,019
110-554-0000	CITY ATTORNEY	704,674	7,400	157,750	0	0	6,500	876,324		797,101	655,245	663,151	662,205	618,275	558,364
110-571-0000	CITY COUNCIL	217,562	2,000	56,950	0	0	0	276,512		261,145	233,272	215,642	210,592	216,907	226,094
110-580-0000	DEVELOPMENT	413,333	3,750	280,700	0	0	5,000	702,783		801,074	390,044	437,990	449,623	489,815	436,995
110-582-0000	HUMAN RESOURCES	222,168	22,500	56,800	0	0	0	301,468		302,724	170,608	159,767	160,024	151,446	146,825
110-584-0000	COMPUTER	0	13,250	1,205,600	0	0	215,000	1,433,850		1,445,770	562,439	498,730	489,865	609,667	430,340
110-593-0000	CLERK OF COURTS	339,054	2,600	68,850	0	0	1,000	411,504		424,169	376,803	358,615	372,852	340,109	305,820
110-595-0000	GENERAL ADMIN.	259,125	7,000	1,104,225	0	0	30,000	1,400,350		1,398,667	1,185,842	580,705	926,927	850,164	816,018
110-810-0000	PUBLIC HEALTH	0	0	413,000	0	0	0	413,000		393,000	351,003	343,974	333,255	319,732	302,551
TOTAL	GENERAL FUND	20,779,853	1,256,329	7,290,562	0	0	1,418,783	30,745,527	24,377,492	30,006,493	22,276,266	20,519,983	17,142,905	19,547,410	12,648,127
220-564-0000	INCOME TAX	141,772	2,250	90,725	0	910,000	500	1,145,247	800,000	1,141,697	471,949	748,094	348,645	490,078	571,412
260-268-0000	STREET	775,051	357,200	222,760	0	0	155,000	1,510,011	2,100,000	1,788,256	1,154,529	1,191,097	1,699,634	1,104,328	1,398,697
270-268-0000	STATE HIGHWAY	0	77,500	37,850	0	0	0	115,350	170,000	107,000	93,722	96,371	68,840	91,171	92,322
710-735-0000	WATER	607,744	281,000	6,790,850	170,961	0	563,500	8,414,055	8,300,000	7,970,261	6,574,410	6,618,427	7,044,172	6,457,825	5,873,740
720-736-0000	WASTEWATER	525,740	138,000	6,803,750	0	0	563,500	8,030,990	7,500,000	7,784,946	6,592,201	6,398,400	6,471,285	5,523,076	5,427,075
740-737-0000	STORM WATER	331,642	68,600	1,171,864	123,023	0	160,000	1,855,129	2,100,000	1,546,918	1,438,140	1,637,859	1,808,481	1,958,571	1,346,055
750-738-0000	REFUSE COLL.	0	0	2,845,000	0	0	0	2,845,000	2,600,000	2,626,000	2,716,520	2,403,719	2,269,685	2,091,276	1,927,174
230-000-0000	PERMISSIVE LIC.							0	300,000			1,550,000			
240-000-0000	POLICE PENSION	350,000	0	0	0	4,500	0	354,500	273,535	304,000	153,263	153,158	152,949	202,836	162,822
250-000-0000	SEWER CAPACITY	0	0	250	0	0	0	250	390,000	250	0	33,615	62,776	64,382	64,603
	TOTALS	2,731,949	924,550	17,963,049	293,984	914,500	1,442,500	24,270,532	24,533,535	23,269,328	19,194,734	20,830,740	19,926,467	17,983,543	16,863,900
211-000-0000	COURT COMPUTER	0	15,000	51,500	0	0	0	66,500	20,000	66,500	110,644	22,637	18,989	15,474	11,824
282-111-0000	COPS IN SCHOOL							0							
290-111-0000	LAW ENFORCEMENT							0						62,216	47,225
291-111-0000	DRUG ENFORCEMENT							0						0	
292-111-0000	SAFETY BELT PROG							0						0	
293-111-0000	DUI/EDUCATION							0						881	
294-111-0000	FEDERAL FORFEITURE							0						0	
295-111-0000	LAW ENFORC/ASST							0						0	
297-111-0000	EDWARD BYRNE							0							
310-000-0000	GENERAL DEBT	0	0	0	2,667,559	0	0	2,667,559	3,260,611	2,666,736	2,982,133	3,014,313	3,055,518	3,123,629	2,570,508
320-000-0000	S. A. DEBT							0							
330-000-0000	TAYLOR SQ. DEBT							0			573,901	570,473	571,828	567,861	568,675
690-000-0000	EMPLOYEE FUND							0		373					
941-000-0000	JEDD1	0	0	0	0	670,000	0	670,000	660,000	500,000	645,733	111,281	59,397		
942-000-0000	JEDD 2	0	0	0	0	105,000	0	105,000	95,000	875,000	201,824	87,932	35,129	1	
943-000-0000	JEDD 3	0	0	0	0	630,000	0	630,000	580,000	650,000	546,617	164,661	180,302	212	
944-000-0000	JEDD4	0	0	0	0	247,000	0	247,000	45,000	125,000	41,871	6,800	526		
947-000-0000	JEDD 7	0	0	0	0	358,000	0	358,000	350,000	450,000	262,642	112			
970-000-0000	Taylor Sq Tif	0	0	0	0	0	0	0	1,750,000	1,072,000	26,686	19,305	1,749,595	23,300	20,615
971-000-0000	BRICE-MAIN DEBT	0		7,000	0	0	0	7,000	180,000	205,625	103,978	81,502	133,494	85,129	95,732
972-000-0000	KROGER TIF DEBT							0				0	55,813		
973-000-0000	SUMMIT RD TIF #1	0	0	1,500	0	0	0	1,500	45,000	1,500	535	553	410	378	1,183
974-000-0000	TAYLOR RD TIF #1	0		1,000	0	0	0	1,000	35,000	600	416	256	271	269	200
975-000-0000	TAYLOR RD TIF #2	0	0	400	0	0	0	400	1,800	100	26	23	16	16	16
	TOTAL MISC FUNDS	0	15,000	61,400	2,667,559	2,010,000	0	4,753,959	7,022,411	6,613,434	5,497,006	4,079,848	5,861,288	3,879,366	3,315,978
	GRAND TOTALS	23,511,802	2,195,879	25,315,011	2,961,543	2,924,500	2,861,283	59,770,018	55,933,438	59,889,255	46,968,006	45,430,571	42,930,660	41,410,319	32,828,005

ORDINANCE TO MAKE A FINAL APPROPRIATION FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF REYNOLDSBURG, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2024 AND DECLARING AN EMERGENCY

WHEREAS, various appropriations are required effective January 1, 2024, to provide for the current expenses and other expenditures associated with the operations of the City for the fiscal year ending December 31, 2024.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the following appropriations are hereby made in the General Fund (110):

Department	#	Personal	Supplies	Services	Debt	Other	Capital	2023
		Services					Purchases	Budget
		(5100)	(5200)	(5300)	(5400)	(5500)	(5600)	Request
TRANSFERS	110							0
POLICE	111	13,400,807	578,000	1,048,700			761,000	15,788,507
MECHANIC	290	242,390	143,200	82,300				467,890
PARKS & RECR.	340	1,540,761	340,729	475,287			340,283	2,697,060
SENIOR CENTER	343	187,669	13,150	36,725				237,544
COMMUNITY EVENTS	344	210,494	50,800	521,500			1,500	784,294
SERVICE	448	1,004,443	38,500	1,167,350			8,000	2,218,293
BUILDING	479	990,091	22,000	380,500			40,000	1,432,591
MAYOR	522	375,956	1,450	41,700			2,500	421,606
CIVIL SERVICE	534	77,841	3,500	39,000			4,000	124,341
CITY AUDITOR	545	593,485	6,500	153,625			4,000	757,610
CITY ATTORNEY	554	704,674	7,400	157,750			6,500	876,324
CITY COUNCIL	571	217,562	2,000	56,950			0	276,512
DEVELOPMENT	580	413,333	3,750	280,700			5,000	702,783
HUMAN RE.	582	222,168	22,500	56,800			0	301,468
COMPUTER	584		13,250	1,205,600			215,000	1,433,850
CLERK OF COURTS	593	339,054	2,600	68,850			1,000	411,504
GENERAL ADMIN.	595	259,125	7,000	1,104,225			30,000	1,400,350
PUBLIC HEALTH	810			413,000				413,000
GENERAL FUND		20,779,853	1,256,329	7,290,562	0	0	1,418,783	30,745,527

SECTION 2. That the following appropriations are hereby made in the following funds:

Fund	#	Personal	Supplies	Services	Debt	Other	Capital	2023
		Services					Purchases	Budget
		(5100)	(5200)	(5300)	(5400)	(5500)	(5600)	Request
INCOME TAX	220	141,772	2,250	90,725		910,000	500	1,145,247
COURT COMPUTER	211		15,000	51,500				66,500
STREET	260	775,051	357,200	222,760			155,000	1,510,011
STATE HIGHWAY	270		77,500	37,850				115,350
COPS IN SCHOOL	282							0
LAW ENFORCEMENT	290							0
DRUG ENFORCEMENT	291							0
SAFETY BELT PROG	292							0
DUI/EDUCTION	293							0
FEDERAL FORFEITURE	294							0
LAW ENFORC/ASST	295							0
EDWARD BYRNE	297							0
WATER	710	607,744	281,000	6,790,850	170,961		563,500	8,414,055
WASTEWATER	720	525,740	138,000	6,803,750			563,500	8,030,990
STORM WATER	740	331,642	68,600	1,171,864	123,023		160,000	1,855,129
REFUSE COLL.	750		0	2,845,000				2,845,000
PERMISSIVE LIC.	230							0
POLICE PENSION	240	350,000				4,500		354,500
SEWER CAPACITY	250			250				250
GENERAL DEBT	310				2,667,559			2,667,559
S. A. DEBT	320							0
TAYLOR SQ. DEBT	330							0
EMPLOYEE FUND	690							0
JEDD1	941					670,000		670,000
JEDD2	942					105,000		105,000
JEDD3	943					630,000		630,000
JEDD 4	944					247,000		247,000
JEDD 7	947					358,000		358,000
Taylor Sq Tif	970			0		0		0
BRICE-MAIN DEBT	971			7,000	0			7,000
KROGER TIF DEBT	972							0
SUMMIT RD TIF #1	973			1,500				1,500
TAYLOR RD TIF #1	974			1,000				1,000
TAYLOR RD TIF #2	975			400				400
BROAD STREET TIF	976			3,000				3,000
TOTALS		2,731,949	939,550	18,027,449	2,961,543	2,924,500	1,442,500	29,027,491

SECTION 3. That the Income Tax Revenues shall be appropriated and disbursed pursuant to Ordinance No. 68-17 adopted by Reynoldsburg City Council on July 10, 2017.

SECTION 4. That the unencumbered balances as of December 31, 2023 shall be and are hereby appropriated in the Fiduciary Funds, and the Capital Improvement Project Funds, and that the revenues credited to the Fiduciary funds shall be appropriated upon receipt to the proper associated accounts. That the 2023 capital project encumbrances funded by OPWC are hereby reappropriated. The ending balance in the Water and Wastewater CIP revenue accounts for prior year will be appropriated in the general project account for the specific funds to be used later for approved projects.

SECTION 5. That the amounts of public contributions and reimbursements to the City shall be appropriated upon receipt to the proper associated accounts.

SECTION 6. That the amount of \$ 1,000,000 shall be and is hereby appropriated in the Taylor Square School TIEF Fund (970) to comply with the TIF agreement.

SECTION 7. That the amount of \$200,000 shall be and is hereby appropriated in the Brice-Main TIF Fund (971) to comply with the TIF agreement.

SECTION 8. That the City Auditor is hereby authorized to draw warrants on the appropriate funds, for payments from any of the foregoing appropriations, upon receiving proper certificates and vouchers therefore, approved by the officers authorized by law to approve same, or an ordinance of Council to make the expenditures; provided that no warrants shall be drawn or paid for salaries or wages except to persons employed by authority of and in accordance with law or ordinance.

SECTION 9. That the effective date of the appropriations in this ordinance shall be January 1, 2024.

SECTION 10. That this ordinance is deemed to be an emergency measure necessary for the financial needs of the city and further for the reason that final appropriations for operation of the City beginning January 1, 2024 must be adopted by City Council prior to April 1, 2024; wherefore, upon adoption by Council this ordinance shall be in effect upon the signature by the Mayor. |

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Fund: 110 - General Fund						
EXPENSES						
Department: 111 - Police Division						
5100 - Personal Services						
5102	Wages-Staff	1,255,021.00	943,789.47	1,311,563.00		
5104	Wages-Part time	149,282.00	127,680.66	142,927.00		
5105	Overtime	365,000.00	293,171.17	365,000.00		
5106	Longevity	65,250.00	49,700.00	60,450.00		
5109	HSA Employer Funding	356,428.00	356,366.19	375,020.00		
5111	Wages Chief	152,194.00	128,639.60	156,770.00		
5113	Wages Enforcement	7,473,774.00	5,956,958.22	7,691,363.00		
5151	PERS Contribution	199,234.00	148,641.78	205,932.00		
5152	PFDPF Contribution	1,252,770.00	1,233,876.13	1,258,094.00	350000 paid out of 240	
5155	PERS Pickup	57,551.00	44,085.22	60,026.00		
5161	Group Insurance	1,784,455.42	1,281,540.40	1,632,617.00		
5166	Medicare	137,178.00	109,821.50	141,045.00		
Account Classification Total: 5100 - Personal Services		\$13,248,137.42	\$10,674,270.34	\$13,400,807.00		
5200 - Supplies						
5201	Office Supplies	12,100.97	10,396.39	13,000.00		
5202	Photo Copy Supplies	3,500.00	1,468.17	3,500.00		
5203	Computer Supplies	20,594.00	11,151.67	23,000.00		
5205	Small Tools/Minor Equipment	18,740.16	9,639.76	11,500.00		
5206	Evidence	10,000.00	0.00	10,000.00		
5207	Law Enforcement Supplies	102,335.82	63,420.81	132,000.00		
5213	Repair and Maintenance Supplies	16,317.79	6,281.92	17,000.00		
5241	Uniforms-Purchased	164,092.74	95,375.63	193,000.00		
5251	MV Gas and Oil	183,667.59	109,065.14	175,000.00		
Account Classification Total: 5200 - Supplies		\$531,349.07	\$306,799.49	\$578,000.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
<i>5300 - Services</i>						
5311	Utilities	161,928.61	108,418.32	175,000.00		
5321	Professional Training	111,669.05	81,705.01	146,000.00		
5323	Publications	37,000.00	0.00	36,000.00		
5324	Professional Association Dues	3,500.00	2,667.40	4,000.00		
5325	Educational Assistance	13,500.00	8,764.70	10,000.00		
5339	Misc Contract Services	106,474.28	71,827.31	90,000.00		
5351	Liability Insurance Deductible	50,000.00	17,783.28	50,000.00		
5361	Building Repair/Maintenance	183,491.98	109,723.68	130,000.00		
5362	Equipment Maintenance	79,491.60	41,038.21	95,000.00		
5363	MV Repair/Maintenance-External	52,000.00	11,189.24	52,000.00		
5366	Computer Maintenance	3,000.00	0.00	3,000.00		
5375	Prisoner Care	108,144.00	80,104.02	110,000.00		
5391	Postage	8,172.94	2,056.67	8,000.00		
5392	Fingerprinting Services	700.00	157.25	700.00		
5393	L.E.A.D.S Terminal	8,600.00	6,000.00	8,000.00		
5395	Printing/Advertising	22,256.00	10,648.43	36,000.00		
5396	Uniform Cleaning/Repairs	71,777.35	18,089.89	72,000.00		
5399	Other Miscellaneous Services	16,000.00	4,880.14	23,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$1,037,705.81	\$575,053.55	\$1,048,700.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	10,000.00	6,412.67	10,000.00		
5632	Motor Vehicles	927,348.04	176,651.62	415,000.00		
5633	Machinery and Equipment	59,000.00	29,959.62	22,000.00		
5634	Unmarked Vehicles	35,000.00	30,238.52	34,000.00		
5639	Other Equipment	128,644.31	77,880.38	280,000.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$1,159,992.35	\$321,142.81	\$761,000.00		
Department Total: 111 - Police Division		\$15,977,184.65	\$11,877,266.19	\$15,788,507.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 290 - Mechanic						
<i>5100 - Personal Services</i>						
5102	Wages-Staff	113,755.00	80,695.23	171,844.00		
5105	Overtime	0.00	17.58	0.00		
5109	HSA Employer Funding	6,000.00	3,833.33	8,000.00		
5151	PERS Contribution	15,926.00	10,680.47	24,058.00		
5161	Group Insurance	30,988.00	14,799.44	35,996.00		
5166	Medicare	1,649.00	1,138.35	2,492.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$168,318.00	\$111,164.40	\$242,390.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	200.00	0.00	200.00		
5203	Computer Supplies	500.00	13.94	500.00		
5205	Small Tools/Minor Equipment	3,000.00	543.78	3,000.00		
5213	Repair and Maintenance Supplies	134,046.62	64,705.30	130,000.00		
5259	Operating Materials and Supplies	9,500.00	5,112.35	9,500.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$147,246.62	\$70,375.37	\$143,200.00		
<i>5300 - Services</i>						
5321	Professional Training	800.00	0.00	800.00		
5362	Equipment Maintenance	3,800.00	3,535.98	3,000.00		
5363	MV Repair/Maintenance-External	75,619.07	20,959.96	74,000.00	increased costs - had to ask for \$30,000 increase in 2023	
5397	Uniform Rental	2,036.58	1,112.88	2,000.00		
5399	Other Miscellaneous Services	1,500.00	1,565.20	2,500.00		
<i>Account Classification Total: 5300 - Services</i>		\$83,755.65	\$27,174.02	\$82,300.00		
Department Total: 290 - Mechanic		\$399,320.27	\$208,713.79	\$467,890.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 340 - Parks and Recreation						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	108,680.00	91,898.81	114,130.00		
5102	Wages-Staff	733,599.00	561,155.07	839,566.00		
5105	Overtime	15,000.00	16,382.32	15,000.00		
5106	Longevity	6,100.00	3,500.00	6,600.00		
5109	HSA Employer Funding	46,000.00	37,333.33	46,000.00		
5141	Wages-Seasonal Labor	125,000.00	95,310.88	125,000.00		
5151	PERS Contribution	138,024.00	103,072.28	153,341.00		
5161	Group Insurance	245,992.00	168,015.20	225,170.00		
5166	Medicare	14,331.00	10,744.23	15,954.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$1,432,726.00	\$1,087,412.12	\$1,540,761.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	675.00	390.79	680.00		
5203	Computer Supplies	475.00	384.28	475.00		
5205	Small Tools/Minor Equipment	6,650.00	4,570.39	9,900.00	Equipment replacement-push mower, trimmers, pruning tools, back pack blower. Chain saw chains, parts for in-house repair, rechargeable batteries.etc.	
5209	Chemicals	54,050.00	46,278.86	51,800.00		
5213	Repair and Maintenance Supplies	51,224.92	47,120.24	64,750.00	Restroom supplies, annuals for baskets and beds, mulch, paint for soccer fields/diamonds, flags, zip ties, Greenhouse supplies, etc.	
5215	Recreational Supplies	131,534.90	77,293.26	133,164.00	Increase in pricing and participation numbers for our sports leagues, program supplies, first aid supplies, misc playground repairs/parts	
5241	Uniforms-Purchased	6,756.64	3,962.22	5,200.00		
5251	MV Gas and Oil	26,704.98	22,182.15	30,000.00		
5252	Aggregates	19,500.00	4,010.96	19,200.00		
5259	Operating Materials and Supplies	21,116.22	16,108.50	25,560.00	Park trash cans/recycling, fence topper for spangler, LH playground border material.etc.	
<i>Account Classification Total: 5200 - Supplies</i>		\$318,687.66	\$222,301.65	\$340,729.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
<i>5300 - Services</i>						
5303	Community Events	11,035.00	5,774.21	9,310.00		
5304	Recreation Scholarship			13,500.00		
5311	Utilities	45,264.08	33,064.56	44,700.00	Increase (fees) in utilities	
5321	Professional Training	3,500.00	580.00	6,000.00		
5322	Conference/Reimb	10,551.00	6,966.19	10,750.00		
5323	Publications	250.00	261.56	250.00		
5324	Professional Association Dues	2,515.00	1,880.00	2,615.00		
5325	Educational Assistance			3,000.00		
5338	Personal Service Contracts	61,330.00	44,211.45	78,750.00	increase in number and pay of officials and instructors	
5339	Misc Contract Services	302,269.63	191,755.24	233,552.00		
5361	Building Repair/Maintenance	20,000.00	10,241.25	14,500.00		
5362	Equipment Maintenance	2,000.00	2,068.93	2,000.00		
5391	Postage	15,214.04	11,623.04	12,350.00		
5395	Printing/Advertising	39,313.49	25,565.24	29,630.00		
5399	Other Miscellaneous Services	14,482.99	5,225.20	14,380.00		
<i>Account Classification Total: 5300 - Services</i>		\$527,725.23	\$339,216.87	\$475,287.00		
<i>5600 - Capital Purchases</i>						
5602	Land Improvements	115,000.00	59,960.00	0.00		
5632	Motor Vehicles	70,000.00	0.00	212,000.00		
5633	Machinery and Equipment	106,559.41	97,243.41	105,189.00		
5639	Other Equipment	8,940.00	11,830.00	23,094.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$300,499.41	\$169,033.41	\$340,283.00		
Department Total: 340 - Parks and Recreation		\$2,579,638.30	\$1,817,964.05	\$2,697,060.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 343 - Senior Center						
<i>5100 - Personal Services</i>						
5102	Wages-Staff	126,214.00	105,935.36	129,495.00		
5105	Overtime	2,000.00	1,805.85	2,000.00		
5106	Longevity	1,050.00	0.00	1,050.00		
5109	HSA Employer Funding	6,000.00	6,000.00	6,000.00		
5151	PERS Contribution	18,097.00	15,556.75	18,556.00		
5161	Group Insurance	31,294.00	26,602.50	28,646.00		
5166	Medicare	1,875.00	1,465.07	1,922.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$186,530.00	\$157,365.53	\$187,669.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	1,445.00	385.78	2,150.00		
5203	Computer Supplies	2,191.48	1,144.49	1,000.00		
5213	Repair and Maintenance Supplies	5,000.00	486.46	5,000.00		
5215	Recreational Supplies	5,000.00	713.53	5,000.00		
5216	Contributed Supplies Purchased	12,357.26	925.97	0.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$25,993.74	\$3,656.23	\$13,150.00		
<i>5300 - Services</i>						
5311	Utilities	9,901.80	7,793.33	14,225.00		
5321	Professional Training	300.00	211.74	300.00		
5322	Conference/Reimb	400.00	638.00	400.00		
5324	Professional Association Dues	150.00	206.00	250.00		
5339	Misc Contract Services	5,960.00	2,038.35	4,750.00		
5361	Building Repair/Maintenance	8,000.00	334.40	13,300.00		
5391	Postage	2,500.00	2,632.00	3,500.00		
5395	Printing/Advertising	0.00	52.00	0.00		
<i>Account Classification Total: 5300 - Services</i>		\$27,211.80	\$13,905.82	\$36,725.00		
Department Total: 343 - Senior Center		\$239,735.54	\$174,927.58	\$237,544.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 344 - Community Events						
<i>5100 - Personal Services</i>						
5102	Wages-Staff	122,097.00	76,959.70	132,931.00		
5105	Overtime	20,000.00	37,123.30	20,000.00		
5106	Longevity	650.00	650.00	900.00		
5109	HSA Employer Funding	8,000.00	5,833.33	6,000.00		
5151	PERS Contribution	19,984.00	15,187.47	21,537.00		
5161	Group Insurance	43,664.00	20,195.27	26,896.00		
5166	Medicare	2,070.00	1,624.62	2,230.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$216,465.00	\$157,573.69	\$210,494.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	500.00	0.00	800.00		
5203	Computer Supplies	3,500.00	0.00	2,500.00		
5215	Recreational Supplies	33,394.61	15,410.20	42,000.00		
5241	Uniforms-Purchased	300.00	0.00	500.00		
5251	MV Gas and Oil	6,000.00	3,394.49	5,000.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$43,694.61	\$18,804.69	\$50,800.00		
<i>5300 - Services</i>						
5311	Utilities	1,500.00	1,006.77	3,000.00		
5321	Professional Training	1,200.00	0.00	3,000.00		
5322	Conference/Reimb	3,000.00	200.00	3,000.00		
5324	Professional Association Dues	1,500.00	20.00	2,500.00		
5339	Misc Contract Services	357,382.00	342,437.11	395,000.00		
5395	Printing/Advertising	94,851.00	26,388.98	70,000.00		
5399	Other Miscellaneous Services	21,010.00	29,377.98	45,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$480,443.00	\$399,430.84	\$521,500.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	7,347.00	4,934.75	1,500.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$7,347.00	\$4,934.75	\$1,500.00		
Department Total: 344 - Community Events		\$747,949.61	\$580,743.97	\$784,294.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 448 - Service Department						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	111,946.00	94,660.42	116,439.00		
5102	Wages-Staff	497,451.00	364,578.26	565,679.00		
5105	Overtime	7,000.00	5,098.01	7,000.00		
5106	Longevity	5,800.00	650.00	5,550.00		
5109	HSA Employer Funding	34,000.00	33,000.00	34,000.00		
5151	PERS Contribution	87,108.00	63,615.61	97,044.00		
5161	Group Insurance	184,406.00	134,734.17	168,658.00		
5166	Medicare	9,022.00	6,434.57	10,073.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$936,733.00	\$702,771.04	\$1,004,443.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	2,681.51	2,035.22	3,000.00		
5203	Computer Supplies	1,250.00	0.00	2,000.00		
5213	Repair and Maintenance Supplies	27,121.33	11,159.47	30,000.00		
5251	MV Gas and Oil	1,878.81	1,325.72	2,500.00		
5259	Operating Materials and Supplies	1,000.00	4,064.67	1,000.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$33,931.65	\$18,585.08	\$38,500.00		
<i>5300 - Services</i>						
5301	Boards/Commissions	250.00	0.00	250.00		
5302	Street Lighting	319,454.27	186,073.82	350,000.00		
5303	Community Events	50,000.00	59,933.61	60,000.00		
5311	Utilities	2,138.50	1,187.05	2,500.00		
5321	Professional Training	500.00	1,800.58	3,000.00		
5322	Conference/Reimb	1,000.00	0.00	2,000.00		
5323	Publications	100.00	0.00	100.00		
5324	Professional Association Dues	300.00	677.65	1,000.00		
5325	Educational Assistance	500.00	0.00	500.00		
5331	Engineering/Architecture	397,103.38	251,917.19	300,000.00		
5339	Misc Contract Services	487,008.76	139,991.75	250,000.00		
5362	Equipment Maintenance	4,916.59	3,959.85	4,000.00		
5366	Computer Maintenance	0.00	0.00	500.00		
5367	Streetscape Maintenance	75,000.00	0.00	75,000.00		
5374	Emergency Management Services	45,000.00	0.00	45,000.00		
5391	Postage	750.00	3,606.30	2,000.00		
5395	Printing/Advertising	1,500.00	645.00	1,500.00		
5396	Uniform Cleaning/Repairs	200.00	0.00	1,000.00		
5397	Uniform Rental	2,000.00	1,109.96	2,000.00		
5398	Tree/Grass Service	51,330.00	31,974.50	65,000.00		
5399	Other Miscellaneous Services	2,000.00	0.00	2,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$1,441,051.50	\$682,877.26	\$1,167,350.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	3,000.00	0.00	8,000.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$3,000.00	\$0.00	\$8,000.00		
Department Total: 448 - Service Department		\$2,414,716.15	\$1,404,233.38	\$2,218,293.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 479 - Building Department						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	97,859.00	83,806.51	102,118.00		
5102	Wages-Staff	523,519.00	355,704.96	559,640.00		
5105	Overtime	1,500.00	4,084.00	1,500.00		
5106	Longevity	1,700.00	650.00	2,500.00		
5109	HSA Employer Funding	34,000.00	24,666.67	34,000.00		
5151	PERS Contribution	87,091.00	59,630.43	92,856.00		
5161	Group Insurance	184,124.00	111,431.75	187,824.00		
5166	Medicare	9,056.00	6,184.99	9,653.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$938,849.00	\$646,159.31	\$990,091.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	3,000.00	416.03	5,000.00	For new employees	
5203	Computer Supplies	3,500.00	0.00	3,500.00		
5241	Uniforms-Purchased	4,851.89	2,708.79	6,000.00		
5251	MV Gas and Oil	7,197.33	4,454.60	7,500.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$18,549.22	\$7,579.42	\$22,000.00		
<i>5300 - Services</i>						
5311	Utilities	7,203.25	2,218.05	7,500.00		
5321	Professional Training	4,000.00	1,260.00	4,000.00		
5322	Conference/Reimb	3,000.00	0.00	3,000.00		
5323	Publications	2,000.00	292.90	5,000.00	Code changes in 2024; All new code books	
5324	Professional Association Dues	2,000.00	840.00	3,000.00		
5325	Educational Assistance	1,500.00	499.00	1,500.00		
5331	Engineering/Architecture	2,000.00	0.00	6,000.00	Architectural service for counter renovations	
5339	Misc Contract Services	32,450.00	17,300.00	50,000.00	Toole & Associates & Franklin County Health	
5362	Equipment Maintenance	7,275.85	4,366.72	7,000.00		
5366	Computer Maintenance	7,000.00	0.00	7,000.00		
5376	County Health Services	214,842.00	137,610.00	240,000.00		
5391	Postage	2,500.00	577.13	1,500.00		
5395	Printing/Advertising	3,500.00	334.00	5,000.00		
5399	Other Miscellaneous Services	0.00	29.36	40,000.00	Construction cost for front counter renovations	
<i>Account Classification Total: 5300 - Services</i>		\$289,271.10	\$165,327.16	\$380,500.00		
<i>5500 - Transfers/Other</i>						
5513	Refunds-Permit	0.00	133.90	0.00		
<i>Account Classification Total: 5500 - Transfers/Other</i>		\$0.00	\$133.90	\$0.00		
<i>5600 - Capital Purchases</i>						
5632	Motor Vehicles	120,000.00	0.00	40,000.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$120,000.00	\$0.00	\$40,000.00		
Department Total: 479 - Building Department		\$1,366,669.32	\$819,199.79	\$1,432,591.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 522 - Mayor						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	97,802.00	82,755.64	124,037.00		
5102	Wages-Staff	150,591.00	127,389.99	155,730.00		
5104	Wages-Part time	7,000.00	7,292.50	7,000.00		
5105	Overtime	0.00	32.77	0.00		
5109	HSA Employer Funding	10,000.00	8,000.00	8,000.00		
5151	PERS Contribution	35,755.00	30,503.24	40,147.00		
5161	Group Insurance	52,892.00	34,784.82	36,884.00		
5166	Medicare	3,703.00	3,092.82	4,158.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$357,743.00	\$293,851.78	\$375,956.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	1,200.00	650.94	1,200.00		
5203	Computer Supplies	250.00	0.00	250.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$1,450.00	\$650.94	\$1,450.00		
<i>5300 - Services</i>						
5311	Utilities	1,281.30	731.62	1,200.00		
5322	Conference/Reimb	2,000.00	714.00	2,000.00		
5324	Professional Association Dues	5,000.00	6,981.25	5,000.00		
5332	Legal Services	31,350.00	24,268.62	0.00		
5339	Misc Contract Services	44,026.47	24,392.14	30,000.00		
5391	Postage	500.00	281.19	500.00		
5399	Other Miscellaneous Services	2,500.00	1,891.53	3,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$86,657.77	\$59,260.35	\$41,700.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	5,000.00	2,832.00	2,500.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$5,000.00	\$2,832.00	\$2,500.00		
Department Total: 522 - Mayor		\$450,850.77	\$356,595.07	\$421,606.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 534 - Civil Service Commission						
<i>5100 - Personal Services</i>						
5104	Wages-Part time	66,103.00	55,043.74	67,424.00		
5151	PERS Contribution	9,254.00	7,616.32	9,439.00		
5166	Medicare	958.00	798.13	978.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$76,315.00	\$63,458.19	\$77,841.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	1,000.00	760.73	1,000.00		
5203	Computer Supplies	1,000.00	0.00	1,000.00		
5259	Operating Materials and Supplies	1,500.00	0.00	1,500.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$3,500.00	\$760.73	\$3,500.00		
<i>5300 - Services</i>						
5321	Professional Training	600.00	300.00	600.00		
5322	Conference/Reimb	0.00	72.31	200.00		
5332	Legal Services	7,000.00	840.00	7,000.00		
5336	Medical Services/Physical Exams	22,511.00	11,883.00	16,000.00		
5339	Misc Contract Services	10,000.00	2,718.70	10,000.00		
5391	Postage	200.00	0.00	200.00		
5395	Printing/Advertising	5,000.00	0.00	5,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$45,311.00	\$15,814.01	\$39,000.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	0.00	0.00	4,000.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$0.00	\$0.00	\$4,000.00		
Department Total: 534 - Civil Service Commission		\$125,126.00	\$80,032.93	\$124,341.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 545 - City Auditor						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	90,769.00	75,939.34	90,769.00		
5102	Wages-Staff	269,258.00	192,088.87	294,669.00		
5104	Wages-Part time	50,298.00	42,013.39	60,220.00		
5105	Overtime	2,000.00	258.08	2,000.00		
5106	Longevity	1,700.00	650.00	2,900.00		
5109	HSA Employer Funding	8,000.00	6,666.67	12,000.00		
5151	PERS Contribution	56,914.00	41,786.23	62,378.00		
5161	Group Insurance	46,328.00	46,136.15	62,016.00		
5166	Medicare	6,003.00	4,347.94	6,533.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$531,270.00	\$409,886.67	\$593,485.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	2,500.00	1,340.99	2,500.00		
5203	Computer Supplies	2,000.00	317.28	4,000.00	purchase a lap top for The Auditor's office only	
<i>Account Classification Total: 5200 - Supplies</i>		\$4,500.00	\$1,658.27	\$6,500.00		
<i>5300 - Services</i>						
5321	Professional Training	3,500.00	1,511.88	5,800.00	3 people attend NWS user conference	
5322	Conference/Reimb	9,000.00	739.20	10,000.00		
5323	Publications	1,200.00	0.00	0.00		
5324	Professional Association Dues	1,520.00	545.00	1,625.00		
5325	Educational Assistance	0.00	0.00	1,000.00		
5333	Outside Professional Services	50,000.00	36,762.50	69,700.00	add'l audits for Single Audit due to Grant spending	
5339	Misc Contract Services	43,989.80	34,495.40	46,900.00	upgrade for Novatime-one time charge \$6100.00	
5362	Equipment Maintenance	1,500.00	1,338.42	1,500.00		
5366	Computer Maintenance	2,200.00	1,967.00	2,000.00		
5391	Postage	2,500.00	1,567.97	2,500.00		
5395	Printing/Advertising	2,100.00	2,405.20	2,100.00		
5399	Other Miscellaneous Services	12,000.00	5,373.75	10,500.00		
<i>Account Classification Total: 5300 - Services</i>		\$129,509.80	\$86,706.32	\$153,625.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	0.00	0.00	4,000.00	New Chairs for Auditor's office	
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$0.00	\$0.00	\$4,000.00		
Department Total: 545 - City Auditor		\$665,279.80	\$498,251.26	\$757,610.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 554 - City Attorney						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	100,302.00	84,005.64	126,537.00		
5102	Wages-Staff	285,979.00	220,054.43	294,225.00		
5104	Wages-Part time	91,900.00	65,060.10	94,239.00		
5106	Longevity	1,300.00	1,950.00	2,200.00		
5109	HSA Employer Funding	16,000.00	18,000.00	18,000.00		
5151	PERS Contribution	66,777.00	52,876.44	72,058.00		
5161	Group Insurance	84,246.00	75,270.06	89,916.00		
5166	Medicare	6,953.00	5,209.90	7,499.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$653,457.00	\$522,426.57	\$704,674.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	6,819.71	3,042.04	6,500.00		
5203	Computer Supplies	400.00	0.00	400.00		
5205	Small Tools/Minor Equipment	500.00	0.00	500.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$7,719.71	\$3,042.04	\$7,400.00		
<i>5300 - Services</i>						
5311	Utilities	500.00	365.81	500.00		
5321	Professional Training	2,500.00	1,100.00	2,500.00		
5322	Conference/Reimb	1,200.00	2,576.07	2,500.00		
5323	Publications	8,687.00	5,492.00	6,000.00		
5324	Professional Association Dues	3,200.00	1,763.96	1,700.00		
5332	Legal Services	60,000.00	0.00	80,000.00		
5333	Outside Professional Services	21,117.90	43,716.68	42,000.00		
5337	Public Defender	7,891.00	1,759.00	5,000.00		
5339	Misc Contract Services	19,100.00	7,890.32	6,000.00		
5341	Court Costs and Fees	1,000.00	162.68	3,500.00		
5362	Equipment Maintenance	2,800.00	0.00	2,800.00		
5366	Computer Maintenance	250.00	0.00	250.00		
5391	Postage	1,500.00	1,306.01	2,000.00		
5399	Other Miscellaneous Services	3,000.00	90.90	3,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$132,745.90	\$66,223.43	\$157,750.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	6,000.00	0.00	6,000.00		
5639	Other Equipment	500.00	1,564.92	500.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$6,500.00	\$1,564.92	\$6,500.00		
Department Total: 554 - City Attorney		\$800,422.61	\$593,256.96	\$876,324.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 571 - City Council						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	65,169.00	59,430.61	82,701.00		
5102	Wages-Staff	78,755.00	66,561.60	69,259.00		
5104	Wages-Part time	26,094.00	18,122.08	26,616.00		
5106	Longevity	0.00	0.00	650.00		
5109	HSA Employer Funding	2,000.00	2,000.00	2,000.00		
5151	PERS Contribution	23,802.00	19,246.45	25,091.00		
5161	Group Insurance	9,360.00	7,960.17	8,646.00		
5166	Medicare	2,465.00	2,049.46	2,599.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$207,645.00	\$175,370.37	\$217,562.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	2,100.00	978.60	1,500.00		
5203	Computer Supplies	500.00	0.00	500.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$2,600.00	\$978.60	\$2,000.00		
<i>5300 - Services</i>						
5321	Professional Training	2,500.00	708.81	2,000.00		
5322	Conference/Reimb	3,500.00	296.83	4,000.00		
5324	Professional Association Dues	700.00	360.00	750.00		
5339	Misc Contract Services	46,193.00	31,501.77	45,000.00		
5391	Postage	200.00	227.73	200.00		
5395	Printing/Advertising	3,000.00	396.00	2,000.00		
5399	Other Miscellaneous Services	3,500.00	0.00	3,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$59,593.00	\$33,491.14	\$56,950.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	2,500.00	0.00	0.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$2,500.00	\$0.00	\$0.00		
Department Total: 571 - City Council		\$272,338.00	\$209,840.11	\$276,512.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 580 - Development Department						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	107,020.00	89,507.20	112,262.00		
5102	Wages-Staff	138,009.00	104,719.91	214,824.00		
5104	Wages-Part time	15,000.00	9,577.50	0.00		
5106	Longevity	650.00	650.00	650.00		
5109	HSA Employer Funding	8,000.00	5,500.00	8,000.00		
5151	PERS Contribution	36,145.00	27,505.23	45,533.00		
5161	Group Insurance	44,020.00	24,669.32	27,312.00		
5166	Medicare	3,780.00	2,901.50	4,752.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$352,624.00	\$265,030.66	\$413,333.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	3,068.65	494.56	3,000.00		
5203	Computer Supplies	250.00	0.00	250.00		
5241	Uniforms-Purchased	500.00	112.00	500.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$3,818.65	\$606.56	\$3,750.00		
<i>5300 - Services</i>						
5301	Boards/Commissions	4,332.10	832.10	3,500.00		
5311	Utilities	2,200.00	365.81	2,200.00		
5321	Professional Training	2,595.00	(646.71)	5,000.00		
5322	Conference/Reimb	8,000.00	1,195.89	8,000.00		
5323	Publications	2,000.00	3,445.55	4,000.00		
5324	Professional Association Dues	25,299.00	21,574.00	25,000.00	MODE FEES, (IEDC, OEDA, and APA fees)	
5325	Educational Assistance	3,500.00	0.00	3,500.00		
5331	Engineering/Architecture	233,567.15	39,006.13	110,000.00	Site Study 10k,	
5332	Legal Services	35,000.00	14,214.85	0.00	30k Squire (TIF and Incentives), 25k to Frost Brown budgeted under attorney's office.	
5339	Misc Contract Services	169,000.00	92,696.76	116,000.00	Baker Tilly 25k, OHM 50k, Events/food 1k, CoStar 7k, Claritysoft \$7500,	
5391	Postage	500.00	221.01	500.00		
5395	Printing/Advertising	4,000.00	554.20	2,000.00		
5399	Other Miscellaneous Services	1,000.00	8,230.00	1,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$490,993.25	\$181,689.59	\$280,700.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	5,000.00	801.98	5,000.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$5,000.00	\$801.98	\$5,000.00		
Department Total: 580 - Development Department		\$852,435.90	\$448,128.79	\$702,783.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 582 - Human Resources Department						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	104,187.00	88,100.02	109,408.00		
5102	Wages-Staff	65,000.00	49,646.05	73,241.00		
5106	Longevity	900.00	1,550.00	1,550.00		
5109	HSA Employer Funding	6,000.00	2,000.00	2,000.00		
5151	PERS Contribution	23,812.00	18,561.30	25,438.00		
5161	Group Insurance	31,108.00	8,468.16	7,860.00		
5166	Medicare	2,467.00	2,008.94	2,671.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$233,474.00	\$170,334.47	\$222,168.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	2,309.21	2,502.12	1,500.00		
5203	Computer Supplies	1,000.00	137.01	1,000.00		
5208	OSHA Supplies	18,784.99	13,915.22	20,000.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$22,094.20	\$16,554.35	\$22,500.00		
<i>5300 - Services</i>						
5321	Professional Training	2,000.00	485.00	5,000.00	Stephanie's SHRM Certification and Testing \$3,000	
5322	Conference/Reimb	500.00	553.08	1,000.00		
5323	Publications	800.00	271.80	600.00		
5324	Professional Association Dues	750.00	649.25	8,000.00		
5336	Medical Services/Physical Exams	5,000.00	1,110.98	5,000.00		
5339	Misc Contract Services	7,000.00	11,513.43	7,000.00		
5391	Postage	200.00	93.78	200.00		
5399	Other Miscellaneous Services	32,294.27	13,456.11	30,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$48,544.27	\$28,133.43	\$56,800.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	3,000.00	2,711.00	0.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$3,000.00	\$2,711.00	\$0.00		
Department Total: 582 - Human Resources Department		\$307,112.47	\$217,733.25	\$301,468.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 584 - Computer Department						
<i>5200 - Supplies</i>						
5201	Office Supplies	250.00	0.00	500.00		
5203	Computer Supplies	12,750.00	10,222.63	12,750.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$13,000.00	\$10,222.63	\$13,250.00		
<i>5300 - Services</i>						
5339	Misc Contract Services	200,020.41	186,774.77	178,000.00		
5366	Computer Maintenance	693,223.67	307,820.89	1,027,600.00		
<i>Account Classification Total: 5300 - Services</i>		\$893,244.08	\$494,595.66	\$1,205,600.00		
<i>5600 - Capital Purchases</i>						
5633	Machinery and Equipment	19,962.74	19,962.74	0.00		
5639	Other Equipment	643,534.95	167,296.99	215,000.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$663,497.69	\$187,259.73	\$215,000.00		
Department Total: 584 - Computer Department		\$1,569,741.77	\$692,078.02	\$1,433,850.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 593 - Clerk of Courts						
<i>5100 - Personal Services</i>						
5101	Salary-Elected Officials/Director	84,494.00	70,578.03	86,948.00		
5102	Wages-Staff	114,487.00	95,588.50	120,504.00		
5104	Wages-Part time	38,189.00	32,695.58	41,785.00		
5106	Longevity	2,350.00	1,950.00	3,250.00		
5109	HSA Employer Funding	8,000.00	8,000.00	8,000.00		
5151	PERS Contribution	32,833.00	27,484.58	34,648.00		
5161	Group Insurance	43,843.00	38,617.09	40,258.00		
5166	Medicare	3,473.00	2,835.22	3,661.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$327,669.00	\$277,749.00	\$339,054.00		
<i>5200 - Supplies</i>						
5201	Office Supplies	4,233.70	2,966.67	2,600.00		
5203	Computer Supplies	2,000.00	0.00	0.00	Increased by \$1000 because the dept. needs a new scanner for record retention (old one is from 2016)	
<i>Account Classification Total: 5200 - Supplies</i>		\$6,233.70	\$2,966.67	\$2,600.00		
<i>5300 - Services</i>						
5321	Professional Training	1,000.00	0.00	1,000.00		
5322	Conference/Reimb	250.00	0.00	250.00		
5323	Publications	500.00	0.00	500.00		
5324	Professional Association Dues	500.00	0.00	500.00		
5332	Legal Services	65,000.00	45,000.00	60,000.00		
5339	Misc Contract Services	1,682.75	401.79	1,500.00		
5344	Witness Fees	300.00	0.00	300.00		
5362	Equipment Maintenance	1,000.00	0.00	1,000.00		
5377	Municipal Court	20,000.00	6,284.70	0.00	Decreased by \$5,000- Amounts owed to the court have consistently fallen under \$20K annually	
5391	Postage	2,250.00	726.90	0.00	Increased by \$500 due to anticipated rise in postage costs	
5393	L.E.A.D.S Terminal	1,200.00	1,800.00	1,800.00		
5399	Other Miscellaneous Services	2,135.00	542.00	2,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$95,817.75	\$54,755.39	\$68,850.00		
<i>5600 - Capital Purchases</i>						
5631	Furniture and Fixtures	3,471.00	1,202.60	1,000.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$3,471.00	\$1,202.60	\$1,000.00		
Department Total: 593 - Clerk of Courts		\$433,191.45	\$336,673.66	\$411,504.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 595 - General and Administrative						
<i>5100 - Personal Services</i>						
5164	Workers Compensation	268,856.00	37,153.00	234,125.00		
5165	Unemployment Compensation	25,000.00	7,173.47	25,000.00		
<i>Account Classification Total: 5100 - Personal Services</i>		\$293,856.00	\$44,326.47	\$259,125.00		
<i>5200 - Supplies</i>						
5202	Photo Copy Supplies	7,444.90	2,720.94	7,000.00		
<i>Account Classification Total: 5200 - Supplies</i>		\$7,444.90	\$2,720.94	\$7,000.00		
<i>5300 - Services</i>						
5301	Boards/Commissions	40,892.31	8,823.92	41,000.00		
5311	Utilities	257,447.85	139,994.46	300,000.00		
5324	Professional Association Dues	30,000.00	29,701.58	35,000.00		
5351	Liability Insurance Deductible	390,000.00	76,020.00	445,225.00		
5352	Motor Vehicle Insurance	95,000.00	0.00	95,000.00		
5353	Employee Fidelity Bond	3,000.00	0.00	0.00		
5361	Building Repair/Maintenance	143,525.58	89,350.02	125,000.00		
5362	Equipment Maintenance	3,000.00	407.31	3,000.00		
5371	Election Expense	20,000.00	4,213.23	20,000.00		
5372	Delinquent Tax Advertising	750.00	651.26	1,000.00		
5373	Auditor/Treasurer Fees	10,000.00	4,519.53	10,000.00		
5391	Postage	6,482.64	2,447.28	4,000.00		
5394	Taxes/Assessments-City Property	70,000.00	3,620.28	15,000.00	At this time all parcel owned are under exemption with the exception of the cell towers (~\$3,700 in 2022). - LGischel	
5399	Other Miscellaneous Services	16,817.50	0.00	10,000.00		
<i>Account Classification Total: 5300 - Services</i>		\$1,086,915.88	\$359,748.87	\$1,104,225.00		
<i>5600 - Capital Purchases</i>						
5611	Buildings	30,000.00	0.00	0.00		
5639	Other Equipment	30,726.40	9,410.98	30,000.00		
<i>Account Classification Total: 5600 - Capital Purchases</i>		\$60,726.40	\$9,410.98	\$30,000.00		
Department Total: 595 - General and Administrative		\$1,448,943.18	\$416,207.26	\$1,400,350.00		

Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	2024 Mayor's Entry	Department Entry Comments	Final Budget Comments
Department: 810 - Public Health and Welfare						
5300 - Services						
5376	County Health Services	393,000.00	392,633.24	413,000.00		
Account Classification Total: 5300 - Services		\$393,000.00	\$392,633.24	\$413,000.00		
Department Total: 810 - Public Health and Welfare		\$393,000.00	\$392,633.24	\$413,000.00		
EXPENSES Total		\$31,043,655.79	\$21,124,479.30	\$30,745,527.00		
Fund EXPENSE	Total: 110 - General Fund	\$31,043,655.79	\$21,124,479.30	\$30,745,527.00		
EXPENSE GRAND Totals:		\$31,043,655.79	\$21,124,479.30	\$30,662,583.00		

CITY OF REYNOLDSBURG

				2024 Department	
Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	Entry Department Entry Comments	Mayor's Budget Comments
Fund: 211 - Computerized Needs (courts)					
EXPENSES					
Department: 000 - General					
5200 - Supplies					
5203	Computer Supplies	15,226.98	6,142.75	15,000.00	
Account Classification Total: 5200 - Supplies		\$15,226.98	\$6,142.75	\$15,000.00	
5300 - Services					
5322	Conference/Reimb	500.00	0.00	500.00	
5366	Computer Maintenance	42,636.71	21,243.26	36,000.00	
5399	Other Miscellaneous Services	15,294.77	1,105.74	15,000.00	
Account Classification Total: 5300 - Services		\$58,431.48	\$22,349.00	\$51,500.00	
Department Total: 000 - General		\$73,658.46	\$28,491.75	\$66,500.00	
EXPENSES Total		\$73,658.46	\$28,491.75	\$66,500.00	
Fund EXPENSE	Total: 211 - Computerized Needs (courts)	\$73,658.46	\$28,491.75	\$66,500.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 220 - Income Tax Fund						
EXPENSES						
Department: 564 - Income Tax Division						
5100 - Personal Services						
5101		Salary-Elected Officials/Director	96,387.00	81,522.01		100,243.00
5109		HSA Employer Funding	4,000.00	4,000.00		4,000.00
5151		PERS Contribution	13,494.00	11,392.74		14,034.00
5161		Group Insurance	21,856.00	18,589.01		19,922.00
5164		Workers Compensation	2,037.00	0.00		2,119.00
5166		Medicare	1,398.00	1,119.39		1,454.00
Account Classification Total: 5100 - Personal Services			\$139,172.00	\$116,623.15		\$141,772.00
5200 - Supplies						
5201		Office Supplies	1,677.18	205.72		1,500.00
5203		Computer Supplies	589.51	294.49		750.00
Account Classification Total: 5200 - Supplies			\$2,266.69	\$500.21		\$2,250.00
5300 - Services						
5321		Professional Training	1,500.00	100.00		1,500.00
5322		Conference/Reimb	2,025.00	826.99		2,000.00
5323		Publications	0.00	0.00		200.00
5324		Professional Association Dues	650.00	25.00		650.00
5339		Misc Contract Services	75,000.00	0.00		75,000.00
5353		Employee Fidelity Bond	150.00	100.00		150.00
5362		Equipment Maintenance	425.00	297.81		425.00
5373		Auditor/Treasurer Fees	300.00	71.73		300.00
5379		Other Governmental Billings	10,000.00	3,381.82		10,000.00
5391		Postage	500.00	83.67		500.00
Account Classification Total: 5300 - Services			\$90,550.00	\$4,887.02		\$90,725.00
5500 - Transfers/Other						
5519		Miscellaneous Costs	110,000.00	1,175.41		110,000.00
5529		Miscellaneous Distributions	800,000.00	78,868.29		800,000.00
5530		Enterprise Zone Payment	0.00	3,905.00		0.00
Account Classification Total: 5500 - Transfers/Other			\$910,000.00	\$83,948.70		\$910,000.00
5600 - Capital Purchases						
5631		Furniture and Fixtures	0.00	0.00		500.00
Account Classification Total: 5600 - Capital Purchases			\$0.00	\$0.00		\$500.00
Department Total: 564 - Income Tax Division			\$1,141,988.69	\$205,959.08		\$1,145,247.00
EXPENSES Total			\$1,141,988.69	\$205,959.08		\$1,145,247.00
Fund EXPENSE Total: 220 - Income Tax Fund			\$1,141,988.69	\$205,959.08		\$1,145,247.00

Using this line item as placeholder for the COPC Revenue Sharing Agreement: 15 yrs., 50%/50%, est. payroll \$5-\$7 MM first year and \$10 MM in 2nd full year.

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 240 - Police Pension Fund						
EXPENSES						
Department: 000 - General						
5100 - Personal Services						
5152		PFDPF Contribution	300,000.00	0.00	350,000.00	
Account Classification Total: 5100 - Personal Services			\$300,000.00	\$0.00	\$350,000.00	
5500 - Transfers/Other						
5519		Miscellaneous Costs	4,000.00	3,479.17	4,500.00	
Account Classification Total: 5500 - Transfers/Other			\$4,000.00	\$3,479.17	\$4,500.00	
Department Total: 000 - General			\$304,000.00	\$3,479.17	\$354,500.00	
EXPENSES Total			\$304,000.00	\$3,479.17	\$354,500.00	
Fund EXPENSE	Total: 240 - Police Pension Fund		\$304,000.00	\$3,479.17	\$354,500.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 250 - Sewer Capacity Fund						
EXPENSES						
Department: 736 - Wastewater Division						
5300 - Services						
5373	Auditor/Treasurer Fees		250.00	0.00	250.00	
Account Classification Total: 5300 - Services			\$250.00	\$0.00	\$250.00	
Department Total: 736 - Wastewater Division			\$250.00	\$0.00	\$250.00	
EXPENSES Total			\$250.00	\$0.00	\$250.00	
Fund EXPENSE	Total: 250 - Sewer Capacity Fund		\$250.00	\$0.00	\$250.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry	Department Entry Comments	Mayor's Budget Comments
Fund: 260 - Street Fund							
EXPENSES							
Department: 268 - Street Department							
5100 - Personal Services							
5101		Salary-Elected Officials/Director	85,343.00	72,119.64	87,901.00		
5102		Wages-Staff	425,852.00	346,889.85	429,991.00		
5105		Overtime	28,000.00	7,549.54	28,000.00		
5106		Longevity	7,125.00	975.00	7,100.00		
5109		HSA Employer Funding	25,000.00	21,666.67	22,000.00		
5151		PERS Contribution	76,135.00	59,517.18	76,859.00		
5161		Group Insurance	134,552.14	91,305.80	103,494.00		
5164		Workers Compensation	11,547.00	0.00	11,688.00		
5166		Medicare	7,922.00	6,026.81	8,018.00		
Account Classification Total: 5100 - Personal Services			\$801,476.14	\$606,050.49	\$775,051.00		
5200 - Supplies							
5201		Office Supplies	3,500.00	1,090.76	3,500.00		
5203		Computer Supplies	1,000.00	238.41	1,000.00		
5205		Small Tools/Minor Equipment	1,500.00	159.56	1,500.00		
5213		Repair and Maintenance Supplies	500.00	0.00	500.00		
5241		Uniforms-Purchased	3,200.00	2,214.39	3,200.00		
5251		MV Gas and Oil	41,590.73	23,558.91	40,000.00		
5252		Aggregates	17,000.00	3,701.72	17,000.00		
5253		Ice Control	140,000.00	38,886.48	140,000.00		
5259		Operating Materials and Supplies	162,921.50	79,102.34	150,500.00		
Account Classification Total: 5200 - Supplies			\$371,212.23	\$148,952.57	\$357,200.00		
5300 - Services							
5311		Utilities	19,935.89	9,786.87	22,000.00		
5313		Traffic Light Current	12,774.96	7,604.11	14,000.00		
5321		Professional Training	500.00	0.00	2,000.00		
5322		Conference/Reimb	200.00	168.09	1,000.00		
5324		Professional Association Dues	160.00	35.00	160.00		
5331		Engineering/Architecture	15,000.00	2,645.92	15,000.00		
5339		Misc Contract Services	97,299.88	74,104.34	97,000.00		
5351		Liability Insurance Deductible	8,000.00	0.00	8,000.00		
5352		Motor Vehicle Insurance	8,000.00	0.00	8,000.00		
5361		Building Repair/Maintenance	10,000.00	1,995.00	10,000.00		
5365		Utility Line Repair/Maintenance	46,967.86	30,094.25	42,000.00		
5391		Postage	100.00	13.59	100.00		
5397		Uniform Rental	2,050.99	883.69	2,000.00		
5399		Other Miscellaneous Services	1,500.00	1,201.04	1,500.00		
Account Classification Total: 5300 - Services			\$222,489.58	\$128,531.90	\$222,760.00		
5600 - Capital Purchases							
5632		Motor Vehicles	393,781.00	0.00	100,000.00	New Truck	
5633		Machinery and Equipment	35,442.00	20,736.00	55,000.00	Speed signs, brine wetting system, pretreat system, storage tank and pump	
Account Classification Total: 5600 - Capital Purchases			\$429,223.00	\$20,736.00	\$155,000.00		
Department Total: 268 - Street Department			\$1,824,400.95	\$904,270.96	\$1,510,011.00		
EXPENSES Total			\$1,824,400.95	\$904,270.96	\$1,510,011.00		
Fund EXPENSE	Total: 260 - Street Fund		\$1,824,400.95	\$904,270.96	\$1,510,011.00		

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 270 - State Highway Fund						
EXPENSES						
Department: 268 - Street Department						
5200 - Supplies						
5253		Ice Control	55,000.00	29,929.29	55,000.00	
5259		Operating Materials and Supplies	22,500.00	8,949.00	22,500.00	
Account Classification Total: 5200 - Supplies			\$77,500.00	\$38,878.29	\$77,500.00	
5300 - Services						
5313		Traffic Light Current	12,850.24	8,401.83	12,850.00	
5339		Misc Contract Services	3,000.00	0.00	3,000.00	
5365		Utility Line Repair/Maintenance	22,000.00	2,611.40	22,000.00	
Account Classification Total: 5300 - Services			\$37,850.24	\$11,013.23	\$37,850.00	
Department Total: 268 - Street Department			\$115,350.24	\$49,891.52	\$115,350.00	
EXPENSES Total			\$115,350.24	\$49,891.52	\$115,350.00	
Fund EXPENSE	Total: 270 - State Highway Fund		\$115,350.24	\$49,891.52	\$115,350.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 310 - General Debt Retirement Fund						
EXPENSES						
Department: 991 - Debt Service						
5400 - Debt Service						
5414		G. O. Bond-Principal	1,666,636.08	45,816.83	1,666,633.00	
5424		G. O. Bond-Interest	1,000,100.00	524,941.17	1,000,926.00	
Account Classification Total: 5400 - Debt Service			\$2,666,736.08	\$570,758.00	\$2,667,559.00	
Department Total: 991 - Debt Service			\$2,666,736.08	\$570,758.00	\$2,667,559.00	
EXPENSES Total			\$2,666,736.08	\$570,758.00	\$2,667,559.00	
Fund EXPENSE	Total: 310 - General Debt Retirement Fund		\$2,666,736.08	\$570,758.00	\$2,667,559.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 690 - Employees Fund						
EXPENSES						
Department: 000 - General						
5500 - Transfers/Other						
5529		Miscellaneous Distributions	787.76	(161.69)	0.00	
Account Classification Total: 5500 - Transfers/Other			\$787.76	(\$161.69)	\$0.00	
Department Total: 000 - General			\$787.76	(\$161.69)	\$0.00	
EXPENSES Total			\$787.76	(\$161.69)	\$0.00	
Fund EXPENSE	Total: 690 - Employees Fund		\$787.76	(\$161.69)	\$0.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 710 - Water Fund						
EXPENSES						
Department: 735 - Water Division						
5100 - Personal Services						
5101		Salary-Elected Officials/Director	44,335.00	35,917.00	45,595.00	
5102		Wages-Staff	336,151.00	252,314.90	353,213.00	
5105		Overtime	15,400.00	2,745.74	15,400.00	
5106		Longevity	3,575.00	2,525.00	3,175.00	
5109		HSA Employer Funding	21,000.00	17,833.33	24,000.00	
5151		PERS Contribution	55,715.00	40,199.91	58,224.00	
5161		Group Insurance	115,400.00	80,840.97	93,263.00	
5164		Workers Compensation	8,443.00	0.00	8,822.00	
5166		Medicare	5,792.00	4,065.85	6,052.00	
Account Classification Total: 5100 - Personal Services			\$605,811.00	\$436,442.70	\$607,744.00	
5200 - Supplies						
5201		Office Supplies	8,004.84	2,515.24	7,500.00	
5203		Computer Supplies	7,500.00	1,243.44	12,000.00	tablets, new computer, new software.
5213		Repair and Maintenance Supplies	15,000.00	0.00	15,000.00	
5241		Uniforms-Purchased	3,500.00	348.26	5,000.00	additional staff.
5251		MV Gas and Oil	20,852.07	8,556.92	21,500.00	inflation
5252		Aggregates	60,516.66	14,628.30	60,000.00	
5259		Operating Materials and Supplies	121,829.27	84,684.90	140,000.00	15% increase over 2023 inflation
5263		Meters-Resale	20,000.00	0.00	20,000.00	
Account Classification Total: 5200 - Supplies			\$257,202.84	\$111,977.06	\$281,000.00	
5300 - Services						
5311		Utilities	21,063.63	14,825.51	21,000.00	Inflation
5321		Professional Training	3,800.00	0.00	4,100.00	Staff training services
5322		Conference/Reimb	2,556.04	272.04	2,500.00	Additional Staff events.
5323		Publications	2,500.00	4,042.00	5,000.00	220% of budget in September 2023 Raised to allow for more notifications.
5324		Professional Association Dues	400.00	0.00	2,000.00	OPWA, AWWA, ORWA, pay association fees
5325		Educational Assistance	500.00	0.00	2,000.00	Reimbursement Assistance for college.
5331		Engineering/Architecture	25,480.00	5,975.00	20,000.00	
5339		Misc Contract Services	61,132.75	28,415.51	50,000.00	
5351		Liability Insurance Deductible	4,500.00	0.00	4,500.00	
5352		Motor Vehicle Insurance	2,750.00	0.00	2,750.00	
5361		Building Repair/Maintenance	2,000.00	1,045.00	2,000.00	
5362		Equipment Maintenance	10,000.00	893.34	10,000.00	
5363		MV Repair/Maintenance-External	1,000.00	0.00	1,000.00	
5364		MV Repair/Maintenance-Internal	6,000.00	0.00	6,000.00	
5365		Utility Line Repair/Maintenance	38,000.00	0.00	38,000.00	
5366		Computer Maintenance	12,500.00	590.00	15,000.00	IT department increase.
5378		Columbus Contract	6,517,346.12	4,588,390.43	6,200,000.00	City of Columbus raising their rate 5% for water.
5379		Other Governmental Billings	15,000.00	0.00	15,000.00	
5391		Postage	18,000.00	2,923.17	20,000.00	Inflation.
5399		Other Miscellaneous Services	381,379.84	74,806.64	370,000.00	large order of Water meters, additional cost to NWS Hosting
Account Classification Total: 5300 - Services			\$7,125,908.38	\$4,722,178.64	\$6,790,850.00	
5600 - Capital Purchases						
5611		Buildings	12,500.00	0.00	12,500.00	
5631		Furniture and Fixtures	1,000.00	0.00	1,000.00	
5632		Motor Vehicles	233,867.74	158,867.74	350,000.00	Purchase Vehicles, one Camera Van, Boom Lift Truck., Truck F150
5633		Machinery and Equipment	390,260.25	25,899.91	100,000.00	Additional Equipment
5639		Other Equipment	245,000.00	209,151.15	100,000.00	
Account Classification Total: 5600 - Capital Purchases			\$882,627.99	\$393,918.80	\$563,500.00	
Department Total: 735 - Water Division			\$8,871,550.21	\$5,664,517.20	\$8,243,094.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Department: 991 - Debt Service						
5400 - Debt Service						
5414		G. O. Bond-Principal	240,350.00	42,347.86	160,000.00	
5424		G. O. Bond-Interest	16,400.00	8,511.97	10,961.00	
Account Classification Total: 5400 - Debt Service			\$256,750.00	\$50,859.83	\$170,961.00	
Department Total: 991 - Debt Service			\$256,750.00	\$50,859.83	\$170,961.00	
EXPENSES Total			\$9,128,300.21	\$5,715,377.03	\$8,414,055.00	
Fund EXPENSE	Total: 710 - Water Fund		\$9,128,300.21	\$5,715,377.03	\$8,414,055.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 720 - Wastewater/Sewer Fund						
EXPENSES						
Department: 736 - Wastewater Division						
5100 - Personal Services						
5101		Salary-Elected Officials/Director	44,336.00	35,917.00		45,595.00
5102		Wages-Staff	320,546.00	253,311.22		328,833.00
5105		Overtime	3,500.00	13,330.83		3,500.00
5106		Longevity	1,875.00	1,875.00		1,875.00
5109		HSA Employer Funding	19,000.00	15,666.66		18,000.00
5151		PERS Contribution	51,486.00	42,378.75		52,612.00
5161		Group Insurance	101,855.23	61,947.57		61,790.00
5164		Workers Compensation	7,826.00	0.00		8,028.00
5166		Medicare	5,370.00	4,220.37		5,507.00
Account Classification Total: 5100 - Personal Services			\$555,794.23	\$428,647.40		\$525,740.00
5200 - Supplies						
5201		Office Supplies	8,004.84	2,537.30		7,500.00
5203		Computer Supplies	7,500.00	1,243.54		12,000.00 tablets computer for Staff.
5213		Repair and Maintenance Supplies	7,500.00	0.00		7,500.00
5241		Uniforms-Purchased	3,500.00	348.27		5,000.00 Inflation and additional staff member.
5251		MV Gas and Oil	20,852.07	8,556.97		21,500.00 inflation
5252		Aggregates	4,500.00	0.00		4,500.00
5259		Operating Materials and Supplies	80,108.38	19,623.39		80,000.00
Account Classification Total: 5200 - Supplies			\$131,965.29	\$32,309.47		\$138,000.00
5300 - Services						
5311		Utilities	16,871.54	6,605.74		18,000.00 Inflation
5321		Professional Training	4,000.00	0.00		4,000.00
5322		Conference/Reimb	1,556.04	272.04		4,000.00 Staff Training in 2024
5324		Professional Association Dues	500.00	0.00		2,000.00 OPWA, ORWA, AWWA. fees
5325		Educational Assistance	500.00	0.00		2,000.00 College Assistance fees.
5331		Engineering/Architecture	25,480.00	5,480.00		20,000.00
5339		Misc Contract Services	46,132.75	23,893.63		45,000.00
5351		Liability Insurance Deductible	1,750.00	0.00		1,750.00
5352		Motor Vehicle Insurance	3,000.00	0.00		3,000.00
5361		Building Repair/Maintenance	9,000.00	1,045.00		9,000.00
5362		Equipment Maintenance	3,000.00	893.34		5,000.00
5363		MV Repair/Maintenance-External	1,000.00	0.00		1,000.00
5364		MV Repair/Maintenance-Internal	6,000.00	0.00		6,000.00
5365		Utility Line Repair/Maintenance	165,840.02	51,922.38		130,000.00 101% of budget in September 2023, Inflation for 2024
5366		Computer Maintenance	15,000.00	0.00		18,000.00 IT Department Increase.
5378		Columbus Contract	6,253,781.06	4,738,380.85		6,150,000.00 5% increase from Columbus Contract.
5391		Postage	15,000.00	2,923.20		15,000.00
5399		Other Miscellaneous Services	380,019.98	47,835.28		370,000.00 Large Purchase Water Meters, additional NWS Hosting Increase.
Account Classification Total: 5300 - Services			\$6,948,431.39	\$4,879,251.46		\$6,803,750.00
5600 - Capital Purchases						
5611		Buildings	12,500.00	0.00		12,500.00
5631		Furniture and Fixtures	1,000.00	0.00		1,000.00
5632		Motor Vehicles	233,867.74	158,867.74		350,000.00 Camera Van, Boom Lift Truck, and F-150
5633		Machinery and Equipment	340,260.25	25,899.91		100,000.00 additional Equipment
5639		Other Equipment	235,000.00	133,251.18		100,000.00
Account Classification Total: 5600 - Capital Purchases			\$822,627.99	\$318,018.83		\$563,500.00
Department Total: 736 - Wastewater Division			\$8,458,818.90	\$5,658,227.16		\$8,030,990.00
EXPENSES Total			\$8,458,818.90	\$5,658,227.16		\$8,030,990.00
Fund EXPENSE	Total: 720 - Wastewater/Sewer Fund		\$8,458,818.90	\$5,658,227.16		\$8,030,990.00

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 740 - Storm Water Drainage Fund						
EXPENSES						
Department: 737 - Storm Water Division						
5100 - Personal Services						
5102		Wages-Staff	239,135.00	188,085.53		238,901.00
5105		Overtime	4,900.00	4,896.65		4,900.00
5106		Longevity	3,425.00	1,625.00		3,125.00
5109		HSA Employer Funding	7,000.00	7,666.66		7,000.00
5151		PERS Contribution	33,944.00	27,236.38		33,870.00
5161		Group Insurance	38,055.00	27,218.42		35,046.00
5164		Workers Compensation	5,230.00	0.00		5,220.00
5166		Medicare	3,589.00	2,752.68		3,580.00
Account Classification Total: 5100 - Personal Services			\$335,278.00	\$259,481.32		\$331,642.00
5200 - Supplies						
5201		Office Supplies	6,500.00	73.98		6,500.00
5203		Computer Supplies	750.00	222.76		750.00
5205		Small Tools/Minor Equipment	1,500.00	2,671.97		1,500.00
5241		Uniforms-Purchased	1,600.00	658.65		1,600.00
5251		MV Gas and Oil	7,310.00	6,116.12		10,000.00
5252		Aggregates	1,250.00	280.10		1,250.00
5259		Operating Materials and Supplies	53,218.71	18,169.99		47,000.00
Account Classification Total: 5200 - Supplies			\$72,128.71	\$28,193.57		\$68,600.00
5300 - Services						
5311		Utilities	7,321.12	3,178.00		10,000.00
5321		Professional Training	400.00	0.00		1,000.00
5322		Conference/Reimb	20.00	0.00		100.00
5324		Professional Association Dues	220.00	70.00		220.00
5331		Engineering/Architecture	8,000.00	3,201.90		8,000.00
5339		Misc Contract Services	53,702.81	38,220.70		55,250.00
5351		Liability Insurance Deductible	2,500.00	0.00		2,500.00
5352		Motor Vehicle Insurance	2,750.00	0.00		2,750.00
5361		Building Repair/Maintenance	4,000.00	0.00		4,000.00
5364		MV Repair/Maintenance-Internal	3,500.00	0.00		3,500.00
5365		Utility Line Repair/Maintenance	7,500.00	0.00		7,500.00
5378		Columbus Contract	1,064,923.42	756,110.72		1,012,044.00
5391		Postage	22,000.00	2,500.01		22,000.00
5397		Uniform Rental	2,000.00	0.00		2,000.00
5399		Other Miscellaneous Services	41,019.98	5,578.01		41,000.00
Account Classification Total: 5300 - Services			\$1,219,857.33	\$808,859.34		\$1,171,864.00
5600 - Capital Purchases						
5632		Motor Vehicles	0.00	0.00		100,000.00
5633		Machinery and Equipment	152,207.34	152,207.34		60,000.00
Account Classification Total: 5600 - Capital Purchases			\$152,207.34	\$152,207.34		\$160,000.00
Department Total: 737 - Storm Water Division			\$1,779,471.38	\$1,248,741.57		\$1,732,106.00

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Department: 991 - Debt Service						
5400 - Debt Service						
5414		G. O. Bond-Principal	115,000.00	0.00	115,000.00	
5424		G. O. Bond-Interest	10,650.00	5,311.00	8,023.00	
Account Classification Total: 5400 - Debt Service			\$125,650.00	\$5,311.00	\$123,023.00	
Department Total: 991 - Debt Service			\$125,650.00	\$5,311.00	\$123,023.00	
EXPENSES Total			\$1,905,121.38	\$1,254,052.57	\$1,855,129.00	
Fund EXPENSE	Total: 740 - Storm Water Drainage Fund		\$1,905,121.38	\$1,254,052.57	\$1,855,129.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 750 - Solid Waste Fund						
EXPENSES						
Department: 738 - Refuse Collection						
5200 - Supplies						
5201		Office Supplies	2,000.00	0.00	0.00	
Account Classification Total: 5200 - Supplies			\$2,000.00	\$0.00	\$0.00	
5300 - Services						
5315		Private Hauler Contract	2,708,296.28	2,377,464.12	2,700,000.00	
5391		Postage	14,000.00	2,923.20	15,000.00	
5399		Other Miscellaneous Services	110,019.98	5,544.43	130,000.00	
Account Classification Total: 5300 - Services			\$2,832,316.26	\$2,385,931.75	\$2,845,000.00	
Department Total: 738 - Refuse Collection			\$2,834,316.26	\$2,385,931.75	\$2,845,000.00	
EXPENSES Total			\$2,834,316.26	\$2,385,931.75	\$2,845,000.00	
Fund EXPENSE	Total: 750 - Solid Waste Fund		\$2,834,316.26	\$2,385,931.75	\$2,845,000.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 941 - JEDD1-ETNA-REYNOLDSBURG						
EXPENSES						
Department: 000 - General						
5500 - Transfers/Other						
5529		Miscellaneous Distributions	500,000.00	439,719.65	670,000.00	
Account Classification Total: 5500 - Transfers/Other			\$500,000.00	\$439,719.65	\$670,000.00	
Department Total: 000 - General			\$500,000.00	\$439,719.65	\$670,000.00	
EXPENSES Total			\$500,000.00	\$439,719.65	\$670,000.00	
Fund EXPENSE	Total: 941 - JEDD1-ETNA-REYNOLDSBURG		\$500,000.00	\$439,719.65	\$670,000.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 942 - JEDD2-ETNA-REYNOLDSBURG						
EXPENSES						
Department: 000 - General						
5500 - Transfers/Other						
5529		Miscellaneous Distributions	875,000.00	775,575.49	105,000.00	
Account Classification Total: 5500 - Transfers/Other			\$875,000.00	\$775,575.49	\$105,000.00	
Department Total: 000 - General			\$875,000.00	\$775,575.49	\$105,000.00	
EXPENSES Total			\$875,000.00	\$775,575.49	\$105,000.00	
Fund EXPENSE	Total: 942 - JEDD2-ETNA-REYNOLDSBURG		\$875,000.00	\$775,575.49	\$105,000.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 943 - JEDD3-ETNA-REYNOLDSBURG						
EXPENSES						
Department: 000 - General						
5500 - Transfers/Other						
5529		Miscellaneous Distributions	650,000.00	330,756.79	630,000.00	
Account Classification Total: 5500 - Transfers/Other			\$650,000.00	\$330,756.79	\$630,000.00	
Department Total: 000 - General			\$650,000.00	\$330,756.79	\$630,000.00	
EXPENSES Total			\$650,000.00	\$330,756.79	\$630,000.00	
Fund EXPENSE	Total: 943 - JEDD3-ETNA-REYNOLDSBURG		\$650,000.00	\$330,756.79	\$630,000.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 944 - JEDD4-ETNA-REYNOLDSBURG						
EXPENSES						
Department: 000 - General						
5500 - Transfers/Other						
5529	Miscellaneous Distributions		125,000.00	56,664.05	247,000.00	
Account Classification Total: 5500 - Transfers/Other			\$125,000.00	\$56,664.05	\$247,000.00	
Department Total: 000 - General			\$125,000.00	\$56,664.05	\$247,000.00	
EXPENSES Total			\$125,000.00	\$56,664.05	\$247,000.00	
Fund EXPENSE	Total: 944 - JEDD4-ETNA-REYNOLDSBURG		\$125,000.00	\$56,664.05	\$247,000.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 947 - JEDD 7- REYNOLDSBURG-ETNA						
EXPENSES						
Department: 000 - General						
5500 - Transfers/Other						
5529	Miscellaneous Distributions		450,000.00	394,176.53	358,000.00	
Account Classification Total: 5500 - Transfers/Other			\$450,000.00	\$394,176.53	\$358,000.00	
Department Total: 000 - General			\$450,000.00	\$394,176.53	\$358,000.00	
EXPENSES Total			\$450,000.00	\$394,176.53	\$358,000.00	
Fund EXPENSE	Total: 947 - JEDD 7- REYNOLDSBURG-ETNA		\$450,000.00	\$394,176.53	\$358,000.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 970 - Taylor Sq School Tief						
EXPENSES						
Department: 000 - General						
Project: 0002 - Phase II						
5300 - Services						
5373		Auditor/Treasurer Fees	30,000.00	26,464.70	0.00	
Account Classification Total: 5300 - Services			\$30,000.00	\$26,464.70	\$0.00	
5500 - Transfers/Other						
5527		Agency/Tief Distributions	1,042,000.00	924,391.35	0.00	
Account Classification Total: 5500 - Transfers/Other			\$1,042,000.00	\$924,391.35	\$0.00	
Project Total: 0002 - Phase II			\$1,072,000.00	\$950,856.05	\$0.00	
Department Total: 000 - General			\$1,072,000.00	\$950,856.05	\$0.00	
EXPENSES Total			\$1,072,000.00	\$950,856.05	\$0.00	
Fund EXPENSE	Total: 970 - Taylor Sq School Tief		\$1,072,000.00	\$950,856.05	\$0.00	

CITY OF REYNOLDSBURG

				2024 Department	
Account Number	Account Description	2023 Amended Budget	2023 Actual Amount	Entry Department Entry Comments	Mayor's Budget Comments
Fund: 971 - Brice Main Tif					
EXPENSES					
Department: 000 - General					
Project: 4001 - Tief-Home Depot					
5300 - Services					
5373	Auditor/Treasurer Fees	2,000.00	1,474.57	2,000.00	
Account Classification Total: 5300 - Services		\$2,000.00	\$1,474.57	\$2,000.00	
Project Total: 4001 - Tief-Home Depot		\$2,000.00	\$1,474.57	\$2,000.00	
Project: 4002 - Tief-Walgreens					
5300 - Services					
5373	Auditor/Treasurer Fees	2,000.00	4,749.04	5,000.00	
Account Classification Total: 5300 - Services		\$2,000.00	\$4,749.04	\$5,000.00	
Project Total: 4002 - Tief-Walgreens		\$2,000.00	\$4,749.04	\$5,000.00	
Department Total: 000 - General		\$4,000.00	\$6,223.61	\$7,000.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Department: 991 - Debt Service						
5400 - Debt Service						
5414		G. O. Bond-Principal	75,000.00	0.00	0.00	
5424		G. O. Bond-Interest	1,275.00	534.65	0.00	
Account Classification Total: 5400 - Debt Service			\$76,275.00	\$534.65	\$0.00	
Department Total: 991 - Debt Service			\$76,275.00	\$534.65	\$0.00	
EXPENSES Total			\$80,275.00	\$6,758.26	\$7,000.00	
Fund EXPENSE	Total: 971 - Brice Main Tif		\$80,275.00	\$6,758.26	\$7,000.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 973 - Summit Rd Tif #1						
EXPENSES						
Department: 000 - General						
Project: 4000 - Tief-General						
5300 - Services						
5373	Auditor/Treasurer Fees		1,500.00	522.86	1,500.00	
Account Classification Total: 5300 - Services			\$1,500.00	\$522.86	\$1,500.00	
Project Total: 4000 - Tief-General			\$1,500.00	\$522.86	\$1,500.00	
Department Total: 000 - General			\$1,500.00	\$522.86	\$1,500.00	
EXPENSES Total			\$1,500.00	\$522.86	\$1,500.00	
Fund EXPENSE	Total: 973 - Summit Rd Tif #1		\$1,500.00	\$522.86	\$1,500.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 974 - Taylor Rd Tif #1						
EXPENSES						
Department: 000 - General						
Project: 4000 - Tief-General						
5300 - Services						
5373	Auditor/Treasurer Fees		600.00	1,342.32	1,000.00	
Account Classification Total: 5300 - Services			\$600.00	\$1,342.32	\$1,000.00	
Project Total: 4000 - Tief-General			\$600.00	\$1,342.32	\$1,000.00	
Department Total: 000 - General			\$600.00	\$1,342.32	\$1,000.00	
EXPENSES Total			\$600.00	\$1,342.32	\$1,000.00	
Fund EXPENSE	Total: 974 - Taylor Rd Tif #1		\$600.00	\$1,342.32	\$1,000.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 975 - Taylor Rd Tif #2						
EXPENSES						
Department: 000 - General						
Project: 4000 - Tief-General						
5300 - Services						
5373	Auditor/Treasurer Fees		100.00	433.81	400.00	
Account Classification Total: 5300 - Services			\$100.00	\$433.81	\$400.00	
Project Total: 4000 - Tief-General			\$100.00	\$433.81	\$400.00	
Department Total: 000 - General			\$100.00	\$433.81	\$400.00	
EXPENSES Total			\$100.00	\$433.81	\$400.00	
Fund EXPENSE	Total: 975 - Taylor Rd Tif #2		\$100.00	\$433.81	\$400.00	

CITY OF REYNOLDSBURG

Account Number		Account Description	2023 Amended Budget	2023 Actual Amount	2024 Department Entry Department Entry Comments	Mayor's Budget Comments
Fund: 976 - Broad Street TIF						
EXPENSES						
Department: 000 - General						
Project: 4000 - Tief-General						
5300 - Services						
5373	Auditor/Treasurer Fees		0.00	2,625.75	0.00	
Account Classification Total: 5300 - Services			\$0.00	\$2,625.75	\$0.00	
Project Total: 4000 - Tief-General			\$0.00	\$2,625.75	\$0.00	
Department Total: 000 - General			\$0.00	\$2,625.75	\$0.00	
EXPENSES Total			\$0.00	\$2,625.75	\$0.00	
Fund EXPENSE	Total: 976 - Broad Street TIF		\$0.00	\$2,625.75	\$0.00	
EXPENSE GRAND Totals:			\$32,208,203.93	\$19,735,708.86	\$27,005,809.00	



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance Consenting to the Annexation of Certain Real Property Located at 1769 Lancaster Avenue in Truro Township, Owned by Albert Gyebi, and Declaring an Emergency

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

to permit the property owner to submit plans for improvements to connect to City sewer

STAFF REPORT:

This legislation is to accept the annexation of a single property on Lancaster Road at the request of the property owner in order to connect to City water and sewer.

AN ORDINANCE CONSENTING TO THE ANNEXATION OF CERTAIN REAL PROPERTY LOCATED AT 1769 LANCASTER AVENUE IN TRURO TOWNSHIP, OWNED BY ALBERT GYEBI, AND DECLARING AN EMERGENCY

WHEREAS, Jerry Scott, on behalf of owner Albert Gyebi (the "Property Owner"), has approximately 0.9+/- acres of located at 1769 Lancaster Avenue, being more fully described in Exhibit A of the Petition for Expedited Type II Annexation (the "Annexation Petition") attached hereto and incorporated herein (collectively, the "Property"); and

WHEREAS, the proposed annexation to the City of Reynoldsburg, as applied for in the annexation petition approved by the Board of County Commissioners on September 18, 2023, is hereby accepted; and

WHEREAS, the Property is located outside of the corporate limits of any municipality, but is adjacent and contiguous to the corporate limits of the City of Reynoldsburg ("City"); and

WHEREAS, the Property Owner desires to obtain sanitary sewer and water services from the City, and the City desires to provide such services; and

WHEREAS, the Property Owner desires to obtain the zoning necessary to support the existing residential use of the Property; and

WHEREAS, the Property Owner desires to annex the Property into the City in order to obtain municipal services including sanitary sewer and water services; and

WHEREAS, the City desires to annex the Property in order to serve and to assist in the development of the Property for the benefit of its citizens and residents; and

WHEREAS, the City, after due and careful consideration, has concluded that the annexation, zoning, development, and use of the Property as contemplated by the Annexation Petition is consistent with the City's plans and goals for the future development of Reynoldsburg and accordingly is in the best interests of the citizens and residents of the City.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Reynoldsburg, Franklin County, State of Ohio that:

Section 1: The City of Reynoldsburg hereby consents to the proposed annexation, and will make available sanitary and water services upon annexation in accordance with the Reynoldsburg Codified Ordinances and existing administrative regulations.

Section 2: Once the Property is annexed and becomes subject to City of Reynoldsburg zoning ordinances, and if the City of Reynoldsburg zoning ordinances permit uses on the Property that are determined by the City to be clearly incompatible with the uses permitted under current Truro Township zoning regulations applicable to adjacent land remaining within Truro Township, the City of Reynoldsburg will require, in the zoning ordinance permitting the incompatible uses, the owner of the annexed Property to provide a buffer separating the use of the annexed Property and any adjacent land remaining within Truro Township.

Section 3: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the health and safety of the residents of the City of Reynoldsburg, and further that there is a submission deadline; wherefore, upon adoption by Council this Ordinance shall be in effect immediately upon the signature of the Mayor.

OCT - 8 2023

Resolution No. 0733-23

September 26, 2023

OFFICE OF THE
CLERK OF COUNCIL

**Review of petition to annex 0.9 +/- acres from Truro Township to the City of Reynoldsburg Case #ANX-32-23.
(ECONOMIC DEVELOPMENT & PLANNING)**

WHEREAS, an Expedited Type 2 annexation was filed on behalf of the petitioners by Jerry Scott with the Franklin County Economic Development and Planning Department on August 25, 2023; and

WHEREAS, the Commissioners of Franklin County, State of Ohio, proceeded to journalize the petition on September 18, 2023, and solicited to and/or been heard by all persons desiring to be reviewed for or against the granting of the Expedited Type 2 petition, and having considered all the facts with reference thereto, being fully advised; and

WHEREAS, while Turo Township (the "Township") did not receive notice of the filing of the petition within five days of the filing, the Township received actual notice of the filing prior to the Commissioners' journalization on September 18, 2023 and the procedural requirements for an Expedited Type 2 Annexation have been substantially complied with; and

WHEREAS, notwithstanding any technical procedural defect, the petition has been reviewed for compliance with all substantive statutory requirements for an Expedited Type 2 Annexation under Revised Code 709.023(E) in the same manner as if the Township had objected or failed to consent to the petition; and

WHEREAS, the Commissioners make the following findings based upon the exhibits and testimony presented at the review of this matter:

1. The petition was filed in the manner provided in, and substantially complies with procedural requirements set forth in, sections 709.021 and 709.023 of the Revised Code.
2. The persons who signed the petition are owners of the real estate located in the territory proposed for annexation and constitute all of the owners of real estate in that territory.
3. The territory proposed for annexation does not exceed five hundred acres.
4. The territory proposed for annexation shares a contiguous boundary with the municipal corporation to which annexation is proposed for a

**Review of petition to annex 0.9 +/- acres from Truro Township to the City of Reynoldsburg Case #ANX-32-23.
(ECONOMIC DEVELOPMENT & PLANNING)**

continuous length of at least five percent of the perimeter of the territory proposed for annexation.

5. The annexation will not create an unincorporated area of the township that is completely surrounded by the territory proposed for annexation.
6. The municipal corporation to which annexation is proposed has passed Resolution No. 2023-46 agreeing to provide to the territory proposed for annexation certain services and adopting a statement regarding possible incompatible land uses and zoning buffer. The resolution was passed by the City of Reynoldsburg on September 11, 2023.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF FRANKLIN COUNTY, OHIO:

That, in accordance with the findings made in the preamble, which are incorporated herein, the prayer of the Petition be *approved*, and the territory sought to be annexed by the petition filed herein *shall* be annexed to the City of Reynoldsburg, in accordance with the law; that the orders and proceedings of this board relating to the Petition, and map and description attached thereto, and all papers on file relating to this matter be delivered forthwith to the Clerk of Council, City of Reynoldsburg, Ohio.

Prepared by: Matt Brown

SIGNATURE SHEET FOLLOWS

SIGNATURE SHEET

Resolution No. 733-23

September 26, 2023

REVIEW OF PETITION TO ANNEX 0.9 +/- ACRES FROM TRURO TOWNSHIP TO THE CITY OF REYNOLDSBURG CASE #ANX-32-23.

(EDP - Economic Development and Planning)

Upon the motion of Commissioner Kevin L. Boyce, seconded by Commissioner Erica C. Crawley:

Voting:

John O'Grady, President
Kevin L. Boyce
Erica C. Crawley

Aye
Aye
Aye

Board of County Commissioners
Franklin County, Ohio

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon by the Board of County Commissioners, Franklin County, Ohio on the date noted above.



Brittany Razeck, Clerk
Board of County Commissioners
Franklin County, Ohio



RESOLUTION SUMMARY

Review of petition to annex 0.9 +/- acres from Truro Township to the City of Reynoldsburg Case #ANX-32-23

Description:

Attached is a resolution to consider an Expedited Type 2 annexation of 0.9-acres, more or less, from Truro Township to the City of Reynoldsburg. The petition case number is ANX-32-23.

Owner:

Mothers Ink Housing, LLC

Site:

1769 Lancaster Avenue (PID #263-002404)

Agent:

Jerry Scott

Additional Information:

The total perimeter of the site is approximately 1,008 feet; approximately 604 feet, or 60 percent, of which is contiguous to the City of Reynoldsburg.

Analysis:

The applicant has met all statutory requirements and has substantially complied with procedural requirements outlined in Section 709.021 of the Ohio Revised Code. The applicant has provided proof of notification, and timeline and has provided a resolution from the City of Reynoldsburg identifying the services that will be provided once the annexation has been approved and a statement regarding possible incompatible land uses and zoning buffer. Resolution No. 2023-46 was passed by the City of Reynoldsburg on September 11, 2023.

Recommendation:

Pending any questions, staff would request your approval of this annexation.



**MEMO
JOURNALIZATION**

TO: Brittany Razek, County Clerk
Franklin County Commissioners Office

FROM: Matt Brown, Planning Administrator
Franklin County Economic Development & Planning Department

CC: James Schimmer, Director
Carolyn Thurman, Assistant Director
Franklin County Economic Development & Planning Department

RE: Description of Expedited Type 2 annexation case to be
journalized on the **September 18, 2023** General Session
Agenda for consideration on **September 26, 2023**.

Case #ANX-32-23 - An Expedited Type 2 annexation petition, ANX-32-23, was filed with the Franklin County Economic Development and Planning Department on August 25, 2023. The petition is requesting to annex 0.9-acres from Truro Township to the City of Reynoldsburg. The petition will be considered by the Board of Commissioners on September 26, 2023.

Site: 1769 Lancaster Avenue (PID #263-002404)



Franklin County
Board of Commissioners

ECONOMIC DEVELOPMENT & PLANNING

Economic Development & Planning Department
James Schimmer, Director

Application for Annexation Petition

Expedited Type 2

Pursuant to ORC §709.023

RECEIVED

AUG 25 2023

Franklin County Planning Department
Franklin County, OH

Property Information

Site Address: 1769 LANCASTER AVE.
Parcel ID(s): 263-002404 Total Acreage: 0.9 ACRES
From Township: TRURO To Municipality: REYNOLDSBURG

Property Owner Information *In the event of multiple owners, please attach separate sheet

Name: ALBERT GYEBI
Address: 8631 CROOKED MAPLE DR.
BLACKICK, OHIO 43004
Phone #: 614-843-7207 Fax #:
Email: Albertgy1@yahoo.com

Attorney/Authorized Agent Information

Name: Jerry Scott
Address: 2490 N. HIGB ST. Suite 306
Columbus, OHIO, 43202
Phone #: 614-316-5398 Fax #:
Email: jfs engineering 51@gmail.com

Petitioners Signature

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

Property Owner

Date

Property Owner

Date

Attorney or Authorized Agent

Date

Attorney or Authorized Agent

Date

Staff Use Only

Case # ANX- 32-23

Hearing Date: 9/26/23

Date Filed: 8/25/23

Fee Paid: See ANX-29-23 \$250.00

Receipt #: 23-02629

Received By: Matt Brown

Notification Deadline (5 days):

8/30/23

Svc Statement Deadline (20 days):

9/14/23

Document Submission

The following documents must accompany this application on letter-sized 8 1/2" x 11" paper:

- ☒ Legal description of the property
- ☒ Fee Payment (checks only)
- ☒ Map/plot of property
- ☒ List of adjacent properties

FROM: Truro Township
TO: City of Reynoldsburg

ACCEPTABLE
CORNELL R. ROBERTSON, P.E., P.S.
FRANKLIN COUNTY ENGINEER

By JDH/KS Date 06/30/2023

Being ± 0.9 Acres, Situated in the State of Ohio,
County of Franklin, Township of Truro, in Section 18,
Township 16, Range 20, Refugee Lands

Scale: 1" = 50'
June 19, 2023

Area to Be Annexed:

Contiguity Length $\pm 604'$
Perimeter Length $\pm 1008'$
Contiguity Percentage: 60%

Existing City of Reynoldsburg Corp. Line
Proposed City of Reynoldsburg Corp. Line

Myers Surveying
COMPANY

2740 E. Main St., Bexley, Ohio 43209-2577
(614) 235-8677 ~ (614) 235-4559 fax
info@muerssurveying.com

5-06/06/2023

Y

—

7

Paul T. M.

Professional

2. 7312

10-19-2023 Date

Date 02/3

This plot was prepared from record information only and is not based on a field survey. This plot is for annexation purposes only.

RECEIVED

AUG 25 2023

Franklin County Pugging Department
Franklin County, OH

ANX- 32-23

RECEIVED

JUN 30 2023



2740 East Main Street
Bexley, Ohio 43209-2577
(614) 235-8677
Telefax (614) 235-4559
Email: info@myerssurveying.com

ANNEXATION
PLAT & DESCRIPTION
ACCEPTABLE
CORNELL R. ROBERTSON, P.E., P.S.
FRANKLIN COUNTY ENGINEER
By DM/KS Date 06/19/2023

RECEIVED

AUG 25 2023

Franklin County Planning Department
Franklin County, OH

June 19, 2023

+/- 0.9 Acre Proposed Annexation
From: Truro Township
To: City of Reynoldsburg

Situate in the State of Ohio, County of Franklin, Township of Truro, in Section 18, Township 16, Range 20, Refugee Lands, being part of the 1.000 Acre tract conveyed to Mothers Ink Housing, LLC in Instrument Number 202304030031111, all records being of the Recorder's Office. Franklin County, Ohio and being more particularly bounded and described as follows:

BEGINNING at a point in the south line of said 1.000 Acre tract, in the north line of a 3 Acre tract conveyed to Unitarian Universalist Congregation East in Official Record Volume 13992, Page D08 and in the west right of way line of Lancaster Avenue, 60 feet wide (Road Record 5, Page 232);

Thence, westerly, along part of the south line of said 1.000 Acre tract and along part of the north line of said 3 Acre tract, approximately 404 feet to the southwest corner of said 1.000 Acre tract, the south line of a 12.830 Acre tract conveyed to Reynoldsburg One, LLC in Instrument Number 201402180019693 and the existing City of Reynoldsburg Corporation Line as established by Ordinance Number 41-00, Case Number 69-99, of record in Instrument Number 200008110161879;

Thence, northerly, along the west line of said 1.000 Acre tract, along part of the south line of said 12.830 Acre tract and along part of said Corporation Line, approximately 100 feet to the northwest corner of said 1.000 Acre tract;

Thence, easterly, along part of the north line of said 1.000 Acre tract, along part of the south line of said 12.830 Acre tract, along part of the south line of the 0.371 Acre tract conveyed to GMIN Conglomerate in Instrument Number 201911210155505, Parcel Three, along part of said Corporation Line and along part of the existing City of Reynoldsburg Corporation Line as established by Ordinance Number 127-01, Case Number 16-01, of record in Instrument Number 200205030112285, approximately 404 feet to the west right of way line of Lancaster Avenue and the existing City of Reynoldsburg Corporation Line as established by Ordinance Number 102-04, Case Number 26-04, of record in Instrument Number 200509060183129;

Thence, southerly, across said 1.000 Acre tract, along the west right of way line of Lancaster Avenue and along said existing Corporation Line, approximately 100 feet to the **POINT OF BEGINNING, CONTAINING 0.9 ACRES, MORE OR LESS**. This description was prepared from record information only and is not based on a field survey. This description is for annexation purposes only.

Contiguity = 60%

Myers Surveying Company, Inc.

Paul T. Dinan 6-19-2023
Paul T. Dinan, Professional Surveyor 7312
(506062023) Lancaster Ave Annex



RESOLUTION NO. 2023-46

**A RESOLUTION STATING WHAT SERVICES THE CITY OF REYNOLDSBURG
WILL PROVIDE TO THE PROPOSED ANNEXATION OF PROPERTY AT 1769
LANCASTER ROAD**

WHEREAS, Jerry Scott, on behalf of owner Albert Gyebe, is requesting the annexation into the City of Reynoldsburg of approximately 0.9 acres of land located at 1769 Lancaster Road; and

WHEREAS, Ohio Revised Code §709.03(D) requires that a municipal corporation shall, by ordinance or resolution, adopt a statement indicating what services, if any, the municipal corporation will provide to the territory sought to be annexed and an approximate date by which it will provide them; and

WHEREAS, the Council of the City of Reynoldsburg finds that the general good of the territory sought to be annexed will be served by its annexation to the City of Reynoldsburg and that the territory is not unreasonably large to be annexed; and

WHEREAS, the Council for the City of Reynoldsburg has determined that the property encompassed within the annexation petition can easily become and be made a part of the community of the City of Reynoldsburg, and that said annexation at the earliest possible date is in the best interest of the City of Reynoldsburg.

**NOW, THEREFORE, BE IT RESOLVED BY COUNCIL OF THE CITY OF
REYNOLDSBURG, COUNTY OF FRANKLIN, STATE OF OHIO, THAT:**

Section 1. The City of Reynoldsburg will provide to the territory sought to be annexed all services that are currently available to the remainder of the City, specifically including the following:

- A. The services of a full-time administrative staff including the City Attorney, City Auditor Utility Clerks, Clerk of Court, and Income Tax Commissioner.
- B. The services of a full-time Building Department, who performs technical and professional work related to the development and implementation of land use policies and is responsible for enforcing zoning regulations by issuing zoning permits and certificates of occupancy for new construction, additions, exterior modifications, demolitions, excavations, home occupations, signs in the City, and zoning inspections.
- C. The services of a full-time Reynoldsburg Police Department including road and traffic patrol, radar details, complaint investigations, accident investigations, and incident investigations with a response time of approximately five minutes.

- D. Fire and emergency medical services will not change upon annexation and will continue to be provided through the Truro Township Fire Department, which currently services the territory with fire protection and emergency medical services.
- E. The services of the City's Service Department including roadway maintenance and repairs, mowing of public rights-of-way, snow plowing, and sign and guardrail maintenance.
- F. The City has also franchised with a private refuse hauler that provides refuse and recycling pick-up billed on the water/sewer bills. Refuse services are currently provided by Rumpke of Ohio, Inc.
- G. In addition, the properties included in the annexation territory will be enhanced due to the following Village amenities:
 - 1. The following parks and public facilities:
 - a. Parks – JFK Park, Old Rodebaugh Park, New Rodebaugh Park, Civic Park, Huber Park, Pine Quarry Park and Livingston Garden
 - b. The Livingston House and Park
 - c. Reynoldsburg Senior Center
 - d. Reynoldsburg Community Center

Section 2. Wastewater collection and treatment and water treatment and distribution. The City has the capacity and will be able to provide services at such time as lines are extended into the territory. The extension of water and sewer lines may be subject to special assessments or other public financing alternatives for the financing of the construction of the water and sewer mains. The City's services are as follows:

- A. A 16" water main extension serves this property. The water main runs parallel with Lancaster Avenue.
- B. A 8" sanitary sewer line serves this property. The sanitary sewer line runs parallel with Lancaster Avenue.

Section 3. Except where noted, the services listed above will be provided to the territory immediately upon the effective date of the annexation. Nothing in this Resolution shall preclude the City from providing additional services as needed and as available.

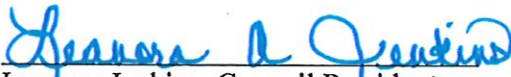
Section 4. In the event the property is annexed and becomes subject to the City of Reynoldsburg zoning and city permit uses, if the City determines there are clearly incompatible uses permitted under Franklin County regulations in effect at the time of the filing of the petition, then the City of Reynoldsburg will require the owner or owners of the annexed territory to provide a buffer separating the use of the annexed territory and the adjacent land remaining within Franklin County. The term "buffer" includes open space,

landscaping, fences, walls and other structured elements such as streets, street rights-of-way, bicycle trails, pedestrian pathways, and sidewalks.

Section 5. The Clerk of Council of the City of Reynoldsburg is hereby directed to forward a certified copy of this Resolution to the Board of County Commissioners of Franklin County

Section 6. That this Resolution is effective immediately following Council approval and the signature of the Mayor.

Passed this 11th day of September, 2023.

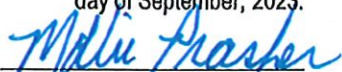

Leandra Jenkins, Council President

ATTEST: 
Mollie Prasher, Clerk of Council

APPROVED: 
Joe Begeny, Mayor

DATE 9/11/2023

On behalf of the state of Ohio, Franklin County, City of Reynoldsburg, I, Mollie Prasher, duly qualified Clerk of Council for the City of Reynoldsburg, do hereby certify that the foregoing is a copy of the original, now on file, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy, WITNESS by my signature, this 11th day of September, 2023.


Mollie Prasher, Clerk of Council
City of Reynoldsburg



Franklin County
Board of Commissioners

ECONOMIC DEVELOPMENT & PLANNING

Economic Development & Planning Department
James Schimmer, Director

Application for Annexation Petition

Expedited Type 2

Pursuant to ORC §709.023

RECEIVED

AUG 25 2023

Franklin County Planning Department
Franklin County, OH

Property Information

Site Address: 1769 LANCASTER AVE.
Parcel ID(s): 263-002404 Total Acreage: 0.9 ACRES
From Township: TRURO To Municipality: REYNOLDSBURG

Property Owner Information *In the event of multiple owners, please attach separate sheet

Name: ALBERT GYEBI
Address: 8631 CROOKED MAPLE DR.
BLACKLICK, OHIO 43004
Phone #: 614-843-7207 Fax #:
Email: Albertgyebi@yahoo.com

Attorney/Authorized Agent Information

Name: Jerry Scott
Address: 2490 N. HIGB ST. Suite 306
COLUMBUS, OHIO, 43202
Phone #: 614-316-5398 Fax #:
Email: jfs engineering 51@gmail.com

Petitioners Signature

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE.

[Signature] 8/24/23
Property Owner Date

[Signature] 8/24/23
Attorney or Authorized Agent Date

Staff Use Only

Case # ANX- 32-23

Hearing Date: 9/26/23

Date Filed: 8/25/23

Fee Paid: See ANX-29-23 \$250.00

Receipt #: 23-02629

Received By: Matt Brown

Notification Deadline (5 days):

8/30/23

Svc Statement Deadline (20 days):

9/14/23

Document Submission

The following documents must accompany this application on letter-sized 8 1/2" x 11" paper:

- ☒ Legal description of the property
- ☒ Fee Payment (checks only)
- ☒ Map/plot of property
- ☒ List of adjacent properties

RECEIVED

JUN 30 2023



2740 East Main Street
Boxley, Ohio 43209-2577
(614) 235-8677
Telefax (614) 235-4659
Email: info@myerssurveying.com

ANNEXATION
PLAT & DESCRIPTION
ACCEPTABLE
CORNELL R. ROBERTSON, P.E., P.S.
FRANKLIN COUNTY ENGINEER

By JAN/KP Date 06/19/2023

RECEIVED

AUG 25 2023

June 19, 2023

Franklin County Planning Department
Franklin County, OH

+/- 0.9 Acre Proposed Annexation
From: Truro Township
To: City of Reynoldsburg

Situate in the State of Ohio, County of Franklin, Township of Truro, in Section 18, Township 16, Range 20, Refugee Lands, being part of the 1.000 Acre tract conveyed to Mothers Ink-Housing, LLC in Instrument Number 202304030031111, all records being of the Recorder's Office, Franklin County, Ohio and being more particularly bounded and described as follows:

BEGINNING at a point in the south line of said 1.000 Acre tract, in the north line of a 3 Acre tract conveyed to Unitarian Universalist Congregation East in Official Record Volume 13992, Page D08 and in the west right of way line of Lancaster Avenue, 60 feet wide (Road Record 5, Page 232);

Thence, westerly, along part of the south line of said 1.000 Acre tract and along part of the north line of said 3 Acre tract, approximately 404 feet to the southwest corner of said 1.000 Acre tract, the south line of a 12.830 Acre tract conveyed to Reynoldsburg One, LLC in Instrument Number 201402180019693 and the existing City of Reynoldsburg Corporation Line as established by Ordinance Number 41-00, Case Number 69-99, of record in Instrument Number 200008110161879;

Thence, northerly, along the west line of said 1.000 Acre tract, along part of the south line of said 12.830 Acre tract and along part of said Corporation Line, approximately 100 feet to the northwest corner of said 1.000 Acre tract;

Thence, easterly, along part of the north line of said 1.000 Acre tract, along part of the south line of said 12.830 Acre tract, along part of the south line of the 0.371 Acre tract conveyed to GMN Conglomerate in Instrument Number 201911210155505, Parcel Three, along part of said Corporation Line and along part of the existing City of Reynoldsburg Corporation Line as established by Ordinance Number 127-01, Case Number 16-01, of record in Instrument Number 200205030112285, approximately 404 feet to the west right of way line of Lancaster Avenue and the existing City of Reynoldsburg Corporation Line as established by Ordinance Number 102-04, Case Number 26-04, of record in Instrument Number 200509060183129;

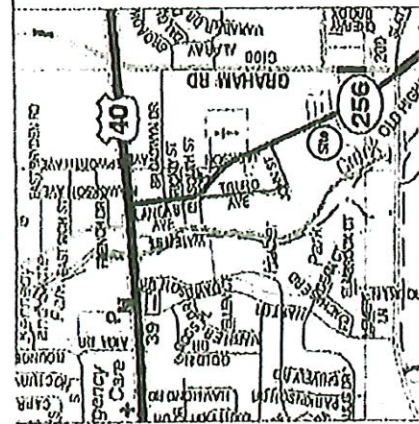
Thence, southerly, across said 1.000 Acre tract, along the west right of way line of Lancaster Avenue and along said existing Corporation Line, approximately 100 feet to the POINT OF BEGINNING, CONTAINING 0.9 ACRES, MORE OR LESS. This description was prepared from record information only and is not based on a field survey. This description is for annexation purposes only.

Contiguity = 60%

Myers Surveying Company, Inc.

Paul T. Dinan 6-19-2023
Paul T. Dinan, Professional Surveyor 7312
(506062023)LancasterAveAnnex)





Vicinity Map

Being ±0.9 Acres, Situated in the State of Ohio,
County of Franklin, Township of Truro, in Section 18,
Township 16, Range 20, Refugee Lands



Scale: 1" = 50'
June 19, 2023

Area to Be Annexed:



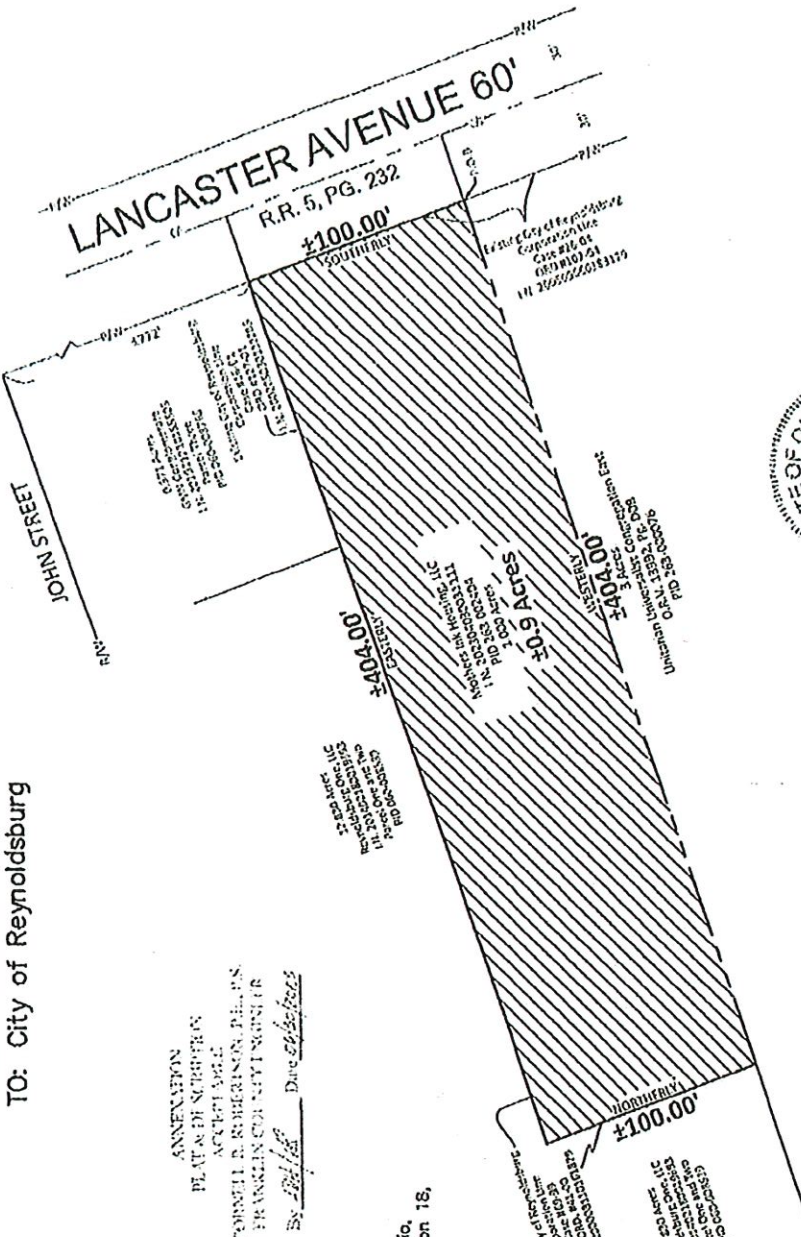
Centigality Length ± 604'
Perimeter Length ± 1038'
Centigality Perimeter 602

Existing City of Reynoldsburg Corp. Line
Proposed City of Reynoldsburg Corp. Line

myerssurveying
COMPANY
2740 E. Main St., Dublin, Ohio 43209-2277
(614) 235-5677 ~ (614) 235-6559 fax
info@myerssurveying.com

PROPOSED ANNEXATION OF ±0.9 ACRES
FROM: Truro Township
TO: City of Reynoldsburg

ANNEXATION
PLAT OF SURVEY
ACCEPTABLE
COMMITTEE OF REYNOLDSBURG, OHIO
FRANKLIN COUNTY, OHIO
By: *Paul T. Dhan* Date: *6/19/23*



This plat was prepared from record information
only and is not based on a field survey. This
plat is for annexation purposes only.

RECEIVED
JUN 26 2023
Franklin County Planning Department
Franklin County, OH
AKA: 32-23

By: *Paul T. Dhan* Professional Surveyor No. 7312
Date: *6-19-2023*

Scale: 1" = 50'

LIST OF ADJACENT PROPERTIES

	A	B	C
	<u>NAME</u>	<u>PARCEL NO.</u>	<u>ADDRESS</u>
1			
2			
3	UNITARIAN UNIVERSOLIST CONGREGATION	263-000076-00	1789 LANCASTER AVE
4			
5	BRENDA J. GREEN	060-008763-00	7843 MEADOWLARK LN S
6			
7	REYNOLDSBURG ONE LLC	060-008539-00	1697-1713 BLACKLICK CREEK PARK
8			
9	ANN L. RUSSELL	263-000721-00	1750 S LANCASTER AVE
10			
11	CHRISTOPHER L/CHERYL SUE PAUL	060-008340-00	1770 LANCASTER AVE
12			
13	TAMI L. WILLIAMS	060-009292-00	1790 LANCASTER AVE

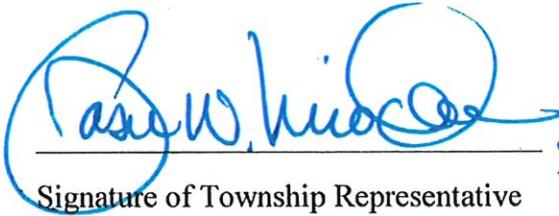
RECEIVED

AUG 25 2023

Franklin County Planning Department
Franklin County, OH

RECEIPT OF HAND DELIVERY

I acknowledge that I have received a copy of the annexation petition for 1769 Lancaster Avenue.



Signature of Township Representative

JASON W. NICODEMUS
TWP. ADMINISTRATOR

Truro Township

9-15-23

Date



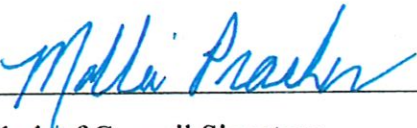
Hand Delivered By

9/15/23

Date

RECEIPT OF HAND DELIVERY

I acknowledge that I have received a copy of the annexation petition for 1769 Lancaster Avenue.

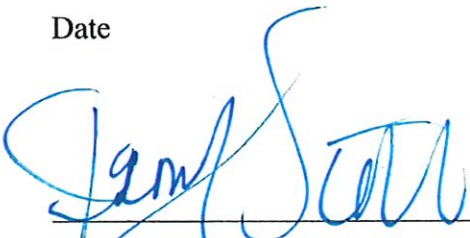


Clerk of Council Signature

City of Reynoldsburg



Date



Hand Delivered By



Date



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Authorize the Mayor to Enter into an Agreement to Purchase MXUs and Meters From Sensus, Waive Competitive Bidding, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

requesting a two read emergency

REASON FOR EMERGENCY:

to lock in pricing prior to the start of 2024

STAFF REPORT:

The funds were approved as part of the 2023 Budget to purchase 2500 meters this year.

This order will also allow for new builds with funds being recouped through Capacity Fees.

The City of Reynoldsburg 12,000 customer base has 6,000 water meters that cannot read down to a 1 gallon read. This does not affect the current radio read system.

These meters will need replaced in customer homes. There is a three-year-year plan to allow the City to order the additional 6,000 water meters now and pay over time as we receive them due to supply shortages. This purchase will also lock in the 2023 prices before the increase.

The City of Reynoldsburg Water Department has completed 98% of the conversion from manual reads to AMR reads (tower reads). This level of completion allows us to change out the SR-2 meters that cannot be reprogrammed down to a 1 gallon read (most of these meters are older than 20 years) and, if desired, can still go to a monthly reading or billing. The 1 gallon read is for the Customer Portal and for low and high usage, a more accurate detection than the 1000 gallon read.

We have completed 98% of the whole system to radio reads.

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO AN AGREEMENT TO PURCHASE MXUs and METERS FROM SENSUS, WAIVE COMPETITIVE BIDDING, AND DECLARING AN EMERGENCY

WHEREAS, the City of Reynoldsburg Water Department's contract with Sensus is non-competitive bidding; and

WHEREAS, the City of Reynoldsburg Water Department is updating water meters that will read to the one gallon level for billing purposes; and

WHEREAS, the City can enter into an agreement with Sensus to purchase 6,000 water meters and MXUs to be paid for over the next three years to lock in pricing prior to an increase on January 1, 2024.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

Section 1. That Council authorizes the Mayor to enter into an agreement to lock in the pricing for 6,000 water meters and MXUs for the next three years.

Section 2. That pursuant to section 175.01 (d) of the Codified Ordinances of the City of Reynoldsburg, competitive bidding is waived as the vendor is the sole proprietor of a Sensus style meter.

Section 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City in order to purchase the needed meters prior to the end of 2023. Therefore, upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance Appropriating Funds from the Unappropriated Refuse Fund to the Private Hauler Contract for the Service Department, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

two-read emergency

REASON FOR EMERGENCY:

to cover the costs of refuse services for the remainder of 2023

STAFF REPORT:

AN ORDINANCE APPROPRIATING FUNDS FROM THE UNAPPROPRIATED REFUSE FUND TO THE PRIVATE HAULER CONTRACT FOR THE SERVICE DEPARTMENT, AND DECLARING AN EMERGENCY

WHEREAS, the Private Hauler Contract in the Service Department is in need of increasing the fund account in order to cover the costs for the remainder of this year; and

WHEREAS, it is necessary to appropriate funds from the Refuse Fund (750) to the Private Hauler Contract to cover anticipated costs for the remainder of the year.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

Section 1. That an amount of \$175,000.00 in the unappropriated Refuse Fund (750) be and is hereby appropriated to account number 750.738.5315 Private Hauler Contract.

Section 2. This Ordinance, being an emergency measure necessary for the immediate preservation of the financial needs of the City in order for the furniture to be ready for the new employee, shall be in full force and effective immediately upon passage by Council and the

signature of the Mayor.

October 19, 2023

Planning and Zoning Board
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, OH 43068

RE: AMH Development, LLC; Eastwood Reserve Subdivision; Final Plat: Phase 2

Planning and Zoning Board:

Below is the staff review of the above reference Final Plat Application.

1. Project Summary

- a. The 78.16 +/- acre residential subdivision is zoned SR, Suburban Residential. To the north and west of the subject site is Etna Township zoned rural residential. To the south of the site is Dwellings – Attached Multi-Unit Buildings Complex under construction zoned RM, Residential Medium and single-family residential in Etna Township. To the east of the site is a single-family residential subdivision also located in Etna Township.
- b. The subject site is currently under an agricultural land use, however the site is proposed to be developed with 248 Dwelling – Detached Single Family homes, with a density of 3.17 dwelling units per acre. The approved major site plan also included a total open space are of 24.2 acres.
- c. The proposed Final Plat application is for Phase 2, consisting of 20.791 acres and 88 Dwellings – Single-Family Detached lots.
- d. Open space is being platted in Reserve C at 3.464 acers, which is 14.19% of the total open space approved in the major site plan.

2. Project Review

- a. The applicant is seeking Final Plat approval for Eastwood Reserve Subdivision Phase 2.
- b. The lot dimensions, right-of-ways, layout, setbacks, and open space configurations are consistent with the approved major site plan and preliminary plat.

3. Recommendations

- a. Staff recommends approval for Eastwood Reserve Subdivision Phase 2.



Engineers, Surveyors, Planners, Scientists

MEMO

Date: October 10, 2023

To: Mr. Eric Meyer, Director of Development

From: Ryan Andrews, City Engineer

Subject: Staff Report for: Eastwood Reserve Phase 2 Final Plat

Copies: Joseph Begeny, Mayor; William Dorman, Public Service Director

On behalf of the City of Reynoldsburg, EMH&T has conducted a backcheck engineering review of the Eastwood Reserve Phase 2 Plat. EMH&T reviewed the initial plat submission and provided comments via a Staff Report dated September 27, 2023. An updated plat was submitted to the City by the consultant and was reviewed by EMH&T. All comments listed in the previous Staff Report have been addressed and EMH&T has no further comments at this time.



Engineers, Surveyors, Planners, Scientists

MEMO

Date: September 27, 2023

To: Mr. Eric Meyer, Director of Development

From: Ryan Andrews, City Engineer

Subject: Staff Report for: Eastwood Reserve Phase 2 Final Plat

Copies: Joseph Begeny, Mayor; William Dorman, Public Service Director

On behalf of the City of Reynoldsburg, EMH&T conducted a preliminary engineering review of the Eastwood Reserve Phase 2 Plat. The following summarizes our findings and recommendations with respect to this development. Please refer to the comments on the plat plan to clarify comments below.

PLAT SHEET 2

1. NOTE "H" should be changed to NOTE "G".
2. Within the NOTE "G" paragraph, "ARE" should be changed to "IS".
3. Include the length (153') along Sunny Drive from the center of Henley Ave. intersection to line between the Phase 1 and Phase 2 plats.
4. Since the additional right-of-way on Summit Road was platted with Phase 1, we assume the recording information would be the same as the Instrument Number shown on Henley Avenue. Please confirm or add the correct recording information on Summit Road.
5. Within the text of RESERVE "C" (both on right side of page and bottom of page), change NOTE "H" to NOTE "G".
6. Label the 20' Drainage Easement width between lots #102 and #103.
7. Between the two pins found below lot #59, include bearing and distance and/or a blow-up detail showing this information.
8. Provide the length between the centerline of Summit Rd and the SE corner property line of Phase 2.

PLAT SHEET 3

9. Label and provide width of the Drainage Easement in the vicinity of lots 82, 83, 121, 122.
10. In the RESERVE "C" note on the bottom of the page, change NOTE "H" to NOTE "G".
11. Include the length from beginning of Phase 2 (at the CL of Sunny Drive) to the CL of the existing intersection to the west. Recommend adding it as C90 to the curve table.

Attachments: Phase 2 Final Plat with Redline comments

App./Case#: _____

Date Submitted: _____

Fee Amount: _____

PLANNING AND ZONING BOARD LAND SUBDIVISION AND PLAT APPLICATION

☐ Paid: _____

Property Address/Name of Plat:

Eastwood Reserve Phase 2

Description of Location:

West Side of Summit Road approximately 2,200-ft north of E Main Street

Parcel ID#(s):

107-018030-00.000 & 107-018030-00.001

Number of Lots:

88

Complete Where Applicable:

Engineer/Surveyor: CESO, Inc.

Builder/Developer: AMH Development, LLC

I. PROPERTY OWNER OF RECORD

Property Owner Name(s):

AMH Development, LLC

Property Owner Address:

23975 Park Sorrento, Suite 300, Calabasas, CA 91302

II. APPLICANT INFORMATION

Applicant Name:

AMH Development, LLC

Applicant Address:

781 Brooksedge Plaza Drive, Westerville, OH 43081

Applicant Phone Number:

(614) 914-4077

Applicant Email:

jamartin@amh.com; rrobert@amh.com

☒ Property Owner ☐ Business Owner/Tenant ☐ Contractor ☐ Architect/Engineer ☐ Owner's Consent Attached.

III. PROJECT TYPE

☐ Subdivision without Plat
(\$200 Residential/\$250 Non-Residential)

☐ Preliminary Plat
(\$750 + \$50 per lot
All Districts)

☒ Final Plat
(\$500 All Districts)

☐ Plat Modification/Vacation
(\$500 All Districts)

Applicant Signature: _____

Date: 9/13/23

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

OFFICE USE ONLY

Additional Notes:

Zoning Information

Zoning District: _____

☐ Olde Reynoldsburg District

Planning and Zoning Board Meeting

Date: _____

☐ Approved as Submitted

☐ Approved w/ Conditions

☐ Tabled

☐ Denied

City Council Meeting

Date: _____

☐ Approved as Submitted

☐ Submitted Approved

☐ w/ Conditions Tabled

☐ Denied

P&Z Administrator: _____

Date: _____

Clerk of Council: _____

Date: _____

Section 111.05

PRELIMINARY PLAT REQUIREMENTS

The owner of land who desires to subdivide it shall submit six (6) copies of a preliminary plat along with six (6) copies of a general layout of all site improvements to be installed on the entire tract of land to be developed even if the owner or developer only intends to initially develop only a part of the tract, to the Planning and Zoning Board twenty-one (21) days prior to a regular meeting of the Board. A copy of the general layout of all site improvements attached to a copy of the plat shall be in the possession of each member of the Board for a minimum period of seven (7) days before consideration for approval.

The preliminary plat shall contain the following, and be prepared by a licensed professional engineer in the State of Ohio:

- ☐ The scale, with a minimum of one inch to equal one hundred feet
- ☐ The proposed name of the subdivision;
- ☐ Key map showing location within the City;
- ☐ Names and addresses of owners, developers and the surveyor who made the plat;
- ☐ Date
- ☐ North point
- ☐ Legal description of parcel being subdivided.

The following existing conditions shall be shown on the plat:

- ☐ Boundary lines and approximate acreage included matching the provided legal description;
- ☐ Locations, widths and names of all existing or previously platted streets or alleys, and proposed thoroughfare locations as shown on the official City Thoroughfare Plan, Railroad and utility rights of way, parks and public open spaces, permanent buildings and structures, all section and corporation lines within or adjacent to the tract
- ☐ Existing sewers, water mains, culverts and other underground facilities within the tract, indicating pipe sizes, elevations and grades, if readily available, and locations, if known available
- ☐ Boundary lines of adjacent tracts of unsubdivided and subdivided land;
- ☐ Existing zoning restrictions;
- ☐ Existing contours, with intervals of five feet where the slope is greater than ten percent and not more than two feet where the slope is less than ten percent;
- ☐ Drainage channels, wooded areas, water courses and other significant physical features;
- ☐ Existing and proposed easements.

The following proposed conditions shall be shown:

- ☐ Layout of streets and right-of-way widths;
- ☐ Layout, numbers and dimensions of lots including total square footage;
- ☐ Parcels of land intended to be dedicated or temporarily reserved for public use;
- ☐ Building setback lines shown graphically with dimensions;
- ☐ Indication of any lot on which a use other than residential is proposed by the owner;
- ☐ Names of new streets which shall not duplicate names of any existing dedicated street within the County and/or its incorporated areas;
- ☐ New streets which are extensions of or in alignment with existing streets which shall bear the names of the existing streets of which they are extensions or with which they are in alignment;
- ☐ Bearings and dimensions of lot, parcel, and right-of-way boundaries; and
Proposed landscaping, if any.

Who may I call if I have questions?
Contact the Planning & Zoning Administrator at
614-322-6829.
OR Visit our website at: Reynoldsburg.gov

Section 1111.09

FINAL PLAT REQUIREMENTS

A final plat shall contain all material required for the preliminary plat and the following additional information prepared and sealed by a licensed professional engineer in the State of Ohio:

- ☐ Boundary of plat based on an accurate traverse with angular and lineal dimensions;
- ☐ True angle and distance to the nearest street intersection, accurately described on the plat;
- ☐ Municipal, township, county or section lines accurately tied to the lines of all chord dimensions;
- ☐ Radii, internal angles, points of curvature, tangent bearings and lengths of all chord dimensions;
- ☐ All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in
- ☐ degrees and minutes;

Accurate location of all monuments, which shall be composed and/or located as follows:

- ☐ Be composed of a durable material;
- ☐ Be a minimum length of thirty inches (30IN)
- ☐ Of a minimum cross-section area of material of two tenths square inches (one inch (1IN) in diameter)
- ☐ Be identified with a durable marker bearing the Surveyor's Ohio Registration number and/or name or company name
- ☐ Be detectable with conventional instruments for finding ferrous or magnetic objects;
Placed with the top at the existing grade elevation.
One such monument shall be placed at each extreme corner of the subdivision. All lots must be marked with steel pins, and such pins must be in place after a building is completed. The
- ☐ Building Official shall confirm that lot pins are in place on the final occupancy permit.
- ☐ Exact location, width and name of all streets or other public ways
- ☐ Known easements, accurately located and stating the purpose for which they are intended.

A final plat shall also contain:

- ☐ A certificate by a registered professional land surveyor that the plat represents a completed survey and that the monuments shown exist as located or will be set following construction and that all dimensional and geodetic details are correct.
- ☐ Notarized certification by the owner or owners of the adoption of the plat and the dedication by them to public use of the streets and other public areas shown on the plat. The signatures of the owner(s) are required prior to the obtaining of any City Official's signature on the plat. No property shall extend to the center of a right of way.
- ☐ Proper form for the approval of the Planning Commission with space for the signature of the Chairman.
- ☐ Space for approval by signature of the City Engineer and Director of Public Service.
- ☐ Proper form for approval and acceptance by Council, showing ordinance number and provisions for signature by the Clerk of Council.
- ☐ Space for approval, by signature of the City Engineer and Director of Public Service, of easements added to or revised on the final plat.
- ☐ Space for transfer by the County Auditor and recording by the County Recorder. A statement of the expiration date of the City approval shall be placed just ahead of the space provided for the County Auditor's signature.
- ☐ A topographic survey prepared by an Ohio registered professional surveyor using the North American Vertical Datum of 1988 (NAVD88) reflecting flood way, flood way fringe, base flood elevations and property lines of the plat under consideration for development.

Who may I call if I have questions?
Contact the Planning & Zoning Administrator at
614-322-6829.
OR Visit our website at: Reynoldsburg.gov

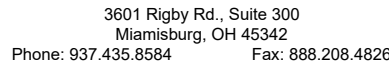
STATE OF OHIO, COUNTY OF LICKING, CITY OF REYNOLDSBURG,
BEING A PART OF LOT 12, NORTHEAST QUARTER OF SECTION 9,
TOWNSHIP 16, RANGE 20, REFUGEE LANDS

MY COMMISSION EXPIRES _____,

PLAT BOOK _____, PAGE _____

PARCEL NO.	ACREAGE
107-018030-00.000	0.729 AC.
107-018030-00.001	20.062 AC.

JEFFREY MILLER, P.S.
OHIO P.S. NO. 7211
2800 CORPORATE EXCHANGE DRIVE, SUITE 400
COLUMBUS, OHIO 43231



**EASTWOOD RESERVE
PHASE 2**
PART OF LOT 12, NE QTR. SEC. 9, TWP. 16, RNG. 20, REFUGEE LANDS
CITY OF REYNOLDSBURG, LICKING COUNTY, OHIO

© 2023 CESO, INC.	
Project Number:	759547
Scale:	N/A
Drawn By:	RLC
Checked By:	ALB
Date:	10/3/2023
Issue:	

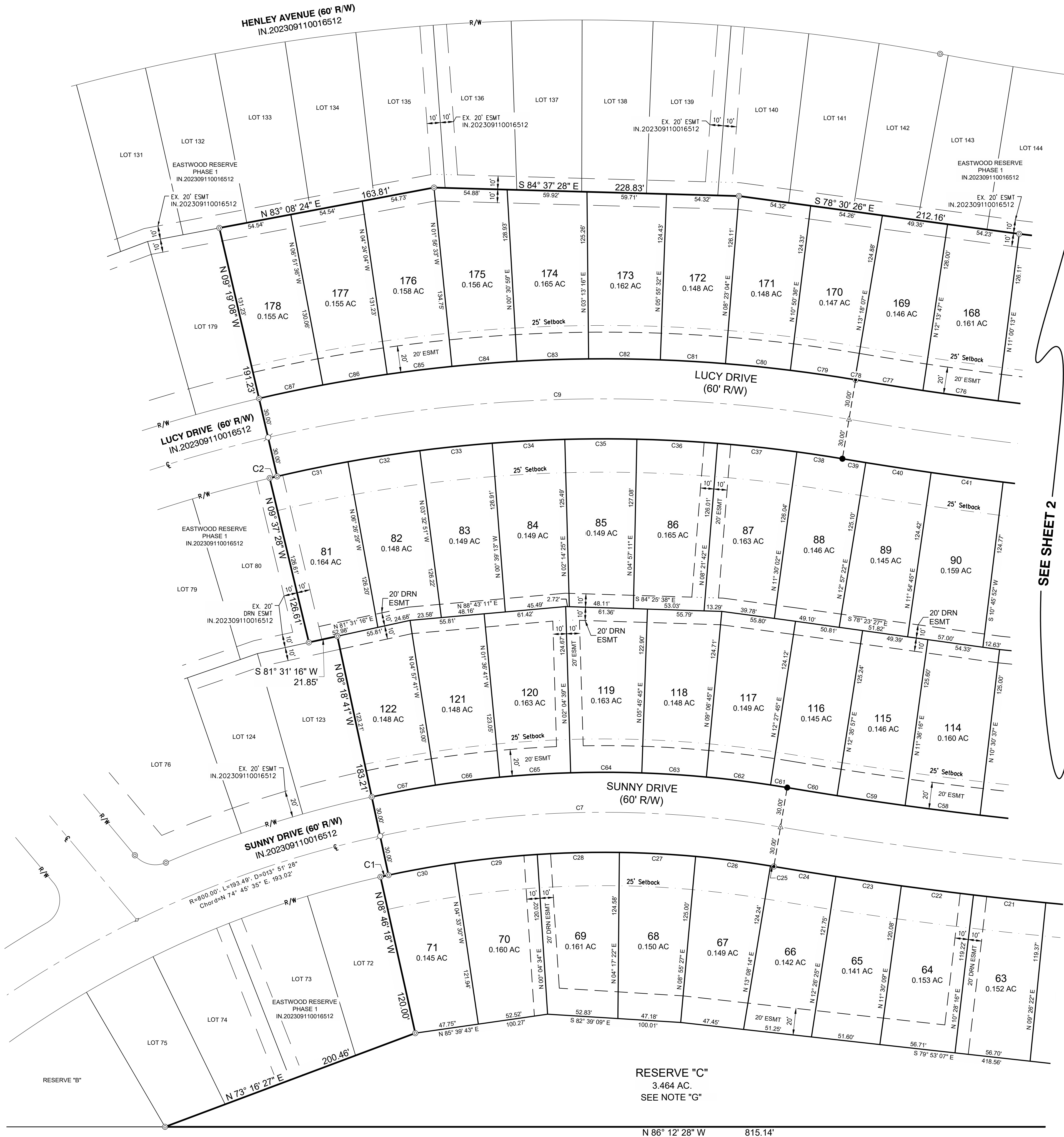
1

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C1	0° 27' 37"	770.00'	6.18'	S81° 27' 31"W, 6.18'
C2	0° 18' 21"	1080.00'	5.76'	S80° 31' 42"W, 5.76'
C3	90° 00' 00"	20.00'	31.42'	S48° 58' 51"W, 28.28'
C4	29° 58' 26"	20.00'	10.46'	N71° 01' 56"W, 10.34'
C5	90° 00' 00"	150.00'	235.62'	N48° 58' 51"E, 212.13'
C6	9° 20' 59"	3000.00'	489.56'	S81° 20' 39"E, 489.01'
C7	21° 38' 32"	800.00'	302.18'	S87° 29' 25"E, 300.39'
C8	9° 20' 59"	2690.00'	438.97'	N81° 20' 39"W, 438.48'
C9	22° 38' 58"	1110.00'	438.79'	N87° 59' 38"W, 435.94'
C10	13° 55' 35"	180.00'	43.75'	S37° 11' 16"W, 43.64'
C11	13° 55' 35"	180.00'	43.75'	S51° 06' 51"W, 43.64'
C12	13° 55' 35"	180.00'	43.75'	S65° 02' 26"W, 43.64'
C13	13° 55' 35"	180.00'	43.75'	S78° 58' 01"W, 43.64'
C14	8° 03' 03"	180.00'	25.29'	S89° 57' 20"W, 25.27'
C15	0° 34' 57"	3030.00'	30.80'	S85° 43' 40"E, 30.80'
C16	1° 01' 53"	3030.00'	54.55'	S84° 55' 15"E, 54.55'
C17	1° 01' 53"	3030.00'	54.55'	S83° 53' 22"E, 54.55'
C18	0° 56' 16"	3030.00'	49.59'	S82° 54' 17"E, 49.59'
C19	0° 56' 16"	3030.00'	49.59'	S81° 58' 01"E, 49.59'
C20	0° 56' 16"	3030.00'	49.59'	S81° 01' 46"E, 49.59'
C21	1° 01' 53"	3030.00'	54.55'	S80° 02' 41"E, 54.55'
C22	1° 01' 53"	3030.00'	54.55'	S79° 00' 48"E, 54.55'
C23	0° 56' 16"	3030.00'	49.59'	S78° 01' 43"E, 49.59'
C24	0° 53' 26"	3030.00'	47.10'	S77° 06' 52"E, 47.09'
C25	0° 11' 36"	770.00'	2.60'	N76° 45' 57"W, 2.60'
C26	4° 12' 48"	770.00'	56.62'	N78° 58' 10"W, 56.61'
C27	4° 15' 45"	770.00'	57.28'	N83° 12' 26"W, 57.27'
C28	4° 35' 07"	770.00'	61.62'	N87° 37' 52"W, 61.61'
C29	4° 38' 04"	770.00'	62.28'	S87° 45' 32"W, 62.27'
C30	3° 45' 11"	770.00'	50.44'	S83° 33' 54"W, 50.43'
C31	2° 52' 39"	1080.00'	54.24'	S82° 07' 12"W, 54.23'
C32	2° 53' 38"	1080.00'	54.55'	S85° 00' 20"W, 54.54'
C33	2° 53' 38"	1080.00'	54.55'	S87° 53' 58"W, 54.54'
C34	2° 53' 38"	1080.00'	54.55'	N89° 12' 24"W, 54.54'
C35	2° 52' 06"	1080.00'	54.07'	N86° 19' 32"W, 54.06'
C36	3° 12' 45"	1080.00'	60.55'	N83° 17' 07"W, 60.54'
C37	3° 10' 46"	1080.00'	59.93'	N80° 05' 21"W, 59.92'
C38	1° 49' 49"	1080.00'	34.50'	N77° 35' 04"W, 34.50'
C39	0° 22' 29"	2720.00'	17.79'	S76° 51' 24"E, 17.79'
C40	1° 02' 37"	2720.00'	49.54'	S77° 33' 57"E, 49.54'
C41	1° 08' 53"	2720.00'	54.50'	S78° 39' 42"E, 54.50'
C42	1° 08' 53"	2720.00'	54.50'	S79° 48' 34"E, 54.50'
C43	1° 02' 37"	2720.00'	49.54'	S80° 54' 19"E, 49.54'
C44	1° 02' 37"	2720.00'	49.54'	S81° 56' 56"E, 49.54'
C45	1° 02' 37"	2720.00'	49.54'	S82° 59' 33"E, 49.54'

CESO IRON PIN LEGEND

- ⊙ IRON PIN FOUND (5/8" REBAR W/ CESO CAP UNLESS NOTED OTHERWISE)
- IRON PIN TO BE SET (5/8"x30" REBAR W/ CESO CAP)
- ⌘ MAG NAIL FOUND
- ▲ MAG NAIL SET
- PERMANENT MARKER SET (1"x30" REBAR W/ ALUMINUM CESO CAP)

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C46	1° 08' 53"	2720.00'	54.50'	S84° 05' 18"E, 54.50'
C47	1° 08' 46"	2720.00'	54.41'	S85° 14' 07"E, 54.41'
C48	0° 12' 38"	2720.00'	10.00'	S85° 54' 49"E, 10.00'
C49	90° 00' 00"	20.00'	31.42'	N41° 01' 09"W, 28.28'
C50	90° 00' 00"	120.00'	188.50'	N48° 58' 51"E, 169.71'
C51	0° 11' 34"	2970.00'	10.00'	S85° 55' 21"E, 10.00'
C52	1° 09' 50"	2970.00'	60.33'	S85° 14' 39"E, 60.33'
C53	1° 05' 39"	2970.00'	56.72'	S84° 06' 55"E, 56.72'
C54	0° 59' 41"	2970.00'	51.56'	S83° 04' 15"E, 51.56'
C55	0° 59' 41"	2970.00'	51.56'	S82° 04' 34"E, 51.56'
C56	0° 59' 41"	2970.00'	51.56'	S81° 04' 53"E, 51.56'
C57	1° 05' 39"	2970.00'	56.72'	S80° 02' 13"E, 56.72'
C58	1° 05' 39"	2970.00'	56.72'	S78° 56' 34"E, 56.72'
C59	0° 59' 41"	2970.00'	51.56'	S77° 53' 54"E, 51.56'
C60	0° 43' 54"	2970.00'	37.92'	S77° 02' 06"E, 37.92'
C61	0° 52' 06"	830.00'	12.58'	N77° 06' 12"W, 12.58'
C62	3° 21' 00"	830.00'	48.53'	N79° 12' 45"W, 48.52'
C63	3° 21' 00"	830.00'	48.53'	N82° 33' 45"W, 48.52'
C64	3° 41' 06"	830.00'	53.38'	N86° 04' 48"W, 53.37'
C65	3° 41' 20"	830.00'	53.44'	N89° 46' 01"W, 53.43'
C66	3° 21' 00"	830.00'	48.53'	S86° 42' 49"W, 48.52'
C67	3° 21' 00"	830.00'	48.53'	S83° 21' 49"W, 48.52'
C68	90° 00' 00"	20.00'	31.42'	S48° 58' 51"W, 28.28'
C69	0° 06' 28"	2660.00'	5.00'	S85° 57' 55"E, 5.00'
C70	1° 13' 48"	2660.00'	57.10'	S85° 17' 47"E, 57.10'
C71	1° 06' 53"	2660.00'	51.75'	S84° 07' 27"E, 51.75'
C72	1° 06' 53"	2660.00'	51.75'	S83° 00' 34"E, 51.75'
C73	1° 06' 53"	2660.00'	51.75'	S81° 53' 41"E, 51.75'
C74	1° 06' 53"	2660.00'	51.75'	S80° 46' 48"E, 51.75'
C75	1° 13' 34"	2660.00'	56.93'	S79° 36' 34"E, 56.93'
C76	1° 13' 34"	2660.00'	56.93'	S78° 23' 00"E, 56.93'
C77	1° 06' 03"	2660.00'	51.11'	S77° 13' 11"E, 51.11'
C78	0° 01' 44"	1140.00'	0.57'	N76° 41' 01"W, 0.57'
C79	2° 27' 32"	1140.00'	48.92'	N77° 55' 39"W, 48.92'
C80	2° 27' 32"	1140.00'	48.92'	N80° 23' 10"W, 48.92'
C81	2° 27' 32"	1140.00'	48.92'	N82° 50' 42"W, 48.92'
C82	2° 42' 17"	1140.00'	53.81'	N85° 25' 36"W, 53.81'
C83	2° 42' 17"	1140.00'	53.81'	N88° 07' 53"W, 53.81'
C84	2° 27' 32"	1140.00'	48.92'	S89° 17' 13"W, 48.92'
C85	2° 27' 32"	1140.00'	48.92'	S86° 49' 41"W, 48.92'
C86	2° 27' 32"	1140.00'	48.92'	S84° 22' 10"W, 48.92'
C87	2° 27' 32"	1140.00'	48.92'	S81° 54' 38"W, 48.92'
C88	26° 14' 37"	180.00'	82.45'	S17° 06' 10"W, 81.73'
C89	28° 31' 26"	120.00'	59.74'	N16° 14' 34"E, 59.13'



SEE SHEET 2



CESO
WWW.CESONINC.COM

3601 Rigby Rd., Suite 300
Middletown, OH 45342
Phone: 937.435.8584 Fax: 888.208.4826

EASTWOOD RESERVE
PHASE 2

PART OF LOT 12, NE QTR, SEC. 9, TWP. 16, RNG. 20, REFUGEE LANDS
CITY OF REYNOLDSBURG, LICKING COUNTY, OHIO

Revisions / Submissions

ID	Description	Date
----	-------------	------

© 2023 CESO, INC.

Project Number: 759547

Scale: N/A

Drawn By: RLC

Checked By: ALB

Date: 10/3/2023

Issue:

Drawing Title:

PLAT

From: [Doug White](#)
To: [Phoenix Buathier](#)
Cc: [Eric Meyer](#)
Subject: RE: Eastwood Phase 2 and Phase 3 Final Plats
Date: Tuesday, September 26, 2023 2:34:38 PM

[NOTICE: This email originated outside of the City of Reynoldsburg.]

The Fire District has no comments at this time.

From: Phoenix Buathier <pbuathier@reynoldsburg.gov>
Sent: Tuesday, September 26, 2023 10:35 AM
To: Doug White <DWhite@westlickingfire.org>
Cc: Eric Meyer <emeyer@reynoldsburg.gov>
Subject: RE: Eastwood Phase 2 and Phase 3 Final Plats

Mr. White,

Just wanted to follow up with an email today since comments are due by tomorrow, to see if West Licking Fire had any comments regarding Phase 2 and 3 of the Final Plats for Eastwood?

Best,

Phoenix Buathier
DEPARTMENT OF DEVELOPMENT
Planning and Zoning Administrator

—
City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6829 | F 614-322-6830

www.reynoldsburg.gov

From: Phoenix Buathier
Sent: Monday, September 18, 2023 8:35 AM
To: 'DWhite@westlickingfire.org' <DWhite@westlickingfire.org>
Cc: Eric Meyer <emeyer@reynoldsburg.gov>
Subject: Eastwood Phase 2 and Phase 3 Final Plats

Mr. White,

My name is Phoenix Buathier, I am the City of Reynoldsburg's Planning and Zoning Administrator. I am sending you the Eastwood Phase 2 and Eastwood Phase 3 Final Plats and related items that are scheduled for the October 5th Planning and Zoning Board meeting. Our code requires us to send out a staff report at least a week in advance of the meeting. Therefore, I am asking for any comments you may have by September 27th so that we can incorporate them in the staff report that goes out

first thing on September 28th.

If you have any questions please feel free to call or email. Thank you for your help.

Sincerely,

Phoenix Buathier

DEPARTMENT OF DEVELOPMENT

Planning and Zoning Administrator

—

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6829 | F 614-322-6830

www.reynoldsburg.gov

October 19, 2023

Planning and Zoning Board
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, OH 43068

RE: AMH Development, LLC; Eastwood Reserve Subdivision; Final Plat: Phase 3

Planning and Zoning Board:

Below is the staff review of the above reference Final Plat Application.

1. Project Summary

- a. The 78.16 +/- acre residential subdivision is zoned SR, Suburban Residential. To the north and west of the subject site is Etna Township zoned rural residential. To the south of the site is Dwellings – Attached Multi-Unit Buildings Complex under construction zoned RM, Residential Medium and single-family residential in Etna Township. To the east of the site is a single-family residential subdivision also located in Etna Township.
- b. The subject site is currently under an agricultural land use, however the site is proposed to be developed with 248 Dwelling – Detached Single Family homes, with a density of 3.17 dwelling units per acre. The approved major site plan also included a total open space are of 24.2 acres.
- c. The proposed Final Plat application is for Phase 3, consisting of 18.729 acres and 75 Dwellings – Single-Family Detached lots.
- d. Open space is being platted in Reserve D at 1.547 acres, which is 6.33% of the total open space approved in the major site plan.

2. Project Review

- a. The applicant is seeking Final Plat approval for Eastwood Reserve Subdivision Phase 3.
- b. The lot dimensions, right-of-ways, layout, setbacks, and open space configurations are consistent with the approved major site plan and preliminary plat.

3. Recommendations

- a. Staff recommends approval for Eastwood Reserve Subdivision Phase 3.



Engineers, Surveyors, Planners, Scientists

MEMO

Date: October 10, 2023

To: Mr. Eric Meyer, Director of Development

From: Ryan Andrews, City Engineer

Subject: Staff Report for: Eastwood Reserve Phase 3 Final Plat

Copies: Joseph Begeny, Mayor; William Dorman, Public Service Director

On behalf of the City of Reynoldsburg, EMH&T has conducted a backcheck engineering review of the Eastwood Reserve Phase 3 Plat. EMH&T reviewed the initial plat submission and provided comments via a Staff Report dated September 27, 2023. An updated plat was submitted to the City by the consultant and was reviewed by EMH&T. All comments listed in the previous Staff Report have been addressed and EMH&T has no further comments at this time.



Engineers, Surveyors, Planners, Scientists

MEMO

Date: September 27, 2023

To: Mr. Eric Meyer, Director of Development

From: Ryan Andrews, City Engineer

Subject: Staff Report for: Eastwood Reserve Phase 3 Final Plat

Copies: Joseph Begeny, Mayor; William Dorman, Public Service Director

On behalf of the City of Reynoldsburg, EMH&T conducted a preliminary engineering review of the Eastwood Reserve Phase 3 Plat. The following summarizes our findings and recommendations with respect to this development. Please refer to the comments on the plat plan to clarify comments below.

PLAT SHEET 1

1. In the second paragraph, line 3, please change Phase 2 to Phase 3.

PLAT SHEET 2

2. NOTE "H" should be changed to NOTE "G".
3. Within the NOTE "G" paragraph, "ARE" should be changed to "IS".
4. Add a "No Vehicular Access" (NVA) note for dead-end situations such as Park Place North where it ends at the north property line.
5. On the easements between lots # 38/39, 41/42 and 26/27, 29/30, use dots instead of hash marks where the easement meets another easement.
6. The PGU shows a 42' drainage easement where the Plat shows it as a 20' Drainage Easement (on lot 43). Please revise.
7. In the RESERVE "D" note on the right side of page, change NOTE "H" to NOTE "G".
8. Include the length from centerline of Henley Avenue along Luna Drive to the line between the Phase 1 and Phase 3 plats.
9. Include the width of the drainage easement behind lot #36.
10. Include drainage easement between Phase 1 and Phase 3 on the south side of Luna Drive.

PLAT SHEET 3

11. RESERVE "B" should be RESERVE "A".
12. Revise 25' easement to 25' drainage easement behind lot #13.
13. Call out NVA at the dead end on Park Place North.
14. On the easements between lots # 17/18 and 20/21, use dots instead of hash marks where the easement meets another easement.
15. At the southwest corner of Park Place North and Luna Drive, provide dimension per notation.
16. Between lot 188 and 246, please move instrumentation number for clarity.

Attachments: Phase 3 Final Plat with Redline comments

App./Case#: _____

Date Submitted: _____

Fee Amount: _____

PLANNING AND ZONING BOARD LAND SUBDIVISION AND PLAT APPLICATION

☐ Paid: _____

Property Address/Name of Plat: Eastwood Reserve Phase 3
Description of Location: West Side of Summit Road approximately 2,200-ft north of E Main Street
Parcel ID#(s): 107-018030-00.000 & 107-018030-00.001
Number of Lots: 75
Complete Where Applicable: Engineer/Surveyor: CESO, Inc. Builder/Developer: AMH Development, LLC

I. PROPERTY OWNER OF RECORD

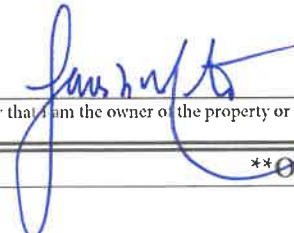
Property Owner Name(s): AMH Development, LLC	Property Owner Address: 23975 Park Sorrento, Suite 300, Calabasas, CA 91302
--	---

II. APPLICANT INFORMATION

Applicant Name: AMH Development, LLC	Applicant Address: 781 Brooksedge Plaza Drive, Westerville, OH 43081
Applicant Phone Number: (614) 914-4077	Applicant Email: jamartin@amh.com; rrobert@amh.com
☒ Property Owner ☐ Business Owner/Tenant ☐ Contractor ☐ Architect/Engineer ☐ Owner's Consent Attached.	

III. PROJECT TYPE

☐ Subdivision without Plat (\$200 Residential/\$250 Non-Residential) ☐ Preliminary Plat (\$750 + \$50 per lot All Districts) ☒ Final Plat (\$500 All Districts) ☐ Plat Modification/Vacation (\$500 All Districts)

Applicant Signature:  Date: 9/13/23

*By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

OFFICE USE ONLY

Additional Notes:	Zoning Information	Planning and Zoning Board Meeting	City Council Meeting
	Date: _____	Date: _____	Date: _____
	Zoning District: _____	☐ Approved as Submitted	☐ Approved as Submitted
	☐ Olde Reynoldsburg District	☐ Approved w/ Conditions	☐ Submitted Approved
		☐ Tabled	☐ w/ Conditions Tabled
	☐ Denied	☐ Denied	
	P&Z Administrator: _____	Date: _____	Date: _____
	Clerk of Council: _____		

Section 111.05

PRELIMINARY PLAT REQUIREMENTS

The owner of land who desires to subdivide it shall submit six (6) copies of a preliminary plat along with six (6) copies of a general layout of all site improvements to be installed on the entire tract of land to be developed even if the owner or developer only intends to initially develop only a part of the tract, to the Planning and Zoning Board twenty-one (21) days prior to a regular meeting of the Board. A copy of the general layout of all site improvements attached to a copy of the plat shall be in the possession of each member of the Board for a minimum period of seven (7) days before consideration for approval.

The preliminary plat shall contain the following, and be prepared by a licensed professional engineer in the State of Ohio:

- ☐ The scale, with a minimum of one inch to equal one hundred feet
- ☐ The proposed name of the subdivision;
- ☐ Key map showing location within the City;
- ☐ Names and addresses of owners, developers and the surveyor who made the plat;
- ☐ Date
- ☐ North point
- ☐ Legal description of parcel being subdivided.

The following existing conditions shall be shown on the plat:

- ☐ Boundary lines and approximate acreage included matching the provided legal description;
- ☐ Locations, widths and names of all existing or previously platted streets or alleys, and proposed thoroughfare locations as shown on the official City Thoroughfare Plan, Railroad and utility rights of way, parks and public open spaces, permanent buildings and structures, all section and corporation lines within or adjacent to the tract
- ☐ Existing sewers, water mains, culverts and other underground facilities within the tract, indicating pipe sizes, elevations and grades, if readily available, and locations, if known available
- ☐ Boundary lines of adjacent tracts of unsubdivided and subdivided land;
- ☐ Existing zoning restrictions;
- ☐ Existing contours, with intervals of five feet where the slope is greater than ten percent and not more than two feet where the slope is less than ten percent;
- ☐ Drainage channels, wooded areas, water courses and other significant physical features;
- ☐ Existing and proposed easements.

The following proposed conditions shall be shown:

- ☐ Layout of streets and right-of-way widths;
- ☐ Layout, numbers and dimensions of lots including total square footage;
- ☐ Parcels of land intended to be dedicated or temporarily reserved for public use;
- ☐ Building setback lines shown graphically with dimensions;
- ☐ Indication of any lot on which a use other than residential is proposed by the owner;
- ☐ Names of new streets which shall not duplicate names of any existing dedicated street within the County and/or its incorporated areas;
- ☐ New streets which are extensions of or in alignment with existing streets which shall bear the names of the existing streets of which they are extensions or with which they are in alignment;
- ☐ Bearings and dimensions of lot, parcel, and right-of-way boundaries; and
Proposed landscaping, if any.

Who may I call if I have questions?
Contact the Planning & Zoning Administrator at
614-322-6829.
OR Visit our website at: Reynoldsburg.gov

Section 1111.09

FINAL PLAT REQUIREMENTS

A final plat shall contain all material required for the preliminary plat and the following additional information prepared and sealed by a licensed professional engineer in the State of Ohio:

- ☐ Boundary of plat based on an accurate traverse with angular and lineal dimensions;
- ☐ True angle and distance to the nearest street intersection, accurately described on the plat;
- ☐ Municipal, township, county or section lines accurately tied to the lines of all chord dimensions;
- ☐ Radii, internal angles, points of curvature, tangent bearings and lengths of all chord dimensions;
- ☐ All lot numbers and lines with accurate dimensions in feet and hundredths and bearings in
- ☐ degrees and minutes;

Accurate location of all monuments, which shall be composed and/or located as follows:

- ☐ Be composed of a durable material;
- ☐ Be a minimum length of thirty inches (30IN)
- ☐ Of a minimum cross-section area of material of two tenths square inches (one inch (1IN) in diameter)
- ☐ Be identified with a durable marker bearing the Surveyor's Ohio Registration number and/or name or company name
- ☐ Be detectable with conventional instruments for finding ferrous or magnetic objects; Placed with the top at the existing grade elevation.
One such monument shall be placed at each extreme corner of the subdivision. All lots must be marked with steel pins, and such pins must be in place after a building is completed. The
- ☐ Building Official shall confirm that lot pins are in place on the final occupancy permit.
- ☐ Exact location, width and name of all streets or other public ways
- ☐ Known easements, accurately located and stating the purpose for which they are intended.

A final plat shall also contain:

- ☐ A certificate by a registered professional land surveyor that the plat represents a completed survey and that the monuments shown exist as located or will be set following construction and that all dimensional and geodetic details are correct.
- ☐ Notarized certification by the owner or owners of the adoption of the plat and the dedication by them to public use of the streets and other public areas shown on the plat. The signatures of the owner(s) are required prior to the obtaining of any City Official's signature on the plat. No property shall extend to the center of a right of way.
- ☐ Proper form for the approval of the Planning Commission with space for the signature of the Chairman.
- ☐ Space for approval by signature of the City Engineer and Director of Public Service.
- ☐ Proper form for approval and acceptance by Council, showing ordinance number and provisions for signature by the Clerk of Council.
- ☐ Space for approval, by signature of the City Engineer and Director of Public Service, of easements added to or revised on the final plat.
- ☐ Space for transfer by the County Auditor and recording by the County Recorder. A statement of the expiration date of the City approval shall be placed just ahead of the space provided for the County Auditor's signature.
- ☐ A topographic survey prepared by an Ohio registered professional surveyor using the North American Vertical Datum of 1988 (NAVD88) reflecting flood way, flood way fringe, base flood elevations and property lines of the plat under consideration for development.

Who may I call if I have questions?
Contact the Planning & Zoning Administrator at
614-322-6829.
OR Visit our website at: Reynoldsburg.gov

W:\PROJECTS\AMH DEVELOPMENT\759547-01 Eastwood\04-SURVEY\Draw\PH3.dwg - 10/3/2023 - Alex Benson

EASTWOOD RESERVE
PHASE 3

STATE OF OHIO, COUNTY OF LICKING, CITY OF REYNOLDSBURG,
BEING A PART OF LOT 12, NORTHEAST QUARTER OF SECTION 9,
TOWNSHIP 16, RANGE 20, REFUGEE LANDS

SITUATE IN THE STATE OF OHIO, COUNTY OF LICKING, CITY OF REYNOLDSBURG, BEING IN LOT 12 IN THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 16, RANGE 20, REFUGEE LANDS AND BEING 18.729 ACRES OF LAND, ALL OUT OF THAT ORIGINAL 38.797-ACRE TRACT OF LAND KNOWN AS PARCEL 1, AS CONVEYED TO AMH DEVELOPMENT, LLC, A DELAWARE LIMITED LIABILITY COMPANY, OF RECORD IN INSTRUMENT NUMBER 202207080016767. ALL REFERENCES BEING TO THOSE OF RECORD IN THE RECORDER'S OFFICE, LICKING COUNTY, OHIO.

THE UNDERSIGNED, AMH DEVELOPMENT, LLC, BY CISCO GARCIA, SENIOR VICE PRESIDENT - DEVELOPMENT EAST, OWNER OF THE LAND PLATTED HEREIN, DULY AUTHORIZED IN THE PREMISES, DOES HEREBY CERTIFY THAT THIS PLAT CORRECTLY REPRESENTS ITS "EASTWOOD RESERVE PHASE 3" A SUBDIVISION CONTAINING LOTS NUMBERED 7-48, 184-216 AND RESERVE "D" INCLUSIVE, AND DOES HEREBY ACCEPT THIS PLAT OF SAME AND DEDICATE TO PUBLIC USE AS SUCH ALL OF "LUNA DRIVE" AND "PARK PLACE NORTH" AS SHOWN HEREON AND NOT HERETOFORE DEDICATED.

EASEMENTS ARE HEREBY RESERVED AND DEDICATED IN, OVER, AND UNDER AREAS DESIGNATED ON THIS PLAT AS "EASEMENT" (ESMT) , "DRAINAGE EASEMENT" (DRN. ESMT), FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF ALL PUBLIC AND QUASI PUBLIC UTILITIES ABOVE AND BENEATH THE SURFACE OF THE GROUND AND, WHERE NECESSARY, FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF THE SERVICE CONNECTIONS TO ALL ADJACENT LOTS AND LANDS, AND FOR STORM WATER DRAINAGE, WITHIN THOSE AREAS DESIGNATED AS "DRAINAGE EASEMENT". ON THIS PLAT, AN ADDITIONAL EASEMENT IS HEREBY RESERVED FOR THE PURPOSE OF CONSTRUCTION, OPERATING AND MAINTAINING MAJOR STORM WATER DRAINAGE SWALES AND OR OTHER STORM WATER DRAINAGE FACILITIES, NO ABOVE GRADE STRUCTURES, DAMS OR OTHER OBSTRUCTIONS TO THE FLOW OF STORMWATER RUNOFF ARE PERMITTED WITHIN DRAINAGE EASEMENT AREAS AS DELINEATED ON THIS PLAT UNLESS APPROVED BY THE REYNOLDSBURG CITY ENGINEER.

THE UNDERSIGNED FURTHER AGREES THAT ANY USE OF IMPROVEMENTS MADE ON THIS LAND SHALL BE IN CONFORMITY WITH ALL EXISTING VALID ZONING, PLATTING, HEALTH, OR ANY OTHER LAWFUL RULES AND REGULATIONS INCLUDING THE APPLICABLE OFF-STREET PARKING AND LOADING REQUIREMENTS OF THE CITY OF REYNOLDSBURG, OHIO, FOR THE BENEFIT OF HIMSELF, AND ALL SUBSEQUENT OWNERS OR ASSIGNS TAKING TITLE FROM, UNDER, OR THROUGH THE UNDERSIGNED.

IN WITNESS THEREOF, CISCO GARCIA, SENIOR VICE PRESIDENT - DEVELOPMENT EAST, OF AMH DEVELOPMENT, LLC, A DELAWARE LIMITED LIABILITY COMPANY, HAS CAUSED THIS PLAT TO BE EXECUTED BY THIS DULY AUTHORIZED OFFICE.

THIS ____ DAY OF _____, ____

SIGNED AND ACKNOWLEDGED
IN THE PRESENCE OF:

AMH DEVELOPMENT, LLC
A DELAWARE LIMITED LIABILITY COMPANY

BY: _____

CISCO GARCIA
SENIOR VICE PRESIDENT - DEVELOPMENT EAST

STATE OF _____
COUNTY OF _____:

BEFORE ME A NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY APPEARED CISCO GARCIA, SENIOR VICE PRESIDENT - DEVELOPMENT EAST OF SAID AMH DEVELOPMENT, LLC, A DELAWARE LIMITED LIABILITY COMPANY, WHO ACKNOWLEDGED THE SIGNING OF THE FOREGOING INSTRUMENT TO BE HIS VOLUNTARY ACT AND DEED AND THE VOLUNTARY ACT AND DEED SAID AMH DEVELOPMENT, LLC, A DELAWARE LIMITED LIABILITY COMPANY, FOR THE USES AND PURPOSES EXPRESSED THEREIN.

IN WITNESS THEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL THIS

_____ DAY OF _____

MY COMMISSION EXPIRES _____, _____

APPROVED THIS _____ DAY OF _____ 2023

CHAIRMAN, PLANNING & ZONING BOARD, REYNOLDSBURG, OHIO

APPROVED THIS _____ DAY OF _____ 2023

CITY ENGINEER, REYNOLDSBURG, OHIO

APPROVED THIS _____ DAY OF _____ 2023
BY ORDINANCE NO. _____ WHEREIN ALL OF LUNA DRIVE AND PARK PLACE NORTH, SHOWN DEDICATED
HEREON ARE ACCEPTED AS SUCH BY THE COUNCIL FOR THE CITY OF REYNOLDSBURG, OHIO.

DIRECTOR OF PUBLIC SERVICE, REYNOLDSBURG, OHIO

CITY CLERK, REYNOLDSBURG, OHIO

MAYOR, REYNOLDSBURG, OHIO

TRANSFERRED THIS _____ DAY OF _____ 2023

AUDITOR, LICKING COUNTY, OHIO

FILED FOR RECORD THIS _____ DAY OF _____, _____

RECORDER, LICKING COUNTY, OHIO

AT _____ FEE _____
FILE NO. _____

RECORDED THIS _____ DAY OF _____ 2023

PLAT BOOK _____, PAGE _____

ACREAGE BREAKDOWN:

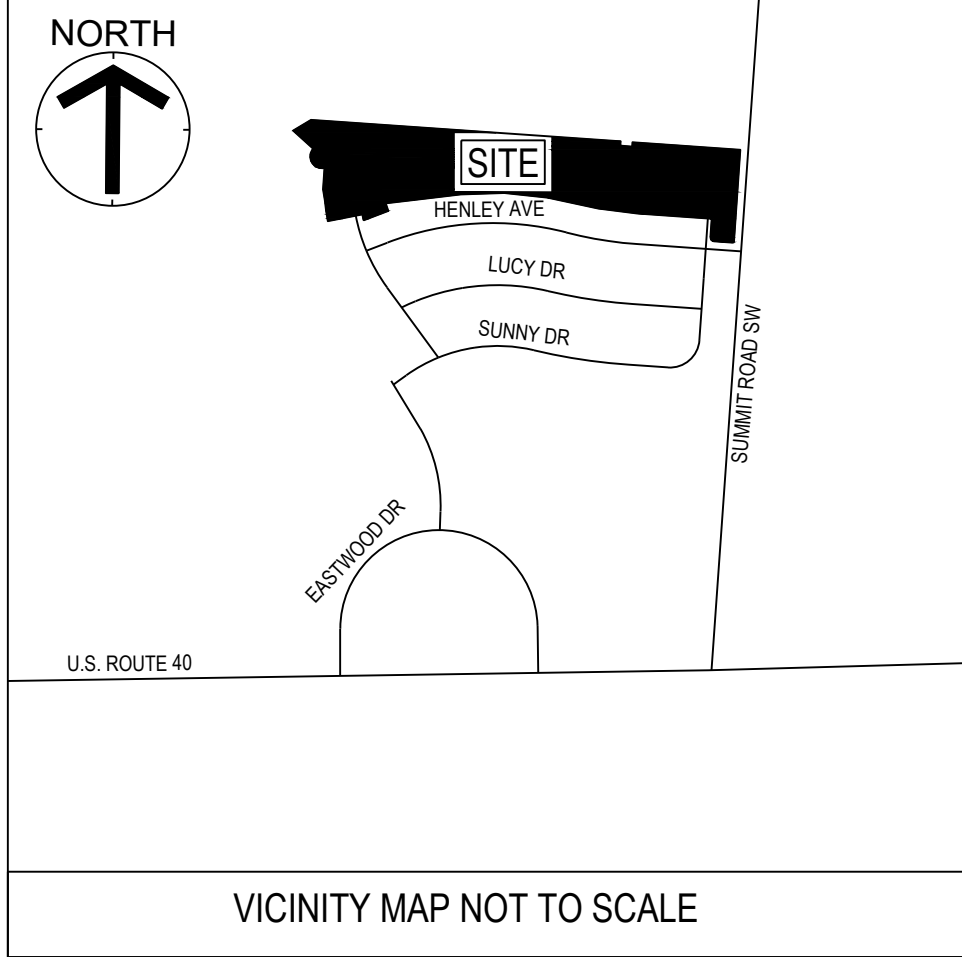
PARCEL NO.	ACREAGE
107-018030-00.000	18.729 AC.

SURVEY DATA:
BEARINGS SHOWN HERON ARE BASED ON THE OHIO STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD 83 (2011), WITH THE CENTERLINE OF SUMMIT ROAD (TOWNSHIP ROAD 26) HAVING A RELATIVE BEARING OF NORTH 3°57'17" EAST.

SOURCE OF DATA:
THE SOURCES OF RECORDED SURVEY DATA REFERENCED IN THE PLAN AND TEXT OF THIS PLAT ARE THE RECORDS OF THE RECORDER'S OFFICE, LICKING COUNTY, OHIO.

CERTIFICATION
WE DO HEREBY CERTIFY THAT WE HAVE SURVEYED THE ATTACHED PREMISES, PREPARED THE ATTACHED PLAT, AND THAT SAID PLAT IS CORRECT. ALL DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF. DIMENSIONS SHOWN ALONG CURVES ARE CHORD MEASUREMENTS.

JEFFREY MILLER, P.S. DATE: _____
OHIO P.S. NO. 7211
2800 CORPORATE EXCHANGE DRIVE, SUITE 400
COLUMBUS, OHIO 43231



CESO
WWW.CESOINC.COM

3601 Rigby Rd., Suite 300
Mammaring, OH 43042
Phone: 937.435.8584 Fax: 888.208.4826

EASTWOOD RESERVE
PHASE 3
PART OF LOT 12, NE QTR, SEC. 8, TWP. 16, RNG. 20, REFUGEE LANDS
CITY OF REYNOLDSBURG, LICKING COUNTY, OHIO

Revisions / Submissions

ID	Description	Date
----	-------------	------

© 2023 CESO, INC.

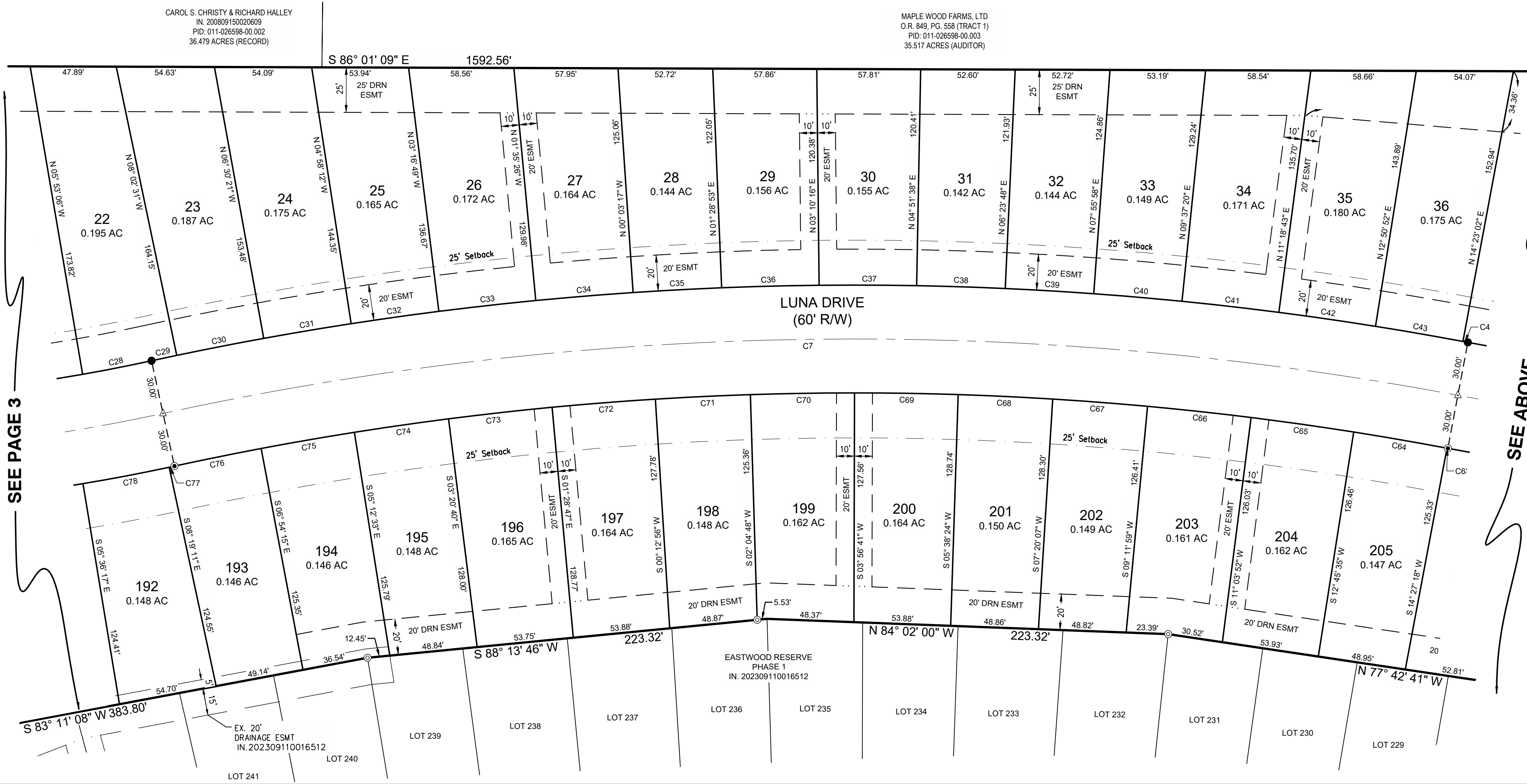
Project Number:	759547
Scale:	1" = 40'
Drawn By:	RLC
Checked By:	ALB
Date:	10/3/2023
Issue:	

Drawing Title:

PLAT

W:\PROJECTS\AMH DEVELOPMENT\759547-01 Eastwood\04-SURVEY\DWG\759547 - 10/3/2023 - Alex Benson

SEE PAGE 3



NOTE "A": AT THE TIME OF PLATTING, THE 18.729-ACRE TRACT OF LAND SHOWN HEREON IS LOCATED IN ZONE "X" (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) AS SHOWN ON THE FLOOD INSURANCE RATE MAP OF LICKING COUNTY, OHIO COMMUNITY PANEL 39089C0409J DATED: MARCH 16, 2015.

NOTE "B" ACREAGE BREAKDOWN:

TOTAL ACREAGE	18.729 ACRES
ACREAGE IN R/W	3.650 ACRES
ACREAGE IN REMAINING LOTS	13.532 ACRES
ACREAGE IN OPEN SPACE "D"	1.547 ACRES

NOTE "C" ACREAGE BREAKDOWN: EASTWOOD RESERVE PHASE 3 IS OUT OF LICKING COUNTY PARCEL NUMBERS:

PARCEL NUMBER 107-018030-00.000 (ORIGINAL 39.797 ACRES)	18.729 ACRES
---	--------------

NOTE "D": THE PURPOSE OF THIS PLAT IS TO SHOW CERTAIN PROPERTY, RIGHTS OF WAY, AND EASEMENT BOUNDARIES AS OF THE TIME OF PLATTING. AT THE REQUEST OF ZONING AND PLANNING AUTHORITIES AT THE TIME OF PLATTING, THIS PLAT SHOWS SOME OF THE LIMITATIONS AND REQUIREMENTS OF THE ZONING CODE IN EFFECT ON THE DATE OF FILING THIS PLAT FOR REFERENCE ONLY. THE LIMITATIONS AND REQUIREMENTS MAY CHANGE FROM TIME TO TIME AND SHOULD BE REVIEWED TO DETERMINE THE THEN CURRENT APPLICABLE USE AND DEVELOPMENT LIMITATIONS OF THE ZONING CODE AS ADOPTED BY THE GOVERNMENT AUTHORITY HAVING JURISDICTION. THE THEN APPLICABLE ZONING CODE SHALL HAVE CONTROL OVER CONFLICTING LIMITATIONS AND REQUIREMENTS THAT MAY BE SHOWN AS ON THIS PLAT. THIS NOTE SHOULD NOT BE CONSTRUED AS CREATING PLAT OR SUBDIVISION RESTRICTIONS, PRIVATE USE RESTRICTIONS, COVENANTS RUNNING WITH THE LAND OR TITLE ENCUMBRANCES OF ANY NATURE, EXCEPT TO THE EXTENT SPECIFICALLY IDENTIFIED AS SUCH.

NOTE "E" AT THE TIME OF PLATTING, ELECTRIC, CABLE, AND TELEPHONE SERVICE PROVIDERS HAVE NOT ISSUED INFORMATION REQUIRED SO THAT EASEMENT AREAS, IN ADDITION TO THOSE SHOWN ON THIS PLAT AS DEEMED NECESSARY BY THESE PROVIDERS FOR THE INSTALLATION AND MAINTENANCE OF ALL OF THEIR MAIN LINE FACILITIES, COULD CONVENIENTLY BE SHOWN ON THIS PLAT. EXISTING RECORDED EASEMENT INFORMATION ABOUT EASTWOOD RESERVE PHASE 3 OR ANY PART THEREOF CAN BE ACQUIRED BY A COMPETENT EXAMINATION OF THE THEN CURRENT PUBLIC RECORDS, INCLUDING THOSE IN THE LICKING COUNTY RECORDERS OFFICE.

NOTE "F": CITY OF REYNOLDSBURG ZONING CODE FOR "EASTWOOD RESERVE PHASE 3" IN EFFECT AT TIME OF PLATTING OF "EASTWOOD RESERVE PHASE 3" SPECIFIES THE FOLLOWING SETBACK REQUIREMENTS:

DESIGNATION (LOTS 7-48 AND 184-216)	(SR) SUBURBAN RESIDENTIAL
FRONT:	25 FEET
REAR:	30 FEET
SIDE:	5 FEET

NOTE "G": RESERVE "D" AS DEDICATED AND DELINEATED HEREON IS RESERVED FOR OPEN SPACE, STORM WATER CONTROL, MAINTENANCE, AMENITY AND RECREATIONAL PURPOSES AND IS TO BE OWNED AND MAINTAINED BY A HOMEOWNERS ASSOCIATION COMPRISED OF THE OWNERS OF THE FEE SIMPLE TITLE TO THE LOTS OF EASTWOOD RESERVE.

NOTE "H": NO VEHICULAR ACCESS UNTIL SUCH TIME AS THE PUBLIC STREET RIGHT-OF-WAY IS EXTENDED AND DEDICATED BY PLAT OR DEED.

NOTE "I": THE PURPOSE OF THIS PLAT IS TO SHOW CERTAIN PROPERTY, RIGHTS OF WAY, AND EASEMENT BOUNDARIES AS OF THE TIME OF PLATTING. AT THE REQUEST OF ZONING AND PLANNING AUTHORITIES AT THE TIME OF PLATTING, THIS PLAT SHOWS SOME OF THE LIMITATIONS AND REQUIREMENTS OF THE ZONING CODE IN EFFECT ON THE DATE OF FILING THIS PLAT FOR REFERENCE ONLY. THE LIMITATIONS AND REQUIREMENTS MAY CHANGE FROM TIME TO TIME AND SHOULD BE REVIEWED TO DETERMINE THE THEN CURRENT APPLICABLE USE AND DEVELOPMENT LIMITATIONS OF THE ZONING CODE AS ADOPTED BY THE GOVERNMENT AUTHORITY HAVING JURISDICTION. THE THEN APPLICABLE ZONING CODE SHALL HAVE CONTROL OVER CONFLICTING LIMITATIONS AND REQUIREMENTS THAT MAY BE SHOWN AS ON THIS PLAT. THIS NOTE SHOULD NOT BE CONSTRUED AS CREATING PLAT OR SUBDIVISION RESTRICTIONS, PRIVATE USE RESTRICTIONS, COVENANTS RUNNING WITH THE LAND OR TITLE ENCUMBRANCES OF ANY NATURE, EXCEPT TO THE EXTENT SPECIFICALLY IDENTIFIED AS SUCH.

NOTE "J": AT THE TIME OF PLATTING, ELECTRIC, CABLE, AND TELEPHONE SERVICE PROVIDERS HAVE NOT ISSUED INFORMATION REQUIRED SO THAT EASEMENT AREAS, IN ADDITION TO THOSE SHOWN ON THIS PLAT AS DEEMED NECESSARY BY THESE PROVIDERS FOR THE INSTALLATION AND MAINTENANCE OF ALL OF THEIR MAIN LINE FACILITIES, COULD CONVENIENTLY BE SHOWN ON THIS PLAT. EXISTING RECORDED EASEMENT INFORMATION ABOUT EASTWOOD RESERVE PHASE 3 OR ANY PART THEREOF CAN BE ACQUIRED BY A COMPETENT EXAMINATION OF THE THEN CURRENT PUBLIC RECORDS, INCLUDING THOSE IN THE LICKING COUNTY RECORDERS OFFICE.

NOTE "K": THE PURPOSE OF THIS PLAT IS TO SHOW CERTAIN PROPERTY, RIGHTS OF WAY, AND EASEMENT BOUNDARIES AS OF THE TIME OF PLATTING. AT THE REQUEST OF ZONING AND PLANNING AUTHORITIES AT THE TIME OF PLATTING, THIS PLAT SHOWS SOME OF THE LIMITATIONS AND REQUIREMENTS OF THE ZONING CODE IN EFFECT ON THE DATE OF FILING THIS PLAT FOR REFERENCE ONLY. THE LIMITATIONS AND REQUIREMENTS MAY CHANGE FROM TIME TO TIME AND SHOULD BE REVIEWED TO DETERMINE THE THEN CURRENT APPLICABLE USE AND DEVELOPMENT LIMITATIONS OF THE ZONING CODE AS ADOPTED BY THE GOVERNMENT AUTHORITY HAVING JURISDICTION. THE THEN APPLICABLE ZONING CODE SHALL HAVE CONTROL OVER CONFLICTING LIMITATIONS AND REQUIREMENTS THAT MAY BE SHOWN AS ON THIS PLAT. THIS NOTE SHOULD NOT BE CONSTRUED AS CREATING PLAT OR SUBDIVISION RESTRICTIONS, PRIVATE USE RESTRICTIONS, COVENANTS RUNNING WITH THE LAND OR TITLE ENCUMBRANCES OF ANY NATURE, EXCEPT TO THE EXTENT SPECIFICALLY IDENTIFIED AS SUCH.

NOTE "L": AT THE TIME OF PLATTING, ELECTRIC, CABLE, AND TELEPHONE SERVICE PROVIDERS HAVE NOT ISSUED INFORMATION REQUIRED SO THAT EASEMENT AREAS, IN ADDITION TO THOSE SHOWN ON THIS PLAT AS DEEMED NECESSARY BY THESE PROVIDERS FOR THE INSTALLATION AND MAINTENANCE OF ALL OF THEIR MAIN LINE FACILITIES, COULD CONVENIENTLY BE SHOWN ON THIS PLAT. EXISTING RECORDED EASEMENT INFORMATION ABOUT EASTWOOD RESERVE PHASE 3 OR ANY PART THEREOF CAN BE ACQUIRED BY A COMPETENT EXAMINATION OF THE THEN CURRENT PUBLIC RECORDS, INCLUDING THOSE IN THE LICKING COUNTY RECORDERS OFFICE.

NOTE "M": THE PURPOSE OF THIS PLAT IS TO SHOW CERTAIN PROPERTY, RIGHTS OF WAY, AND EASEMENT BOUNDARIES AS OF THE TIME OF PLATTING. AT THE REQUEST OF ZONING AND PLANNING AUTHORITIES AT THE TIME OF PLATTING, THIS PLAT SHOWS SOME OF THE LIMITATIONS AND REQUIREMENTS OF THE ZONING CODE IN EFFECT ON THE DATE OF FILING THIS PLAT FOR REFERENCE ONLY. THE LIMITATIONS AND REQUIREMENTS MAY CHANGE FROM TIME TO TIME AND SHOULD BE REVIEWED TO DETERMINE THE THEN CURRENT APPLICABLE USE AND DEVELOPMENT LIMITATIONS OF THE ZONING CODE AS ADOPTED BY THE GOVERNMENT AUTHORITY HAVING JURISDICTION. THE THEN APPLICABLE ZONING CODE SHALL HAVE CONTROL OVER CONFLICTING LIMITATIONS AND REQUIREMENTS THAT MAY BE SHOWN AS ON THIS PLAT. THIS NOTE SHOULD NOT BE CONSTRUED AS CREATING PLAT OR SUBDIVISION RESTRICTIONS, PRIVATE USE RESTRICTIONS, COVENANTS RUNNING WITH THE LAND OR TITLE ENCUMBRANCES OF ANY NATURE, EXCEPT TO THE EXTENT SPECIFICALLY IDENTIFIED AS SUCH.

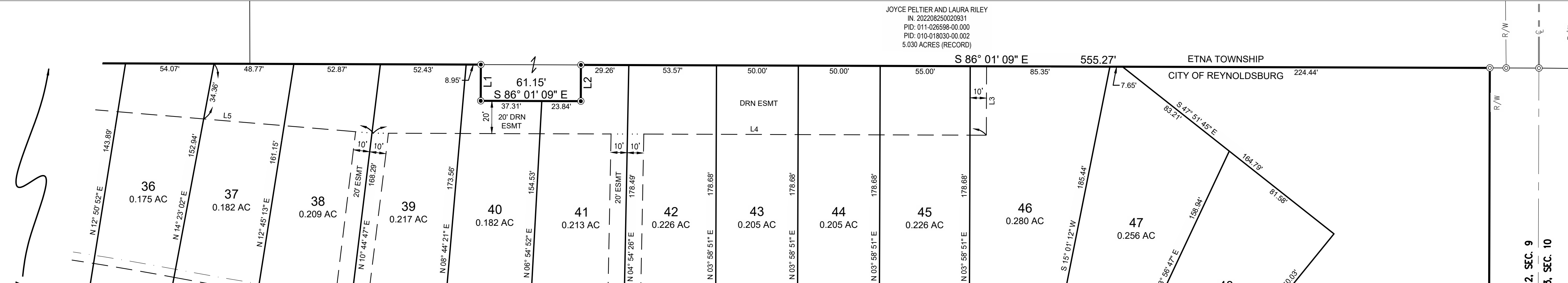
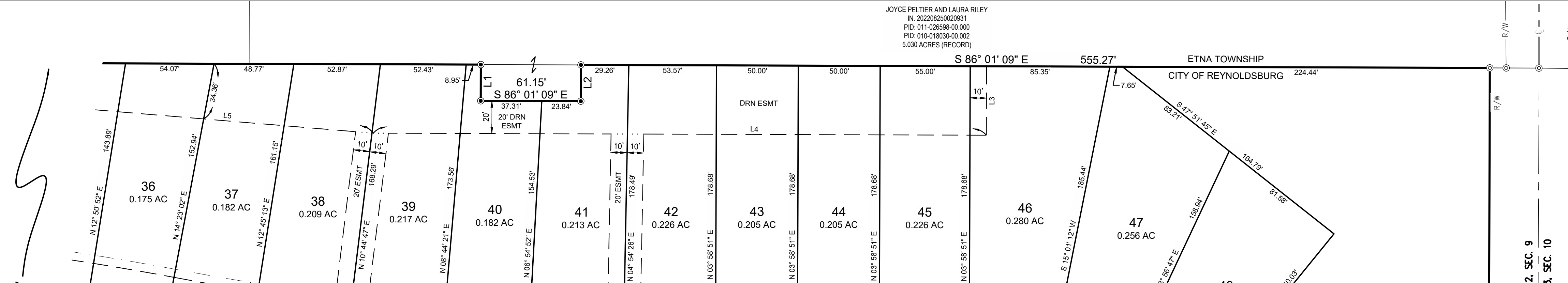
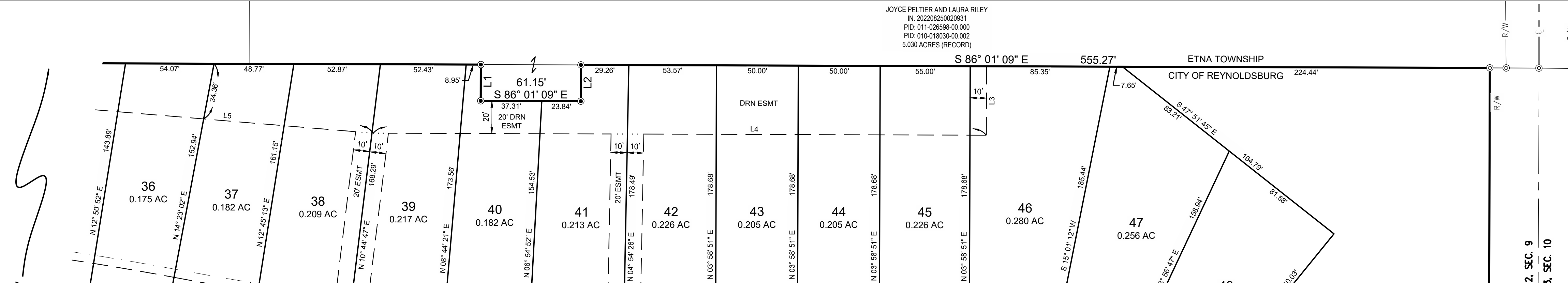
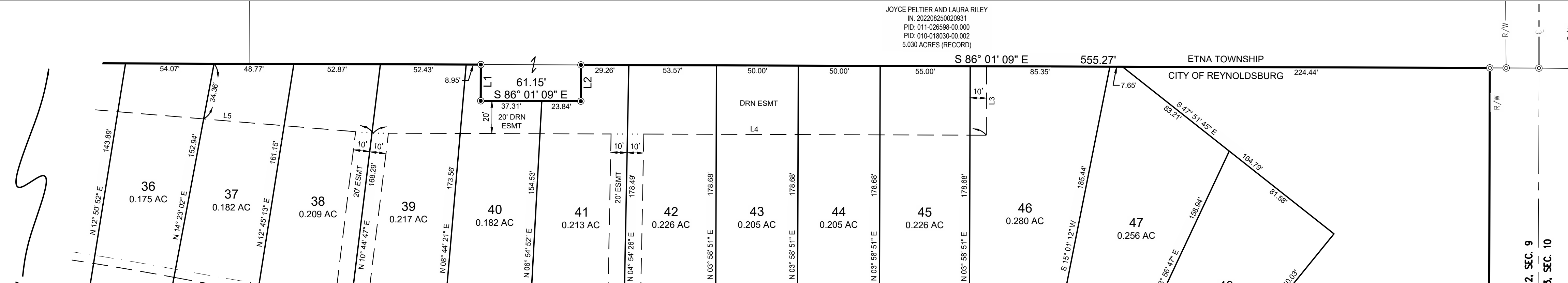
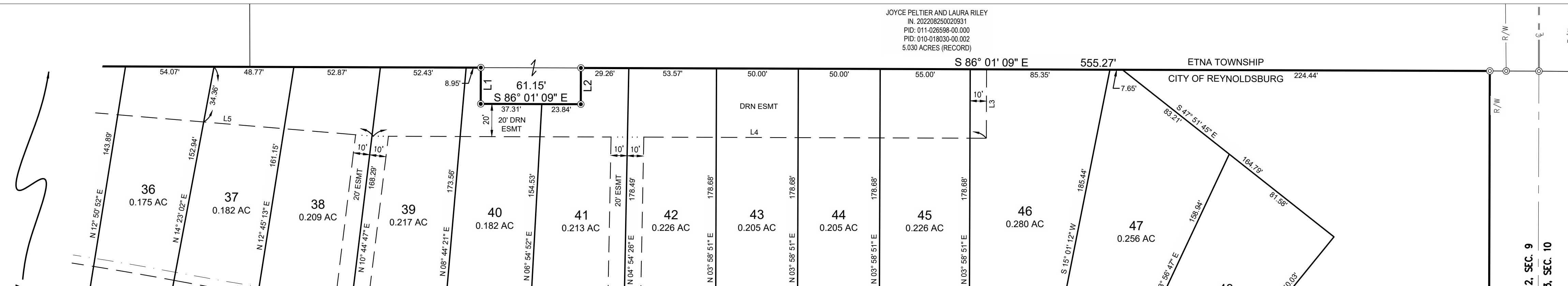
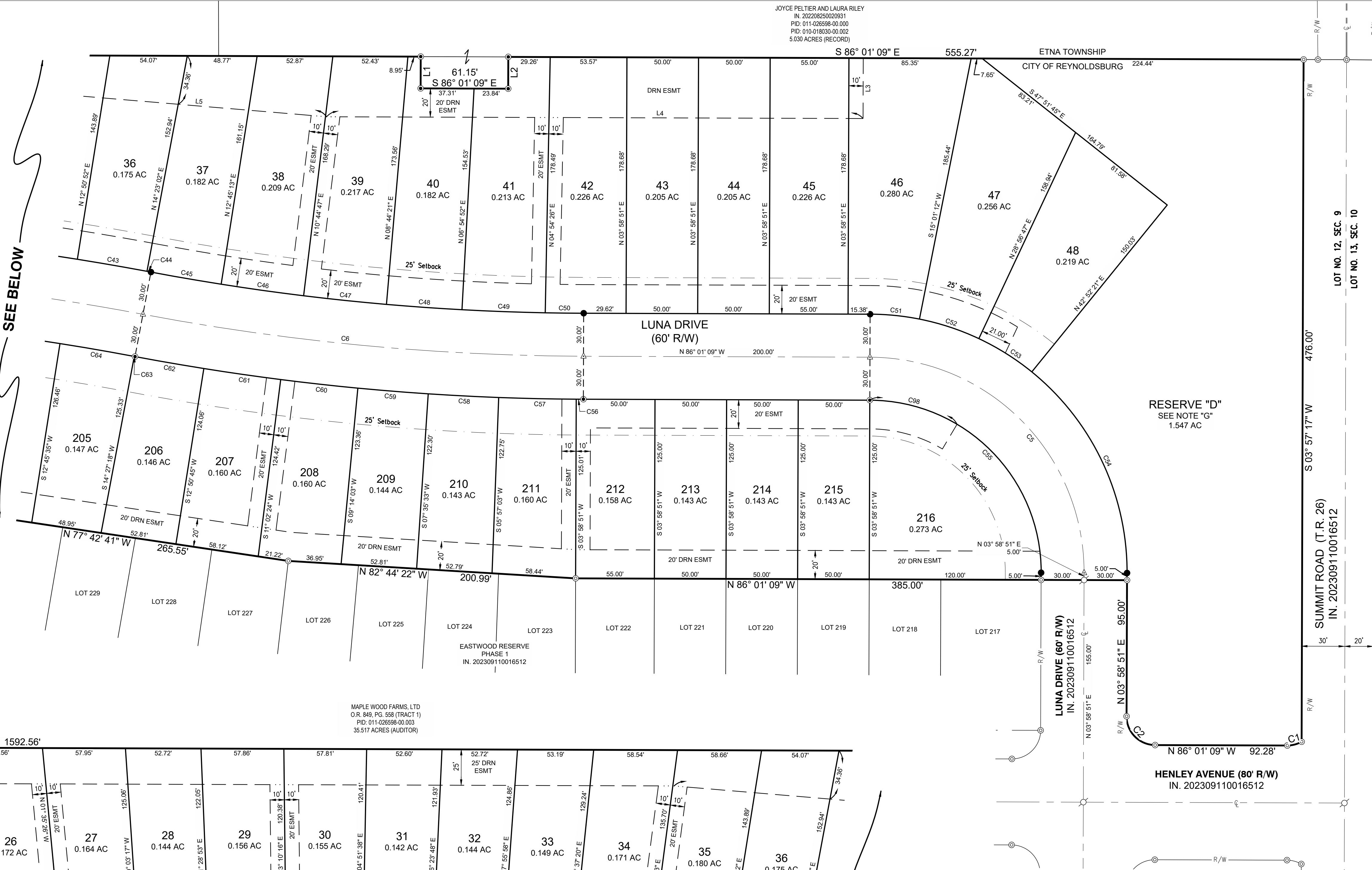
NOTE "N": AT THE TIME OF PLATTING, ELECTRIC, CABLE, AND TELEPHONE SERVICE PROVIDERS HAVE NOT ISSUED INFORMATION REQUIRED SO THAT EASEMENT AREAS, IN ADDITION TO THOSE SHOWN ON THIS PLAT AS DEEMED NECESSARY BY THESE PROVIDERS FOR THE INSTALLATION AND MAINTENANCE OF ALL OF THEIR MAIN LINE FACILITIES, COULD CONVENIENTLY BE SHOWN ON THIS PLAT. EXISTING RECORDED EASEMENT INFORMATION ABOUT EASTWOOD RESERVE PHASE 3 OR ANY PART THEREOF CAN BE ACQUIRED BY A COMPETENT EXAMINATION OF THE THEN CURRENT PUBLIC RECORDS, INCLUDING THOSE IN THE LICKING COUNTY RECORDERS OFFICE.

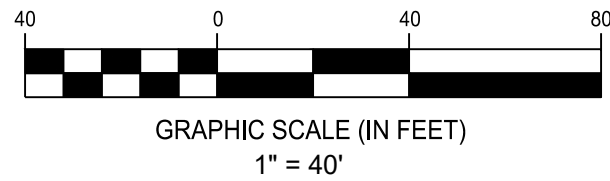
NOTE "O": THE PURPOSE OF THIS PLAT IS TO SHOW CERTAIN PROPERTY, RIGHTS OF WAY, AND EASEMENT BOUNDARIES AS OF THE TIME OF PLATTING. AT THE REQUEST OF ZONING AND PLANNING AUTHORITIES AT THE TIME OF PLATTING, THIS PLAT SHOWS SOME OF THE LIMITATIONS AND REQUIREMENTS OF THE ZONING CODE IN EFFECT ON THE DATE OF FILING THIS PLAT FOR REFERENCE ONLY. THE LIMITATIONS AND REQUIREMENTS MAY CHANGE FROM TIME TO TIME AND SHOULD BE REVIEWED TO DETERMINE THE THEN CURRENT APPLICABLE USE AND DEVELOPMENT LIMITATIONS OF THE ZONING CODE AS ADOPTED BY THE GOVERNMENT AUTHORITY HAVING JURISDICTION. THE THEN APPLICABLE ZONING CODE SHALL HAVE CONTROL OVER CONFLICTING LIMITATIONS AND REQUIREMENTS THAT MAY BE SHOWN AS ON THIS PLAT. THIS NOTE SHOULD NOT BE CONSTRUED AS CREATING PLAT OR SUBDIVISION RESTRICTIONS, PRIVATE USE RESTRICTIONS, COVENANTS RUNNING WITH THE LAND OR TITLE ENCUMBRANCES OF ANY NATURE, EXCEPT TO THE EXTENT SPECIFICALLY IDENTIFIED AS SUCH.

NOTE "P": AT THE TIME OF PLATTING, ELECTRIC, CABLE, AND TELEPHONE SERVICE PROVIDERS HAVE NOT ISSUED INFORMATION REQUIRED SO THAT EASEMENT AREAS, IN ADDITION TO THOSE SHOWN ON THIS PLAT AS DEEMED NECESSARY BY THESE PROVIDERS FOR THE INSTALLATION AND MAINTENANCE OF ALL OF THEIR MAIN LINE FACILITIES, COULD CONVENIENTLY BE SHOWN ON THIS PLAT. EXISTING RECORDED EASEMENT INFORMATION ABOUT EASTWOOD RESERVE PHASE 3 OR ANY PART THEREOF CAN BE ACQUIRED BY A COMPETENT EXAMINATION OF THE THEN CURRENT PUBLIC RECORDS, INCLUDING THOSE IN THE LICKING COUNTY RECORDERS OFFICE.

SEE BELOW

SEE ABOVE





CESO IRON PIN LEGEND

- IRON PIN FOUND (5/8" REBAR W/ CESO CAP UNLESS NOTED OTHERWISE)
- IRON PIN TO BE SET (5/8"x30" REBAR W/ CESO CAP)
- ✂ MAG NAIL FOUND
- ▲ MAG NAIL SET
- PERMANENT MARKER SET (1"x30" REBAR W/ ALUMINUM CESO CAP)



SEE PAGE 2

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C1	30° 01' 34"	20.00'	10.48'	N78° 58' 04"E, 10.36'
C2	90° 00' 00"	20.00'	31.42'	S41° 01' 09"E, 28.28'
C3	2° 01' 49"	885.00'	31.36'	S12° 00' 32"E, 31.36'
C4	144° 58' 03"	60.00'	151.81'	S30° 23' 52"E, 114.44'
C5	90° 00' 00"	150.00'	235.62'	N41° 01' 09"W, 212.13'
C6	10° 29' 24"	1690.00'	309.42'	N80° 46' 26"W, 308.99'
C7	22° 57' 32"	1810.00'	725.29'	N87° 00' 30"W, 720.44'
C8	21° 15' 43"	1000.00'	371.09'	N87° 51' 25"W, 368.97'
C9	8° 49' 09"	100.00'	15.39'	N81° 38' 08"W, 15.38'
C10	17° 44' 45"	915.00'	283.40'	N2° 07' 15"W, 282.27'
C11	12° 16' 41"	915.00'	196.08'	N12° 53' 28"E, 195.70'
C12	33° 42' 12"	60.00'	35.29'	S58° 56' 15"W, 34.79'
C13	41° 13' 26"	60.00'	43.17'	N83° 35' 56"W, 42.24'
C14	18° 21' 06"	60.00'	19.22'	N53° 48' 40"W, 19.14'
C15	35° 47' 33"	60.00'	37.48'	S62° 31' 54"E, 36.88'
C16	5° 37' 02"	60.00'	5.88'	S83° 14' 11"E, 5.88'
C17	8° 03' 43"	130.00'	18.29'	S82° 00' 50"E, 18.28'
C18	91° 58' 32"	20.00'	32.11'	N56° 01' 45"E, 28.77'
C19	8° 30' 01"	945.00'	140.20'	N14° 17' 30"E, 140.07'
C20	9° 49' 37"	885.00'	151.79'	S14° 38' 23"W, 151.60'

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C21	86° 57' 07"	20.00'	30.35'	S33° 45' 00"E, 27.52'
C22	1° 24' 16"	970.00'	23.78'	S77° 55' 41"E, 23.78'
C23	3° 34' 52"	970.00'	60.63'	S80° 25' 15"E, 60.62'
C24	3° 34' 52"	970.00'	60.63'	S84° 00' 07"E, 60.62'
C25	3° 15' 20"	970.00'	55.12'	S87° 25' 13"E, 55.11'
C26	3° 34' 52"	970.00'	60.63'	N89° 09' 40"E, 60.62'
C27	3° 33' 03"	970.00'	60.12'	N85° 35' 43"E, 60.11'
C28	2° 18' 27"	970.00'	39.07'	N82° 39' 57"E, 39.06'
C29	0° 26' 46"	1840.00'	14.32'	S81° 44' 06"W, 14.32'
C30	1° 32' 10"	1840.00'	49.33'	S82° 43' 34"W, 49.33'
C31	1° 32' 10"	1840.00'	49.33'	S84° 15' 44"W, 49.33'
C32	1° 32' 02"	1840.00'	49.26'	S85° 47' 49"W, 49.26'
C33	1° 41' 23"	1840.00'	54.26'	S87° 24' 32"W, 54.26'
C34	1° 41' 30"	1840.00'	54.33'	S89° 05' 58"W, 54.33'
C35	1° 32' 10"	1840.00'	49.33'	N89° 17' 12"W, 49.33'
C36	1° 41' 23"	1840.00'	54.26'	N87° 40' 26"W, 54.26'
C37	1° 48' 12"	1840.00'	54.26'	N85° 59' 03"W, 54.26'
C38	1° 32' 10"	1840.00'	49.33'	N84° 22' 17"W, 49.33'
C39	1° 32' 10"	1840.00'	49.33'	N82° 50' 07"W, 49.33'
C40	1° 32' 02"	1840.00'	49.26'	N81° 18' 01"W, 49.26'

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C41	1° 41' 23"	1840.00'	54.26'	N79° 41' 19"W, 54.26'
C42	1° 41' 30"	1840.00'	54.33'	N77° 59' 53"W, 54.33'
C43	1° 32' 10"	1840.00'	49.33'	N76° 23' 03"W, 49.33'
C44	0° 05' 14"	1840.00'	2.80'	N75° 34' 21"W, 2.80'
C45	1° 43' 03"	1660.00'	49.76'	S76° 23' 16"E, 49.76'
C46	2° 00' 26"	1660.00'	58.15'	S78° 15' 00"E, 58.15'
C47	2° 00' 26"	1660.00'	58.15'	S80° 15' 26"E, 58.15'
C48	1° 49' 29"	1660.00'	52.87'	S82° 10' 24"E, 52.86'
C49	2° 00' 26"	1660.00'	58.15'	S84° 05' 21"E, 58.15'
C50	0° 55' 34"	1660.00'	26.83'	S85° 33' 21"E, 26.83'
C51	11° 02' 20"	180.00'	34.68'	N80° 29' 59"W, 34.63'
C52	13° 55' 35"	180.00'	43.75'	N68° 01' 01"W, 43.64'
C53	13° 55' 35"	180.00'	43.75'	N54° 05' 26"W, 43.64'
C54	51° 06' 30"	180.00'	160.56'	N21° 34' 24"W, 155.29'
C55	90° 00' 00"	120.00'	188.50'	S41° 01' 09"E, 169.71'
C56	0° 10' 00"	1720.00'	5.00'	S85° 56' 09"E, 5.00'
C57	1° 48' 12"	1720.00'	54.14'	S84° 57' 03"E, 54.14'
C58	1° 38' 30"	1720.00'	49.28'	S83° 13' 42"E, 49.28'
C59	1° 38' 30"	1720.00'	49.28'	S81° 35' 12"E, 49.28'
C60	1° 48' 21"	1720.00'	54.21'	S79° 51' 46"E, 54.21'

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C61	1° 48' 21"	1720.00'	54.21'	S78° 03' 26"E, 54.21'
C62	1° 37' 31"	1720.00'	48.79'	S76° 20' 30"E, 48.79'
C63	0° 00' 58"	1780.00'	0.50'	N75° 33' 12"W, 0.50'
C64	1° 41' 43"	1780.00'	52.66'	N76° 23' 34"W, 52.66'
C65	1° 51' 22"	1780.00'	57.66'	N78° 10' 06"W, 57.66'
C66	1° 51' 53"	1780.00'	57.93'	N80° 01' 44"W, 57.93'
C67	1° 42' 13"	1780.00'	52.93'	N81° 48' 47"W, 52.93'
C68	1° 41' 43"	1780.00'	52.66'	N83° 30' 45"W, 52.66'
C69	1° 51' 22"	1780.00'	57.66'	N85° 17' 17"W, 57.66'
C70	1° 51' 53"	1780.00'	57.93'	N87° 08' 54"W, 57.93'
C71	1° 42' 13"	1780.00'	52.93'	N88° 55' 58"W, 52.93'
C72	1° 51' 22"	1780.00'	57.66'	S89° 17' 15"W, 57.66'
C73	1° 51' 53"	1780.00'	57.93'	S87° 25' 37"W, 57.93'
C74	1° 42' 13"	1780.00'	52.93'	S85° 38' 34"W, 52.93'
C75	1° 41' 43"	1780.00'	52.66'	S83° 56' 36"W, 52.66'
C76	1° 35' 01"	1780.00'	49.20'	S82° 18' 14"W, 49.20'
C77	0° 10' 06"	1030.00'	3.02'	N81° 35' 46"E, 3.02'
C78	2° 42' 54"	1030.00'	48.81'	N83° 02' 16"E, 48.80'
C79	2° 59' 12"	1030.00'	53.69'	N85° 53' 19"E, 53.68'
C80	2° 59' 12"	1030.00'	53.69'	N88° 52' 31"E, 53.68'

CURVE TABLE				
Curve	Delta	Radius	Arc Length	Chord
C81	2° 42' 54"	1030.00'	48.81'	S88° 16' 26"E, 48.80'
C82	2° 59' 12"	1030.00'	53.69'	S85° 25' 23"E, 53.68'
C83	2° 59' 12"	1030.00'	53.69'	S82° 26' 11"E, 53.68'
C84	3° 43' 02"	1030.00'	66.83'	S79° 05' 04"E, 66.81'
C85	99° 43' 01"	20.00'	34.81'	N52° 54' 57"E, 30.58'
C86	6° 30' 48"	885.00'	100.61'	S0° 11' 58"E, 100.55'
C87	5° 03' 30"	885.00'	78.13'	S5° 59' 07"E, 78.11'
C88	2° 28' 46"	885.00'	38.30'	S9° 45' 15"E, 38.29'
C89	2° 57' 11"	945.00'	48.70'	S9° 31' 02"E, 48.70'
C90	2° 57' 11"	945.00'	48.70'	S6° 33' 52"E, 48.70'
C91	2° 57' 11"	945.00'	48.70'	S3° 36' 41"E, 48.70'
C92	6° 12' 27"	945.00'	102.38'	S0° 58' 08"W, 102.33'
C93	81° 17' 54"	20.00'	28.38'	N36° 34' 36"W, 26.06'
C94	8° 49' 09"	70.00'	10.77'	N81° 38' 08"W, 10.76'
C95	11° 31' 52"	60.00'	12.08'	S88° 11' 22"W, 12.05'
C96	29° 52' 43"	60.00'	31.29'	S67° 29' 05"W, 30.94'
C97	24° 34' 23"	60.00'	25.73'	S64° 49' 55"W, 25.54'
C98	30° 31' 23"	120.00'	63.93'	N70° 45' 27"W, 63.17'

LINE TABLE		
Line #	Direction	Length
L1	N03° 58' 51"E	22.18'
L2	S03° 58' 51"W	22.18'
L3	S03° 58' 51"W	42.18'
L4	N86° 01' 09"W	374.57'
L5	N81° 23' 50"W	213.17'
L6	N65° 41' 21"W	44.29'



CESO
WWW.CESOINC.COM

3601 Rigley Rd., Suite 300
Mammaring, OH 43042
Phone: 937.435.8584 Fax: 888.208.4826

EASTWOOD RESERVE
PHASE 3

PART OF LOT 12, NE QTR, SEC. 8, TWP. 16, RNG. 20, REFUGEE LANDS
CITY OF REYNOLDSBURG, LICKING COUNTY, OHIO

Revisions / Submissions

ID	Description	Date
----	-------------	------

© 2023 CESO, INC.

Project Number: 759547

Scale: 1" = 40'

Drawn By: RLC

Checked By: ALB

Date: 10/3/2023

Issue:

Drawing Title:

PLAT

From: [Doug White](#)
To: [Phoenix Buathier](#)
Cc: [Eric Meyer](#)
Subject: RE: Eastwood Phase 2 and Phase 3 Final Plats
Date: Tuesday, September 26, 2023 2:34:38 PM

[NOTICE: This email originated outside of the City of Reynoldsburg.]

The Fire District has no comments at this time.

From: Phoenix Buathier <pbuathier@reynoldsburg.gov>
Sent: Tuesday, September 26, 2023 10:35 AM
To: Doug White <DWhite@westlickingfire.org>
Cc: Eric Meyer <emeyer@reynoldsburg.gov>
Subject: RE: Eastwood Phase 2 and Phase 3 Final Plats

Mr. White,

Just wanted to follow up with an email today since comments are due by tomorrow, to see if West Licking Fire had any comments regarding Phase 2 and 3 of the Final Plats for Eastwood?

Best,

Phoenix Buathier
DEPARTMENT OF DEVELOPMENT
Planning and Zoning Administrator

—
City of Reynoldsburg
7232 East Main Street | Reynoldsburg, OH 43068
T 614-322-6829 | F 614-322-6830

www.reynoldsburg.gov

From: Phoenix Buathier
Sent: Monday, September 18, 2023 8:35 AM
To: 'DWhite@westlickingfire.org' <DWhite@westlickingfire.org>
Cc: Eric Meyer <emeyer@reynoldsburg.gov>
Subject: Eastwood Phase 2 and Phase 3 Final Plats

Mr. White,

My name is Phoenix Buathier, I am the City of Reynoldsburg's Planning and Zoning Administrator. I am sending you the Eastwood Phase 2 and Eastwood Phase 3 Final Plats and related items that are scheduled for the October 5th Planning and Zoning Board meeting. Our code requires us to send out a staff report at least a week in advance of the meeting. Therefore, I am asking for any comments you may have by September 27th so that we can incorporate them in the staff report that goes out

first thing on September 28th.

If you have any questions please feel free to call or email. Thank you for your help.

Sincerely,

Phoenix Buathier

DEPARTMENT OF DEVELOPMENT

Planning and Zoning Administrator

—

City of Reynoldsburg

7232 East Main Street | Reynoldsburg, OH 43068

T 614-322-6829 | F 614-322-6830

www.reynoldsburg.gov

**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Franklin Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Programs with ODNR and Ohio EPA

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

Funding will be from the 2024 Storm Water budget.

This legislation will authorize an agreement with the Franklin Soil and Water Conservation District for 2024.

Please see the attached draft agreement for all of the relevant information.

This working agreement covers a reporting period starting January 1, 2024 and expires on December 31, 2024. The agreement is subject to the limitations of authorities, resources and policies of the Franklin Soil and Water Conservation District and the City of Reynoldsburg (the City).

1) Staff will provide watershed coordination assistance including:

- o In coordination with the City, write grants and secure funding for implementation projects in Headwaters Blacklick Creek watershed and the City of Reynoldsburg to help reduce the negative impacts of the streams in this watershed on the City of Reynoldsburg and enhance their positive contributions.
-

- o Pursue implementing stormwater runoff mitigation projects and other restoration efforts in the Dysart Run watershed particularly.
- o Assist in reviewing legislation and regulations related to stream impacts on landowners and stormwater.
- o Highlight as appropriate stormwater mitigation and stream restoration projects in Reynoldsburg through written materials, presentations and tours.
- o Provide assistance to residents as requested and appropriate.

An Ordinance Authorizing the Mayor to Enter into an Intergovernmental Working Agreement with Franklin Soil and Water Conservation District to Support the Big Walnut Watershed Coordinator Program Administered by Franklin Soil and Water Conservation District in Coordination with and Support from MORPC and the State Watershed Programs with ODNR and Ohio EPA

WHEREAS, the City Reynoldsburg has an annual contract with the Franklin County Soil and Water Conservation District to benefit the City's stormwater management permit compliance regarding public education and outreach, post construction and overall stormwater management practices.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized to enter into an intergovernmental working agreement with Franklin Soil and Water Conservation District to support the Big Walnut Watershed Coordinator Program administered by Franklin Soil and Water Conservation District at a cost of \$23,515.00

SECTION 2. That upon adoption by Council, this Ordinance shall be in effect thirty days following the signature of the Mayor.



Franklin Soil and Water Conservation District

Creating Conservation Solutions for Over 70 Years

2024 Intergovernmental Working Agreement with City of Reynoldsburg

This working agreement covers a reporting period starting January 1, 2024, and expires on December 31, 2024. The agreement is subject to the limitations of authorities, resources and policies of the Franklin Soil and Water Conservation District and the City of Reynoldsburg (the City).

Franklin Soil & Water will provide the following services for the City:

Watershed Coordination for Big Walnut Watershed

These items benefit the City's stormwater management permit compliance with public education and outreach, post construction and overall stormwater management program management.

Staff will provide watershed coordination assistance which may include:

- 1) In coordination with the City, write grants and secure funding for implementation projects in Headwaters Blacklick Creek watershed and the City to help reduce the negative impacts of the streams in this watershed in the City and enhance their positive contributions.
- 2) Pursue implementing stormwater runoff mitigation projects and other restoration efforts in the Dysart Run watershed particularly.
- 3) Assist in reviewing legislation and regulations related to stream impacts on landowners and stormwater.
- 4) Assist with promoting Community Backyards and Rain Garden Cost Share including possibly a display at the Tomato Festival.
- 5) Highlight as appropriate stormwater mitigation and stream restoration projects in the City through written materials, presentations and tours.
- 6) Provide assistance to residents as requested and appropriate.



- 7) Assist with compiling the Annual Report to Ohio EPA for 2023. This will include providing guidance, gathering materials and entering data into the OEPA database as needed and requested.
- 8) Provide an overview of permit requirements and guidance with updating stormwater management plan as needed.
- 9) As resources allow, review stormwater utility for opportunities and develop stormwater messaging for storm drains and yard waste in Nepali.

Minimum Control Measure No. 1 & 2:

Public Education and Outreach; Public Participation and Involvement

- 1) Provide stormwater and natural resource education updates to interested residents through newsletters, factsheets and website. Provide community PR staff, including Keith Kundtz and William Dorman, text, graphics and videos that can be used for newsletter articles, brochures, website and social media.
- 2) Contact 713 (7130/2/5) students K-12 through educational programs and materials. Education programs are targeted to stormwater and water quality. Work with City staff to increase contacts and programming within Reynoldsburg Schools.
- 3) Provide the City with Water Quality Partnership materials to reach out to City businesses. Target businesses with information on the community's stormwater program as well as actions they can take to improve water quality runoff. Businesses can sign a pledge for and commit to actions that will support the City's stormwater program goals. Participating businesses will receive a water quality partner window cling, periodic educational information and recognition on Franklin Soil and Water Conservation District's website. Staff will also continue outreach to remaining businesses who have signed up as community water quality partners.
- 4) Support developer outreach through Franklin Soil and Water Conservation District. The City will receive recognition in our Urban Review Newsletter that goes out about three times a year, in advertising for webinars and stormwater roundtables about 5 times a year. We will be sure to provide the MS4 community with a progress report for their Annual Report.
- 5) Staff will implement community backyard conservation incentive program. Participating residents will attend a storm water education workshop or participate in an online presentation. For their participation they will be eligible to receive up to a \$50.00 reimbursement for a rain barrel, compost bin or trees and plants. Up to \$1,500.00 in reimbursements will be available to residents. This program will be promoted at one community workshop.
- 6) Staff will implement the Pick Up Poop program (PUP). Educational information will be provided to pet owners on the impacts of pet waste on stormwater using materials and messaging developed by Northeast Ohio Sewer District and the City of Columbus. The program will involve hot cards to explain the program, program display signs, a program



webpage on Franklin Soil and Water’s website, online and paper pledge forms for residents, and pet waste disposal bags with dispenser for program promotion and as an incentive for completing the pledge.

- 7) Promote rain gardens and offer up to 2 rain garden cost shares for residents, schools or businesses. This may include advertising, tours or public rain garden maintenance as well as \$500 in rebates.

Minimum Control Measure No. 6: Good Housekeeping

- 1) Provide a Good Housekeeping Workshop to City staff.

Compensation:

The City shall compensate Franklin Soil and Water in the form of a grant in the amount of \$23,515. Funds will be expended as needed to meet the grant agreement and support Soil and Water’s current mission and goals.

A list of services provided will be maintained by Franklin Soil and Water. A biannual report shall be provided to the City that will include: Activities completed in that 6-month period; and comparison of services provided and services anticipated.

In the event that assistance exceeds or is less than the estimated numbers for programs provided, the next year’s grant will be adjusted accordingly to compensate for the previous year’s numbers. Franklin Soil and Water reserves the right to request additional support for the current year if a request from the City is outside of this grant agreement and cannot be met with existing resources. If both parties agree that the amount of assistance provided is on target or close to target, the next year’s grant will be calculated solely on anticipated assistance needed.

It is Mutually Agreed:

That Franklin Soil and Water is a conservation technical and educational service agency and therefore is not granted regulatory authority in the Ohio Revised Code.

That the City and Franklin Soil and Water will meet when necessary to review and coordinate activities and programs related to the working agreement.

That credit will be given jointly to Franklin Soil and Water and the City on products developed as part of this working agreement.

That this working agreement may be amended or terminated at any time by mutual consent of both parties, and that the agreement may be terminated by either party giving sixty (60) days notice in writing to the other.



SIGNATURES

The signatures below certify consent on the above agreement.

FRANKLIN SOIL AND WATER CONSERVATION DISTRICT

Signature	Title	Date
-----------	-------	------

CITY OF REYNOLDSBURG

Signature	Title	Date
-----------	-------	------

ESTIMATED COSTS FOR REYNOLDSBURG GRANT

ACTIVITY		Cost Estimate
Watershed Coordination		
Watershed Coordination Support	Provide support for watershed projects to benefit water quality, stream function and stormwater management, as well as provide assistance in complying with Ohio EPA permit and Annual Report.	\$10,200
MCM 1&2		
Stormwater updates and draft text for articles in newsletters or as requested.	General Support	\$900
Student Programming Contacts	Stormwater education programming provided to 713 students.	\$3,365
Water Quality Partnership	Provide program materials for City businesses and support to business completing pledges.	\$1,150
Developer Outreach	Support and receive credit for developer outreach efforts through Franklin Soil and Water.	\$2,000
Community Backyards	Promote community backyards program within the City, through website, press release, and social media. One workshop will also be organized and advertised in partnership with the City. (\$1500 for rebates \$600 for workshop and \$1200 for program administration)	\$3,300
PUP Program	Educational information will be provided to pet owners on the impacts of pet waste on stormwater using materials and messaging	\$1,000
Rain Garden Support	Support for rain garden promotion and maintenance (\$500) \$500 for 2, \$250 rain garden cost shares.	\$1,000
MCM 6		
Good Housekeeping Workshop	Develop and provide a good housekeeping workshop to City staff.	\$600
TOTAL		\$23,515





**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Authorize the Mayor to Enter into a Contract with EMH&T for Waggoner Road Phase II Final Engineering Design Services, Appropriate Funds, and Declaring an Emergency

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

An Ordinance to Authorize the Mayor to Enter into a Contract with EMH&T for Waggoner Road Phase II Final Engineering Design Services Appropriate Funds, and Declaring an Emergency

Whereas, EMH&T will provide Final Engineering Design Services for the Waggoner Road Phase II Improvements; and

Whereas, the final design will address current safety concerns for vehicular and pedestrian traffic along the corridor including storm sewer improvements, addition of concrete curb and gutter, street lighting, separated leisure path and sidewalk system and signalized intersection at Priestly Drive; and

Whereas, the City has applied and received Ohio Public Works Commission (OPWC) funds to help offset future construction costs; and

Whereas, the total cost for the Final Engineering Design Services is \$951,000,000 and funded through CIP Fund (410).

NOW, THEREFORE; BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO, THAT:

Section 1. That the Mayor authorize EMH&T to conduct Final Engineering Design Services for Waggoner Road Improvements.

Section 2. That an amount of \$370,000.00 be approved and taken from the CIP Fund (410) and be appropriated to account number 410.000.0199.5659, Waggoner Road Improvements.

Section 3. That this Ordinance is deemed to be an emergency measure necessary for the financial needs of the City's government in order to move the project forward. Wherefore upon adoption by Council, this Ordinance shall be in effect immediately upon signature by the Mayor.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Amend Chapter 953 Water Charges, Section 953.01(a) Water Rate Schedule of the Code of Ordinances for the City of Reynoldsburg

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher
Stephen Cicak

EMERGENCY:

no language

REASON FOR EMERGENCY:

No emergency

STAFF REPORT:

This increase in the rate is 1% over the City of Columbus at 5% total of 6%

AN ORDINANCE TO AMEND CHAPTER 953 WATER CHARGES

SECTION 1. 953.01(a) Water Rate Schedule of Chapter 953 Water Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

953.01 Water Rate Schedule

(a) Charges for water furnished by the municipally-owbed water system shall be at the rate of Ten Dollars and eleven cents (\$10.02) per 1000 gallons of usage.effective January 01, 2024. A ten percent (10%) discount shall be applied to seniors (65 and older), but only up to the first ten thousand gallons of consumption.

SECTION 2. That existing Section 953.01(a) of Chapter 953 Water Charges be and is hereby repealed and replaced.

SECTION 3. That this Ordinance goes into effect JANUARY 01, 2024, adopted by Council and effective immediately upon signature by the Mayor.

**AN ORDINANCE TO AMEND CHAPTER 953 WATER CHARGES, SECTION 953.01(a)
WATER RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF**

REYNOLDSBURG, OHIO

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Section 953.01(a) Water Rate Schedule of Chapter 953 Water Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

953.01 Water Rate Schedule

(a) Charges for water furnished by the municipally-owned water system shall be at the rate of ten dollars and eleven cents (\$10.02) per 1,000 gallon effective January 1, 2024. A ten (10%) percent discount shall be applied to seniors (65 and older), but only up to the first ten thousand gallons of consumption.

SECTION 2. That existing Section 953.01(a) of Chapter 953 Water Charges be and is hereby repealed and replaced.

SECTION 3. That this Ordinance shall be effective as of January 1, 2024 following adoption by Council and the signature by the Mayor.

		Utility Increase Comparison											
		2024 Rate Increase											
		Current Rate						Recommended Rate					
		Sewer Rate 2023	\$10.02	over			over	for 2024		over			
		Water Rate 2023	\$9.45	Columbus			Columbus			Columbus			
				possible			possible			possible			
				increase			increase			increase			
		Increase from 2022 % Sewer		0.50%	5.50%	\$10.57	1.00%	6.00%	\$10.62	1.50%	6.50%	\$10.67	
		Increase from 2022 % Water		0.50%	5.50%	\$9.97	1.00%	6.00%	\$10.02	1.50%	7.50%	\$10.16	
		Based On Average Quarterly Usage			24000			24000			24000		
		Current Water/Sewer Rate 2023/1000 Gallons			\$19.47			\$19.47			\$19.47		
		Average Current Quarterly Bill			\$467.28			\$467.28			\$467.28		
		Proposed Water/Sewer Rate 2024/1000 gallons			\$20.54			\$20.64			\$20.83		
		Proposed Average Quarterly Bill			\$492.98			\$495.32			\$499.92		
		Est. total rate increase Water and Sewer 1000 gallon			\$1.07			\$1.17			\$1.36		
		\$0.50 cents raise for Sewer from Columbus is increasing charges too, 0.47 cent raise is what Columbus Portion of the Water.											
		\$0.97 is Columbus \$ 1.17 is total Recommended for the total increase to Reynoldsburg That's 0.19 cents total over Columbus											
		Please note that every one is raising cost 6% to 8% ours is 5.50% on average.											

Proposed Rates - 2024

- Water: 5.0%
- Sewer: 5.0%
- Storm: 1.0%

Overall % Increase To Average

Household Bill: 4.72%

- **Quarterly** Residential Bill \$ Increase (17 ccf): **\$10.16**
 - **Annual** Residential Bill \$ Increase (17 ccf): **\$40.65**
- History
- 2021 Rates (2% Water, 3% Sewer, 1% Storm – 2.49%)
 - 2022 Rates (4% Water, 5% Sewer, 3% Storm – 4.49%)
 - 2023 Rates (4% Water, 5% Sewer, 2% Storm – 4.45%)
 - 2024 SWAB Projection in 2022 (5% Water, 6% Sewer, 2% Storm – 5.45%)

THE CITY OF
COLUMBUS^{*}

ANDREW J. GINTHER, MAYOR

DEPARTMENT OF
PUBLIC UTILITIES

Inflation Rates 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2023	6.40%	6%	5%	4.90%	4%	3%	3.20%	3.70%	3.70%
Average	4.43%								
Source:	BLS								



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Amend Chapter 945 Sewer Charges, Section 945.02(c) Rate Schedule of the Codified Ordinances for the City of Reynoldsburg

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

no Emergency Language

REASON FOR EMERGENCY:

no emergency

STAFF REPORT:

This is a recommended 6%. There is a 5% increase from the City of Columbus.1% from Reynoldsburg.

an Ordinance to amend the Sewer Code 945.02 Sewer Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

945.02(c) Sewer Rate Schedule

(a) Sewer charges for any building or premises shall be based on water consumption for the buildings. Sewer rental charges are hereby established for all residential, commercial, and industrial users, effective January 1, 2024 at the rate of ten dollars and Sixty two cents (\$10.62) per 1000 gallons of usage.

that existing Section 945.02(c) of Chapter 945 Sewer Charges be and is hereby repealed and replaced.

That this Ordinance is deemed to be in effect January 01,2024

**AN ORDINANCE TO AMEND CHAPTER 945 SEWER CHARGES, SECTION 945.02(C)
RATE SCHEDULE OF THE CODE OF ORDINANCES FOR THE CITY OF REYNOLDSBURG**

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Section 945.02(c) Rate Schedule of Chapter 945 Sewer Charges of the Code of Ordinances for the City of Reynoldsburg be and is hereby amended to read as follows:

945.02 Sewer Rate Schedule

(a) Sewer charges for any building or premises shall be based on water consumption for the buildings. Sewer rental charges are hereby established for all residential, commercial and industrial users, effective January 1, 2024 at the rate of ten dollars and sixty-two cents (\$10.62) per 1,000 gallons.

SECTION 2. That existing Section 945.02(c) of Chapter 945 Sewer Charges be and is hereby repealed and replaced.

SECTION 3. That this Ordinance shall be effective as of January 1, 2024 upon adoption by Council and following the signature by the Mayor.

		Utility Increase Comparison											
		2024 Rate Increase											
		Current Rate						Recommended Rate					
		Sewer Rate 2023	\$10.02	over			over	for 2024		over			
		Water Rate 2023	\$9.45	Columbus			Columbus			Columbus			
				possible			possible			possible			
				increase			increase			increase			
		Increase from 2022 % Sewer		0.50%	5.50%	\$10.57	1.00%	6.00%	\$10.62	1.50%	6.50%	\$10.67	
		Increase from 2022 % Water		0.50%	5.50%	\$9.97	1.00%	6.00%	\$10.02	1.50%	7.50%	\$10.16	
		Based On Average Quarterly Usage			24000			24000			24000		
		Current Water/Sewer Rate 2023/1000 Gallons			\$19.47			\$19.47			\$19.47		
		Average Current Quarterly Bill			\$467.28			\$467.28			\$467.28		
		Proposed Water/Sewer Rate2024/1000 gallons			\$20.54			\$20.64			\$20.83		
		Proposed Average Quarterly Bill			\$492.98			\$495.32			\$499.92		
		Est. total rate increase Water and Sewer 1000 gallon			\$1.07			\$1.17			\$1.36		
		\$0.50 cents raise for Sewer from Columbus is increasing charges too, 0.47 cent raise is what Columbus Portion of the Water.											
		\$0.97 is Columbus \$ 1.17 is total Recommended for the total increase to Reynoldsburg That's 0.19 cents total over Columbus											
		Please note that every one is raising cost 6% to 8% ours is 5.50% on average.											

Proposed Rates - 2024

- Water: **5.0%**
- Sewer: **5.0%**
- Storm: **1.0%**

Overall % Increase To Average

Household Bill: **4.72%**

- **Quarterly** Residential Bill \$ Increase (17 ccf): **\$10.16**
 - **Annual** Residential Bill \$ Increase (17 ccf): **\$40.65**
- History
- 2021 Rates (2% Water, 3% Sewer, 1% Storm – 2.49%)
 - 2022 Rates (4% Water, 5% Sewer, 3% Storm – 4.49%)
 - 2023 Rates (4% Water, 5% Sewer, 2% Storm – 4.45%)
 - 2024 SWAB Projection in 2022 (5% Water, 6% Sewer, 2% Storm – 5.45%)

THE CITY OF
COLUMBUS^{*}

ANDREW J. GINTHER, MAYOR

DEPARTMENT OF
PUBLIC UTILITIES

Inflation Rates 2023

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2023	6.40%	6%	5%	4.90%	4%	3%	3.20%	3.70%	3.70%
Average	4.43%								
Source:	BLS								



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance Authorizing the City Auditor to Fund the Health Savings Accounts for 2024

APPROVALS:

Joe Begeny
Stephen Cicak
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

This ordinance is an annual housekeeping item to authorize the funding of the employee HSA accounts for 2024

AN ORDINANCE AUTHORIZING THE CITY AUDITOR TO FUND THE HEALTH SAVINGS ACCOUNTS FOR 2024

WHEREAS, the City Council has determined a procedure to establish healthcare insurance costs and benefits for City employees; and

WHEREAS, Council approves a contribution to be made to employees' health savings account and health reimbursement accounts for the employer-sponsored high deductible health plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

Section 1: That the City Auditor is at this moment authorized and directed to fund the Health Savings Accounts that have been established by Chapter 160 Employee Compensation, for City employees and elected officials, in the following amounts for 2024:

	FAMILY	SINGLE
Chapter 160	Up to \$4000	Up to \$2000
FOP	as negotiated in contract	

FOP-OLC
FOP-POBA

as negotiated in contract
as negotiated in contract

Section 2. That for all those employees who begin employment after the Health Care Savings Accounts have been funded, the City Auditor will determine the amounts and dates applicable to them.

Section 3. This Ordinance shall be in effect on January 1, 2024 upon the signature of the Mayor.



**STAFF REPORT
REYNOLDSBURG CITY COUNCIL**

DATE: November 27, 2023

RE: An Ordinance to Amend Chapter 190 Income Tax Effective January 1, 2016, Section 190.03 Imposition of Tax, Section 190.05 Annual Return; Filing, Section 190.18 Interest and Penalties, and Establish Section 190.29 Election to be Subject to R.C. Sections 718.80 and 718.95 of the Codified Ordinances for the City of Reynoldsburg

APPROVALS:

Joe Begeny
Chris Shook
Mollie Prasher

EMERGENCY:

REASON FOR EMERGENCY:

STAFF REPORT:

This proposed ordinance would amend Chapter 190 to reflect recent changes to municipal taxation under state law pursuant to House Bill 33. These amendments include changes in state law as it relates to the physical work location of the individual taxpayer and late filing fees. The most significant, and likely impactful, change is that employers are permitted to apportion municipal net profit taxes by designating a physical location for an employee working remotely, which may either be at the employee's remote location or at a reporting location. The other changes include limits on penalties for late filings, automatic extensions for businesses, and prohibited notices and inquiries on extended returns.

An Ordinance to Amend Chapter 190 Income Tax Effective January 1, 2016, Section 190.03 Imposition of Tax, Section 190.05 Annual Return; Filing, Section 190.18 Interest and Penalties, and Establish Section 190.29 Election to be Subject to R.C. Sections 718.80 and 718.95 of the Codified Ordinances for the City of Reynoldsburg

WHEREAS, the Governor of Ohio signed House Bill ("H.B.") 33, which is the biannual appropriations bill for the state of Ohio; and

WHEREAS, H.B. 33 includes modifications to municipal taxation that require various amendments to Chapter 190 of the Codified Ordinances for the City of Reynoldsburg; and

WHEREAS, these modifications include the apportionment of net profit taxes, limits on penalties for late filings, automatic extensions for corporate taxpayers, and prohibited notices and inquiries on extended returns; and

WHEREAS, this Council recognizes the obligations of the City to comply with these recent changes in state law and to reflect the same in our City code.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG:

SECTION 1. That Sections 190.03 Imposition of Tax, 190.05 Annual Return; Filing and 190.18 Interest and Penalties of the Codified Ordinances for the City of Reynoldsburg are hereby amended as set forth in the attached Exhibit to this Ordinance.

SECTION 2. That Section 190.29 Election to be Subject to R.C. Sections 718.80 and 718.95 of the Codified Ordinances for the City of Reynoldsburg is hereby established as set forth in the attached Exhibit to this Ordinance.

SECTION 3. That this Ordinance shall be effective January 1, 2023~~4~~.

190.03 IMPOSITION OF TAX.

Beginning July 1, 2017, the income tax levied by the City is levied at a rate of two and one-half percent (2.5%) on the Municipal Taxable Income of every person residing in and/or earning and/or receiving income in the City. Prior to July 1, 2017, the income tax levied by the City is levied at a rate of one and one-half percent (1.5%) on the Municipal Taxable Income of every person residing in and/or earning and/or receiving income in the City.

Individuals.

(a) For residents of the City, the income tax levied herein shall be on all income, salaries, qualifying wages, commissions, and other compensation from whatever source earned or received by the resident, including the resident's distributive share of the net profit of pass-through entities owned directly or indirectly by the resident and any net profit of the resident. This is further detailed in the definition of income (Section 190.02(c)(16)).

(b) For nonresidents, all income, salaries, qualifying wages, commissions, and other compensation from whatever source earned or received by the nonresident for work done, services performed or rendered, or activities conducted in the municipal corporation, including any net profit of the nonresident, but excluding the nonresident's distributive share of the net profit or loss of only pass-through entities owned directly or indirectly by the nonresident.

(c) For residents and nonresidents, income can be reduced to "Municipal Taxable Income" as defined in Section 190.02(c)(21). Exemptions which may apply are specified in Section 190.02(c)(12).

Refundable Credit for Nonqualified Deferred Compensation Plan.

(d) (1) As used in this division:

A. "Nonqualified deferred compensation plan" means a compensation plan described in section 3121(v)(2)(C) of the Internal Revenue Code.

B. "Qualifying loss" means the amount of compensation attributable to a taxpayer's nonqualified deferred compensation plan, less the receipt of money and property attributable to distributions from the nonqualified deferred compensation plan. Full loss is sustained if no distribution of money and property is made by the nonqualified deferred compensation plan. The taxpayer sustains a qualifying loss only in the taxable year in which the taxpayer receives the final distribution of money and property pursuant to that nonqualified deferred compensation plan.

C. 1. "Qualifying tax rate" means the applicable tax rate for the taxable year for the which the taxpayer paid income tax to the City with respect to any portion of the total amount of compensation the payment of which is deferred pursuant to a nonqualified deferred compensation plan.

2. If different tax rates applied for different taxable years, then the "qualifying tax rate" is a weighted average of those different tax rates. The weighted average shall be based upon the tax paid to the City each year with respect to the nonqualified deferred compensation plan.

D. "Refundable credit" means the amount of the City income tax that was paid on the non-distributed portion, if any, of a nonqualified deferred compensation plan.

(2) If, in addition to the City, a taxpayer has paid tax to other municipal corporations with respect to the nonqualified deferred compensation plan, the amount of the credit that a taxpayer may claim from each municipal corporation shall be calculated on the basis of each municipal corporation's proportionate share of the total municipal corporation income tax paid by the taxpayer to all municipal corporations with respect to the nonqualified deferred compensation plan.

(3) In no case shall the amount of the credit allowed under this section exceed the cumulative income tax that a taxpayer has paid to the City for all taxable years with respect to the nonqualified deferred compensation plan.

(4) The credit allowed under this division is allowed only to the extent the taxpayer's qualifying loss is attributable to:

A. The insolvency or bankruptcy of the employer who had established the nonqualified deferred compensation plan; or

B. The employee's failure or inability to satisfy all of the employer's terms and conditions necessary to receive the nonqualified deferred compensation.

Domicile.

(e) (1) A. An individual is presumed to be domiciled in the City for all or part of a taxable year if the individual was domiciled in the City on the last day of the immediately preceding taxable year or if the Tax Administrator reasonably concludes that the individual is domiciled in the City for all or part of the taxable year.

B. An individual may rebut the presumption of domicile described in division (e)(1)A. of this section if the individual establishes by a preponderance of the evidence that the individual was not domiciled in the City for all or part of the taxable year.

(2) For the purpose of determining whether an individual is domiciled in the City for all or part of a taxable year, factors that may be considered include, but are not limited to, the following:

A. The individual's domicile in other taxable years;

B. The location at which the individual is registered to vote;

C. The address on the individual's driver's license;

D. The location of real estate for which the individual claimed a property tax exemption or reduction allowed on the basis of the individual's residence or domicile;

E. The location and value of abodes owned or leased by the individual;

F. Declarations, written or oral, made by the individual regarding the individual's residency;

G. The primary location at which the individual is employed;

H. The location of educational institutions attended by the individual's dependents as defined in section 152 of the Internal Revenue Code, to the extent that tuition paid to such educational institution is based on the residency of the individual or the individual's spouse in the municipal corporation where the educational institution is located;

I. The number of contact periods the individual has with the City. For the purposes of this division, an individual has one "contact period" with the City if the individual is away overnight from the individual's abode located outside of the City and while away overnight from that abode spends at least some portion, however minimal, of each of two consecutive days in the City.

(3) All additional applicable factors are provided in the Rules and Regulations.

Businesses.

(f) This division applies to any taxpayer engaged in a business or profession in the City, unless the taxpayer is an individual who resides in the City or the taxpayer is an electric company, combined company, or telephone company that is subject to and required to file reports under Ohio R.C. Chapter 5745.

(1) Except as otherwise provided in divisions (f)(2) and (g) of this section, net profit from a business or profession conducted both within and without the boundaries of the City shall be considered as having a taxable situs in the City for purposes of municipal income taxation in the same proportion as the average ratio of the following:

A. The average original cost of the real property and tangible personal property owned or used by the taxpayer in the business or profession in the City during the taxable period to the average original cost of all of the real and tangible personal property owned or used by the taxpayer in the business or profession during the same period, wherever situated.

As used in the preceding paragraph, tangible personal or real property shall include property rented or leased by the taxpayer and the value of such property shall be determined by multiplying the annual rental thereon by eight.

B. Wages, salaries, and other compensation paid during the taxable period to individuals employed in the business or profession for services performed in the City to wages, salaries, and other compensation paid during the same period to individuals employed in the business or profession, wherever the individual's services are performed, excluding compensation from which taxes are not required to be withheld under Section 190.04(c).

C. Total gross receipts of the business or profession from sales and rentals made and services performed during the taxable period in the City to total gross receipts of the business or profession during the same period from sales, rentals, and services, wherever made or performed.

(2) A. If the apportionment factors described in division (f)(1) of this section do not fairly represent the extent of a taxpayer's business activity in the City, the taxpayer may request, or the Tax Administrator of the City may require, that the taxpayer use, with respect to all or any portion of the income of the taxpayer, an alternative apportionment method involving one or more of the following:

1. Separate accounting;
2. The exclusion of one or more of the factors;
3. The inclusion of one or more additional factors that would provide for a more fair apportionment of the income of the taxpayer to the municipal corporation;
4. A modification of one or more of the factors.

B. A taxpayer request to use an alternative apportionment method shall be in writing and shall accompany a tax return, timely filed appeal of an assessment, or timely filed amended tax return. The taxpayer may use the requested alternative method unless the Tax Administrator denies the request in an assessment issued within the period prescribed by Section 190.12(a).

C. The Tax Administrator may require a taxpayer to use an alternative apportionment method as described in division (f)(2)A. of this section, but only by issuing an assessment to the taxpayer within the period prescribed by Section 190.12(a).

D. Nothing in division (f)(2) of this section nullifies or otherwise affects any alternative apportionment arrangement approved by the Tax Administrator or otherwise agreed upon by both the Tax Administrator and taxpayer before January 1, 2016.

(3) As used in division (f)(1)B. of this section, "wages, salaries, and other compensation" includes only wages, salaries, or other compensation paid to an employee for services performed at any of the following locations:

A. A location that is owned, controlled, or used by, rented to, or under the possession of one of the following:

1. The employer;
2. A vendor, customer, client, or patient of the employer, or a related member of such a vendor, customer, client, or patient;
3. A vendor, customer, client, or patient of a person described in division (f)(3)A.2. of this section, or a related member of such a vendor, customer, client, or patient.

B. Any location at which a trial, appeal, hearing, investigation, inquiry, review, court-martial, or similar administrative, judicial, or legislative matter or proceeding is being conducted, provided that the compensation is paid for services performed for, or on behalf of, the employer or that the employee's presence at the location directly or indirectly benefits the employer;

C. Any other location, if the Tax Administrator determines that the employer directed the employee to perform the services at the other location in lieu of a location described in division (f)(3)A. or B. of this section solely in order to avoid or reduce the employer's municipal income tax liability. If the Tax Administrator makes such a determination, the employer may dispute the determination by establishing, by a preponderance of the evidence, that the Tax Administrator's determination was unreasonable.

(4) For the purposes of division (f)(1)(C), and except as provided in division (g), of this section, receipts from sales and rentals made and services performed shall be situated to a municipal corporation as follows:

A. Gross receipts from the sale of tangible personal property shall be situated to the City only if, regardless of where title passes, the property meets either of the following criteria:

1. The property is shipped to or delivered within the City from a stock of goods located within the City.

2. The property is delivered within the City from a location outside the City, provided the taxpayer is regularly engaged through its own employees in the solicitation or promotion of sales within the City and the sales result from such solicitation or promotion.

B. Gross receipts from the sale of services shall be situated to the City to the extent that such services are performed in the City.

C. To the extent included in income, gross receipts from the sale of real property located in the City shall be situated to the City.

D. To the extent included in income, gross receipts from rents and royalties from real property located in the City shall be situated to the City.

E. Gross receipts from rents and royalties from tangible personal property shall be situated to the City based upon the extent to which the tangible personal property is used in the City.

(5) The net profit received by an individual taxpayer from the rental of real estate owned directly by the individual, or by a disregarded entity owned by the individual, shall be subject to the City's tax only if the property generating the net profit is located in the City or if the individual taxpayer that receives the net profit is a resident of the City. The City shall allow such taxpayers to elect to use separate accounting for the purpose of calculating net profit situated under this division to the municipal corporation in which the property is located.

(6) A. Commissions received by a real estate agent or broker relating to the sale, purchase, or lease of real estate shall be situated to the municipal corporation in which the real estate is located. Net profit reported by the real estate agent or broker shall be allocated to the City, if applicable, based upon the ratio of the commissions the agent or broker received from the sale, purchase, or lease of real estate located in the City to the commissions received from the sale, purchase, or lease of real estate everywhere in the taxable year.

B. An individual who is a resident of the City shall report the individual's net profit from all real estate activity on the individual's annual tax return for the City. The individual may claim a credit for taxes the individual paid on such net profit to another municipal corporation to the extent that such a credit is allowed under the City's income tax ordinance.

(7) When calculating the ratios described in division (f)(1) of this section for the purposes of that division or division (f)(2) of this section, the owner of a disregarded entity shall include in the owner's ratios the property, payroll, and gross receipts of such disregarded entity.

(g)(1) As used in this division:

A. "Qualifying remote employee or owner" means an individual who is an employee of a taxpayer or who is a partner or member holding an ownership interest in a taxpayer that is treated as a partnership for federal income tax purposes, provided that the individual meets both of the following criteria:

1. The taxpayer has assigned the individual to a qualifying reporting location.
2. The individual is permitted or required to perform services for the taxpayer at a qualifying remote work location.

B. "Qualifying remote work location" means a permanent or temporary location at which an employee or owner chooses or is required to perform services for the taxpayer, other than a reporting location of the taxpayer or any other location owned or controlled by a customer or client of the taxpayer. "Qualifying remote work location" may include the residence of an employee or owner and may be located outside of a municipal corporation that imposes an income tax in accordance with this chapter. An employee or owner may have more than one qualifying remote work location during a taxable year.

C. "Reporting location" means either of the following:

1. A permanent or temporary place of doing business, such as an office, warehouse, storefront, construction site, or similar location, that is owned or controlled directly or indirectly by the taxpayer;
2. Any location in this state owned or controlled by a customer or client of the taxpayer, provided that the taxpayer is required to withhold taxes under Section 190.04 of this Chapter, on qualifying wages paid to an employee for the performance of personal services at that location.

D. "Qualifying reporting location" means one of the following:

1. The reporting location in this state at which an employee or owner performs services for the taxpayer on a regular or periodic basis during the taxable year;
2. If no reporting location exists in this state for an employee or owner under division (G)(1)(d)(i) of this section, the reporting location in this state at which the employee's or owner's supervisor regularly or periodically reports during the taxable year;
3. If no reporting location exists in this state for an employee or owner under division (g)(1)(D)(1) or (2) of this section, the location that the taxpayer otherwise assigns as the employee's or owner's qualifying reporting location, provided the assignment is made in good faith and is recorded and maintained in the taxpayer's business records. A taxpayer may change the qualifying reporting location designated for an employee or owner under this division at any time.

(2) For tax years ending on or after December 31, 2023, a taxpayer may elect to apply the provisions of this division to the apportionment of its net profit from a business or profession.

For taxpayers that make this election, the provisions of division (F) of this section apply to such apportionment except as otherwise provided in this division.

A taxpayer shall make the election allowed under this division in writing on or with the taxpayer's net profit return or, if applicable, a timely filed amended net profit return or a timely filed appeal of an assessment. The election applies to the taxable year for which that return or appeal is filed and for all subsequent taxable years, until the taxpayer revokes the election.

The taxpayer shall make the initial election with the tax administrator of each municipal corporation with which, after applying the apportionment provisions authorized in this division, the taxpayer is required to file a net profit tax return for that taxable year. A taxpayer shall not be required to notify the tax administrator of a municipal corporation in which a qualifying remote employee's or owner's qualifying remote work location is located, unless the taxpayer is otherwise required to file a net profit return with that municipal corporation due to business operations that are unrelated to the employee's or owner's activity at the qualifying remote work location.

After the taxpayer makes the initial election, the election applies to every municipal corporation in which the taxpayer conducts business. The taxpayer shall not be required to file a net profit return with a municipal corporation solely because a qualifying remote employee's or owner's qualifying remote work location is located in such municipal corporation.

Nothing in this division prohibits a taxpayer from making a new election under this division after properly revoking a prior election.

(3) For the purpose of calculating the ratios described in division (f)(1) of this section, all of the following apply to a taxpayer that has made the election described in division (g)(2):

- A. For the purpose of division (f)(1)(A) of this section, the average original cost of any tangible personal property used by a qualifying remote employee or owner at that individual's qualifying remote work location shall be situated to that individual's qualifying reporting location.
- B. For the purpose of division (f)(1)(B) of this section, any wages, salaries, and other compensation paid during the taxable period to a qualifying remote employee or owner for services performed at that individual's qualifying remote work location shall be situated to that individual's qualifying reporting location.
- C. For the purpose of division (f)(1)(C) of this section, and notwithstanding division (f)(4) of this section, any gross receipts of the business or profession from services performed during the taxable period by a qualifying remote employee or owner for services performed at that individual's qualifying remote work location shall be situated to that individual's qualifying reporting location.

(4) Nothing in this division prevents a taxpayer from requesting, or a tax administrator from requiring, that the taxpayer use, with respect to all or a portion of the income of the taxpayer, an alternative apportionment method as described in division (f)(2) of this section. However, a tax administrator shall not require an alternative apportionment method in such a manner that it

would require a taxpayer to file a net profit return with a municipal corporation solely because a qualifying remote employee's or owner's qualifying remote work location is located in that municipal corporation.

(5) Except as otherwise provided in this division, nothing in this division is intended to affect the withholding of taxes on qualifying wages pursuant to Section 190.04 of this Chapter.

(Ord. 59-17. Passed 6-12-17; Ord. 152-17. Passed 12-18-17.)

190.03 IMPOSITION OF TAX.

Beginning July 1, 2017, the income tax levied by the City is levied at a rate of two and one-half percent (2.5%) on the Municipal Taxable Income of every person residing in and/or earning and/or receiving income in the City. Prior to July 1, 2017, the income tax levied by the City is levied at a rate of one and one-half percent (1.5%) on the Municipal Taxable Income of every person residing in and/or earning and/or receiving income in the City.

Individuals.

(a) For residents of the City, the income tax levied herein shall be on all income, salaries, qualifying wages, commissions, and other compensation from whatever source earned or received by the resident, including the resident's distributive share of the net profit of pass-through entities owned directly or indirectly by the resident and any net profit of the resident. This is further detailed in the definition of income (Section 190.02(c)(16)).

(b) For nonresidents, all income, salaries, qualifying wages, commissions, and other compensation from whatever source earned or received by the nonresident for work done, services performed or rendered, or activities conducted in the municipal corporation, including any net profit of the nonresident, but excluding the nonresident's distributive share of the net profit or loss of only pass-through entities owned directly or indirectly by the nonresident.

(c) For residents and nonresidents, income can be reduced to "Municipal Taxable Income" as defined in Section 190.02(c)(21). Exemptions which may apply are specified in Section 190.02(c)(12).

Refundable Credit for Nonqualified Deferred Compensation Plan.

(d) (1) As used in this division:

A. "Nonqualified deferred compensation plan" means a compensation plan described in section 3121(v)(2)(C) of the Internal Revenue Code.

B. "Qualifying loss" means the amount of compensation attributable to a taxpayer's nonqualified deferred compensation plan, less the receipt of money and property attributable to distributions from the nonqualified deferred compensation plan. Full loss is sustained if no distribution of money and property is made by the nonqualified deferred compensation plan. The taxpayer sustains a qualifying loss only in the taxable year in which the taxpayer receives the final distribution of money and property pursuant to that nonqualified deferred compensation plan.

C. 1. "Qualifying tax rate" means the applicable tax rate for the taxable year for the which the taxpayer paid income tax to the City with respect to any portion of the total amount of compensation the payment of which is deferred pursuant to a nonqualified deferred compensation plan.

2. If different tax rates applied for different taxable years, then the "qualifying tax rate" is a weighted average of those different tax rates. The weighted average shall be based upon the tax paid to the City each year with respect to the nonqualified deferred compensation plan.

D. "Refundable credit" means the amount of the City income tax that was paid on the non-distributed portion, if any, of a nonqualified deferred compensation plan.

(2) If, in addition to the City, a taxpayer has paid tax to other municipal corporations with respect to the nonqualified deferred compensation plan, the amount of the credit that a taxpayer may claim from each municipal corporation shall be calculated on the basis of each municipal corporation's proportionate share of the total municipal corporation income tax paid by the taxpayer to all municipal corporations with respect to the nonqualified deferred compensation plan.

(3) In no case shall the amount of the credit allowed under this section exceed the cumulative income tax that a taxpayer has paid to the City for all taxable years with respect to the nonqualified deferred compensation plan.

(4) The credit allowed under this division is allowed only to the extent the taxpayer's qualifying loss is attributable to:

A. The insolvency or bankruptcy of the employer who had established the nonqualified deferred compensation plan; or

B. The employee's failure or inability to satisfy all of the employer's terms and conditions necessary to receive the nonqualified deferred compensation.

Domicile.

(e) (1) A. An individual is presumed to be domiciled in the City for all or part of a taxable year if the individual was domiciled in the City on the last day of the immediately preceding taxable year or if the Tax Administrator reasonably concludes that the individual is domiciled in the City for all or part of the taxable year.

B. An individual may rebut the presumption of domicile described in division (e)(1)A. of this section if the individual establishes by a preponderance of the evidence that the individual was not domiciled in the City for all or part of the taxable year.

(2) For the purpose of determining whether an individual is domiciled in the City for all or part of a taxable year, factors that may be considered include, but are not limited to, the following:

A. The individual's domicile in other taxable years;

B. The location at which the individual is registered to vote;

C. The address on the individual's driver's license;

D. The location of real estate for which the individual claimed a property tax exemption or reduction allowed on the basis of the individual's residence or domicile;

E. The location and value of abodes owned or leased by the individual;

F. Declarations, written or oral, made by the individual regarding the individual's residency;

G. The primary location at which the individual is employed;

H. The location of educational institutions attended by the individual's dependents as defined in section 152 of the Internal Revenue Code, to the extent that tuition paid to such educational institution is based on the residency of the individual or the individual's spouse in the municipal corporation where the educational institution is located;

I. The number of contact periods the individual has with the City. For the purposes of this division, an individual has one "contact period" with the City if the individual is away overnight from the individual's abode located outside of the City and while away overnight from that abode spends at least some portion, however minimal, of each of two consecutive days in the City.

(3) All additional applicable factors are provided in the Rules and Regulations.

Businesses.

(f) This division applies to any taxpayer engaged in a business or profession in the City, unless the taxpayer is an individual who resides in the City or the taxpayer is an electric company, combined company, or telephone company that is subject to and required to file reports under Ohio R.C. Chapter 5745.

(1) Except as otherwise provided in divisions (f)(2) and (g) of this section, net profit from a business or profession conducted both within and without the boundaries of the City shall be considered as having a taxable situs in the City for purposes of municipal income taxation in the same proportion as the average ratio of the following:

A. The average original cost of the real property and tangible personal property owned or used by the taxpayer in the business or profession in the City during the taxable period to the average original cost of all of the real and tangible personal property owned or used by the taxpayer in the business or profession during the same period, wherever situated.

As used in the preceding paragraph, tangible personal or real property shall include property rented or leased by the taxpayer and the value of such property shall be determined by multiplying the annual rental thereon by eight.

B. Wages, salaries, and other compensation paid during the taxable period to individuals employed in the business or profession for services performed in the City to wages, salaries, and other compensation paid during the same period to individuals employed in the business or profession, wherever the individual's services are performed, excluding compensation from which taxes are not required to be withheld under Section 190.04(c).

C. Total gross receipts of the business or profession from sales and rentals made and services performed during the taxable period in the City to total gross receipts of the business or profession during the same period from sales, rentals, and services, wherever made or performed.

(2) A. If the apportionment factors described in division (f)(1) of this section do not fairly represent the extent of a taxpayer's business activity in the City, the taxpayer may request, or the Tax Administrator of the City may require, that the taxpayer use, with respect to all or any portion of the income of the taxpayer, an alternative apportionment method involving one or more of the following:

1. Separate accounting;
2. The exclusion of one or more of the factors;
3. The inclusion of one or more additional factors that would provide for a more fair apportionment of the income of the taxpayer to the municipal corporation;
4. A modification of one or more of the factors.

B. A taxpayer request to use an alternative apportionment method shall be in writing and shall accompany a tax return, timely filed appeal of an assessment, or timely filed amended tax return. The taxpayer may use the requested alternative method unless the Tax Administrator denies the request in an assessment issued within the period prescribed by Section 190.12(a).

C. The Tax Administrator may require a taxpayer to use an alternative apportionment method as described in division (f)(2)A. of this section, but only by issuing an assessment to the taxpayer within the period prescribed by Section 190.12(a).

D. Nothing in division (f)(2) of this section nullifies or otherwise affects any alternative apportionment arrangement approved by the Tax Administrator or otherwise agreed upon by both the Tax Administrator and taxpayer before January 1, 2016.

(3) As used in division (f)(1)B. of this section, "wages, salaries, and other compensation" includes only wages, salaries, or other compensation paid to an employee for services performed at any of the following locations:

A. A location that is owned, controlled, or used by, rented to, or under the possession of one of the following:

1. The employer;
2. A vendor, customer, client, or patient of the employer, or a related member of such a vendor, customer, client, or patient;
3. A vendor, customer, client, or patient of a person described in division (f)(3)A.2. of this section, or a related member of such a vendor, customer, client, or patient.

B. Any location at which a trial, appeal, hearing, investigation, inquiry, review, court-martial, or similar administrative, judicial, or legislative matter or proceeding is being conducted, provided that the compensation is paid for services performed for, or on behalf of, the employer or that the employee's presence at the location directly or indirectly benefits the employer;

C. Any other location, if the Tax Administrator determines that the employer directed the employee to perform the services at the other location in lieu of a location described in division (f)(3)A. or B. of this section solely in order to avoid or reduce the employer's municipal income tax liability. If the Tax Administrator makes such a determination, the employer may dispute the determination by establishing, by a preponderance of the evidence, that the Tax Administrator's determination was unreasonable.

(4) For the purposes of division (f)(1)(C), and except as provided in division (g) of this section, receipts from sales and rentals made and services performed shall be situated to a municipal corporation as follows:

A. Gross receipts from the sale of tangible personal property shall be situated to the City only if, regardless of where title passes, the property meets either of the following criteria:

1. The property is shipped to or delivered within the City from a stock of goods located within the City.

2. The property is delivered within the City from a location outside the City, provided the taxpayer is regularly engaged through its own employees in the solicitation or promotion of sales within the City and the sales result from such solicitation or promotion.

B. Gross receipts from the sale of services shall be situated to the City to the extent that such services are performed in the City.

C. To the extent included in income, gross receipts from the sale of real property located in the City shall be situated to the City.

D. To the extent included in income, gross receipts from rents and royalties from real property located in the City shall be situated to the City.

E. Gross receipts from rents and royalties from tangible personal property shall be situated to the City based upon the extent to which the tangible personal property is used in the City.

(5) The net profit received by an individual taxpayer from the rental of real estate owned directly by the individual, or by a disregarded entity owned by the individual, shall be subject to the City's tax only if the property generating the net profit is located in the City or if the individual taxpayer that receives the net profit is a resident of the City. The City shall allow such taxpayers to elect to use separate accounting for the purpose of calculating net profit situated under this division to the municipal corporation in which the property is located.

(6) A. Commissions received by a real estate agent or broker relating to the sale, purchase, or lease of real estate shall be situated to the municipal corporation in which the real estate is located. Net profit reported by the real estate agent or broker shall be allocated to the City, if applicable, based upon the ratio of the commissions the agent or broker received from the sale, purchase, or lease of real estate located in the City to the commissions received from the sale, purchase, or lease of real estate everywhere in the taxable year.

B. An individual who is a resident of the City shall report the individual's net profit from all real estate activity on the individual's annual tax return for the City. The individual may claim a credit for taxes the individual paid on such net profit to another municipal corporation to the extent that such a credit is allowed under the City's income tax ordinance.

(7) When calculating the ratios described in division (f)(1) of this section for the purposes of that division or division (f)(2) of this section, the owner of a disregarded entity shall include in the owner's ratios the property, payroll, and gross receipts of such disregarded entity.

(g)(1) As used in this division:

A. "Qualifying remote employee or owner" means an individual who is an employee of a taxpayer or who is a partner or member holding an ownership interest in a taxpayer that is treated as a partnership for federal income tax purposes, provided that the individual meets both of the following criteria:

1. The taxpayer has assigned the individual to a qualifying reporting location.
2. The individual is permitted or required to perform services for the taxpayer at a qualifying remote work location.

B. "Qualifying remote work location" means a permanent or temporary location at which an employee or owner chooses or is required to perform services for the taxpayer, other than a reporting location of the taxpayer or any other location owned or controlled by a customer or client of the taxpayer. "Qualifying remote work location" may include the residence of an employee or owner and may be located outside of a municipal corporation that imposes an income tax in accordance with this chapter. An employee or owner may have more than one qualifying remote work location during a taxable year.

C. "Reporting location" means either of the following:

1. A permanent or temporary place of doing business, such as an office, warehouse, storefront, construction site, or similar location, that is owned or controlled directly or indirectly by the taxpayer;
2. Any location in this state owned or controlled by a customer or client of the taxpayer, provided that the taxpayer is required to withhold taxes under Section 190.04 of this Chapter, on qualifying wages paid to an employee for the performance of personal services at that location.

D. "Qualifying reporting location" means one of the following:

1. The reporting location in this state at which an employee or owner performs services for the taxpayer on a regular or periodic basis during the taxable year;
2. If no reporting location exists in this state for an employee or owner under division (G)(1)(d)(i) of this section, the reporting location in this state at which the employee's or owner's supervisor regularly or periodically reports during the taxable year;
3. If no reporting location exists in this state for an employee or owner under division (g)(1)(D)(1) or (2) of this section, the location that the taxpayer otherwise assigns as the employee's or owner's qualifying reporting location, provided the assignment is made in good faith and is recorded and maintained in the taxpayer's business records. A taxpayer may change the qualifying reporting location designated for an employee or owner under this division at any time.

(2) For tax years ending on or after December 31, 2023, a taxpayer may elect to apply the provisions of this division to the apportionment of its net profit from a business or profession.

For taxpayers that make this election, the provisions of division (F) of this section apply to such apportionment except as otherwise provided in this division.

A taxpayer shall make the election allowed under this division in writing on or with the taxpayer's net profit return or, if applicable, a timely filed amended net profit return or a timely filed appeal of an assessment. The election applies to the taxable year for which that return or appeal is filed and for all subsequent taxable years, until the taxpayer revokes the election.

The taxpayer shall make the initial election with the tax administrator of each municipal corporation with which, after applying the apportionment provisions authorized in this division, the taxpayer is required to file a net profit tax return for that taxable year. A taxpayer shall not be required to notify the tax administrator of a municipal corporation in which a qualifying remote employee's or owner's qualifying remote work location is located, unless the taxpayer is otherwise required to file a net profit return with that municipal corporation due to business operations that are unrelated to the employee's or owner's activity at the qualifying remote work location.

After the taxpayer makes the initial election, the election applies to every municipal corporation in which the taxpayer conducts business. The taxpayer shall not be required to file a net profit return with a municipal corporation solely because a qualifying remote employee's or owner's qualifying remote work location is located in such municipal corporation.

Nothing in this division prohibits a taxpayer from making a new election under this division after properly revoking a prior election.

(3) For the purpose of calculating the ratios described in division (f)(1) of this section, all of the following apply to a taxpayer that has made the election described in division (g)(2):

- A. For the purpose of division (f)(1)(A) of this section, the average original cost of any tangible personal property used by a qualifying remote employee or owner at that individual's qualifying remote work location shall be situated to that individual's qualifying reporting location.
- B. For the purpose of division (f)(1)(B) of this section, any wages, salaries, and other compensation paid during the taxable period to a qualifying remote employee or owner for services performed at that individual's qualifying remote work location shall be situated to that individual's qualifying reporting location.
- C. For the purpose of division (f)(1)(C) of this section, and notwithstanding division (f)(4) of this section, any gross receipts of the business or profession from services performed during the taxable period by a qualifying remote employee or owner for services performed at that individual's qualifying remote work location shall be situated to that individual's qualifying reporting location.

(4) Nothing in this division prevents a taxpayer from requesting, or a tax administrator from requiring, that the taxpayer use, with respect to all or a portion of the income of the taxpayer, an alternative apportionment method as described in division (f)(2) of this section. However, a tax administrator shall not require an alternative apportionment method in such a manner that it

would require a taxpayer to file a net profit return with a municipal corporation solely because a qualifying remote employee's or owner's qualifying remote work location is located in that municipal corporation.

(5) Except as otherwise provided in this division, nothing in this division is intended to affect the withholding of taxes on qualifying wages pursuant to Section 190.04 of this Chapter.

(Ord. 59-17. Passed 6-12-17; Ord. 152-17. Passed 12-18-17.)

190.05 ANNUAL RETURN; FILING.

(a) An annual City income tax return shall be completed and filed by every individual taxpayer ~~eighteen (18) years of age or older~~ and any taxpayer that is not an individual for each taxable year for which the taxpayer is subject to the tax, whether or not a tax is due thereon.

(1) The Tax Administrator may accept on behalf of all nonresident individual taxpayers a return filed by an employer, agent of an employer, or other payer under Section 190.04 when the nonresident individual taxpayer's sole income subject to the tax is the qualifying wages reported by the employer, agent of an employer, or other payer, and no additional tax is due the City.

(2) Retirees having no municipal taxable income for the City income tax purposes may file with the Tax Administrator a written exemption from these filing requirements on a form prescribed by the Tax Administrator. The written exemption shall indicate the date of retirement and the entity from which retired. The exemption shall be in effect until such time as the retiree receives municipal taxable income taxable to the City, at which time the retiree shall be required to comply with all applicable provisions of this chapter.

(b) If an individual is deceased, any return or notice required of that individual shall be completed and filed by that decedent's executor, administrator, or other person charged with the property of that decedent.

(c) If an individual is unable to complete and file a return or notice required by the City, the return or notice required of that individual shall be completed and filed by the individual's duly authorized agent, guardian, conservator, fiduciary, or other person charged with the care of the person or property of that individual.

(d) Returns or notices required of an estate or a trust shall be completed and filed by the fiduciary of the estate or trust.

(e) The City shall permit spouses to file a joint return.

(f) (1) Each return required to be filed under this division shall contain the signature of the taxpayer or the taxpayer's duly authorized agent and of the person who prepared the return for the taxpayer. The return shall include the taxpayer's Social Security number or taxpayer identification number. Each return shall be verified by a declaration under penalty of perjury.

(2) The Tax Administrator shall require a taxpayer who is an individual to include, with each annual return and amended return, copies of the following documents: all of the taxpayer's Internal Revenue Service form W-2, "Wage and Tax Statements," including all information reported on the taxpayer's Federal W-2, as well as taxable wages reported or withheld for any municipal corporation; the taxpayer's Internal Revenue Service form 1040 or, in the case of a return or request required by a qualified municipal corporation, Ohio form IT-1040; and, with respect to an amended tax return, any other documentation necessary to support the adjustments made in the amended return. An individual taxpayer who files the annual return required by this section electronically is not required to provide paper copies of any of the foregoing to the Tax Administrator unless the Tax Administrator requests such copies after the return has been filed.

(3) The Tax Administrator may require a taxpayer that is not an individual to include, with each annual net profit return, amended net profit return, or request for refund required under this section, copies of only the following documents: the taxpayer's Internal Revenue Service form 1041, form 1065, form 1120, form 1120-REIT, form 1120F, or form 1120S, and, with respect to an amended tax return or refund request, any other documentation necessary to support the refund request or the adjustments made in the amended return.

A taxpayer that is not an individual and that files an annual net profit return electronically through the Ohio Business Gateway or in some other manner shall either mail the documents required under this division to the Tax Administrator at the time of filing or, if electronic submission is available, submit the documents electronically through the Ohio Business Gateway.

(4) After a taxpayer files a tax return, the Tax Administrator may request, and the taxpayer shall provide, any information, statements, or documents required by the City to determine and verify the taxpayer's municipal income tax liability. The requirements imposed under division (f) of this section apply regardless of whether the taxpayer files on a generic form or on a form prescribed by the Tax Administrator.

(g) (1) A. Except as otherwise provided in this chapter, each individual income tax return required to be filed under this section shall be completed and filed as required by the Tax Administrator on or before the date prescribed for the filing of State individual income tax returns under division (G) of Ohio R.C. 5747.08. The taxpayer shall complete and file the return or notice on forms prescribed by the Tax Administrator or on generic forms, together with remittance made payable to the City. No remittance is required if the net amount due is ten dollars (\$10.00) or less.

B. Except as otherwise provided in this chapter, each annual net profit return required to be filed under this section by a taxpayer that is not an individual shall be completed and filed as required by the Tax Administrator on or before the fifteenth day of the fourth month following the end of the taxpayer's taxable year. The taxpayer shall complete and file the return or notice on forms prescribed by the Tax Administrator or on generic forms, together with remittance made payable to the City. No remittance is required if the net amount due is ten dollars (\$10.00) or less.

(2) Any taxpayer that has duly requested an automatic six-month extension for filing the taxpayer's Federal income tax return shall automatically receive an extension for the filing of the City's income tax return. The extended due date of the City's income tax return shall be the fifteenth day of the tenth month after the last day of the taxable year to which the return relates. For the tax years ending on or after January 1, 2023, the extended due date of the City's income tax return for a taxpayer that is not an individual shall be the fifteenth day of the eleventh month after the last day of the taxable year to which the return relates. An extension of time to file under this division is not an extension of the time to pay any tax due unless the Tax Administrator grants an extension of that date.

A. A copy of the Federal extension request shall be included with the filing of the City's income tax return.

B. A taxpayer that has not requested or received a six (6)-month extension for filing the taxpayer's Federal income tax return may submit a written request that the Tax Administrator grant the taxpayer a six (6)-month extension of the date for filing the taxpayer's City income tax return.

If the request is received by the Tax Administrator on or before the date the City income tax return is due, the Tax Administrator shall grant the taxpayer's requested extension.

(3) If the Tax Commissioner extends for all taxpayers the date for filing State income tax returns under division (G) of Ohio R.C. 5747.08, a taxpayer shall automatically receive an extension for the filing of the City's income tax return. The extended due date of the City's income tax return shall be the same as the extended due date of the State income tax return.

(4) If the Tax Administrator considers it necessary in order to ensure the payment of the tax imposed by the City, the Tax Administrator may require taxpayers to file returns and make payments otherwise than as provided in this division, including taxpayers not otherwise required to file annual returns.

(5) If a taxpayer receives an extension for filing of a municipal income tax return under division (g)(2), (3), or (4) of this section, the Tax Administrator shall not make any inquiry or send any notice to the taxpayer with regard to the return on or before the date the taxpayer files the return or on or before the extended due date to file the return, whichever occurs first.

If the Tax Administrator violates division (g)(5) of this section, the City shall reimburse the taxpayer for any reasonable costs incurred to respond to such inquiry or notice, up to \$150.

Division (g)(5) of this section does not apply to an extension received under division (g)(2) of this section if the tax administrator has actual knowledge that the taxpayer failed to file for a federal extension as required to receive the extension under division (g)(2) of this section or failed to file for an extension under division (g)(2)(B) of this section.

~~(65)~~ To the extent that any provision in this division (g) of this section conflicts with any provision in divisions (n), (o), (p), or (q) of this section, the provisions in divisions (n), (o), (p), or (q) prevail.

(h) (1) For taxable years beginning after 2015, the City shall not require a taxpayer to remit tax with respect to net profits if the net amount due is ten dollars (\$10.00) or less.

(2) Any taxpayer not required to remit tax to the City for a taxable year pursuant to division (h)(1) of this section shall file with the City an annual net profit return under division (f)(3) of this section, unless the provisions of division (h)(3) apply.

(3) A. A person may notify the Tax Administrator that the person does not expect to be a taxpayer subject to the City income tax ordinance for a taxable year if both the following apply:

1. The person was required to file a tax return with the City for the immediately preceding taxable year because the person performed services at a worksite location (as defined in Section 190.04(c)(1)G.) within the City.

2. The person no longer provides services in the City and does not expect to be subject to the City income tax for the taxable year.

B. The person shall provide the notice in a signed affidavit that briefly explains the person's circumstances, including the location of the previous worksite location and the last date on which the person performed services or made any sales within the City. The affidavit shall also include the following statement: "The affiant has no plans to perform any services within the City, make

any sales in the City, or otherwise become subject to the tax levied by the City during the taxable year. If the affiant does become subject to the tax levied by the City for the taxable year, the affiant agrees to be considered a taxpayer and to properly comply as a taxpayer with the City income tax ordinance and rules and regulations." The person shall sign the affidavit under penalty of perjury.

C. If a person submits an affidavit described in division (h)(3)B., the Tax Administrator shall not require the person to file a tax return for the taxable year unless the Tax Administrator possesses information that conflicts with the affidavit or if the circumstances described in the affidavit change.

D. Nothing in division (h)(3) of this section prohibits the Tax Administrator from performing an audit of the person.

(i) If a payment under this chapter is made by electronic funds transfer, the payment shall be considered to be made on the date of the timestamp assigned by the first electronic system receiving that payment.

(j) Taxes withheld for the City by an employer, the agent of an employer, or other payer as described in Section 190.04 shall be allowed to the taxpayer as credits against payment of the tax imposed on the taxpayer by the City, unless the amounts withheld were not remitted to the City and the recipient colluded with the employer, agent, or other payer in connection with the failure to remit the amounts withheld.

(k) Each return required by the City to be filed in accordance with this division shall include a box that the taxpayer may check to authorize another person, including a tax return preparer who prepared the return, to communicate with the Tax Administrator about matters pertaining to the return.

(l) The Tax Administrator shall accept for filing a generic form of any income tax return, report, or document required by the City, provided that the generic form, once completed and filed, contains all of the information required by ordinance, resolution, or rules and regulations adopted by the City or the Tax Administrator, and provided that the taxpayer or tax return preparer filing the generic form otherwise complies with the provisions of this chapter and of the City's ordinance, resolution, or rules and regulations governing the filing of returns, reports, or documents.

Filing via Ohio Business Gateway.

(m) (l) Any taxpayer subject to municipal income taxation with respect to the taxpayer's net profit from a business or profession may file the City's income tax return, estimated municipal income tax return, or extension for filing a municipal income tax return, and may make payment of amounts shown to be due on such returns, by using the Ohio Business Gateway.

(2) Any employer, agent of an employer, or other payer may report the amount of municipal income tax withheld from qualifying wages, and may make remittance of such amounts, by using the Ohio Business Gateway.

(3) Nothing in this section affects the due dates for filing employer withholding tax returns.

Extension for Service in or for the Armed Forces.

(n) Each member of the national guard of any state and each member of a reserve component of the Armed Forces of the United States called to active duty pursuant to an executive order issued by the president of the United States or an act of the Congress of the United States, and each civilian serving as support personnel in a combat zone or contingency operation in support of the Armed Forces, may apply to the Tax Administrator of the City for both an extension of time for filing of the return and an extension of time for payment of taxes required by the City during the period of the member's or civilian's duty service, and for one hundred eighty (180) days thereafter. The application shall be filed on or before the one hundred eightieth day after the member's or civilian's duty terminates. An applicant shall provide such evidence as the Tax Administrator considers necessary to demonstrate eligibility for the extension.

(o) (1) If the Tax Administrator ascertains that an applicant is qualified for an extension under this section, the Tax Administrator shall enter into a contract with the applicant for the payment of the tax in installments that begin on the one hundred and eighty-first day after the applicant's active duty or service terminates. The Tax Administrator may prescribe such contract terms as the Tax Administrator considers appropriate. However, taxes pursuant to a contract entered into under this division are not delinquent, and the Tax Administrator shall not require any payments of penalties or interest in connection with those taxes for the extension period.

(2) If the Tax Administrator determines that an applicant is qualified for an extension under this section, the applicant shall neither be required to file any return, report, or other tax document nor be required to pay any tax otherwise due to the municipal corporation before the one hundred eighty-first day after the applicant's active duty or service terminates.

(3) Taxes paid pursuant to a contract entered into under division (o)(1) of this section are not delinquent. The Tax Administrator shall not require any payments of penalties or interest in connection with those taxes for the extension period.

(p) (l) Nothing in this division denies to any person described in this division the application of divisions (n) and (o) of this section.

(2) A. A qualifying taxpayer who is eligible for an extension under the Internal Revenue Code shall receive both an extension of time in which to file any return, report, or other tax document and an extension of time in which to make any payment of taxes required by a municipal corporation in accordance with this chapter. The length of any extension granted under division (p)(2)A. of this section shall be equal to the length of the corresponding extension that the taxpayer receives under the Internal Revenue Code. As used in this division, "qualifying taxpayer" means a member of the national guard or a member of a reserve component of the Armed Forces of the United States called to active duty pursuant to either an executive order issued by the president of the United States or an act of the Congress of the United States, or a civilian serving as support personnel in a combat zone or contingency operation in support of the Armed Forces.

B. Taxes whose payment is extended in accordance with division (p)(2)A. of this section are not delinquent during the extension period. Such taxes become delinquent on the first day after the expiration of the extension period if the taxes are not paid prior to that date. The Tax Administrator shall not require any payment of penalties or interest in connection with those taxes for the extension period. The Tax Administrator shall not include any period of extension granted under division (c)(2)A. of this section in calculating the penalty or interest due on any unpaid tax.

(q) For each taxable year to which division (n), (o), or (p) of this section applies to a taxpayer, the provisions of divisions (o)(2) and (o)(3) of this section, as applicable, apply to the spouse of that taxpayer if the filing status of the spouse and the taxpayer is married filing jointly for that year.

Consolidated Municipal Income Tax Return.

(r) As used in this section:

(1) "Affiliated group of corporations" means an affiliated group as defined in section 1504 of the Internal Revenue Code, except that, if such a group includes at least one (1) incumbent local exchange carrier that is primarily engaged in the business of providing local exchange telephone service in this State, the affiliated group shall not include any incumbent local exchange carrier that would otherwise be included in the group.

(2) "Consolidated Federal income tax return" means a consolidated return filed for Federal income tax purposes pursuant to section 1501 of the Internal Revenue Code.

(3) "Consolidated Federal taxable income" means the consolidated taxable income of an affiliated group of corporations, as computed for the purposes of filing a consolidated Federal income tax return, before consideration of net operating losses or special deductions. "Consolidated Federal taxable income" does not include income or loss of an incumbent local exchange carrier that is excluded from the affiliated group under division (r)(l) of this section.

(4) "Incumbent local exchange carrier" has the same meaning as in Ohio R.C. 4927.01.

(5) "Local exchange telephone service" has the same meaning as in Ohio R.C. 5727.01.

(s) (l) For taxable years beginning on or after January 1, 2016, a taxpayer that is a member of an affiliated group of corporations may elect to file a consolidated municipal income tax return for a taxable year if at least one (1) member of the affiliated group of corporations is subject to the City's income tax in that taxable year, and if the affiliated group of corporations filed a consolidated Federal income tax return with respect to that taxable year. The election is binding for a five (5)-year period beginning with the first taxable year of the initial election unless a change in the reporting method is required under Federal law. The election continues to be binding for each subsequent five (5)-year period unless the taxpayer elects to discontinue filing consolidated municipal income tax returns under division (s)(2) of this section or a taxpayer receives permission from the Tax Administrator. The Tax Administrator shall approve such a request for good cause shown.

(2) An election to discontinue filing consolidated municipal income tax returns under this section must be made in the first year following the last year of a five (5)-year consolidated municipal income tax return election period in effect under division (s)(l) of this section. The election to discontinue filing a consolidated municipal income tax return is binding for a five (5)-year period beginning with the first taxable year of the election.

(3) An election made under division (s)(l) or (s)(2) of this section is binding on all members of the affiliated group of corporations subject to a municipal income tax.

(t) A taxpayer that is a member of an affiliated group of corporations that filed a consolidated Federal income tax return for a taxable year shall file a consolidated City income tax return for that taxable year if the Tax Administrator determines, by a preponderance of the evidence, that intercompany transactions have not been conducted at arm's length and that there has been a distortive shifting of income or expenses with regard to allocation of net profits to the City. A taxpayer that is required to file a consolidated City income tax return for a taxable year shall file a consolidated City income tax return for all subsequent taxable years, unless the taxpayer requests and receives written permission from the Tax Administrator to file a separate return or a taxpayer has experienced a change in circumstances.

(u) A taxpayer shall prepare a consolidated City income tax return in the same manner as is required under the United States Department of Treasury regulations that prescribe procedures for the preparation of the consolidated Federal income tax return required to be filed by the common parent of the affiliated group of which the taxpayer is a member.

(v) (l) Except as otherwise provided in divisions (v)(2), (v)(3), and (v)(4) of this section, corporations that file a consolidated municipal income tax return shall compute adjusted Federal taxable income, as defined in Section 190.02, by substituting "consolidated Federal taxable income" for "Federal taxable income" wherever "Federal taxable income" appears in that division and by substituting "an affiliated group of corporation's" for "a C corporation's" wherever "a C corporation's" appears in that division.

(2) No corporation filing a consolidated City income tax return shall make any adjustment otherwise required under Section 190.02(c)(1) to the extent that the item of income or deduction otherwise subject to the adjustment has been eliminated or consolidated in the computation of consolidated Federal taxable income.

(3) If the net profit or loss of a pass-through entity having at least eighty percent (80%) of the value of its ownership interest owned or controlled, directly or indirectly, by an affiliated group of corporations is included in that affiliated group's consolidated Federal taxable income for a taxable year, the corporation filing a consolidated City income tax return shall do one (1) of the following with respect to that pass-through entity's net profit or loss for that taxable year:

A. Exclude the pass-through entity's net profit or loss from the consolidated Federal taxable income of the affiliated group and, for the purpose of making the computations required in Section 190.05(r) through (y), exclude the property, payroll, and gross receipts of the pass-through entity in the computation of the affiliated group's net profit situated to the City. If the entity's net profit or loss is so excluded, the entity shall be subject to taxation as a separate taxpayer on the basis of the entity's net profits that would otherwise be included in the consolidated Federal taxable income of the affiliated group.

B. Include the pass-through entity's net profit or loss in the consolidated Federal taxable income of the affiliated group and, for the purpose of making the computations required in Section 190.05(r) through (y), include the property, payroll, and gross receipts of the pass-through entity in the computation of the affiliated group's net profit situated to the City. If the entity's net profit or loss is so included, the entity shall not be subject to taxation as a separate taxpayer on the basis of the entity's net profits that are included in the consolidated Federal taxable income of the affiliated group.

(4) If the net profit or loss of a pass-through entity having less than eighty percent (80%) of the value of its ownership interest owned or controlled, directly or indirectly, by an affiliated group of corporations is included in that affiliated group's consolidated Federal taxable income for a taxable year, all of the following shall apply:

A. The corporation filing the consolidated municipal income tax return shall exclude the pass-through entity's net profit or loss from the consolidated Federal taxable income of the affiliated group and, for the purposes of making the computations required in Section 190.05(r) through (y), exclude the property, payroll, and gross receipts of the pass-through entity in the computation of the affiliated group's net profit situated to the City;

B. The pass-through entity shall be subject to the City income taxation as a separate taxpayer in accordance with this chapter on the basis of the entity's net profits that would otherwise be included in the consolidated Federal taxable income of the affiliated group.

(w) Corporations filing a consolidated City income tax return shall make the computations required under Section 190.05(r) through (y) by substituting "consolidated Federal taxable income attributable to" for "net profit from" wherever "net profit from" appears in that section and by substituting "affiliated group of corporations" for "taxpayer" wherever "taxpayer" appears in that section.

(x) Each corporation filing a consolidated City income tax return is jointly and severally liable for any tax, interest, penalties, fines, charges, or other amounts imposed by the City in accordance with this chapter on the corporation, an affiliated group of which the corporation is a member for any portion of the taxable year, or any one (1) or more members of such an affiliated group.

(y) Corporations and their affiliates that made an election or entered into an agreement with the City before January 1, 2016, to file a consolidated or combined tax return with the City may continue to file consolidated or combined tax returns in accordance with such election or agreement for taxable years beginning on and after January 1, 2016.

(Ord. 97-15. Passed 11-9-15; Ord. 152-17. Passed 12-18-17.)

190.05 ANNUAL RETURN; FILING.

(a) An annual City income tax return shall be completed and filed by every individual taxpayer and any taxpayer that is not an individual for each taxable year for which the taxpayer is subject to the tax, whether or not a tax is due thereon.

(1) The Tax Administrator may accept on behalf of all nonresident individual taxpayers a return filed by an employer, agent of an employer, or other payer under Section 190.04 when the nonresident individual taxpayer's sole income subject to the tax is the qualifying wages reported by the employer, agent of an employer, or other payer, and no additional tax is due the City.

(2) Retirees having no municipal taxable income for the City income tax purposes may file with the Tax Administrator a written exemption from these filing requirements on a form prescribed by the Tax Administrator. The written exemption shall indicate the date of retirement and the entity from which retired. The exemption shall be in effect until such time as the retiree receives municipal taxable income taxable to the City, at which time the retiree shall be required to comply with all applicable provisions of this chapter.

(b) If an individual is deceased, any return or notice required of that individual shall be completed and filed by that decedent's executor, administrator, or other person charged with the property of that decedent.

(c) If an individual is unable to complete and file a return or notice required by the City, the return or notice required of that individual shall be completed and filed by the individual's duly authorized agent, guardian, conservator, fiduciary, or other person charged with the care of the person or property of that individual.

(d) Returns or notices required of an estate or a trust shall be completed and filed by the fiduciary of the estate or trust.

(e) The City shall permit spouses to file a joint return.

(f) (1) Each return required to be filed under this division shall contain the signature of the taxpayer or the taxpayer's duly authorized agent and of the person who prepared the return for the taxpayer. The return shall include the taxpayer's Social Security number or taxpayer identification number. Each return shall be verified by a declaration under penalty of perjury.

(2) The Tax Administrator shall require a taxpayer who is an individual to include, with each annual return and amended return, copies of the following documents: all of the taxpayer's Internal Revenue Service form W-2, "Wage and Tax Statements," including all information reported on the taxpayer's Federal W-2, as well as taxable wages reported or withheld for any municipal corporation; the taxpayer's Internal Revenue Service form 1040 or, in the case of a return or request required by a qualified municipal corporation, Ohio form IT-1040; and, with respect to an amended tax return, any other documentation necessary to support the adjustments made in the amended return. An individual taxpayer who files the annual return required by this section electronically is not required to provide paper copies of any of the foregoing to the Tax Administrator unless the Tax Administrator requests such copies after the return has been filed.

(3) The Tax Administrator may require a taxpayer that is not an individual to include, with each annual net profit return, amended net profit return, or request for refund required under this section, copies of only the following documents: the taxpayer's Internal Revenue Service form 1041, form 1065, form 1120, form 1120-REIT, form 1120F, or form 1120S, and, with respect to an amended tax return or refund request, any other documentation necessary to support the refund request or the adjustments made in the amended return.

A taxpayer that is not an individual and that files an annual net profit return electronically through the Ohio Business Gateway or in some other manner shall either mail the documents required under this division to the Tax Administrator at the time of filing or, if electronic submission is available, submit the documents electronically through the Ohio Business Gateway.

(4) After a taxpayer files a tax return, the Tax Administrator may request, and the taxpayer shall provide, any information, statements, or documents required by the City to determine and verify the taxpayer's municipal income tax liability. The requirements imposed under division (f) of this section apply regardless of whether the taxpayer files on a generic form or on a form prescribed by the Tax Administrator.

(g) (1) A. Except as otherwise provided in this chapter, each individual income tax return required to be filed under this section shall be completed and filed as required by the Tax Administrator on or before the date prescribed for the filing of State individual income tax returns under division (G) of Ohio R.C. 5747.08. The taxpayer shall complete and file the return or notice on forms prescribed by the Tax Administrator or on generic forms, together with remittance made payable to the City. No remittance is required if the net amount due is ten dollars (\$10.00) or less.

B. Except as otherwise provided in this chapter, each annual net profit return required to be filed under this section by a taxpayer that is not an individual shall be completed and filed as required by the Tax Administrator on or before the fifteenth day of the fourth month following the end of the taxpayer's taxable year. The taxpayer shall complete and file the return or notice on forms prescribed by the Tax Administrator or on generic forms, together with remittance made payable to the City. No remittance is required if the net amount due is ten dollars (\$10.00) or less.

(2) Any taxpayer that has duly requested an automatic six-month extension for filing the taxpayer's Federal income tax return shall automatically receive an extension for the filing of the City's income tax return. The extended due date of the City's income tax return shall be the fifteenth day of the tenth month after the last day of the taxable year to which the return relates. For the tax years ending on or after January 1, 2023, the extended due date of the City's income tax return for a taxpayer that is not an individual shall be the fifteenth day of the eleventh month after the last day of the taxable year to which the return relates. An extension of time to file under this division is not an extension of the time to pay any tax due unless the Tax Administrator grants an extension of that date.

A. A copy of the Federal extension request shall be included with the filing of the City's income tax return.

B. A taxpayer that has not requested or received a six (6)-month extension for filing the taxpayer's Federal income tax return may submit a written request that the Tax Administrator grant the taxpayer a six (6)-month extension of the date for filing the taxpayer's City income tax return.

If the request is received by the Tax Administrator on or before the date the City income tax return is due, the Tax Administrator shall grant the taxpayer's requested extension.

(3) If the Tax Commissioner extends for all taxpayers the date for filing State income tax returns under division (G) of Ohio R.C. 5747.08, a taxpayer shall automatically receive an extension for the filing of the City's income tax return. The extended due date of the City's income tax return shall be the same as the extended due date of the State income tax return.

(4) If the Tax Administrator considers it necessary in order to ensure the payment of the tax imposed by the City, the Tax Administrator may require taxpayers to file returns and make payments otherwise than as provided in this division, including taxpayers not otherwise required to file annual returns.

(5) If a taxpayer receives an extension for filing of a municipal income tax return under division (g)(2), (3), or (4) of this section, the Tax Administrator shall not make any inquiry or send any notice to the taxpayer with regard to the return on or before the date the taxpayer files the return or on or before the extended due date to file the return, whichever occurs first.

If the Tax Administrator violates division (g)(5) of this section, the City shall reimburse the taxpayer for any reasonable costs incurred to respond to such inquiry or notice, up to \$150.

Division (g)(5) of this section does not apply to an extension received under division (g)(2) of this section if the tax administrator has actual knowledge that the taxpayer failed to file for a federal extension as required to receive the extension under division (g)(2) of this section or failed to file for an extension under division (g)(2)(B) of this section.

(6) To the extent that any provision in this division (g) of this section conflicts with any provision in divisions (n), (o), (p), or (q) of this section, the provisions in divisions (n), (o), (p), or (q) prevail.

(h) (1) For taxable years beginning after 2015, the City shall not require a taxpayer to remit tax with respect to net profits if the net amount due is ten dollars (\$10.00) or less.

(2) Any taxpayer not required to remit tax to the City for a taxable year pursuant to division (h)(1) of this section shall file with the City an annual net profit return under division (f)(3) of this section, unless the provisions of division (h)(3) apply.

(3) A. A person may notify the Tax Administrator that the person does not expect to be a taxpayer subject to the City income tax ordinance for a taxable year if both the following apply:

1. The person was required to file a tax return with the City for the immediately preceding taxable year because the person performed services at a worksite location (as defined in Section 190.04(c)(1)G.) within the City.

2. The person no longer provides services in the City and does not expect to be subject to the City income tax for the taxable year.

B. The person shall provide the notice in a signed affidavit that briefly explains the person's circumstances, including the location of the previous worksite location and the last date on which the person performed services or made any sales within the City. The affidavit shall also include the following statement: "The affiant has no plans to perform any services within the City, make

any sales in the City, or otherwise become subject to the tax levied by the City during the taxable year. If the affiant does become subject to the tax levied by the City for the taxable year, the affiant agrees to be considered a taxpayer and to properly comply as a taxpayer with the City income tax ordinance and rules and regulations." The person shall sign the affidavit under penalty of perjury.

C. If a person submits an affidavit described in division (h)(3)B., the Tax Administrator shall not require the person to file a tax return for the taxable year unless the Tax Administrator possesses information that conflicts with the affidavit or if the circumstances described in the affidavit change.

D. Nothing in division (h)(3) of this section prohibits the Tax Administrator from performing an audit of the person.

(i) If a payment under this chapter is made by electronic funds transfer, the payment shall be considered to be made on the date of the timestamp assigned by the first electronic system receiving that payment.

(j) Taxes withheld for the City by an employer, the agent of an employer, or other payer as described in Section 190.04 shall be allowed to the taxpayer as credits against payment of the tax imposed on the taxpayer by the City, unless the amounts withheld were not remitted to the City and the recipient colluded with the employer, agent, or other payer in connection with the failure to remit the amounts withheld.

(k) Each return required by the City to be filed in accordance with this division shall include a box that the taxpayer may check to authorize another person, including a tax return preparer who prepared the return, to communicate with the Tax Administrator about matters pertaining to the return.

(l) The Tax Administrator shall accept for filing a generic form of any income tax return, report, or document required by the City, provided that the generic form, once completed and filed, contains all of the information required by ordinance, resolution, or rules and regulations adopted by the City or the Tax Administrator, and provided that the taxpayer or tax return preparer filing the generic form otherwise complies with the provisions of this chapter and of the City's ordinance, resolution, or rules and regulations governing the filing of returns, reports, or documents.

Filing via Ohio Business Gateway.

(m) (1) Any taxpayer subject to municipal income taxation with respect to the taxpayer's net profit from a business or profession may file the City's income tax return, estimated municipal income tax return, or extension for filing a municipal income tax return, and may make payment of amounts shown to be due on such returns, by using the Ohio Business Gateway.

(2) Any employer, agent of an employer, or other payer may report the amount of municipal income tax withheld from qualifying wages, and may make remittance of such amounts, by using the Ohio Business Gateway.

(3) Nothing in this section affects the due dates for filing employer withholding tax returns.

Extension for Service in or for the Armed Forces.

(n) Each member of the national guard of any state and each member of a reserve component of the Armed Forces of the United States called to active duty pursuant to an executive order issued by the president of the United States or an act of the Congress of the United States, and each civilian serving as support personnel in a combat zone or contingency operation in support of the Armed Forces, may apply to the Tax Administrator of the City for both an extension of time for filing of the return and an extension of time for payment of taxes required by the City during the period of the member's or civilian's duty service, and for one hundred eighty (180) days thereafter. The application shall be filed on or before the one hundred eightieth day after the member's or civilian's duty terminates. An applicant shall provide such evidence as the Tax Administrator considers necessary to demonstrate eligibility for the extension.

(o) (1) If the Tax Administrator ascertains that an applicant is qualified for an extension under this section, the Tax Administrator shall enter into a contract with the applicant for the payment of the tax in installments that begin on the one hundred and eighty-first day after the applicant's active duty or service terminates. The Tax Administrator may prescribe such contract terms as the Tax Administrator considers appropriate. However, taxes pursuant to a contract entered into under this division are not delinquent, and the Tax Administrator shall not require any payments of penalties or interest in connection with those taxes for the extension period.

(2) If the Tax Administrator determines that an applicant is qualified for an extension under this section, the applicant shall neither be required to file any return, report, or other tax document nor be required to pay any tax otherwise due to the municipal corporation before the one hundred eighty-first day after the applicant's active duty or service terminates.

(3) Taxes paid pursuant to a contract entered into under division (o)(1) of this section are not delinquent. The Tax Administrator shall not require any payments of penalties or interest in connection with those taxes for the extension period.

(p) (l) Nothing in this division denies to any person described in this division the application of divisions (n) and (o) of this section.

(2) A. A qualifying taxpayer who is eligible for an extension under the Internal Revenue Code shall receive both an extension of time in which to file any return, report, or other tax document and an extension of time in which to make any payment of taxes required by a municipal corporation in accordance with this chapter. The length of any extension granted under division (p)(2)A. of this section shall be equal to the length of the corresponding extension that the taxpayer receives under the Internal Revenue Code. As used in this division, "qualifying taxpayer" means a member of the national guard or a member of a reserve component of the Armed Forces of the United States called to active duty pursuant to either an executive order issued by the president of the United States or an act of the Congress of the United States, or a civilian serving as support personnel in a combat zone or contingency operation in support of the Armed Forces.

B. Taxes whose payment is extended in accordance with division (p)(2)A. of this section are not delinquent during the extension period. Such taxes become delinquent on the first day after the expiration of the extension period if the taxes are not paid prior to that date. The Tax Administrator shall not require any payment of penalties or interest in connection with those taxes for the extension period. The Tax Administrator shall not include any period of extension granted under division (c)(2)A. of this section in calculating the penalty or interest due on any unpaid tax.

(q) For each taxable year to which division (n), (o), or (p) of this section applies to a taxpayer, the provisions of divisions (o)(2) and (o)(3) of this section, as applicable, apply to the spouse of that taxpayer if the filing status of the spouse and the taxpayer is married filing jointly for that year.

Consolidated Municipal Income Tax Return.

(r) As used in this section:

(1) "Affiliated group of corporations" means an affiliated group as defined in section 1504 of the Internal Revenue Code, except that, if such a group includes at least one (1) incumbent local exchange carrier that is primarily engaged in the business of providing local exchange telephone service in this State, the affiliated group shall not include any incumbent local exchange carrier that would otherwise be included in the group.

(2) "Consolidated Federal income tax return" means a consolidated return filed for Federal income tax purposes pursuant to section 1501 of the Internal Revenue Code.

(3) "Consolidated Federal taxable income" means the consolidated taxable income of an affiliated group of corporations, as computed for the purposes of filing a consolidated Federal income tax return, before consideration of net operating losses or special deductions. "Consolidated Federal taxable income" does not include income or loss of an incumbent local exchange carrier that is excluded from the affiliated group under division (r)(1) of this section.

(4) "Incumbent local exchange carrier" has the same meaning as in Ohio R.C. 4927.01.

(5) "Local exchange telephone service" has the same meaning as in Ohio R.C. 5727.01.

(s) (1) For taxable years beginning on or after January 1, 2016, a taxpayer that is a member of an affiliated group of corporations may elect to file a consolidated municipal income tax return for a taxable year if at least one (1) member of the affiliated group of corporations is subject to the City's income tax in that taxable year, and if the affiliated group of corporations filed a consolidated Federal income tax return with respect to that taxable year. The election is binding for a five (5)-year period beginning with the first taxable year of the initial election unless a change in the reporting method is required under Federal law. The election continues to be binding for each subsequent five (5)-year period unless the taxpayer elects to discontinue filing consolidated municipal income tax returns under division (s)(2) of this section or a taxpayer receives permission from the Tax Administrator. The Tax Administrator shall approve such a request for good cause shown.

(2) An election to discontinue filing consolidated municipal income tax returns under this section must be made in the first year following the last year of a five (5)-year consolidated municipal income tax return election period in effect under division (s)(1) of this section. The election to discontinue filing a consolidated municipal income tax return is binding for a five (5)-year period beginning with the first taxable year of the election.

(3) An election made under division (s)(1) or (s)(2) of this section is binding on all members of the affiliated group of corporations subject to a municipal income tax.

(t) A taxpayer that is a member of an affiliated group of corporations that filed a consolidated Federal income tax return for a taxable year shall file a consolidated City income tax return for that taxable year if the Tax Administrator determines, by a preponderance of the evidence, that intercompany transactions have not been conducted at arm's length and that there has been a distortive shifting of income or expenses with regard to allocation of net profits to the City. A taxpayer that is required to file a consolidated City income tax return for a taxable year shall file a consolidated City income tax return for all subsequent taxable years, unless the taxpayer requests and receives written permission from the Tax Administrator to file a separate return or a taxpayer has experienced a change in circumstances.

(u) A taxpayer shall prepare a consolidated City income tax return in the same manner as is required under the United States Department of Treasury regulations that prescribe procedures for the preparation of the consolidated Federal income tax return required to be filed by the common parent of the affiliated group of which the taxpayer is a member.

(v) (l) Except as otherwise provided in divisions (v)(2), (v)(3), and (v)(4) of this section, corporations that file a consolidated municipal income tax return shall compute adjusted Federal taxable income, as defined in Section 190.02, by substituting "consolidated Federal taxable income" for "Federal taxable income" wherever "Federal taxable income" appears in that division and by substituting "an affiliated group of corporation's" for "a C corporation's" wherever "a C corporation's" appears in that division.

(2) No corporation filing a consolidated City income tax return shall make any adjustment otherwise required under Section 190.02(c)(1) to the extent that the item of income or deduction otherwise subject to the adjustment has been eliminated or consolidated in the computation of consolidated Federal taxable income.

(3) If the net profit or loss of a pass-through entity having at least eighty percent (80%) of the value of its ownership interest owned or controlled, directly or indirectly, by an affiliated group of corporations is included in that affiliated group's consolidated Federal taxable income for a taxable year, the corporation filing a consolidated City income tax return shall do one (1) of the following with respect to that pass-through entity's net profit or loss for that taxable year:

A. Exclude the pass-through entity's net profit or loss from the consolidated Federal taxable income of the affiliated group and, for the purpose of making the computations required in Section 190.05(r) through (y), exclude the property, payroll, and gross receipts of the pass-through entity in the computation of the affiliated group's net profit situated to the City. If the entity's net profit or loss is so excluded, the entity shall be subject to taxation as a separate taxpayer on the basis of the entity's net profits that would otherwise be included in the consolidated Federal taxable income of the affiliated group.

B. Include the pass-through entity's net profit or loss in the consolidated Federal taxable income of the affiliated group and, for the purpose of making the computations required in Section 190.05(r) through (y), include the property, payroll, and gross receipts of the pass-through entity in the computation of the affiliated group's net profit situated to the City. If the entity's net profit or loss is so included, the entity shall not be subject to taxation as a separate taxpayer on the basis of the entity's net profits that are included in the consolidated Federal taxable income of the affiliated group.

(4) If the net profit or loss of a pass-through entity having less than eighty percent (80%) of the value of its ownership interest owned or controlled, directly or indirectly, by an affiliated group of corporations is included in that affiliated group's consolidated Federal taxable income for a taxable year, all of the following shall apply:

A. The corporation filing the consolidated municipal income tax return shall exclude the pass-through entity's net profit or loss from the consolidated Federal taxable income of the affiliated group and, for the purposes of making the computations required in Section 190.05(r) through (y), exclude the property, payroll, and gross receipts of the pass-through entity in the computation of the affiliated group's net profit situated to the City;

B. The pass-through entity shall be subject to the City income taxation as a separate taxpayer in accordance with this chapter on the basis of the entity's net profits that would otherwise be included in the consolidated Federal taxable income of the affiliated group.

(w) Corporations filing a consolidated City income tax return shall make the computations required under Section 190.05(r) through (y) by substituting "consolidated Federal taxable income attributable to" for "net profit from" wherever "net profit from" appears in that section and by substituting "affiliated group of corporations" for "taxpayer" wherever "taxpayer" appears in that section.

(x) Each corporation filing a consolidated City income tax return is jointly and severally liable for any tax, interest, penalties, fines, charges, or other amounts imposed by the City in accordance with this chapter on the corporation, an affiliated group of which the corporation is a member for any portion of the taxable year, or any one (1) or more members of such an affiliated group.

(y) Corporations and their affiliates that made an election or entered into an agreement with the City before January 1, 2016, to file a consolidated or combined tax return with the City may continue to file consolidated or combined tax returns in accordance with such election or agreement for taxable years beginning on and after January 1, 2016.

(Ord. 97-15. Passed 11-9-15; Ord. 152-17. Passed 12-18-17.)

190.18 INTEREST AND PENALTIES.

(a) As used in this section:

(1) "Applicable law" means this chapter, the resolutions, ordinances, codes, directives, instructions, and rules adopted by the City provided they impose or directly or indirectly address the levy, payment, remittance, or filing requirements of the City.

(2) "Federal short-term rate" means the rate of the average market yield on outstanding marketable obligations of the United States with remaining periods to maturity of three (3) years or less, as determined under section 1274 of the Internal Revenue Code, for July of the current year.

(3) "Income tax," "estimated income tax," and "withholding tax" means any income tax, estimated income tax, and withholding tax imposed by the City pursuant to applicable law, including at any time before January 1, 2016.

(4) "Interest rate as described in division (a) of this section" means the Federal short-term rate, rounded to the nearest whole number percent, plus five percent (5%). The rate shall apply for the calendar year next following the July of the year in which the Federal short-term rate is determined in accordance with division (a)(2) of this section.

(5) "Return" includes any tax return, report, reconciliation, schedule, and other document required to be filed with the Tax Administrator or the City by a taxpayer, employer, any agent of the employer, or any other payer pursuant to applicable law, including at any time before January 1, 2016.

(6) "Unpaid estimated income tax" means estimated income tax due but not paid by the date the tax is required to be paid under applicable law.

(7) "Unpaid income tax" means income tax due but not paid by the date the income tax is required to be paid under applicable law.

(8) "Unpaid withholding tax" means withholding tax due but not paid by the date the withholding tax is required to be paid under applicable law.

(9) "Withholding tax" includes amounts an employer, any agent of an employer, or any other payer did not withhold in whole or in part from an employee's qualifying wages, but that, under applicable law, the employer, agent, or other payer is required to withhold from an employee's qualifying wages.

(b) (1) This section applies to the following:

A. Any return required to be filed under applicable law for taxable years beginning on or after January 1, 2016;

B. Income tax, estimated income tax, and withholding tax required to be paid or remitted to the City on or after January 1, 2016.

(2) This section does not apply to returns required to be filed or payments required to be made before January 1, 2016, regardless of the filing or payment date. Returns required to be filed or

payments required to be made before January 1, 2016, but filed or paid after that date shall be subject to the ordinances or rules and regulations, as adopted before January 1, 2016, of the City to which the return is to be filed or the payment is to be made.

(c) Should any taxpayer, employer, agent of the employer, or other payer for any reason fail, in whole or in part, to make timely and full payment or remittance of income tax, estimated income tax, or withholding tax or to file timely with the City any return required to be filed, the following penalties and interest shall apply:

(1) Interest shall be imposed at the rate described in division (a) of this section, per annum, on all unpaid income tax, unpaid estimated income tax, and unpaid withholding tax.

(2) A. With respect to unpaid income tax and unpaid estimated income tax, the City may impose a penalty equal to fifteen percent (15%) of the amount not timely paid.

B. With respect to any unpaid withholding tax, the City may impose a penalty not exceeding fifty percent (50%) of the amount not timely paid.

(3) A. For tax years ending on or before December 31, 2022, wWith respect to returns other than estimated income tax returns, the City may impose a penalty of twenty-five dollars (\$25.00) for each failure to timely file each return, regardless of the liability shown thereon for each month, or any fraction thereof, during which the return remains unfiled regardless of the liability shown thereon. The penalty shall not exceed one hundred fifty dollars (\$150.00) for each failure.

B. For the tax years ending on or after January 1, 2023, with respect to returns other than estimate income tax returns, the City may impose a penalty not exceeding \$25 for each failure to timely file each return, regardless of the liability shown thereon, except that the City shall abate or refund the penalty assessed on the taxpayer's first failure to timely file a return after the taxpayer files that return.

(d) Nothing in this section requires the City to refund or credit any penalty, amount of interest, charges, or additional fees that the City has properly imposed or collected before January 1, 2016.

(e) Nothing in this section limits the authority of the City to abate or partially abate penalties or interest imposed under this section when the Tax Administrator determines, in the Tax Administrator's sole discretion, that such abatement is appropriate.

(f) By the thirty-first day of October of each year the City shall publish the rate described in division (a) of this section applicable to the next succeeding calendar year.

(g) The City may impose on the taxpayer, employer, any agent of the employer, or any other payer the City's post-judgment collection costs and fees, including attorney's fees.

(Ord. 97-15. Passed 11-9-15; Ord. 152-17. Passed 12-18-17.)

190.18 INTEREST AND PENALTIES.

(a) As used in this section:

(1) "Applicable law" means this chapter, the resolutions, ordinances, codes, directives, instructions, and rules adopted by the City provided they impose or directly or indirectly address the levy, payment, remittance, or filing requirements of the City.

(2) "Federal short-term rate" means the rate of the average market yield on outstanding marketable obligations of the United States with remaining periods to maturity of three (3) years or less, as determined under section 1274 of the Internal Revenue Code, for July of the current year.

(3) "Income tax," "estimated income tax," and "withholding tax" means any income tax, estimated income tax, and withholding tax imposed by the City pursuant to applicable law, including at any time before January 1, 2016.

(4) "Interest rate as described in division (a) of this section" means the Federal short-term rate, rounded to the nearest whole number percent, plus five percent (5%). The rate shall apply for the calendar year next following the July of the year in which the Federal short-term rate is determined in accordance with division (a)(2) of this section.

(5) "Return" includes any tax return, report, reconciliation, schedule, and other document required to be filed with the Tax Administrator or the City by a taxpayer, employer, any agent of the employer, or any other payer pursuant to applicable law, including at any time before January 1, 2016.

(6) "Unpaid estimated income tax" means estimated income tax due but not paid by the date the tax is required to be paid under applicable law.

(7) "Unpaid income tax" means income tax due but not paid by the date the income tax is required to be paid under applicable law.

(8) "Unpaid withholding tax" means withholding tax due but not paid by the date the withholding tax is required to be paid under applicable law.

(9) "Withholding tax" includes amounts an employer, any agent of an employer, or any other payer did not withhold in whole or in part from an employee's qualifying wages, but that, under applicable law, the employer, agent, or other payer is required to withhold from an employee's qualifying wages.

(b) (1) This section applies to the following:

A. Any return required to be filed under applicable law for taxable years beginning on or after January 1, 2016;

B. Income tax, estimated income tax, and withholding tax required to be paid or remitted to the City on or after January 1, 2016.

(2) This section does not apply to returns required to be filed or payments required to be made before January 1, 2016, regardless of the filing or payment date. Returns required to be filed or

payments required to be made before January 1, 2016, but filed or paid after that date shall be subject to the ordinances or rules and regulations, as adopted before January 1, 2016, of the City to which the return is to be filed or the payment is to be made.

(c) Should any taxpayer, employer, agent of the employer, or other payer for any reason fail, in whole or in part, to make timely and full payment or remittance of income tax, estimated income tax, or withholding tax or to file timely with the City any return required to be filed, the following penalties and interest shall apply:

(1) Interest shall be imposed at the rate described in division (a) of this section, per annum, on all unpaid income tax, unpaid estimated income tax, and unpaid withholding tax.

(2) A. With respect to unpaid income tax and unpaid estimated income tax, the City may impose a penalty equal to fifteen percent (15%) of the amount not timely paid.

B. With respect to any unpaid withholding tax, the City may impose a penalty not exceeding fifty percent (50%) of the amount not timely paid.

(3) A. For tax years ending on or before December 31, 2022, with respect to returns other than estimated income tax returns, the City may impose a penalty of twenty-five dollars (\$25.00) for each failure to timely file each return, regardless of the liability shown thereon for each month, or any fraction thereof, during which the return remains unfiled regardless of the liability shown thereon. The penalty shall not exceed one hundred fifty dollars (\$150.00) for each failure.

B. For the tax years ending on or after January 1, 2023, with respect to returns other than estimate income tax returns, the City may impose a penalty not exceeding \$25 for each failure to timely file each return, regardless of the liability shown thereon, except that the City shall abate or refund the penalty assessed on the taxpayer's first failure to timely file a return after the taxpayer files that return.

(d) Nothing in this section requires the City to refund or credit any penalty, amount of interest, charges, or additional fees that the City has properly imposed or collected before January 1, 2016.

(e) Nothing in this section limits the authority of the City to abate or partially abate penalties or interest imposed under this section when the Tax Administrator determines, in the Tax Administrator's sole discretion, that such abatement is appropriate.

(f) By the thirty-first day of October of each year the City shall publish the rate described in division (a) of this section applicable to the next succeeding calendar year.

(g) The City may impose on the taxpayer, employer, any agent of the employer, or any other payer the City's post-judgment collection costs and fees, including attorney's fees.

(Ord. 97-15. Passed 11-9-15; Ord. 152-17. Passed 12-18-17.)

190.29 ELECTION TO BE SUBJECT TO R.C. SECTIONS 718.80 AND 718.95

- (A) The City hereby adopts and incorporates herein by reference Sections 718.80 to 718.95 of the Ohio Revised Code (“ORC”) for tax years beginning on or after January 1, 2018.
- (B) A taxpayer, as defined in division (C) of this section, may elect to be subject to Sections 718.80 to 718.95 of the ORC in lieu of the provisions of this Chapter.
- (C) “Taxpayer” has the same meaning as in section 718.01 of the ORC, except that “taxpayer” does not include natural persons or entities subject to the tax imposed under Chapter 5745 of the ORC. “Taxpayer” may include receivers, assignees, or trustees in bankruptcy when such persons are required to assume the role of a taxpayer.